

بسم الله الرحمن الرحيم

(2018 - 2019)

Action Pack 12



Units 4 - 9 - 10

ملخص اللغة الانجليزية

الثقافات المهنية – الصناعي والاقتصاد المنزلي
الدورة الصيفية – دورة واحدة



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Vocabulary

Collocations	Arabic	Collocations	Arabic
public transport	المواصلات العامة	carbon footprint	آثار الكربون
urban planning	التخطيط العمراني	biological waste	النفايات البيولوجية
economic growth	النمو الاقتصادي	negative effect	الآثار السلبية

نقل عام تخطيط عمراني آثار سلبية نمو اقتصادي انبعاث الكربون نفايات بيولوجية

Public transport - Urban planning - Negative effect - Economic growth - Carbon footprint - Biological waste

- When people talk about -----, they can mean either an improvement in the average standard of living, or an increase in the value of a country's products.
- Pollution has some serious ----- on the environment, such as the death of wildlife and plant life.
- We can all work hard to reduce our ----- by living a more environmentally-friendly lifestyle.
- If we take ----- more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
- Hospitals need to dispose of a lot of -----, and it should be carefully managed because it can be dangerous.
- The need for more effective ----- is evident when we consider modern day problems like traffic.

Answers: 1. economic growth 2. negative effects 3. carbon footprint 4. public transport 5. biological waste 6. urban planning

Collocations	Arabic	Collocations	Arabic
make - a mistake	يرتكب خطأ	join - a company	ينضم الى شركة
ask - questions	يسأل أسئلة	cause - offence	يسبب اساءة
shake - hands	يصافح	make - small talk	يعمل حديث قصير
earn - respect	يكسب الاحترام	(take a course) (drop a course) (get a job)	

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

Answers : 1 make a mistake 2 cause offence 3 make small talk 4 join , company 5. shake hands 6. ask questions 7. earn, respect

يأتي السؤال على المتلازمات بالطرق التالية :

1. Choose the correct answer :

(ask questions / shake hands / make a mistake / cause offence)

Be very careful when you answer the questions, and try not to ----- . make a mistake

2. Replace the underlined misused word to make the correct collocation :

If you are polite, you won't cause respect or upset anybody. offense

3. Replace the underlined misused collocation with the correct one :

In business, when you meet someone for the first time, it's polite to cause offence . shake hands

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

Complete the sentences from the box.

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

- Would you like to **work** ----- a teacher in a big school?
- We need to **decide** -----a place to meet. (as - on - at - into) 2018
- Can you **translate** this Arabic ----- English for me, please?
- I'd like to **talk** ----- the film I've just seen; it was brilliant!
- The teacher **asked** us -----our favourite books.
- My sister is really good ----- drawing and painting . (as - on - at - into) 2019

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

Derivation

(adj + noun + verb + adverb + adjective + noun)

verb	ate	ise	ize	en	ed	fy			
noun	ion / ness	ity / age	ment	ence	ency	gy / ure	ing / dom	ist / isme	er / or
adjective	al	ive	ant	ent	ful	ous	ible	able	ic
adverb	ly								

الاسماء Nouns	الأفعال Verbs
1. After: (a / an / the) :	1. After (to)
2. After prepositions (in / on / of / at / with / for / by / from / without)	2. After : (always / usually / often / seldom / rarely / sometimes / never)
3. After the possessives ('s / s')	3. After (would rather / had better / let / make / help)
4. After : (my / his / her / their / your / our / its)	4. After the (verbs to do) : (do / does / did)
5. After adjectives :	5. After (will / would / shall / should / may / might / can / could / must)
6. After numbers : cardinal (one) or ordinal (first) :	6. Between the subject and the object = (N + V + N)
7. After the words (this / these / that / those)	
8. After (much / many / few / some / any / little / more)	
9. At the beginning of the sentence as subjects	
10. After (No)	
11. After : (need) – (cause) – (keep) – (see)	
الصفات Adjectives	الظرف Adverbs
1. Adjectives describe nouns	1. Adverbs describe verbs
2. After (verb to be)	2. We use the adverbs before adjectives : (be + ly)
3. After adverbs (adverb + adjective)	3. Adverbs (without verbs) Suddenly , he began to drive slowly
4. " be " + (as adj as)	4. " verb " + (very / too / so / quite)
5. " be " + (very / too / so / quite / a bit / absolutely / extremely)	5. " verb " + (as adv as)
6. After these verbs (look / feel / sound / seem / become / find / taste / smell / get / turn)	6. subject + ly + verb
After (be + more / the most)	am – is – are + -----ly----- + V3 / am – is – are + V3 + ----ly----- has / have + -----ly----- + V3 / has / have + V3 + -----ly-----

Verb	Noun	Adjective	Arabic	Verb	Noun	Adjective	Arabic
	medicine	medical	دواء - طب - ly	irrigate	irrigation		يروي
	nine	ninth	تسعة	translate	Translation – ... tor		يترجم
	tradition	traditional	ly - عادة	inherit	inheritance	inheritable	يرث
	origin	original	ly - اصل	educate	education	educational	ly - يعلم
	culture	cultural	ثقافة	translate	translation	translator	يترجم
	majority	major	رئيسي	attract	attraction	attractive	ly - يجذب
	vision	visual	ly - رؤيا	create	creation	creative	ly - يبدع - يخلق
	medicine	medical	ly - طب	collect	collection	collective	ly - يجمع
	cancer	cancerous	سرطان	appreciate	appreciation	appreciative	ly - يقدر
	obesity	obese	افراط وزن	operate	operation	operational	ly - يشغل - يهيك
	viability	viable	متاح	weave	weaving / weaver		
	sustainability	sustainable	استدامة	succeed	success	successful	ly - ينجح
	influence	influential	يؤثر	produce	production - product	productive	ly - ينتج
	cancer	cancerous	سرطان	expect	expectancy	expectant	يتوقع
	mortality	mortal	ly - وفيات	invent	invention/ inventor		يخترع
	option	optional	اختياري	discover	discovery / discoverer	discoverable	يكتشف
	convention	conventional	ly - تقليدي	intend	intention	intended	ينوي
	Archaeology	archaeological	ly - علم الآثار	remedy	remedy	remedial	يعالج
	archaeologist		عالم آثار				
install	installation		يركب	vary	variation	variable	يختلف
	viability	viable	متاح	criticise	criticism	critic	ينتقد
expect	expectancy		يتوقع	access		accessible	يرسل
repute	reputation		سمعة	rely on		reliant on	يعتمد على
inoculate	inoculation		يلقح	qualify	qualification	qualified	يوهل
install	installation		يركب	immunise	immunisation	immune	يحصن - يلقح

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

1. The Middle East is famous for **the** ----- of olive oil. (produce - productive - production)
2. Ibn Sina wrote ----- **textbooks**. (medicine - medical - medically)
3. Fatima al-Fihri was born in **the** ----- **century**. (nine - ninth)
4. My father bought our house with **an** ----- from his grandfather. (inherit - inherited - inheritance)
5. Scholars have discovered **an** ----- document from the twelfth century. (origin - original - originally)
6. Do you think the wheel was the most important ----- ever? (invention - invented - invent)
7. Al-Kindi made many important mathematical ----- . (discover - discoveries - discoverer)
8. Who was the **most** ----- **writer** of the twentieth century? (influence - influent - influential)
9. The Giralda Tower **was** ----- a minaret. (origin - original - originally)
10. **The** ----- **system** must be linked with (education - educate - educational)
11. Jordan has a ----- of being a friendly and welcoming country. (repute - reputation)
12. **The** -----of oil made some countries rich. (discover - discovery - discoverer)
13. Developing ----- thinking is being encouraged at schools in Jordan. (create - creative - creation)
14. When we go to on school trips, we always learn new things because **the trips are** ----- . (education - educational - educate)
15. Sheep's wool, and goat and camel hair are used by Bedouin tribes **to** ----- rugs. (product - production - productive)
16. There is a particular Bedouin style of ----- . (weave - weaver - weaving)
17. There is a particular Bedouin style of weaving that buyers **find very** ----- . (attraction - attractive - attract) .
18. The craft that is practiced in Madaba is **the** ----- of ceramic items. (creative - creation - create)
19. Maha shows **great** ----- for her new job as a lawyer . (enthusiasm - enthusiastic - enthusiastically)
20. I will be going to university to continue **my** ----- . (education / educate / educational)
- 21- Another way of saying that something could be successful is to say **it is** ----- . (viable / viably / viability) 2018
- 22- -----, a man proposes to a woman, not the other way round. (Tradition / Traditional / Traditionally)
- 23- Artists usually **meets** to discuss ideas **and** ----- each other's work. (criticise / criticism / critic) 2018
- 24- Madaba has a ----- as a fascinating place to visit . (reputation / reputational / reputationally) 2018
- 25- Khalid received **an** ----- **letter** from the manager for his hard work. (appreciate / appreciation / appreciatively)
- 26- Manal always presents **her** ----- **work** in literature clearly. (create / creative / creatively) 2018

1. Before you apply for a job, check that you have **the correct** ----- . (qualify - qualified - qualification)
2. The company is pleased with your work and is happy to give you a----- . (recommend - recommended - recommendation)
3. Congratulations on a **very**----- **business** deal. (succeed - success - successful)
4. We should always be ready to listen to **good** ----- (advise - advice - advisable)
5. My father often talks about what he did in **his** ----- . (young - youth)
6. It's important to have **an** ----- of different countries' customs (aware - awareness)
7. The graduation ceremony was a **very** ----- **occasion** for everyone. (memory - memorise - memorable)
8. Nuts contain **useful** ----- such as oils and fats. (nutritious - nutrition - nutrients)
9. I'm confused. Could you give me **some** -----, please ? (advisable - advice - advise)
10. Kareem is a ----- **journalist**, he has worked previously for many scientific journals. (qualification - qualify - qualified)
11. Doing lots of exercise won't keep you healthy if you don't eat ----- **food** as well. (nutrients - nutritious - nutrition) 2016
12. Khalid is a **very** ----- and adaptable worker, I believe that he can be successful in any position. (competence - compete - competent)
13. In the Middle East today, entrepreneurship **is** ----- **important**. (particular - particularly)
14. It is important because of **the** ----- **job** market. (compete - competent - competence)
15. It is important to give young people **the** ----- so that they can help themselves. (know - known - knowledge)
16. **If** they cannot find jobs, they can create their own and then, -----, generate jobs for others. (ideal - ideally)
17. ----- **have** been set up. (organize - organized - organisation)
18. Language ----- **is** becoming an important requirement for many jobs. (proficient - proficiency) 2017
19. My grandfather often tells us about what he did in **his** ----- . (young - youth) 2017
20. Olives which **are**----- **grown** in the world, have been cultivated for over 6.000 years. (extend - extensive - extensively) 2017
38. It is important to have **an** ----- of different countries' customs. (aware - awareness) 2017
39. Maha shows **great** ----- for her new job as a lawyer in the court . (enthusiasm , enthusiastic , enthusiastically) 2018
50. Hospitals have a ----- to provide the best medical care. (commit - committed - commitment) 2019
51. -----, the process of producing rugs is done by hand. (Tradition - Traditional - Traditionally) 2019

Guided Writing

Name	Mahmoud Darwish
Date (born and died)	1942 - 2008
Profession	Poet and author
Achievements	- Leaves of Olives and Wingless Birds

Mahmoud Darwish, who was a poet and an author, was born in 1942 and died in 2008. There are many achievements for Mahmoud Darwish such as "Leaves of Olives and Wingless Birds".

(He wrote " Leaves of Olives and Wingless Birds.")

Name	Najeeb Mahfouth
Place/ Date of birth	Cairo , 1911
Place/ date of death	Cairo, 2006
Profession	Novelist
Achievements	- Awarded the Nobel Prize for literature - Father of modern Arabic Literature

Najeeb Mahfouth, **who was** a novelist, **was born in** Cairo in 1911 **and died in** Cairo in 2006. **He was** awarded Nobel Prize for Literature **and considered (called)** the father of modern Arabic Literature.

Name	Ibn Bassal
Date	11 th century BC
Location	AlAndalus
Profession	Writer, scientists, engineer
interests	Botany and agriculture
achievements	A book of agriculture – water pumps – irrigation system
legacy	Advice and instructions to farmers

Ibn Bassal , **who lived in** AlAndalus **in the** eleventh century, **was** a writer , a scientist and an engineer. **He was interested in** botany and agriculture , **so he made many** achievements such as **writing** a book about agriculture **and designing** water pumps and irrigation systems. **Ibn Bassal's legacy** was great because all the farmers followed his advice and instructions.

Write two sentences about Qasir Bashir

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

Qasir Bashir , **which is located in the** Jordanian Desert, **was built / constructed at the** beginning of the 4th century. **It was built to** protect the Roman borders. **Also, it has** huge towers and twenty-three rooms.

Giralda Tower

location	Seville, Spain
Height	over 104 metres
originally	a minaret
designer	Jabir Ibn Aflah

The Giralda Tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. It was originally a minaret and the person who is believed to be responsible for the design was Jabir Ibn Aflah.

السيرة Curriculum Vitae		
Name	Emad Abu Alzumar	He is Emad Abu Alzumar
Contact details	Hitten Camp , Marka	He lives in Hitten Camp , Marka
Qualification	degree in English (1990 CE)	He has a degree in English in 1990 CE.
Work experience	teacher of English,– 1990 – now	He has worked as a teacher of English since 1990.
Personal attributes	dedicated, ambitious worker.	He is a dedicated and ambitious worker.
Skills and achievements	Won the Distinguished teacher Award	He won the Distinguished teacher Award in 2016.

This CV is about Emad Abu Alzumar. He lives in Hitten Camp , Marka. He has a degree in English in 1990 CE. He has worked as a teacher of English since 1990. He is a dedicated and ambitious worker. He won the Distinguished teacher Award in 2016.

Reasons that make people leave their home countries

- seek better life -
- complete education -
- find better jobs -
- learn about different cultures -

There are many reasons that make people leave their home countries **such as** seeking better life **and** completing their education, too. **Also, another reason is** finding better jobs and learning about different cultures.

What should happen to motorists who break the speed limits ?

- Ban from driving
- Fine for driving fast
- Put in prison

There are many things that **should** happen to motorists who break the speed limits **such as** banning them from driving **and** fining them for driving fast, too. . **Also , another thing is** putting them in prison.

How to improve your English language ?

- Listen to English programs
- Read English newspapers and magazines
- Join English courses regularly

There are many ways to improve your English language **such as** listening to English programs **and** reading newspapers and magazines, too. **Also, another way is** joining English courses regularly to improve your English language.

Why do people use the internet websites ?

- Buy goods
- Book holidays
- Pay bills

There are many reasons that make people use the internet websites such as buying goods and booking holidays, too. . In addition, another reason is paying bills.

Characteristics of traditional education

- students attend classes in person
- students have more opportunities to join clubs
- students need more guidance and more direct contact with teachers
- students attend classes in a specific time and in a specific location

There are many characteristics of traditional education . For example, students attend classes in person and in a specific time and in a specific location. In addition, they have more opportunities to join clubs and they need more guidance and more direct contact with teachers.

Goods that Jordan imports and exports

Exports	imports
<ul style="list-style-type: none">- phosphate- Potash- Pharmaceuticals	<ul style="list-style-type: none">- oil- gas- wheat

There are many goods that Jordan exports such as Phosphate, potash and Pharmaceuticals. On the other hand, there are many goods that Jordan imports such as oil, gas and wheat.

Benefits of doing an internship

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

2017

There are many reasons of doing an intership such as developing professional skills, increasing self-confidence in the workplace and having personal growth experience. Also another benefit is improving personal relationships.

1. Cleft Sentences :

Sami (who) studied English (which) in Amman (where) in 1996. (when) (in which)				
The person who -----		(is – was)	+	Sami
The thing which -----		(is – was)	+	a car
The place where -----		(is – was)	+	Amman
The time / year / day when -----		(is – was)	+	yesterday
The way in which ----- / The reason why -----				
Sami	(is– was)	the person	who	
English	(is– was)	the thing	which / that	
Amman	(is – was)	the place	where	+ باقي الجملة باستثناء الجزء المكتوب / المحدد
1996	(is –was)	the time	when	
It	(is –was –)	Sami	who	
It	(is –was –)	English	which	
It	(is –was –)	Amman	where	(that) + باقي الجملة باستثناء الجزء المكتوب / المحدد
It	(is –was –)	1996	when	
What + ----- + (is - was) + الاسم المحدد				

1. He has written many books , but his final book made him famous all over the world .

He has written many books, but it -----

2. The Olympic Games were held in London in 2012 CE.

The event -----

The time -----

3. The Egyptians built the pyramids.

It -----

4. The Great Mosque in Cordoba was built in 784 CE by Abd al-Rahman I.

(passive)

The person -----

5. I would like to go to London next year.

What -----

6. Queen Rania opened the Children's Museum of Jordan in 2007 CE.

It was -----

7. Petra was made a World Heritage Site in 1985 CE.

The year -----

8. It stopped working at 11 p.m.

It was -----

9. My father has influenced me most.

The person -----

10. I like Geography most of all.

The subject -----

11. The heat made the journey unpleasant.

It was -----

12. The first athletic event for disabled athletes took place in 1948 CE.

The year -----

2016

13. Taha Hussein is especially famous for his work in literature .

It is -----

2016

14. Petra was made a World Heritage Site in 1985 CE.

The year -----

2017

15. My neighbours' generosity impresses me more than anything else.

The thing that -----

2017

16. The Second World War ended in 1945 in Europe .

The year -----

2018

17. I would like to visit Petra next month.

What -----

2018

2. Relative Clauses : (who / which / that / where / when / whose)

Defining clauses : *Necessary* to the meaning of the sentence . **e.g. :** There are many animals **which** have four legs.

Non-defining clauses : Add extra information - Not necessary - (has a comma after the main clause .)
e.g. : Ali , **who lives in Aqaba** , is my friend .

Relative words	Sentences
1. Who : Ahmad , Salma , the person , the man , the scientist	-I told you about the man who lives next door .2019 -The man who lives next door is my friend.
2. which / that : the thing , the car , the lion , the event	-Do you see the tiger which is lying on the roof ? -The tiger which is lying on the roof is dangerous.
3. whose : the man whose + n / the car whose + n	-I met the man whose daughter is a doctor. -The car whose colour is red is beautiful.
4. Where : the place where / Amman where + n +v / Amman which + V	-The city where we met Ali is very beautiful . -Amman which is in Jordan is beautiful
5. When : the time / year / day / period / week	I remember the day when we entered the school.

1. London is a huge city. It's the capital of the UK.

London-----

2. The Giralda tower stands 104 metres tall. It is one of the most important buildings in Spain.

The Giralda Tower,-----

3. Ibn Sina's friends advised him to relax. They were worried about his health.

Ibn Sina's friends,-----

4. The man was happy. His son graduated last year.

The man-----

4. The students ----- cleaned the street are from our school. (**which** - **who** - **when** - **whose**) 2018
5. The prize ----- Huda won last year was for Art . (**when** - **where** - **which** - **who**) 2018
6. The person ----- has influenced me most is my father. (**which** - **who** - **when** - **whose**) 2019
7. The country ----- Jabir Ibn Hayyan did his research was Iraq. (**which** - **who** - **when** - **where**) 2019
8. The person ----- won the prize for art last year was Huda. (**which** - **who** - **when** - **where**) 2019

3 Wish = If only

Rule	Wish – If only : (express <i>regrets</i> about the past)
V2 ----- hadn't + V3	I <i>slept</i> too long. I wish I <i>hadn't slept</i>
didn't + V-inf. ----- had + V3	I <i>didn't do</i> If only I <i>had done</i>
wasn't – weren't ----- had been	I <i>wasn't</i> successful. I wish I <i>had been</i>
Rule	Wish – If only : (express wishes about <i>the present</i>)
V1 / V-s ----- didn't + V-inf.	We <i>live</i> in a small flat I wish we <i>didn't live</i>
don't / doesn't + V-inf. ----- V2	I <i>don't know</i> the answer. I wish I <i>knew</i> the answer.
am / is / are ----- weren't	He <i>is</i> far from here. He wishes he <i>weren't</i> far
am not / isn't / aren't ----- were	He <i>is not</i> tall enough. He wishes he <i>were</i> taller.
regret + V-ing ----- hadn't + V3	I <i>regret being</i> angry ----- I wish I <i>hadn't been</i> angry.
regret + not + V-ing ----- had + V3	I <i>regret not being</i> happy. ---- I wish I <i>had been</i> happy.
should have + V3 ----- had + V3	He <i>should have</i> been careful. – He wishes he <i>had</i> been
shouldn't have + V3 ----- hadn't + V3	He <i>shouldn't have</i> been careless. He wishes he <i>hadn't</i> been ..

تحويل الأفعال

can	couldn't	can't	could
will	wouldn't	won't	would
am - is - are	weren't	have + V3 / has + V3	hadn't + V3
V1 / Vs-es	didn't + inf.	have to / has to = V1	didn't have to
am - is - are	weren't	have / has = V1	didn't have
am not - is not - are not	were	must - mustn't	hadn't to - had to

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

1. Ali did not pass his exams. If only he ----- harder last year. (study)
2. Ziad is not very good at basketball. He wishes he ----- taller! (be)
3. We didn't catch the earlier bus. We're late. If only we ----- the earlier bus. (catch)
4. Our flat is very small. If only we ----- in a big house. (live)
5. Jaber isn't old enough to drive a car. He wishes he ----- older. (be)
6. I wish I ----- English better when I was younger. (learn)
7. I regret that I made an accident. I wish I ----- fast. (not drive)

Read the situations and complete the sentences :

1. Sultan forgot to do his Science homework.
If only he ----- to do it.
2. Nahla could not find her way round the city very easily.
If only she ----- a map.
3. Oh no! I've forgotten my library book. I left it at home.
I wish I ----- .
4. Our team didn't play very well yesterday.
If only they ----- better.
5. I regret *going* to bed late last night.
I wish I -----earlier.
6. Nader *should have* been more careful with his essay. He didn't get a good mark. (wishes)
Nader wishes ----- 2016
7. I regret *living* abroad for a long time . (wish)
----- 2016
8. I regret speaking aloud in my class . (wish)
----- 2017
9. Mohammad didn't consult his career advisor, so he felt sorry. (wish)
----- 2017

Use the prompts and write sentences with (I wish and If only).

1. I'm cold. I wish I ----- . (bring a coat)
2. We're late. If only ----- . (get up earlier)
3. I feel ill. If only ----- . (not eat so many sweets)
4. Fadi has lost his wallet. I wish ----- . (be more careful)
5. Huda was too busy to visit us yesterday. I wish she----- . (be able to come)
6. I've broken my watch. If only ----- . (not drop it)
7. I am very hungry! I wish I ----- before I went to the conference. (not eat)

Choose the correct answer :

1. Ziad is not very good at basketball. He wishes he ----- taller! (is / were / was)
2. I can't do this exercise. I wish I ----- it. (understood / understand / understanding)
3. Mr Haddad does not understand the Chinese businessman.
If only he ----- Chinese. (speak / spoke / had spoken)
4. Jordan needs to import a lot of oil.
If only it ----- larger oil reserves. (has / had / had had)
5. If only I ----- lost my ticket! (haven't / didn't / hadn't)
6. I always have to get home early. I wish my parents ----- me stay out later. 2018
(lets / won't let / would let / will let)
- I didn't wake up early and I missed my bus. I wish I ----- early. 2018
(wake up / wakes up / had waken up / have waken up)
7. We are late . If only we ----- the earlier bus. (catch / hadn't caught / had caught) 2019

27. Conditional Sentences

If Clause - Zero	Main Clause حقيقة ثابتة لا تتغير
If + S + Simple Present (V1 / Vs-es / don't – doesn't) be = am , is , are / (not be) = am not , isn't , aren't	Subject + simple present (a fact) be = am , is , are (not be) = am not , isn't , aren't (V1 / Vs-es / don't – doesn't) (he , she , it + V-s / es) (I , we , you , they + V1)

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

If Clause - I	Main Clause محتمل الحدوث
If + S + Simple Present (V1 / Vs-es / don't – doesn't) be = am , is , are / (not be) = am not , isn't , aren't	Subject + will / won't (modals) + infinitive 'll / will not be = will be / (not be) = won't be

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

بشرط ان اذا لم - ما لم طالما حتى لو

ادوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

- If Sami studies hard , he ----- all his exams . (pass)
- If you ----- an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
- I'll buy the book **if / provided that / as long as** it ----- too expensive. (not be)
- I ----- it **if** it is too expensive . (not, buy)
- If Sami studies hard , he ----- all his exams . (pass)
- Unless** you have a language degree, you ----- able to become an interpreter. (not be)
- If you get an interview for a job, you ----- to show that you have good listening skills. (need)
- If you are successful, it ----- a secure and rewarding job. (be)
- If you arrive at the station next Saturday, we ----- there to meet you. (be)
- Nasser will come out with us tomorrow **unless** he ----- help his father. (have to)
- I ----- you with your homework, **as long as** you help me with mine! (help)
- Provided that** it ----- , we will have a picnic next week. (not rain)
- If you win the prize, how ----- you ----- the money? (spend)
- Even if** Omar ----- his driving test this afternoon, he won't have his own car. (pass)
- You will not pass your exams **unless** you ----- hard. (study)
- Your new computer will last a long time **as long as** you ----- careful with it. (be)
- I ----- you **if** I miss the bus. (phone)
- We'll go to our favourite restaurant on Friday **unless** it ----- closed. (be)
- I will take the job offer **provided that** it ----- part-time – I haven't finished my university studies yet.. (be)
- We have to go to school **even if** we ----- tired. (be)
- We ----- umbrellas **if** it rains (need)
- The teacher ----- pleased **if** I write a good essay. (be)
- Provided that** everyone ----- hard, we'll all pass our exams.. (work)
- Babies ----- usually happy **unless** they're hungry or cold. (be)
- We should always be polite **even if** we ----- tired. (feel)
- Rawan always takes her mobile **when** she ----- (go out) 2017
- Ali will be upset, **If** you ----- him to your party. (not, invite) 2018
- You won't get a job in France unless you ----- French.
a. speak b. speaks c. is speaking d. spoke 2018

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

If Clause – Type 3	Main Clause - الخيال
If + S + had + P.P (V3) hadn't + PP (V3)	S + would have / could have / might have (not) + P.P (V3) ربما كان من الممكن - قدرة تأكد (less sure)

- I ----- the job **if** I had had some experience. (get)
- If** you had done the course, you ----- enough experience to apply for the job. (had)
- If** Huda ----- ill yesterday, she wouldn't have missed the exam. (not be)
- If** my father had gone to university, he ----- a teacher. (can be)
- Jameel might not have become a musician **if** his parents ----- him. (not encourage)

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

Sentence (Fact)	If Clause (Imagination)
1. S + V2 , so + didn't + V-inf	1. If + S + hadn't V3, S + would / could (might) have + V3
2. S + didn't + V-inf , so + V2	2. If + S + had V3, S + would / could (might) not + have + V3
3. S + didn't + v-inf , so + didn't + V-inf	3. If + S + had V3, S + would / could (might) have + V3
4. S + V2 . S + V2	4. If + S + hadn't + V3, S + would / could (might) not + have + V3

- 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.
If Saeed **hadn't left** his camera at home, he **could have been able to take** pictures of the parade.
- I had a headache yesterday, and I didn't do well in the Maths test. (might)
- I didn't know your phone number, so I **wasn't able to** contact you. (could)
- You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)
- I worked really hard the day before the exam. I got top marks. (might not)
- I didn't stay at home that day, so I didn't miss the celebration. (would)
- My friend invited me to the library, so I went. (would not)
- Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could) 2016
- I studied really hard the day before the final exams. I achieved the first rank in my class. (might not) 2016
- Sami didn't apply immediately for the scholarship, so he didn't get it. (if , could) 2016
- Marwan worked really hard the day before the exam. He got top marks. (if / might not) 2017
- The company didn't know your phone number, so they weren't able to contact you. (if / might) 2017

Change the following sentences into facts :

(hadn't + V3 = V2) / (wouldn't , couldn't , mightn't have + V3 = V2)
(had + V3 = didn't + V-inf.) / (would , could , might have + V3 = didn't + V-inf.)

- If I hadn't come to this school, I could have taken English.
- If I hadn't grown up in this city, I might have learnt French.

Using "Unless": (Unless = If not)

عدد الافعال المنفية في جملة السؤال والجواب نفس العدد (نفي النفي اثبات)

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

1. **If** you study hard, you will pass your exam. **Unless**
2. **If** you don't water the plants, they will die . **Unless**
3. **If** I don't write a good essay, the teacher won't be pleased. **Unless**
4. **If** our team wins the match, they won't leave the stadium. **Unless**
6. **Unless** you study hard, you won't succeed. **If**
7. **Unless** you are clever, you will fail. **If**
8. **If** I travel a lot, I will buy many things. **Even if**
9. I'll buy the book **if** it isn't too expensive. **Even if**

Choose the correct answer :

1. ----- you heat water to 100°C, it boils. (*as long as , unless , when , even if*)
2. You will not pass your exams ----- you study hard. (*as long as , unless , when , even if*)
3. ----- you don't water the plants, they will die. (*If , unless , when , even if*)
4. Do you usually go home or meet your friends ----- school finishes. (*as long as , unless , when , even if*)
5. Your new computer will last a long time -----you are careful with it. (*as long as , unless , when , even if*)
6. Ice cream melts -----it gets warm. (*as long as , unless , when , even if*)
7. We need umbrellas ----- it rains. (*as long as , unless , when , even if*)
8. The teacher will be pleased ----- I write a good essay. (*if , unless , when , even if*)
9. Our team will celebrate ----- they win the match. (*if , unless , when , even if*)
10. ----- everyone works hard, we'll all pass our exams. (*Provided that , Unless , When , Even if*)
11. Babies are usually happy ----- they're hungry or cold. (*as long as – provided that – unless – if*) 2018
12. We should always be polite ----- we feel tired. (*as long as , unless , when , even if*)
13. During Ramadan, Muslims eat ----- the sun sets. (*as long as , unless , when , even if*) 2018
14. I'll phone you -----I miss the bus , so that you pick. (*if , unless , when , even if*)
15. We'll go out to our favourite restaurant ----- it's closed. (*as long as , unless , when , even if*)
16. I'll take the job offer ----- it's part time – I haven't finished my university studies yet (*provided that , unless , when , even if*)
17. We have to go to school ----- we're tired. (*as long as , unless , when , even if*)

Pronunciation : Sentence stress – p-69

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

- 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**.

Answers :

- a. It was I, not someone else, who retired.
- b. I did other things when I was 60, but this is when I retired.
- c. I was 60 when I retired not another age.
- d. It was in 1999 CE when I retired, not another year in the 1990s.

Functions

Cleft Sentences

1.to emphasize certain pieces of information .

- **Ahmad is the person who**

Defining relative clauses

1.to identify which particular person, place or thing is being talked about . –

There are many animals which have four legs.

Non-defining relative clauses

1.to give *more detail about a particular person, place or thing* that is being talked about.

The Sahara desert, which is in Africa, is very hot.

Functions

Giving Advice

1. Why don't you + V-inf. 2. If I were you, I would 3. You could + V-inf.
4. Have you thought about ? 5. It would be a good idea for you to... 6. ought to... 7. Should

Showing cause / reason :

(because / as / since / because of / due to)

(**Linking words**)

- We were late **due to** the traffic.

Showing result / consequences :

(therefore/ so / as a result, / because of that, / consequently)

(**Linking words**)

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

To express regrets about the past :

(wish = if only + had V3)

I wish I **had done** more work for my exam.

Unreal past forms for past regrets

To express wishes about the present that are impossible or unlikely to happen (wish = if only + V2)

I wish I knew the answer

Unreal past forms for present wishes

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

If you boil water , it evaporates

The zero conditional (if + Present Simple/Present Simple)

Describe a future outcome of a certain future action or event

If Sami studies hard , he will pass all his exams

The first conditional (if + Present Simple / will + Present Simple)

To imagine past situations :

If I had stayed at home, I would have celebrated.

The third conditional (if + Past Perfect / would have + past participle) :

Giving Advice : Rewrite the advice, using the words in brackets.

1. You **should** practise the presentation several times.

----- (were)

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)

Complete the following mini-dialogues by giving advice :

1. A: I would like to get a job as a teacher of English.

B: ----- study English at university?

2. A: I want to learn Chinese, but they don't teach it in my school.

B: You ----- do a Chinese course online.

3. A: I don't understand what we have to do for homework.

B: ----- , I would ask the teacher.

Showing cause :

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

Showing result :

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

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

Choose the correct answer :

1. We were late ----- the traffic. (because - as - since - due to)
2. -----I was tired, I went to bed. (because - because of - due to)
3. We were caught in traffic, ----- we missed the start of the play. (therefore - as a result - consequently)
4. She worked hard; -----, she did very well in her exams (therefore - so - consequently)

فيلسوف حساب متعدد الثقافة عالم كيمياء هندسة عالم رياضيات طبيب
Philosopher – arithmetic – Polymath – chemist – geometry – Mathematician – physician

1. My father teaches Maths. He's a -----
- 2 You must not take in medicine without consulting a -----
- 3 We learn about shapes, lines and angles when we study -----
- 4 Mr Shahin is a true , working in all kinds of creative and scientific fields-----
- 5 Ramzi is very good with numbers and calculations. He always scores high in -----
- 6 A is someone who thinks and writes about the meaning of life-----

Answers : 1- mathematician 2- physician 3- geometry 4- polymath 5- arithmetic 6- philosopher

فائدة مزارع انبعاث خالي صديق محايد مشاة طاقة متجدد نفايات
benefit – farms – footprint – free – friendly – neutral – pedestrian – power – renewable – waste

1. In hot countries, solar----- is an important source of energy.
2. Green projects are environmentally -----
3. Wind ----- are an example of ----- energy.
4. If a city recycles everything and doesn't throw anything away, it is zero -----
5. We burn carbon whenever we use oil, coal or gas. This is known as our carbon -----
6. If we replace as much carbon as we burn, we are carbon-----.
7. A place where no cars are allowed is a car ----- Zone, and it is ----- friendly.

Answers : 1 power 2 friendly 3 farms; renewable 4 waste 5 footprint 6 neutral 7 free; pedestrian

يحل الخلاف خلاف يفاوض صبور مستعد سابق سجل الداء
(compromise - conflict - negotiate - patient - prepared - previous - track record)

1. When you talk about business and try to do a deal, you -----.
2. When you are ready for something, you are ----- for it.
3. When you can prove that you have experience, you have a -----.
4. When two sides disagree and argue, there is -----.
5. When each side changes their position a little so that they can agree, they have managed to -----.
6. When you stay calm and take your time, you are being -----.

Answers : 1 negotiate 2 prepared 3 track record 4 conflict 5. compromise 6. Patient

مهنة سماعات يترجم فوري ندوة اقليمي مجزي ترجمة
(career - headphones - interpret - seminar - regional - rewarding - translation)

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

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

(taking - satisfaction - secure - rewarding - successful - responsible - job - agreement - meeting)

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

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

Complete the text with the suitable words derived from the words in brackets:

Madaba is the place where most Jordanian weavers buy their raw materials. Sheep's wool, and goat and camel hair are used by Bedouin tribes and villagers all over Jordan to (1) ----- (**product**) rugs, bags and other beautiful items. (2)----- (**Traditional**), the whole process is done by hand, from the washing of the wool to the finished article. There is a particular Bedouin style of (3)----- (**weave**) that buyers find very (4)----- (**attraction**). Another craft practised in Madaba is the (5)----- (**creative**) of ceramic items.

Answers : 1. produce 2. Traditionally 3. weaving 4. attractive 5. creation

Applying for a job at a pharmaceutical company. Read and complete the two 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

سيدي العزيز / سيدتي ،

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

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

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

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

المخلص لك،

طارق الحكيم

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

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

Comprehension

1. Write down two . / Mention two . / There are two Write them down .
2. Write down two . / Mention two . / There are two Write them down .
3. Quote the sentence which indicates (shows / states / tells) that ----- . Write down the sentence.....
4. Find a word / a phrasal verb which means / which have the same meaning of
5. What does the underlined pronoun "it" / he / they refer to ?
6. Explain this statement , and in two sentences, **write down your point of view.**

Answer : I think ----- because + S + V -----
Also , -----

7. Suggest three----- / Mention three ----- (reasons / results / advantages / disadvantages / ways)

I suggest :

- Increasing awareness - Developing skills - Developing abilities - Using social media - Decreasing -----
- Saving time and effort - Preparing - Trying hard - Keeping trying - Doing -----
- Being careful - Helping ----- - Increasing ----- - Making ----- - Developing -----

كلمات مهمة في القطع

ways طرق	methods طرق	reasons اسباب	causes اسباب	advantages	disadvantages
results نتائج	solutions حلول	factors عوامل	suggestions اقتراح	differences اختلاف	facilities منشآت
difficulties صعوبات	problems مشاكل	punishments عقاب	achievements انجازات	skills مهارات	changes تغيرات
features مميزات	qualities صفات	aims اهداف	characteristics مميزات	ideas افكار	aspects مجالات
troubles مشاكل	conditions ظروف	examples امثلة	kinds انواع	types انواع	consequences
objectives اهداف	goals / purposes	describe يصف	influence يؤثر	effects / impact	reasons / causes
text نص	paragraph فقرة	word كلمة	find اوجد	quote اقتبس	indicate يشير الى
tell يخبر	show يبين	state تبين	prefer يفضل	sentence جملة	underlined تحته خط
write down اكتب	justify علل	suggest اقترح	mention اذكر	according وفقا لـ	following التالي
describe اوصف	mean يعني	steps خطوات	view نظرة		

The importance of Islamic achievements in history

Jabir ibn Hayyan (born 722 CE, died 815 CE)

The Arab world has many famous chemists in its history, but the person who is known as the founder of chemistry is probably Jabir ibn Hayyan. He is most well known for the beginning of the production of sulphuric acid. He also built a set of scales which changed the way in which chemists weighed items in a laboratory: his scales could weigh items over 6,000 times smaller than a kilogram.

1. **Who is Jabir bin Hayyan ?** He is the founder of Chemistry . (A famous Arab chemist)
2. **Mention two of his achievements :** a. The production of sulphuric acid. b. He also built a set of scales

Ali ibn Nafi ' (Ziryab) (born 789 CE, died 857 CE)

Ali ibn Nafi ' is also known as 'Ziryab' (or 'Blackbird', because of his beautiful voice). He was a gifted pupil of a famous musician from Baghdad, and it was his talent for music that led him to Cordoba in the ninth century CE. He was the guest of the Umayyad ruler there. He is the person who established the first music school in the world in Cordoba, Al-Andalus, teaching musical harmony and composition. revolutionized musical theory, and is also the person who introduced the oud to Europe.

1. **Mention two of Ali Bin Nafi's achievements :**
 - a. He established the first music school in the world .
 - b. He introduced the oud to Europe.
2. **What is the purpose of establishing the music school?**
Teaching musical harmony and composition.
3. **Why did Ali Ibn Nafi' go to Cordoba ? What led him to Cordoba ?** His talent for music

Fatima al-Fihri (born early 9th century, died 880 CE)

Fatima al-Fihri was the daughter of a wealthy businessman. She used her father's inheritance to build a learning centre in Fez, Morocco. This learning centre became Morocco's top university, and it is where many students from all over the world come to study. Moreover, it was Fatima's sister, Mariam, who supervised the building of the Andalus Mosque, which was not far from the learning centre.

1. **What was the achievement of Fatima al-Fihri ?** She built a learning centre in Fez, Morocco.
2. **What was the achievement of Fatima's sister Mariam ?** She supervised the building of the Andalus Mosque.
3. **How did Fatma build the learning centre ?** inheritance : Things you give others after death
She used her father's inheritance.

Al-Kindi (born around 801 CE, died 873 CE)

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath. He made ground-breaking discoveries in many of these fields, but it is probably his work in arithmetic and geometry that has made him most famous.

1. **What was AlKindi good at ?**
Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer.
2. **What made him most famous ?** His work in arithmetic and geometry that has made him most famous
3. **What is his achievement ?** He made ground-breaking discoveries in many fields.
4. **Quote the sentence which indicates that AlKindi has a lot of knowledge about many different subjects.**
"Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath.

Key Word	Meaning in English	Arabic
Arithmetic	– the study of numbers	الحساب
Geometry	the study of relationships and measurement of points, lines, curves and surfaces	الهندسة
Mathematician	a person who studies Mathematics to a very complex level	عالم رياضيات
Philosopher	someone who studies and writes philosophy professionally	فيلسوف
Physician	someone qualified to practice medicine, (a doctor)	فيزيائي
Polymath	someone who has a lot of knowledge about many different subjects - expert	متعدد الثقافة
talent	Special ability	موهبة
founder	The person who starts something new	مؤسس
scale	An instrument to measure weight	مقياس
laboratory	A room for scientific experiment	مختبر
Ground-breaking	new	جذري - جديد

Masdar City – a positive step?

Mega projects are extremely large investment projects, which are designed to encourage economic growth and bring new benefits to cities. Although megaprojects vary in terms of size and cost, they are all, by definition, expensive, public projects that attract a high level of interest and media coverage. Projects range from motorways, airports, stations, tunnels, bridges, to entire city complexes. etc.

1. The writer states two benefits of creating megaprojects. Write them down.

- a. They encourage economic growth. b. They bring new benefits to cities.

2. What do mega projects have in common ? = disadvantages :

They are expensive, public projects.

3. The text provides many examples of mega projects . Mention two .

Motorways, airports, stations, tunnels, bridges and entire city complexes.

The concept of a megaproject is always based on the benefits it brings to a community. However, many megaprojects have been criticised because of **their** negative effects on a community or the environment. This essay will look at issues with regard to Masdar City, a megaproject in Abu Dhabi.

1. What are the disadvantage of mega projects ?

They have negative effects on a community and the environment. 2. expensive

2. Quote the sentence which shows the main reason to criticize mega projects ?

"However, many megaprojects have been criticised because of their negative effects on a community or the environment."

Masdar City, which began its development in 2006 CE, will be the world's first carbon-neutral, zero waste artificially-created city. Covering an area of six square kilometres, when it is completed in 2025 CE, it is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products. The city will run entirely on renewable energy sources. It is built on an advanced energy grid which monitors exactly how much electricity is being used by every outlet in the complex.

1. What makes Masdar city environmentally-friendly city ?

- a. Masdar City will be the world's first carbon-neutral, zero waste artificially-created city.
b. Masdar City will have environmentally-friendly products.

Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways. .

1. There are many procedures that will be implemented to reduce carbon footprint in Masdar city. Mention two.

- a. Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.
b. Electric, driverless cars will operate as public transport vehicles.

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A desalination plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled. The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university whose students are fully committed to finding solutions to the world's energy problems. While the project has the support of many global, environmental and conservation Organisations, there is some criticism of it. It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.

1. Certain power resources will supply Masdar City with energy. Write down two of these resources .

1. Solar power 2. wind farms 3. a hydrogen plant 4. Biological waste.

2. Name two materials that will be recycled in Masdar city. 1. water : 80% 2. industrial waste

In conclusion, the benefits of Masdar City for the community and the environment greatly outweigh any disadvantages. If the aims of the developers are realised, Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

1. What will happen if the aims of the developers are realized ?

Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

zero-waste	producing no waste	خالي من النفايات
desalination	The process of removing salt from sea water so that it can be used again	تحلية
criticise	To evaluate or analyse – not approved	ينتقد
recycle	reuse	اعادة صناعة، تدوير
outweigh	To be more important than something else	يفوق - اهم

Ibn Bassal

Ibn Bassal was a writer, a scientist and an engineer who lived in Al-Andalus in the eleventh century CE. He worked in the court of Al-Ma'mun, who was the king of Toledo. His great passions were botany, which is the study of plants and agriculture. Although he was a great scholar, he was also a practical man and all of his writing came from his own "hands-on" experience of working the land.

1. What was Ibn Bassal famous for ? Writing - Science - engineering - botany
2. What is "botany" ? The study of plants and agriculture.

One of the many things which Ibn Bassal achieved was A Book of Agriculture. The book consisted of sixteen chapters which explain how best to grow trees, fruit and vegetables, as well as herbs and sweet smelling flowers; perhaps the most famous chapter of all was the one that described how to treat different types of soil. Ibn Bassal also worked out how to irrigate the land by finding underground water and digging wells. He designed water pumps and irrigation systems. All of these things were passed on through his writing.

1. Name two of Ibn Bassal Achievements ?

- Writing a book of agriculture – designing water pumps – irrigation systems.
- Finding underground water - digging wells

The influence of Ibn Bassal's book was enormous. As farmers down the generations followed his instructions and advice, the land became wonderfully fertile and produced more than enough food for the fast-growing population. The irrigation systems that he and his followers put in place are still in evidence in Spain. Although his name is not widely known, Ibn Bassal's legacy to the world has been great.

1. Why did the land become fertile and produced more than enough food for the fast-growing population. ?

As farmers down the generations followed his instructions and advice

2. Why do you think the area around Toledo had "a fast-growing population"?

Because the area was producing a lot of food as a result of Ibn Bassal's irrigation system.

3. Suggest three possible reasons that made the population there be a fast-growing population.

- fertile soil - good climate - good farmers - productivity of the land - water wells

Key Word	Meaning in English	Arabic
irrigate	supply land with water	يسقي
fertile land	produced more than enough food	ارض خصبة
hands on	field working – working by hand	عمل يدوي
legacy	what someone leaves to the world after his death	تركة

Our country's imports and exports (SB, p.66) صادرات وواردات بلدنا 2017

In this report, we (researchers) will look at the countries that (countries) Jordan trades with and what goods it (Jordan) exports and imports.

First, let's look at **exports**. Jordan is rich in potash and phosphate, and the extraction industry for these minerals is one of **the largest** in the world. *Not surprisingly, two of Jordan's largest exports are chemicals and fertilisers. Pharmaceuticals* and other industries represent 30% of Jordan's Gross Domestic Product(GDP), and 75% of Jordan's pharmaceuticals are exported. *However, the majority (65%) of the economy is dominated by services, mostly travel and tourism.* Most of Jordan's exports go to Iraq, the USA, India and Saudi Arabia.

Now let's look at **imports**. Unlike some other countries in the Middle East, Jordan does not have large oil or gas **reserves**. *For that reason, Jordan has to import oil and gas for its* (Jordan's) *energy needs.* Its (Jordan's) other main imports are cars, medicines and wheat. In 2013 CE, 23.6 % of Jordan's imports were from Saudi Arabia. This (23.6) was followed by the EU, with 17.6 % of its imports. Other imports have come from China and the United States.

Jordan has more free trade agreements than any other Arab country, and it trades freely with many countries, including the USA, Canada and Malaysia. Which other areas are important for Jordan's trade? Jordan first signed a trade agreement with the EU in 1997 CE. It (Jordan) signed a free trade agreement with Egypt, Morocco and Tunisian in 2004 CE. In 2011 CE, another trade agreement was made with the EU, Egypt, Morocco and Tunisia. *Trade with the EU and North Africa in particular is likely to grow.*

Our country's exports and imports

agreement	promise to do something	اتفاقية
domestic	happening in one particular country	محلي
dominate	to be the most important feature of something	يهيمن - يسيطر
exports	goods sold to another country	صادرات
extraction	removing something from something else	استخراج / استخلاص
fertiliser	a substance that is put on the land to make crops grow	سماد
goods	things that are produced in order to be sold	بضائع
Gross Domestic Product	a country's total output of goods and services	إجمالي الناتج المحلي
imports	goods bought from other countries	واردات
mineral	a substance that is present in some foods / a substance that is found in the earth	معادن
pharmaceuticals	companies which produce medicine	شركات أدوية
reserve	something kept back or set aside	مخزون

1. Mention two minerals (resources) that Jordan is rich in (famous for) . Potash and phosphate.
2. Jordan is famous for exporting many minerals. Write down two of them. Chemical and fertilizers.
3. Jordan's exports go to many countries . Write down two of them. Iraq, the USA, India and Saudi Arabia.
4. The majority of the economy is dominated by services. Mention two . a. travel b. tourism
5. Why does Jordan import a lot of oil and gas? Because it does not have enough of oil and gas.
6. Jordan imports many different materials. Mention them. Oil , gas , cars, medicines and wheat.
7. Where do Jordan's imports come from ? Saudi Arabia, the EU, China and the United States.

The world of business - 7

This is an interview with a Jordanian businessman about his experiences in China.

Doing business in China

Today, we (interviewer) talk to Mr Ghanem, a businessman based in Amman who (Mr Ghanem) often visits China. We asked him (Mr Ghanem) when he first started doing business with China.

'I've been doing business with China for many years. My first trip there was in 2004 CE, and it (first trip) was not very successful.'

Why was it not successful?

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

Did you make any mistakes on that visit?

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

When did you learn how to be successful in China?

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

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

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

Can you tell us about your last meeting in China?

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During the meeting, I made sure that my voice and body language were calm and controlled. I never told a joke, as this may not be translated correctly or could cause offence.'

Is it a successful meeting?

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

The world of business – Doing business in China - 11

do a deal	an agreement in business	يعقد صفقة
give a business card	To give someone a card that shows a business person's name, position and contact details	يقدم بطاقة أعمال
shake hands	To move someone's hand up and down in a greeting	يصافح
make small talk	to have an informal chat with someone	يعمل حوار بسيط
tell a joke	to say something to make people laugh	يقول نكتة
be able to answer detailed questions	the ability to understand complicated questions	قادر على الإجابة على أسئلة مفصلة
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاض
track record	a person's or organisation's past achievements	سجل الأداء

1. Why wasn't his first trip successful ? He was young without enough experience about China.
2. There are two element (factors) that the Chinese consider more than youth . a. age b. experience
3. What were his mistakes in the first visit to China ? He hadn't been on a cultural awareness course.
4. Mr Ghanem does two things before doing business . Mention them.
 - a - He sends recommendations from previous clients.
 - b- He also sends his business card with his job position and qualifications translated into Chinese.'
5. You mustn't tell jokes during the meeting with Chinese ? Mention 2 reasons.
 - They may not be translated correctly - They could cause offence.
6. Write two pieces of advice to avoid conflict with Chinese .
 - It is always important to be patient. - You should be prepared to compromise.

Stepping into the business world - 6

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

How long have you (Ricky Miles) been studying Business Studies, Ricky?

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

What exactly have you studied over those four years ?

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

What did you most enjoy about the degree ?

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

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

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

What are you planning to do next ?

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

Stepping into the business world - 10

marketing	promoting your product; finding customers	تسويق
recruiting	finding suitable employees	تعيين موظفين جدد
pensions	money you save over your lifetime to pay for your old age	تقاعد
calculations	maths; work with numbers	حسابات
web enquiries	online questions	اسئلة عن طريق النت

1. How did he spend a quarter of his time as a student? Doing work experience.
2. After doing a degree course in business studies , you can do two things. Mention them.
 - Some go on to further study.
 - Most of them take up employment.
3. Taking a course in management is about three things. Mention them.
 - recruiting
 - managing staff
 - how to deal with conflict
4. Mention two examples about financial products . Savings and pensions
5. What was Ricky's work in the sales department ?

His job was to follow up web enquiries, and send out further information to possible clients .
6. Write down two things (benefits) as a result of Ricky's paid work last summer ?
 - He managed to get even more experience and more money .

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

How to make a sales pitch (كيف تقوم بعرض المبيعات خطاب بيع)

1. Do your research قم بإجراء بحثك

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

In addition, you should **know** exactly which people you are speaking to, and what their (people) needs are. For example, if they (people) represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who (customers) do not have lots of money. *What makes your product perfect for them (customers)?* Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

2. Prepare and practice حضر نفسك وتدرّب

Plan your presentation carefully, not just what you will say, but how you will say it (your presentation). *Will you read it word by word, use notes or memorise it?* Whatever you decide, it is always a good idea to have a list of your main points, in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it (your presentation), if possible in front of colleagues. Make changes and practise it again.

3. Be professional كن محترفا

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

How to make a sales pitch ? - 13

package holiday	an organised trip with everything	حزمة رحلة
sales pitch	a presentation to sell a product	خطاب بيع
target market	customers	السوق المستهدف
age group	a set of people of similar age	الفئة العمرية
department store	a large shop	متجر لسلع مختلفة
sales pitch (n)	promises that someone makes to try to persuade someone to buy something	خطاب البيع
machinery (n)	machines	ماكينات
knitwear (n)	clothing made from wool	ملابس صوفية
extensively (adv)	in a way to cover or affect a large area	بشكل توسعي
marketing	The study of selling products to customers	تسويق

1. Give two examples for knowing the target market. - The age group - The income of the people
2. How could you plan your presentation carefully ? Mention two ways .
- Know what you will say in your presentation. - Know how you will say it.
3. You can say your presentation in three different ways. Mention them .
- Read it word by word. - Use notes. - Memorise it.
4. Why is it a good idea (recommended) to have a list of your main points ? Two reasons :
- In case something interrupts you - or you simply freeze with nerves.
5. Your presentation should have two qualities . Mention them . a - short b - simple
6. Mention two examples about starting with some friendly comments.
- Thank your hosts for allowing you to speak to them - Compliment their company.
7. How can we make a sales pitch ?
- Doing our research - Preparing and practicing - Being professional

Career choices - 9

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

My job as an interpreter

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

I (Fatima) have always been **fond of** languages. My father worked in many different countries when I (Fatima) was young and we usually travelled with him (Fatima's father). When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and **seminars** around the world. When a person speaks in English at a conference, I listen to what they say through **headphones**. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing **regional** English, you also need to know a lot of specialist language. Some of the words that (the words) are used to talk about business, science or law, for example, make it almost a different language!

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

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

Career Choices - 12

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

1. Quote the sentence which indicates that Fatima likes languages. I have always been fond of languages.
2. What qualifications should you have to become an interpreter ? a language degree.
3. How can you get a job as an interpreter quite quickly? If you have a postgraduate qualification.
4. There are some qualities an interpreter should have . What are they ? (successful in an interview)
 - good listening skills - a clear speaking voice. - Think quickly . Concentrate for long periods of time.
5. Mention two benefits for the job of an interpreter. Secure and rewarding job.

Word	Meaning in English	Word	Meaning in English
Agriculture	the science or practice of farming	Linguistics	the study of languages
Engineering	the study of building roads, bridges, machines,	Marketing	the study of selling products
Astrophysics	the study of the chemical structure of the stars	Pharmacy	the study of medicines.
Economics	the study of money and goods	Psychology	the study of the mind and how it works
Business Management	the study about running a company	Sociology	the study of societies and the behaviour of people in groups.

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

Complete the text with the correct word from the box. Sometimes, more than one answer is possible.

That - which - where - who

Qasr Bashir is an extremely well-preserved Roman castle ----- is situated in the Jordanian desert, and is about eighty kilometres south of Amman The walls and huge corner towers of the castle, ----- was built at the beginning of the fourth century CE, are still standing thought that Qasr Bashir was built to protect the Roman border. Apart from the rooms in the castle, there are also about twenty-three stables ----- horses may have been kept.

People ----- love exploring historical Roman ruins will certainly find a visit to Qasr Bashir very rewarding. Once inside the building, one can imagine very vividly what it would have been like to live there during the times of the Roman Empire.

Answers : which-that / which / where / who

1- Identify the defining and non-defining relative clauses in the text.

The Giralda

The Giralda tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. The person who is believed to be responsible for the design of the tower, which was originally a minaret, is the mathematician and astronomer Jabir ibn Aflah. The architect of the tower was Ahmad Ben Baso, who began work in 1184 CE. He died before the tower was completed in 1198 CE. The design of the tower is believed to be based on the Koutoubia Mosque, which is in Marrakesh, Morocco, and the Hassan Tower in Rabat .

Complete the text about Ibn Sina, using the relative pronouns in the box one pronoun is used twice.

Add commas for the non- defining relative clauses.

(Activity Book p. 21)

That / when / which / who

Ibn Sina (1) ----- is also known as Avicenna was a polymath. Ibn Sina was influenced as a young man by the works of the philosopher Aristotle. He wrote on early Islamic philosophy (2) ----- included many subjects, especially logic and ethics. He also wrote ALQanun fi-Tibb, the book (3) ----- became the most famous medical textbook ever. In the last ten or twelve years of his life, Ibn Sina started studying literary matters. His friends (4) -----were worried about his health advised him to relax. He refused and told them 'I prefer a short life with width to a narrow one with length.' It was the month of Ramadan (5) ----- Ibn Sina died, in June 1037 CE.

المستوى الثالث Quotations

4. From India to Spain, the brilliant civilisation of Islam flourished . Bertrand Russell (1872 CE–1970 CE).
The quotation shows that Islam was leading the way in the world. showing how great a civilization at that time.

المستوى الرابع Quotation

9. "Unless the exchange be in love and kindly justice, it will but lead some greed and others to hunger."
Gibran Khalil Gibran (1883 CE – 1931 CE).

I agree with the quotation. I think that Gibran is talking about trade here. He is taking about mutual respect, and this could be applied to any exchange, as well as trade. He is perhaps commenting on the emergence of capitalism.

10. I've learned that making a living is not the same thing as making a life. Maya Angelou (1928 CE–2014 CE)

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

1- Reaching high levels of achievement in the past was more difficult than it is nowadays.

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

I think this statement is true because of the advanced in modern technology like the social media.
Also, in the past, there didn't use to be good schools and universities and supportive organizations.

2. Why do you think the area around Toledo had "a fast-growing population"?

Because the area was producing a lot of food as a result of Ibn Bassel's irrigation system.

3. Suggest three possible reasons that made the population there be a fast-growing population.

- fertile soil - good climate - good farmers - productivity of the land - water wells

4. Success needs tiredness . Explain .

I think you have to work hard, train and learn more in order to be successful.
Also, you can be successful by developing your skills in various fields.

5. Knowing about the culture of the country before visiting it is very important .

Mention three problems you may face.

- Behaving wrongly and saying bad things. - Talking about different and wrong subjects.
- Not understanding their needs.

6. How can we decrease or stop importing wheat from other countries. Suggest .

a. Encouraging farmers by offering them money and fertilizers.
b. Giving deserted lands to farmers freely. d. Helping farmers by offering them new machines.
c. Stopping building in fertile lands. e. Finding underground water and digging new wells..

7. Suggest three ways to decrease Jordan's imports of oil and gas from other countries .

a. Decreasing the use of electricity in our homes, factors , schools and public places.
b. Using solar energy and wind farms. (renewable sources)
c. Using public transports instead of cars in our travels.

8. Why do countries need to export and import goods?

- They export goods to increase the economy and make money.
- They import goods that are few and rare and not made in the country.

9. Why should our community buy Jordanian goods?

To support Jordanian economy and industries.

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

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

11. What should new graduates do ? Suggest .

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

Level 3

1. If you boil water, it ----- .
a- will evaporate b- evaporate c- would evaporate d- evaporates
 2. If Sami studies hard, he ----- all his exams.
a- pass b- passes c- will pass d- would pass
 3. If I ----- you, I would send a text message .
a- was b- were c- am d- had
 4. If Ali ----- his own computer, he wouldn't need to use his friend's computer.
a- has b- have c- had had d- had
 5. ----- the "Internet of Things" will make our life easier, it will make many problems to privacy.
a- Therefore b- However c- Although d- In addition
 6. On the one hand, life would be easier. -----, we will have less privacy and security.
a- Therefore b- However c- Although d- On the other hand
 7. Lights will go on and off automatically. -----, we will save energy.
a- Therefore b- However c- Although d- On the other hand
 8. I told you about the man ----- lives next door.
a- who b- which c- where d- whose
 9. Do you see the tiger ----- is lying on the roof ?
a- who b- which c- where d- whose
 10. The city ----- we met Ali is very beautiful.
a- who b- which c- where d- whose
 11. I live in the city ----- is surrounded by many mountains .
a- who b- which c- where d- whose
 12. I know the minister ----- brother is my friend .
a- who b- which c- where d- whose
-
13. If I were you, I ----- study harder
a- will b- would have c- would be d- would
 14. Ali did not pass his exams. If only he ----- harder last year.
a- studied b- studies c- has studied d- had studied
 15. It was too hot to go to the beach yesterday. If only it ----- cooler.
a- were b- was c- had been d- has been
 16. I feel ill. I wish I ----- so many sweets!
a- had eaten b- hadn't eaten c- ate d- didn't eat
 17. Ziad is not very good at basketball. He wishes he ----- taller!
a- is b- was c- were d- weren't
 18. I can't do this exercise. I wish I ----- it.
a- understood b- understand c- understanding d- understands
 19. Mr Haddad does not understand the Chinese businessman. If only he ----- Chinese.
a- speak b- spoke c- had spoken d- speaks
 20. A new vocational school ----- recently in my area.
a- built b- was built c- has been built d- is built
 21. I always have to get home early. I wish my parents ----- me stay out later.
a- let's b- won't let c- would let d- will let
 22. If only I ----- lost my ticket!
a- haven't b- didn't c- hadn't d- weren't
 23. If you ----- to learn a new language, you need to be motivated.
a- will want b- want c- wanted d- would want
 24. Jaber isn't old enough to drive a car. He wishes he ----- older .
a- was b- were c- had been d- had
 25. My cousins don't live near here. I wish they ----- so far away.
a- were b- weren't c- had been d- hadn't been
 26. Would you like to work ----- a teacher in a big school?
a- about b- on c- as d- into
 27. We need to decide ----- a place to meet.
a- into b- on c- at d- about
 28. Can you translate this Arabic ----- English for me, please?
a- into b- on c- at d- about
 29. If Ali ----- his own computer, he wouldn't need to use his friend's computer.
a- has b- have c- had had d- had
 30. I'd like to talk ----- the film I've just seen; it was brilliant!
a- into b- on c- at d- about

31. The teacher asked us ----- our favourite books.
a- into b- on c- at d- about
32. My sister is really good ----- drawing and painting.
a- on b- at c- into d- about
33. Plants die if they ----- enough sunlight.
a- don't get b- didn't get c- doesn't get d- aren't
34. Water ----- to ice if the temperature falls below zero.
a- turn b- turning c- turned d- turns
35. Provided that it -----, we will have a picnic next week.
a- don't rain b- hadn't rained c- doesn't rain d- had rained
36. Even if Omar ----- his driving test this afternoon, he won't have his own car.
a- passed b- passes c- pass d- passed
37. Babies ----- usually happy as long as they're hungry or cold.
a- will be b- are c- will d- had been
38. If my father had gone to university, he ----- a teacher.
a- will be b- could be c- could have been d- might be
39. Unless you have a language degree, you ----- not be able to become an interpreter.
a- do b- won't c- will d- wouldn't
40. If you get an interview for a job, you ----- to show that you have good listening skills.
a- will need b- would need c- will d- would
41. 79. She worked hard; -----, she did very well in her exams.
a- since b- so c- consequently d- due to
42. ----- you heat water to 100°C, it boils.
a- when b- unless c- provided that d- even if
51. You will not pass your exams ----- you study hard.
a- when b- unless c- provided that d- even if
43. Do you usually go home or meet your friends ----- school finishes ?
a- when b- unless c- provided that d- even if
44. ----- you don't water the plants, they will die.
a- when b- unless c- if d- even if
45. Your new computer will last a long time ----- you are careful with it
a- when b- unless c- as long as d- even if
46. We need umbrellas ----- it rains.
a- when b- unless c- as if d- even if
47. The teacher will be pleased ----- I write a good essay.
a- when b- unless c- if d- even if
48. We should always be polite ----- we feel tired.
a- when b- unless c- if d- even if
49. If Huda ----- ill yesterday, she wouldn't have missed the exam.
a- wasn't b- hadn't been c- been d- hadn't
50. We were caught in traffic, ----- we missed the start of the play.
a- since b- as c- therefore d- due to
51. Jaber looked ----- he hadn't slept very well.
a- if b- if c- unless d- as if
52. We couldn't go to the stadium ----- there weren't any tickets left
a- since b- so c- therefore d- due to
53. ----- I was tired, I went to bed
a- As b- So c- Therefore d- Due to
54. We were ate ----- the traffic. a- since b- so c- therefore d- due to

Word	Arabic
coffee – chess – flying - clock	
windmills – algebra - soap	
fountain pen – crystal glasses	
inoculation – cheques - carpets	تلفيح

السيرة Curriculum Vitae		
Name	Emad Abu Alzumar	He is Emad Abu Alzumar
Contact details	Hitten Camp , Marka	He lives in Hitten Camp , Marka
Qualification	degree in English (1990 CE)	He has a degree in English in 1990 CE.
Work experience	teacher of English, – 19990 – now	He has worked as a teacher of English since 1990.
Personal attributes	dedicated, ambitious worker.	He is a dedicated and ambitious worker.
Skills and achievements	Won the Distinguished teacher Award	He won the Distinguished teacher Award

Applying for a job

Dear Mr Haddad,

I am writing to apply for the job of Head of the English Department at Taha Hussein Secondary School. You will see from my curriculum vitae that I have a Bachelor's degree in English and as well as teaching experience at Modern Arab Academy School.

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

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

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

Yours sincerely,

Emad Abu Alzumar

Writing an essay / article.

(about / discussing ... / mentioning..)

I think -----this subject----- is very important in our daily life which we should talk about and discuss all its aspects because it has a great effect on our life / at school / in the society / in the world .

In this essay I intend to discuss the (**benefits / advantages / disadvantages / solutions / ways / effects / reasons / results / factors**) of ----- taking into consideration ----- and ----- .

In my point of view , (3 paragraphs)

الأفكار حسب الأسئلة أو الكلمات المساعدة أو الموضوع

Finally , I'd like to say that I hope I have discussed useful information that expresses the main aspects about -----
(اسم الموضوع أو المطالب من الموضوع)

Informal / Personal letter : Write a letter to your friend in USA telling him about your last holiday.

P.O Box
Amman,
Jordan
Date, 20 June. 2019

Dear,

How are you ? fine, I hope ? How is your family ? I hope that all of you are very well.

I'm sorry I haven't written to you for three months, and that's because I'm having Tawjihi exams.

I'm writing to tell you about ----- (**subject**)-----

Well , I have to finish now as I've got too much work to do. Please write back and let me know more about your latest news.
Hope to hear from you soon.

With love.

Yours sincerely,

(Name : ----- as written in the exam)

Critical Thinking (Why – How)

According to the text , The writer thinks/states that.....Explain this statement, write down your point of view.

1. I think this statement is true because Also,
2. I think there are many such as and
3. I think ----- because Also,

Suggestions :

- | | | | |
|-------------------------|---------------------------|--------------------------|----------------------|
| 1. Increasing awareness | 2. Saving time and effort | 3. improving skills | 4. being careful |
| 5. sharing information | 6. Preparation | 7. Decreasing | 8. increasing |
| 9. Trying hard . | 10. working hard | 11. Developing abilities | 12. Decreasing |

Writing A Report

Write a report for your school magazine about the advantages and disadvantages of using the Internet , suggesting ideas for it .

To : My school magazine

From : a student

Date : 20 June , 2019

Subject : Using the internet

reasons and the results

The aim of this report is to discuss the advantages and the disadvantages of using the internet .

In my opinion, there are many advantages :

- Finding information - searching information
- Keeping in touch with friends - listening to music

On the other hand , there are many disadvantages :

- Making people unsocial
- causing eye diseases

To sum up , I'd like to say that I hope I have given enough and useful information about -----
suggesting that using the internet should be under control and in specific times .

In conclusion , you should take my suggestions into consideration to find the best effective solutions for it. .

Formal letter - Applying for a job

Receiver Address

Amman,
Jordan

Sender Address

P.O Box -----
Amman,
Jordan

Date, 20 June. 2019

Dear (Mr, Mrs, Dr, etc),

I'm writing to apply for the job of -----(position)----- at ----- (name / school , company)....
You will see from my curriculum vitae that I have a Bachelor's degree in -----,
as well as ----- experience at -----.

I am now looking at a new challenge as -----(position)-----, and -----

I am (personal attributes) = dedicated , enthusiastic , adapted , competent in my career, and -----

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

Yours faithfully,

(Name : ----- as written in the exam)

**The upbringing of our youth is based on three principles:
“ Belief , Education and Work”**

عماد ابو الزمر

Vocabulary

Collocations	Arabic	Collocations	Arabic
public transport	المواصلات العامة	carbon footprint	آثار الكربون
urban planning	التخطيط العمراني	biological waste	النفايات البيولوجية
economic growth	النمو الاقتصادي	negative effect	الآثار السلبية

نقل عام تخطيط عمراني آثار سلبية نمو اقتصادي انبعاث الكربون نفايات بيولوجية

Public transport - Urban planning - Negative effect - Economic growth - Carbon footprint - Biological waste

- When people talk about **economic growth**, they can mean either an improvement in the average standard of living, or an increase in the value of a country's products.
- Pollution has some serious **negative effect** on the environment, such as the death of wildlife and plant life.
- We can all work hard to reduce our **carbon footprint** by living a more environmentally-friendly lifestyle.
- If we take **public transport** more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
- Hospitals need to dispose of a lot of **biological waste**, and it should be carefully managed because it can be dangerous.
- The need for more effective **urban planning** is evident when we consider modern day problems like traffic.

Answers: 1. economic growth 2. negative effects 3. carbon footprint 4. public transport 5. biological waste 6. urban planning

Collocations	Arabic	Collocations	Arabic
make - a mistake	يرتكب خطأ	join - a company	ينضم الى شركة
ask - questions	يسأل أسئلة	cause - offence	يسبب اساءة
shake - hands	يصافح	make - small talk	يعمل حديث قصير
earn - respect	يكسب الاحترام	(take a course) (drop a course) (get a job)	

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

Answers : 1 make a mistake 2 cause offense 3 make small talk 4 join , company 5. shake hands 6. ask questions 7. earn, respect

يأتي السؤال على المتلازمات بالطرق التالية :

1. Choose the correct answer :

(ask questions / shake hands / make a mistake / cause offence)

Be very careful when you answer the questions, and try not to ----- . **make a mistake**

2. Replace the underlined misused word to make the correct collocation :

If you are polite, you won't cause **respect** or upset anybody. **offense**

3. Replace the underlined misused collocation with the correct one :

In business, when you meet someone for the first time, it's polite to **cause offense** . **shake hands**

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

Complete the sentences from the box.

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

- Would you like to **work** ----- a teacher in a big school?
- We need to **decide** -----a place to meet. (as - on - at - into) **2018**
- Can you **translate** this Arabic ----- English for me, please?
- I'd like to **talk** ----- the film I've just seen; it was brilliant!
- The teacher **asked** us -----our favourite books.
- My sister is really good ----- drawing and painting . (as - on - at - into) **2019**

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

Derivation

(adj + noun + verb + adverb + adjective + noun)

verb	ate	ise	ize	en	ed	fy			
noun	ion / ness	ity / age	ment	ence	ency	gy / ure	ing / dom	ist / isme	er / or
adjective	al	ive	ant	ent	ful	ous	ible	able	ic
adverb	ly								

الاسماء Nouns	الأفعال Verbs
1. After: (a / an / the) :	1. After (to)
2. After prepositions (in / on / of / at / with / for / by / from / without)	2. After : (always / usually / often / seldom / rarely / sometimes / never)
3. After the possessives ('s / s')	3. After (would rather / had better / let / make / help)
4. After : (my / his / her / their / your / our / its)	4. After the (verbs to do) : (do / does / did)
5. After adjectives :	5. After (will / would / shall / should / may / might / can / could / must)
6. After numbers : cardinal (one) or ordinal (first) :	6. Between the subject and the object = (N + V + N)
7. After the words (this / these / that / those)	
8. After (much / many / few / some / any / little / more)	
9. At the beginning of the sentence as subjects	
10. After (No)	
11. After : (need) – (cause) – (keep) – (see)	
الصفات Adjectives	الظرف Adverbs
1. Adjectives describe nouns	1. Adverbs describe verbs
2. After (verb to be)	2. We use the adverbs before adjectives : (be + ly)
3. After adverbs (adverb + adjective)	3. Adverbs (without verbs) Suddenly , he began to drive slowly
4. " be " + (as adj as)	4. " verb " + (very / too / so / quite)
5. " be " + (very / too / so / quite / a bit / absolutely / extremely)	5. " verb " + (as adv as)
6. After these verbs (look / feel / sound / seem / become / find / taste / smell / get / turn)	6. subject + ly + verb
After (be + more / the most)	am – is – are + -----ly----- + V3 / am – is – are + V3 + ----ly----- has / have + -----ly----- + V3 / has / have + V3 + -----ly-----

Verb	Noun	Adjective	Arabic	Verb	Noun	Adjective	Arabic
	medicine	medical	دواء - طب - ly	irrigate	irrigation		يروي
	nine	ninth	تسعة	translate	Translation – ... tor		يترجم
	tradition	traditional	ly - عادة	inherit	inheritance	inheritable	يرث
	origin	original	ly - اصل	educate	education	educational	ly - يعلم
	culture	cultural	ثقافة	translate	translation	translator	يترجم
	majority	major	رئيسي	attract	attraction	attractive	ly - يجذب
	vision	visual	ly - رؤيا	create	creation	creative	ly - يبدع - يخلق
	medicine	medical	ly - طب	collect	collection	collective	ly - يجمع
	cancer	cancerous	سرطان	appreciate	appreciation	appreciative	ly - يقدر
	obesity	obese	افراط وزن	operate	operation	operational	ly - يشغل - ly
	viability	viable	متاح	weave	weaving / weaver		يحبك
	sustainability	sustainable	استدامة	succeed	success	successful	ly - ينجح
	influence	influential	يؤثر	produce	production - product	productive	ly - ينتج
	cancer	cancerous	سرطان	expect	expectancy	expectant	يتوقع
	mortality	mortal	ly - وفيات	invent	invention/ inventor		يخترع
	option	optional	اختياري	discover	discovery / discoverer	discoverable	يكشف
	convention	conventional	ly - تقليدي	intend	intention	intended	ينوي
	Archaeology	archaeological	ly - علم الآثار	remedy	remedy	remedial	يعالج
	archaeologist		عالم آثار				
install	installation		يركب	vary	variation	variable	يختلف
	viability	viable	متاح	criticise	criticism	critic	ينقد
expect	expectancy		يتوقع	access		accessible	يرسل
repute	reputation		سمعة	rely on		reliant on	يعتمد على
inoculate	inoculation		يلقح	qualify	qualification	qualified	يؤهل
install	installation		يركب	immunise	immunisation	immune	يحصن - يلقح

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

1. The Middle East is famous for **the** ----- of olive oil. (produce - productive - **production**)
2. Ibn Sina wrote ----- **textbooks**. (medicine - **medical** - medically)
3. Fatima al-Fihri was born in **the** ----- **century**. (nine - **ninth**)
4. My father bought our house with **an** ----- from his grandfather. (inherit - inherited - **inheritance**)
5. Scholars have discovered **an** ----- document from the twelfth century. (origin - **original** - originally)
6. Do you think the wheel was the most important ----- ever? (**invention** - invented - invent)
7. Al-Kindi made many important mathematical ----- . (discover - **discoveries** - discoverer)
8. Who was the **most** ----- **writer** of the twentieth century? (influence - influent - **influential**)
9. The Giralda Tower **was** ----- a minaret. (origin - original - **originally**)
10. **The** ----- **system** must be linked with ----- . (education - educate - **educational**)
11. Jordan has **a** ----- of being a friendly and welcoming country. (repute - **reputation**)
12. **The** ----- of oil made some countries rich. (discover - **discovery** - discoverer)
13. **Developing** ----- **thinking** is being encouraged at schools in Jordan. (create - **creative** - creation)
14. When we go to on school trips, we always learn new things because **the trips are** ----- . (education - **educational** - educate)
15. Sheep's wool, and goat and camel hair are used by Bedouin tribes **to** ----- rugs. (**produce** - production - productive)
16. There is a particular Bedouin style of ----- . (weave - weaver - **weaving**)
17. There is a particular Bedouin style of weaving that buyers **find very** ----- . (attraction - **attractive** - attract)
18. The craft that is practiced in Madaba is **the** ----- of ceramic items. (creative - **creation** - create)
19. Maha shows **great** ----- for her new job as a lawyer . (**enthusiasm** - enthusiastic - enthusiastically)
20. I will be going to university to continue **my** ----- . (**education** / educate / educational)
- 21- Another way of saying that something could be successful is to say **it is** ----- . (**viable** / viably / viability) 2018
- 22- -----, a man proposes to a woman, not the other way round. (Tradition / Traditional / **Traditionally**)
- 23- Artists usually **meets** to discuss ideas **and** ----- each other's work. (**criticise** / criticism / critic) 2018
- 24- Madaba has **a** ----- as a fascinating place to visit . (**reputation** / reputational / reputationally) 2018
- 25- Khalid received **an** ----- **letter** from the manager for his hard work. (appreciate / **appreciation** / appreciatively)
- 26- Manal always presents **her** ----- **work** in literature clearly. (create / **creative** / creatively) 2018

1. Before you apply for a job, check that you have **the correct** ----- . (qualify - qualified - **qualification**)
2. The company is pleased with your work and is happy to give you **a**----- . (recommend - recommended - **recommendation**)
3. Congratulations on a **very**----- **business** deal. (succeed - success - **successful**)
4. We should always be ready to listen to **good** ----- . (advise - **advice** - advisable)
5. My father often talks about what he did in **his** ----- . (young - **youth**)
6. It's important to have **an** ----- of different countries' customs (aware - **awareness**)
7. The graduation ceremony was a **very** ----- **occasion** for everyone. (memory - memorise - **memorable**)
8. Nuts contain **useful** ----- such as oils and fats. (nutritious - nutrition - **nutrients**)
9. I'm confused. Could you give me **some** -----, please ? (advisable - **advice** - advise)
10. Kareem is **a** ----- **journalist**, he has worked previously for many scientific journals. (qualification - qualify - **qualified**)
11. Doing lots of exercise won't keep you healthy if you don't eat ----- **food** as well. (nutrients - **nutritious** - nutrition) 2016
12. Khalid is a **very** ----- and adaptable worker, I believe that he can be successful in any position. (competence - compete - **competent**)
13. In the Middle East today, entrepreneurship **is** ----- **important**. (particular - **particularly**)
14. It is important because of **the** ----- **job** market. (compete - **competent** - competence)
15. It is important to give young people **the** ----- so that they can help themselves. (know - known - **knowledge**)
16. **If** they cannot find jobs, they can create their own and then, -----, generate jobs for others. (ideal - **ideally**)
17. ----- **have** been set up. (organize - organized - **organisation**)
18. Language ----- **is** becoming an important requirement for many jobs. (proficient - **proficiency**) 2017
19. My grandfather often tells us about what he did in **his** ----- . (young - **youth**) 2017
20. Olives which **are**----- **grown** in the world, have been cultivated for over 6.000 years. (extend - extensive - **extensively**) 2017
38. It is important to have **an** ----- of different countries' customs. (aware - **awareness**) 2017
39. Maha shows **great** ----- for her new job as a lawyer in the court . (**enthusiasm** , enthusiastic , enthusiastically) 2018
50. Hospitals have **a** ----- to provide the best medical care. (commit - committed - **commitment**) 2019
51. -----, the process of producing rugs is done by hand. (Tradition - Traditional - **Traditionally**) 2019

Guided Writing

Name	Mahmoud Darwish
Date (born and died)	1942 - 2008
Profession	Poet and author
Achievements	- Leaves of Olives and Wingless Birds

Mahmoud Darwish, who was a poet and an author, was born in 1942 and died in 2008. There are many achievements for Mahmoud Darwish such as "Leaves of Olives and Wingless Birds".

(He wrote " Leaves of Olives and Wingless Birds.")

Name	Najeeb Mahfouth
Place/ Date of birth	Cairo , 1911
Place/ date of death	Cairo, 2006
Profession	Novelist
Achievements	- Awarded the Nobel Prize for literature - Father of modern Arabic Literature

Najeeb Mahfouth, who was a novelist, was born in Cairo in 1911 and died in Cairo in 2006. He was awarded Nobel Prize for Literature and considered (called) the father of modern Arabic Literature.

Name	Ibn Bassal
Date	11 th century BC
Location	AlAndalus
Profession	Writer, scientists, engineer
interests	Botany and agriculture
achievements	A book of agriculture – water pumps – irrigation system
legacy	Advice and instructions to farmers

Ibn Bassal , who lived in AlAndalus in the eleventh century, was a writer , a scientist and an engineer. He was interested in botany and agriculture , so he made many achievements such as writing a book about agriculture and designing water pumps and irrigation systems. Ibn Bassal's legacy was great because all the farmers followed his advice and instructions.

Write two sentences about Qasir Bashir

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

Qasir Bashir , which is located in the Jordanian Desert, was built / constructed at the beginning of the 4th century. It was built to protect the Roman borders. Also, it has huge towers and twenty-three rooms.

Giralda Tower

location	Seville, Spain
Height	over 104 metres
originally	a minaret
designer	Jabir Ibn Aflah

The Giralda Tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. It was originally a minaret and the person who is believed to be responsible for the design was Jabir Ibn Aflah.

السيرة Curriculum Vitae		
Name	Emad Abu Alzumar	He is Emad Abu Alzumar
Contact details	Hitten Camp , Marka	He lives in Hitten Camp , Marka
Qualification	degree in English (1990 CE)	He has a degree in English in 1990 CE.
Work experience	teacher of English,– 1990 – now	He has worked as a teacher of English since 1990.
Personal attributes	dedicated, ambitious worker.	He is a dedicated and ambitious worker.
Skills and achievements	Won the Distinguished teacher Award	He won the Distinguished teacher Award in 2016.

This CV is about Emad Abu Alzumar. He lives in Hitten Camp , Marka. He has a degree in English in 1990 CE. He has worked as a teacher of English since 1990. He is a dedicated and ambitious worker. He won the Distinguished teacher Award in 2016.

Reasons that make people leave their home countries

- seek better life -
- complete education -
- find better jobs -
- learn about different cultures -

There are many reasons that make people leave their home countries such as seeking better life and completing their education, too. Also, another reason is finding better jobs and learning about different cultures.

What should happen to motorists who break the speed limits ?

- Ban from driving
- Fine for driving fast
- Put in prison

There are many things that should happen to motorists who break the speed limits such as banning them from driving and fining them for driving fast, too. . Also , another thing is putting them in prison.

How to improve your English language ?

- Listen to English programs
- Read English newspapers and magazines
- Join English courses regularly

There are many ways to improve your English language such as listening to English programs and reading newspapers and magazines, too. Also, another way is joining English courses regularly to improve your English language.

Why do people use the internet websites ?

- Buy goods
- Book holidays
- Pay bills

There are many reasons that make people use the internet websites such as buying goods and booking holidays, too. . In addition, another reason is paying bills.

Characteristics of traditional education

- students attend classes in person
- students have more opportunities to join clubs
- students need more guidance and more direct contact with teachers
- students attend classes in a specific time and in a specific location

There are many characteristics of traditional education . For example, students attend classes in person and in a specific time and in a specific location. In addition, they have more opportunities to join clubs and they need more guidance and more direct contact with teachers.

Goods that Jordan imports and exports

Exports	imports
<ul style="list-style-type: none">- phosphate- Potash- Pharmaceuticals	<ul style="list-style-type: none">- oil- gas- wheat

There are many goods that Jordan exports such as Phosphate, potash and Pharmaceuticals. On the other hand, there are many goods that Jordan imports such as oil, gas and wheat.

Benefits of doing an internship

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

2017

There are many reasons of doing an intership such as developing professional skills, increasing self-confidence in the workplace and having personal growth experience. Also another benefit is improving personal relationships.

1. Cleft Sentences :

Sami (who) studied English (which) in Amman (where) in 1996. (when) (in which)				
The person who ----- (is – was) + Sami				
The thing which ----- (is – was) + a car				
The place where ----- (is – was) + Amman				
The time / year / day when ----- (is – was) + yesterday				
The way in which ----- / The reason why -----				
Sami	(is– was)	the person	who	
English	(is– was)	the thing	which / that	
Amman	(is – was)	the place	where	+ باقي الجملة باستثناء الجزء المكتوب / المحدد
1996	(is –was)	the time	when	
It	(is –was –)	Sami	who	
It	(is –was –)	English	which	
It	(is –was –)	Amman	where	(that) + باقي الجملة باستثناء الجزء المكتوب / المحدد
It	(is –was –)	1996	when	
What + ----- + (is - was) + الاسم المحدد				

1. He has written many books , but his final book made him famous all over the world .

He has written many books, but it was his final book that made him famous all over the world.

2. The Olympic Games were held in London in 2012 CE.

The event which took place / was held in London in 2012 was the Olympic Games.

The time when the Olympic Games were held in London in 2012 was 2012 CE.

3. The Egyptians built the pyramids.

It was the Egyptians that built the pyramids.

4. The Great Mosque in Cordoba was built in 784 CE by Abd al-Rahman I.

The person who built the Great Mosque in Cordoba in 784 CE was Abd al-Rahman I.

(passive)

5. I would like to go to London next year.

What I would like to do next year is go to London.

6. Queen Rania opened the Children's Museum of Jordan in 2007 CE.

It was Queen Rania that opened the Children's Museum of Jordan in 2007 CE.

7. Petra was made a World Heritage Site in 1985 CE.

The year when Petra was made a World Heritage Site was 1985 CE.

8. It stopped working at 11 p.m.

It was 11 pm that it stopped working.

9. My father has influenced me most.

The person who has influenced me most is my father.

10. I like Geography most of all.

The subject which I like most of all is Geography.

11. The heat made the journey unpleasant.

It was the heat that made the journey unpleasant.

12. The first athletic event for disabled athletes took place in 1948 CE.

The year when the first athletic event for disabled athletes took place was 1948 CE.

2016

13. Taha Hussein is especially famous for his work in literature .

It is Taha Hussein that is especially famous for his work in literature.

2016

14. Petra was made a World Heritage Site in 1985 CE.

The year when Petra was made a World Heritage Site was 1985 CE.

2017

15. My neighbours' generosity impresses me more than anything else.

The thing that impresses me more than anything else is my neighbours' generosity.

2017

16. The Second World War ended in 1945 in Europe .

The year when the Second World War ended in Europe was 1945.

2018

17. I would like to visit Petra next month.

What I would like to do next month is visit Petra.

2018

2. Relative Clauses : (who / which / that / where / when / whose)

Defining clauses : *Necessary* to the meaning of the sentence . **e.g. :** There are many animals **which** have four legs.

Non-defining clauses : Add extra information - Not necessary - (has a comma after the main clause .)
e.g. : Ali , **who lives in Aqaba** , is my friend .

Relative words	Sentences
1. Who : Ahmad , Salma , the person , the man , the scientist	-I told you about the man who lives next door .2019 -The man who lives next door is my friend.
2. which / that : the thing , the car , the lion , the event	-Do you see the tiger which is lying on the roof ? -The tiger which is lying on the roof is dangerous.
3. whose : the man whose + n / the car whose + n	-I met the man whose daughter is a doctor. -The car whose colour is red is beautiful.
4. Where : the place where / Amman where + n +v / Amman which + V	-The city where we met Ali is very beautiful . -Amman which is in Jordan is beautiful
5. When : the time / year / day / period / week	I remember the day when we entered the school.

1. London is a huge city. It's the capital of the UK.

London, which is the capital of the UK, is a huge city .

2. The Giralda tower stands 104 metres tall. It is one of the most important buildings in Spain.

The Giralda Tower, which is one of the most important buildings in Spain, stands 104 metres tall.

3. Ibn Sina's friends advised him to relax. They were worried about his health.

Ibn Sina's friends, who were worried about his health, advised him to relax .

4. The man was happy. His son graduated last year.

The man whose son graduated last year was happy .

- | | |
|--|------|
| 4. The students ----- cleaned the street are from our school. (which - who - when - whose) | 2018 |
| 5. The prize ----- Huda won last year was for Art . (when - where - which - who) | 2018 |
| 6. The person ----- has influenced me most is my father. (which - who - when - whose) | 2019 |
| 7. The country ----- Jabir Ibn Hayyan did his research was Iraq. (which - who - when - where) | 2019 |
| 8. The person ----- won the prize for art last year was Huda. (which - who - when - where) | 2019 |

3 Wish = If only

Rule	Wish – If only : (express <i>regrets</i> about the past)
V2 ----- hadn't + V3	I <i>slept</i> too long. I wish I <i>hadn't slept</i>
didn't + V-inf. ----- had + V3	I <i>didn't do</i> If only I <i>had done</i>
wasn't – weren't ----- had been	I <i>wasn't</i> successful. I wish I <i>had been</i>
Rule	Wish – If only : (express wishes about <i>the present</i>)
V1 / V-s ----- didn't + V-inf.	We <i>live</i> in a small flat I wish we <i>didn't live</i>
don't / doesn't + V-inf. ----- V2	I <i>don't know</i> the answer. I wish I <i>knew</i> the answer.
am / is / are ----- weren't	He <i>is</i> far from here. He wishes he <i>weren't</i> far
am not / isn't / aren't ----- were	He <i>is not</i> tall enough. He wishes he <i>were</i> taller.
regret + V-ing ----- hadn't + V3	I <i>regret being</i> angry ----- I wish I <i>hadn't been</i> angry.
regret + not + V-ing ----- had + V3	I <i>regret not being</i> happy. ---- I wish I <i>had been</i> happy.
should have + V3 ----- had + V3	He <i>should have</i> been careful. – He wishes he <i>had been</i>
shouldn't have + V3 ----- hadn't + V3	He <i>shouldn't have</i> been careless. He wishes he <i>hadn't been</i> ..

تحويل الأفعال

can	couldn't	can't	could
will	wouldn't	won't	would
am - is - are	weren't	have + V3 / has + V3	hadn't + V3
V1 / Vs-es	didn't + inf.	have to / has to = V1	didn't have to
am - is - are	weren't	have / has = V1	didn't have
am not - is not - are not	were	must - mustn't	hadn't to - had to

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

1. Ali did not pass his exams. If only he had studied harder last year. (study)
2. Ziad is not very good at basketball. He wishes he were taller! (be)
3. We didn't catch the earlier bus. We're late. If only we had caught the earlier bus. (catch)
4. Our flat is very small. If only we lived in a big house. (live)
5. Jaber isn't old enough to drive a car. He wishes he were older. (be)
6. I wish I had learnt English better when I was younger. (learn)
7. I regret that I made an accident. I wish I hadn't driven fast. (not drive)

Read the situations and complete the sentences :

1. Sultan forgot to do his Science homework.
If only he hadn't forgotten to do his science homework to do it.
2. Nahla could not find her way round the city very easily.
If only she had had / had brought / had bought / hadn't forgotten a map.
3. Oh no! I've forgotten my library book. I left it at home.
I wish I hadn't forgotten my library book.
4. Our team didn't play very well yesterday.
If only they had played better.
5. I regret *going* to bed late last night.
I wish I had gone earlier.
6. Nader *should have* been more careful with his essay. He didn't get a good mark. (wishes)
Nader wishes he had been more careful with his essay. 2016
7. I regret *living* abroad for a long time . (wish)
I wish I hadn't lived abroad for a long time . 2016
8. I regret speaking aloud in my class . (wish)
I wish I hadn't spoken aloud in my class . 2017
9. Mohammad didn't consult his career advisor, so he felt sorry. (wish)
I wish Mohammad had consulted his career advisor. 2017

Use the prompts and write sentences with (I wish and If only).

1. I'm cold. I wish I had brought a coat. (bring a coat)
2. We're late. If only we had got up earlier . (get up earlier)
3. I feel ill. If only I hadn't eaten so many sweets. (not eat so many sweets)
4. Fadi has lost his wallet. I wish I had been more careful . (be more careful)
5. Huda was too busy to visit us yesterday. I wish she had been able to come. (be able to come)
6. I've broken my watch. If only I hadn't dropped it. (not drop it)
7. I am very hungry! I wish I had eaten before I went to the conference. (eat)

Choose the correct answer :

1. Ziad is not very good at basketball. He wishes he ----- taller! (is / were / was)
2. I can't do this exercise. I wish I ----- it. (understood / understand / understanding)
3. Mr Haddad does not understand the Chinese businessman.
If only he ----- Chinese. (speak / spoke / had spoken)
4. Jordan needs to import a lot of oil.
If only it ----- larger oil reserves. (has / had / had had)
5. If only I ----- lost my ticket! (haven't / didn't / hadn't)
6. I always have to get home early. I wish my parents ----- me stay out later. 2018
(lets / won't let / would let / will let)
- I didn't wake up early and I missed my bus. I wish I ----- early. 2018
(wake up / wakes up / had waken up / have waken up)
7. We are late . If only we ----- the earlier bus. (catch / hadn't caught / had caught) 2019

27. Conditional Sentences

If Clause - Zero	Main Clause	حقيقة ثابتة لا تتغير
If + S + Simple Present (V1 / Vs-es / don't – doesn't) be = am , is , are / (not be) = am not , isn't , aren't	Subject + simple present (a fact) be = am , is , are (not be) = am not , isn't , aren't	(V1 / Vs-es / don't – doesn't) (he , she , it + V-s / es) (I , we , you , they + V1)

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

If Clause - I	Main Clause	محتمل الحدوث
If + S + Simple Present (V1 / Vs-es / don't – doesn't) be = am , is , are / (not be) = am not , isn't , aren't	Subject + will / won't (modals) + infinitive 'll / will not be = will be / (not be) = won't be	

1. provided that - unless - as long as - Even if بشرط ان اذا لم - طالما حتى لو

ادوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

- If Sami studies hard , he **will pass** all his exams . (pass)
- If you **get** an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
- I'll buy the book **if / provided that / as long as** it **isn't** too expensive. (not be)
- I **won't buy** it if it is too expensive . (not, buy)
- If Sami studies hard , he **will pass** all his exams . (pass)
- Unless** you have a language degree, you **won't be** able to become an interpreter. (not be)
- If you get an interview for a job, you **will need** to show that you have good listening skills. (need)
- If you are successful, it **will be** a secure and rewarding job. (be)
- When** you arrive at the station next Saturday, we **will be** there to meet you. (be)
- Nasser will come out with us tomorrow **unless** he **has to** help his father. (have to)
- I **will help** you with your homework, **as long as** you help me with mine! (help)
- Provided that** it **doesn't rain**, we will have a picnic next week. (not rain)
- If you win the prize, how **will** you **spend** the money? (spend)
- Even if** Omar **passes** his driving test this afternoon, he won't have his own car. (pass)
- You will not pass your exams **unless** you **study** hard. (study)
- Your new computer will last a long time **as long as** you **are** careful with it. (be)
- I **will phone** you **if** I miss the bus. (phone)
- We'll go to our favourite restaurant on Friday **unless** it **is** closed. (be)
- I will take the job offer **provided that** it **is** part-time – I haven't finished my university studies yet.. (be)
- We have to go to school **even if** we **are** tired. (be)
- We **will need / need** umbrellas **if** it rains (need)
- The teacher **will be** pleased **if** I write a good essay. (be)
- Provided that** everyone **works** hard, we'll all pass our exams.. (work)
- Babies **are** usually happy **unless** they're hungry or cold. (be)
- We should always be polite **even if** we **are** tired. (feel)
- Rawan always takes her mobile **when** **goes out**. (go out) 2017
- Ali will be upset, **If** you **don't invite** him to your party. (not, invite) 2018
- You won't get a job in France unless you ----- French.
a. speak b. speaks c. is speaking d. spoke 2018

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

If Clause – Type 3	Main Clause - الخيال
If + S + had + P.P (V3) hadn't + PP (V3)	S + would have / could have / might have (not) + P.P (V3) ربما كان من الممكن - قدرة تأكد (less sure)

1. I **would have gotten** the job if I had had some experience. (get)
2. If you had done the course, you **would have had** enough experience to apply for the job. (had)
3. If Huda **hadn't been** ill yesterday, she wouldn't have missed the exam. (not be)
4. If my father had gone to university, he **could have been** a teacher. (can be)
5. Jameel might not have become a musician if his parents **hadn't encouraged** him. (not encourage)

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

Sentence (Fact)	If Clause (Imagination)
1. S + V2 , so + didn't + V-inf	1. If + S + hadn't V3, S + would / could (might) have + V3
2. S + didn't + V-inf , so + V2	2. If + S + had V3, S + would / could (might) not + have + V3
3. S + didn't + v-inf , so + didn't + V-inf	3. If + S + had V3, S + would / could (might) have + V3
4. S + V2 . S + V2	4. If + S + hadn't + V3, S + would / could (might) not + have + V3

1. Saeed **left** his camera at home, so he **wasn't able to** take pictures of the parade. (could)
If Saeed hadn't left his camera at home, he could have taken pictures of the parade.
If Saeed hadn't left his camera at home, he could have been able to take pictures of the parade.
2. I had a headache yesterday, and I didn't do well in the Maths test. (might)
If I hadn't had a headache yesterday, I might have done well in the Maths test.
3. I didn't know your phone number, so I **wasn't able to** contact you. (could)
If I had known your phone number, I could have been able to contact you.
4. You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)
If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.
5. I worked really hard the day before the exam. I got top marks. (might not)
If I hadn't worked really hard the day before the exam, I might not have gotten top marks.
6. I didn't stay at home that day, so I didn't miss the celebration. (would)
If I had stayed at home that day, I would have missed the celebration.
7. My friend invited me to the library, so I went. (would not)
If my friend hadn't invited me to the library, I wouldn't have gone.
8. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could) 2016
If Saleem hadn't left his wallet at home, he couldn't have purchased his necessary item.
9. I studied really hard the day before the final exams. I achieved the first rank in my class. (might not) 2016
If I hadn't studied hard the day before the final exam, I might not have achieved the first
10. Sami didn't apply immediately for the scholarship, so he didn't get it. (if , could) 2016
If Sami had applied immediately for the scholarship, he could have gotten it.
11. Marwan worked really hard the day before the exam. He got top marks. (if / might not) 2017
If Marwan hadn't worked really hard the day before the exam, he might not have gotten top marks.
12. The company didn't know your phone number, so they weren't able to contact you. (if / might) 2017
If the company had known your phone number, they might have contacted you.

Change the following sentences into facts :

(hadn't + V3 = V2) / (wouldn't , couldn't , mightn't have + V3 = V2)
(had + V3 = didn't + V-inf.) / (would , could , might have + V3 = didn't + V-inf.)

1. If I hadn't come to this school, I could have taken English.
I came to this school, so I didn't take English.
2. If I hadn't grown up in this city, I might have learnt French.
I grew up in this city, so I didn't learn French.

Using "Unless": (Unless = If not)

عدد الافعال المنفية في جملة السؤال والجواب نفس العدد (نفي النفي اثبات)

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

1. If you study hard, you will pass your exam. **Unless** you study hard , you won't pass your exams.
2. If you don't water the plants, they will die . **Unless** you water the plants, they will die.
3. If I don't write a good essay, the teacher won't be pleased. **Unless** I write a good essay , the teacher won't be pleased.
4. If our team wins the match, they won't leave the stadium. **Unless** our team wins the match, they will leave the S...
6. **Unless** you study hard, you won't succeed. **If** you don't study hard , you won't succeed.
7. **Unless** you are clever, you will fail. **If** you aren't clever , you will fail.
8. **If** I travel a lot, I will buy many things. **Even if** I travel a lot, I won't buy many things.
9. I'll buy the book **if** it isn't too expensive. **Even if** the book is too expensive , I will buy it.

Choose the correct answer :

1. ----- you heat water to 100°C, it boils. (as long as , unless , when , even if)
2. You will not pass your exams ----- you study hard. (as long as , unless , when , even if)
3. ----- you don't water the plants, they will die. (If , unless , when , even if)
4. Do you usually go home or meet your friends ----- school finishes. (as long as , unless , when , even if)
5. Your new computer will last a long time -----you are careful with it. (as long as , unless , when , even if)
6. Ice cream melts -----it gets warm. (as long as , unless , when , even if)
7. We need umbrellas ----- it rains. (as long as , unless , when , even if)
8. The teacher will be pleased ----- I write a good essay. (if , unless , when , even if)
9. Our team will celebrate ----- they win the match. (if , unless , when , even if)
10. ----- everyone works hard, we'll all pass our exams. (Provided that , Unless , When , Even if)
11. Babies are usually happy ----- they're hungry or cold. (as long as – provided that – unless – if) 2018
12. We should always be polite ----- we feel tired. (as long as , unless , when , even if)
13. During Ramadan, Muslims eat ----- the sun sets. (as long as , unless , when , even if) 2018
14. I'll phone you -----I miss the bus , so that you pick. (if , unless , when , even if)
15. We'll go out to our favourite restaurant ----- it's closed. (as long as , unless , when , even if)
16. I'll take the job offer ----- it's part time – I haven't finished my university studies yet (provided that , unless , when , even if)
17. We have to go to school ----- we're tired. (as long as , unless , when , even if)

Pronunciation : Sentence stress – p-69

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

- 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.

Answers :

- a. It was I, not someone else, who retired.
- b. I did other things when I was 60, but this is when I retired.
- c. I was 60 when I retired not another age.
- d. It was in 1999 CE when I retired, not another year in the 1990s.

Functions

Cleft Sentences

1. **to emphasize certain pieces of information .**

- Ahmad is the person who

Defining relative clauses

1. **to identify which particular person, place or thing is being talked about .** –

There are many animals which have four legs.

Non-defining relative clauses

1. **to give more detail about a particular person, place or thing that is being talked about.**

The Sahara desert, which is in Africa, is very hot.

Functions

Giving Advice

1. Why don't you + V-inf. 2. If I were you, I would 3. You could + V-inf.
4. Have you thought about ? 5. It would be a good idea for you to... 6. ought to... 7. Should

Showing cause / reason :

(because / as / since / because of / due to) - We were late **due to** the traffic. (Linking words)

Showing result / consequences :

(therefore/ so / as a result, / because of that, / consequently)
We were caught in traffic, **so** we missed the start of the play . (Linking words)

To express regrets about the past :

(wish = if only + had V3)

I wish I **had done** more work for my exam.

Unreal past forms for past regrets

To express wishes about the present that are impossible or unlikely to happen (wish = if only + V2)

I wish I knew the answer

Unreal past forms for present wishes

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

If you boil water , it evaporates

The zero conditional (if + Present Simple/Present Simple)

Describe a future outcome of a certain future action or event

If Sami studies hard , he will pass all his exams

The first conditional (if + Present Simple / will + Present Simple)

To imagine past situations :

If I had stayed at home, I would have celebrated.

The third conditional (if + Past Perfect / would have + past participle) :

Giving Advice : Rewrite the advice, using the words in brackets.

1. You **should** practise the presentation several times.

If I were you , I would practice the presentation several times .

(were)

2. It **would be a good idea for you to** make a list of questions.

You could make a list of questions.

(could)

3. You **ought to** get some work experience.

Why don't you get some work experience ?

(don't)

4. You **shouldn't** look too casual.

If I were you , I wouldn't look too casual .

(If)

5. You **should** do a lot of research.

If I were you , I would do a lot of research .

(would)

6. You **shouldn't** worry so much. **If I were you , I wouldn't worry so much .**

(If)

Complete the following mini-dialogues by giving advice :

1. A: I would like to get a job as a teacher of English.

B: Why don't you study English at university?

2. A: I want to learn Chinese, but they don't teach it in my school.

B: You could do a Chinese course online.

3. A: I don't understand what we have to do for homework.

B: If I were you , I would ask the teacher.

Showing cause :

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

Showing result :

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

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 ?

showing cause

2016

Choose the correct answer :

1. We were late ----- the traffic. (because - as - since - due to)
2. -----I was tired, I went to bed. (because - because of - due to)
3. We were caught in traffic, ----- we missed the start of the play. (therefore - as a result - consequently)
4. She worked hard; -----, she did very well in her exams (therefore - so - consequently)

فيلسوف حساب متعدد الثقافة عالم كيمياء هندسة عالم رياضيات طبيب
Philosopher – arithmetic – Polymath – chemist – geometry – Mathematician – physician

1. My father teaches Maths. He's a -----
- 2 You must not take in medicine without consulting a -----
- 3 We learn about shapes, lines and angles when we study -----
- 4 Mr Shahin is a true , working in all kinds of creative and scientific fields-----
- 5 Ramzi is very good with numbers and calculations. He always scores high in -----
- 6 A is someone who thinks and writes about the meaning of life-----

Answers : 1- mathematician 2- physician 3- geometry 4- polymath 5- arithmetic 6- philosopher

فائدة مزارع انبعاث خالي صديق محايد مشاة طاقة متجدد نفايات
benefit – farms – footprint – free – friendly – neutral – pedestrian – power – renewable – waste

1. In hot countries, solar----- is an important source of energy.
2. Green projects are environmentally -----
3. Wind ----- are an example of ----- energy.
4. If a city recycles everything and doesn't throw anything away, it is zero -----
5. We burn carbon whenever we use oil, coal or gas. This is known as our carbon -----
6. If we replace as much carbon as we burn, we are carbon-----.
7. A place where no cars are allowed is a car ----- Zone, and it is ----- friendly.

Answers : 1 power 2 friendly 3 farms; renewable 4 waste 5 footprint 6 neutral 7 free; pedestrian

يحل الخلاف خلاف يفاوض صبور مستعد سابق سجل الداء
(compromise - conflict - negotiate - patient - prepared - previous - track record)

1. When you talk about business and try to do a deal, you -----.
2. When you are ready for something, you are ----- for it.
3. When you can prove that you have experience, you have a -----.
4. When two sides disagree and argue, there is -----.
5. When each side changes their position a little so that they can agree, they have managed to -----.
6. When you stay calm and take your time, you are being -----.

Answers : 1 negotiate 2 prepared 3 track record 4 conflict 5. compromise 6. Patient

مهنة سماعات يترجم فوري ندوة اقليمي مجزي ترجمة
(career - headphones - interpret - seminar - regional - rewarding - translation)

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

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

(taking - satisfaction - secure - rewarding - successful - responsible - job - agreement - meeting)

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

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

Complete the text with the suitable words derived from the words in brackets:

Madaba is the place where most Jordanian weavers buy their raw materials. Sheep's wool, and goat and camel hair are used by Bedouin tribes and villagers all over Jordan to (1) ----- (product) rugs, bags and other beautiful items. (2)----- (Traditional), the whole process is done by hand, from the washing of the wool to the finished article. There is a particular Bedouin style of (3)----- (weave) that buyers find very (4)----- (attraction). Another craft practised in Madaba is the (5)----- (creative) of ceramic items.

Answers : 1. produce 2. Traditionally 3. weaving 4. attractive 5. creation

Applying for a job at a pharmaceutical company. Read and complete the two 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

سيدي العزيز / سيدتي ،
أود أن أقدم بطلب للحصول على وظيفة باحث في شركة الأدوية الخاصة بكم . كما يتبين من السيرة الذاتية المرفقة التي تبين ان لدي شهادة جامعية في الكيمياء . وعلاوة على ذلك ، لقد عملت كمساعد بائع في الصيدلية ، لذلك انا اعرف الكثير عن هذه الصناعة .
ولدي أيضا مؤهل في الصحافة وعملت سابقا في مجلة علمية . لدي مهارات ممتازة في مجال البحث .
في وقت فراغي ، اساعد كبار السن ، وأستطيع أن أرى الفرق الذي تعمله الأدوية لحياتهم . أنا حريص جدا على الانضمام الى الشركة التي يمكن أن تساعد الناس فعلا .
وإنني أتطلع إلى الاستماع منكم (الرد) بشأن المرحلة المقبلة من طلبي .

المخلص لك،
طارق الحكيم

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

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

Comprehension

1. Write down two . / Mention two . / There are two Write them down .
2. Write down two . / Mention two . / There are two Write them down .
3. Quote the sentence which indicates (shows / states / tells) that ----- . Write down the sentence.....
4. Find a word / a phrasal verb which means / which have the same meaning of
5. What does the underlined pronoun "it" / he / they refer to ?
6. Explain this statement , and in two sentences, **write down your point of view.**

Answer : I think ----- because + S + V -----
Also , -----

7. Suggest three----- / Mention three ----- (reasons / results / advantages / disadvantages / ways)

I suggest :

- Increasing awareness - Developing skills - Developing abilities - Using social media - Decreasing -----
- Saving time and effort - Preparing - Trying hard - Keeping trying - Doing -----
- Being careful - Helping ----- - Increasing ----- - Making ----- - Developing -----

كلمات مهمة في القطع

ways	طرق	methods	طرق	reasons	اسباب	causes	اسباب	advantages	disadvantages
results	نتائج	solutions	حلول	factors	عوامل	suggestions	اقتراح	differences	اختلاف
difficulties	صعوبات	problems	مشاكل	punishments	عقاب	achievements	انجازات	skills	مهارات
features	مميزات	qualities	صفات	aims	اهداف	characteristics	مميزات	ideas	افكار
troubles	مشاكل	conditions	ظروف	examples	امثلة	kinds	انواع	types	انواع
objectives	اهداف	goals / purposes		describe	يصف	influence	يؤثر	effects / impact	
text	نص	paragraph	فقرة	word	كلمة	find	اوجد	quote	اقتبس
tell	يخبر	show	يبين	state	تبين	prefer	يفضل	sentence	جملة
write down	اكتب	justify	علل	suggest	اقتراح	mention	اذكر	according	وفقا ل
describe	اوصف	mean	يعني	steps	خطوات	view	نظرة		

The importance of Islamic achievements in history

Jabir ibn Hayyan (born 722 CE, died 815 CE)

The Arab world has many famous chemists in its history, but the person who is known as the founder of chemistry is probably Jabir ibn Hayyan. He is most well known for the beginning of the production of sulphuric acid. He also built a set of scales which changed the way in which chemists weighed items in a laboratory: his scales could weigh items over 6,000 times smaller than a kilogram.

1. Who is Jabir bin Hayyan ? **He is the founder of Chemistry . (A famous Arab chemist)**
2. Mention two of his achievements : **a. The production of sulphuric acid. b. He also built a set of scales**

Ali ibn Nafi ' (Ziryab) (born 789 CE, died 857 CE)

Ali ibn Nafi ' is also known as 'Ziryab' (or 'Blackbird', because of his beautiful voice). He was a gifted pupil of a famous musician from Baghdad, and it was his talent for music that led him to Cordoba in the ninth century CE. He was the guest of the Umayyad ruler **there**. He is the person who established the first music school in the world in Cordoba, Al-Andalus, teaching musical harmony and composition. revolutionized musical theory, and is also the person who introduced the oud to Europe.

1. Mention two of Ali Bin Nafi's achievements :
a. He established the first music school in the world . b. He introduced the oud to Europe.
2. What is the purpose of establishing the music school?
Teaching musical harmony and composition.
3. Why did Ali Ibn Nafi' go to Cordoba ? What led him to Cordoba ? **His talent for music**

Fatima al-Fihri (born early 9th century, died 880 CE)

Fatima al-Fihri was the daughter of a wealthy businessman. She used her father's inheritance to build a learning centre in Fez, Morocco. This learning centre became Morocco's top university, and it is where many students from all over the world come to study. Moreover, it was Fatima's sister, Mariam, who supervised the building of the Andalus Mosque, which was not far from the learning centre.

1. What was the achievement of Fatima al-Fihri ? **She built a learning centre in Fez, Morocco.**
2. What was the achievement of Fatima's sister Mariam ? **She supervised the building of the Andalus Mosque.**
3. How did Fatma build the learning centre ? **inheritance : Things you give others after death**
She used her father's inheritance.

Al-Kindi (born around 801 CE, died 873 CE)

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath. He made ground-breaking discoveries in many of these fields, but it is probably his work in arithmetic and geometry that has made him most famous.

1. What was AlKindi good at ?
Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer.
2. What made him most famous ? **His work in arithmetic and geometry that has made him most famous**
3. What is his achievement ? **He made ground-breaking discoveries in many fields.**
4. Quote the sentence which indicates that AlKindi has a lot of knowledge about many different subjects.
"Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath.

Key Word	Meaning in English	Arabic
Arithmetic	– the study of numbers	الحساب
Geometry	the study of relationships and measurement of points, lines, curves and surfaces	الهندسة
Mathematician	a person who studies Mathematics to a very complex level	عالم رياضيات
Philosopher	someone who studies and writes philosophy professionally	فيلسوف
Physician	someone qualified to practice medicine, (a doctor)	فيزيائي
Polymath	someone who has a lot of knowledge about many different subjects - expert	متعدد الثقافة
talent	Special ability	موهبة
founder	The person who starts something new	مؤسس
scale	An instrument to measure weight	مقياس
laboratory	A room for scientific experiment	مختبر
Ground-breaking	new	جذري - جديد

Masdar City – a positive step?

Mega projects are extremely large investment projects, which are designed to encourage economic growth and bring new benefits to cities. Although megaprojects vary in terms of size and cost, they are all, by definition, expensive, public projects that attract a high level of interest and media coverage. Projects range from motorways, airports, stations, tunnels, bridges, to entire city complexes. etc.

1. The writer states two benefits of creating megaprojects. Write them down.

a. They encourage economic growth. b. They bring new benefits to cities.

2. What do mega projects have in common ? = disadvantages : They are expensive, public projects.

3. The text provides many examples of mega projects . Mention two .

Motorways, airports, stations, tunnels, bridges and entire city complexes.

The concept of a megaproject is always based on the benefits it brings to a community. However, many megaprojects have been criticised because of **their** negative effects on a community or the environment. This essay will look at issues with regard to Masdar City, a megaproject in Abu Dhabi.

1. What are the disadvantage of mega projects ?

They have negative effects on a community and the environment. 2. expensive

2. Quote the sentence which shows the main reason to criticize mega projects ?

"However, many megaprojects have been criticised because of their negative effects on a community or the environment."

Masdar City, which began its development in 2006 CE, will be the world's first carbon-neutral, zero waste artificially-created city. Covering an area of six square kilometres, when it is completed in 2025 CE, it is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products. The city will run entirely on renewable energy sources. It is built on an advanced energy grid which monitors exactly how much electricity is being used by every outlet in the complex.

1. What makes Masdar city environmentally-friendly city ?

a. Masdar City will be the world's first carbon-neutral, zero waste artificially-created city.

b. Masdar City will have environmentally-friendly products.

Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways. .

1. There are many procedures that will be implemented to reduce carbon footprint in Masdar city. Mention two.

a. Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.

b. Electric, driverless cars will operate as public transport vehicles.

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A desalination plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled. The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university whose students are fully committed to finding solutions to the world's energy problems. While the project has the support of many global, environmental and conservation Organisations, there is some criticism of it. It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.

1. Certain power resources will supply Masdar City with energy. Write down two of these resources .

1. Solar power 2. wind farms 3. a hydrogen plant 4. Biological waste.

2. Name two materials that will be recycled in Masdar city. 1. water : 80% 2. industrial waste

In conclusion, the benefits of Masdar City for the community and the environment greatly outweigh any disadvantages. If the aims of the developers are realised, Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

1. What will happen if the aims of the developers are realized ?

Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

zero-waste	producing no waste	خالي من النفايات
desalination	The process of removing salt from sea water so that it can be used again	تحلية
criticise	To evaluate or analyse – not approved	ينتقد
recycle	reuse	اعادة صناعة، تدوير
outweigh	To be more important than something else	يفوق - اهم

Ibn Bassal

Ibn Bassal was a writer, a scientist and an engineer who lived in Al-Andalus in the eleventh century CE. He worked in the court of Al-Ma'mun, who was the king of Toledo. His great passions were botany, which is the study of plants and agriculture. Although he was a great scholar, he was also a practical man and all of his writing came from his own "hands-on" experience of working the land.

1. What was Ibn Bassal famous for ? **Writing - Science - engineering - botany**
2. What is "botany" ? **The study of plants and agriculture.**

One of the many things which Ibn Bassal achieved was A Book of Agriculture. The book consisted of sixteen chapters which explain how best to grow trees, fruit and vegetables, as well as herbs and sweet smelling flowers; perhaps the most famous chapter of all was the one that described how to treat different types of soil. Ibn Bassal also worked out how to irrigate the land by finding underground water and digging wells. He designed water pumps and irrigation systems. All of these things were passed on through his writing.

1. Name two of Ibn Bassal Achievements ?

Writing a book of agriculture – designing water pumps – irrigation systems.
Finding underground water - digging wells

The influence of Ibn Bassal's book was enormous. As farmers down the generations followed his instructions and advice, the land became wonderfully fertile and produced more than enough food for the fast-growing population. The irrigation systems that he and his followers put in place are still in evidence in Spain. Although his name is not widely known, Ibn Bassal's legacy to the world has been great.

1. Why did the land become fertile and produced more than enough food for the fast-growing population. ?
As farmers down the generations followed his instructions and advice
2. Why do you think the area around Toledo had "a fast-growing population"?
Because the area was producing a lot of food as a result of Ibn Bassal's irrigation system.
3. Suggest three possible reasons that made the population there be a fast-growing population.
- fertile soil - good climate - good farmers - productivity of the land - water wells

Key Word	Meaning in English	Arabic
irrigate	supply land with water	يسقي
fertile land	produced more than enough food	ارض خصبة
hands on	field working – working by hand	عمل يدوي
legacy	what someone leaves to the world after his death	تركة

Our country's imports and exports (SB, p.66) 2017 صادرات وواردات بلدنا

In this report, we (researchers) will look at the countries that (countries) Jordan trades with and what goods it (Jordan) exports and imports.

First, let's look at **exports**. Jordan is rich in potash and phosphate, and the extraction industry for these minerals is one of **the largest** in the world. *Not surprisingly, two of Jordan's largest exports are chemicals and fertilisers.* *Pharmaceuticals* and other industries represent 30% of Jordan's Gross Domestic Product(GDP), and 75% of Jordan's pharmaceuticals are exported. *However, the majority (65%) of the economy is dominated by services, mostly travel and tourism.* Most of Jordan's exports go to Iraq, the USA, India and Saudi Arabia.

Now let's look at **imports**. Unlike some other countries in the Middle East, Jordan does not have large oil or gas **reserves**. *For that reason, Jordan has to import oil and gas for its (Jordan's) energy needs.* Its (Jordan's) other main imports are cars, medicines and wheat. In 2013 CE, 23.6 % of Jordan's imports were from Saudi Arabia. This (23.6) was followed by the EU, with 17.6 % of its imports. Other imports have come from China and the United States.

Jordan has more free trade agreements than any other Arab country, and it trades freely with many countries, including the USA, Canada and Malaysia. Which other areas are important for Jordan's trade? Jordan first signed a trade agreement with the EU in 1997 CE. It (Jordan) signed a free trade agreement with Egypt, Morocco and Tunisian in 2004 CE. In 2011 CE, another trade agreement was made with the EU, Egypt, Morocco and Tunisia. *Trade with the EU and North Africa in particular is likely to grow.*

Our country's exports and imports

agreement	promise to do something	اتفاقية
domestic	happening in one particular country	محلي
dominate	to be the most important feature of something	يهيمن - يسيطر
exports	goods sold to another country	صادرات
extraction	removing something from something else	استخراج / استخلاص
fertiliser	a substance that is put on the land to make crops grow	سماد
goods	things that are produced in order to be sold	بضائع
Gross Domestic Product	a country's total output of goods and services	إجمالي الناتج المحلي
imports	goods bought from other countries	واردات
mineral	a substance that is present in some foods / a substance that is found in the earth	معادن
pharmaceuticals	companies which produce medicine	شركات أدوية
reserve	something kept back or set aside	مخزون

1. Mention two minerals (resources) that Jordan is rich in (famous for) . Potash and phosphate.
2. Jordan is famous for exporting many minerals. Write down two of them. Chemical and fertilizers.
3. Jordan's exports go to many countries . Write down two of them. Iraq, the USA, India and Saudi Arabia.
4. The majority of the economy is dominated by services. Mention two . a. travel b. tourism
5. Why does Jordan import a lot of oil and gas? Because it does not have enough of oil and gas.
6. Jordan imports many different materials. Mention them. Oil , gas , cars, medicines and wheat.
7. Where do Jordan's imports come from ? Saudi Arabia, the EU, China and the United States.

The world of business - 7

This is an interview with a Jordanian businessman about his experiences in China.

Doing business in China

Today, we (interviewer) talk to Mr Ghanem, a businessman based in Amman who (Mr Ghanem) often visits China. We asked him (Mr Ghanem) when he first started doing business with China.

'I've been doing business with China for many years. My first trip there was in 2004 CE, and it (first trip) was not very successful.'

Why was it not successful?

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

Did you make any mistakes on that visit?

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

When did you learn how to be successful in China?

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

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

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

Can you tell us about your last meeting in China?

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During the meeting, I made sure that my voice and body language were calm and controlled. I never told a joke, as this may not be translated correctly or could cause offence.'

Is it a successful meeting?

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

The world of business – Doing business in China - 11

do a deal	an agreement in business	يعقد صفقة
give a business card	To give someone a card that shows a business person's name, position and contact details	يقدم بطاقة أعمال
shake hands	To move someone's hand up and down in a greeting	يصافح
make small talk	to have an informal chat with someone	يعمل حوار بسيط
tell a joke	to say something to make people laugh	يقول نكتة
be able to answer detailed questions	the ability to understand complicated questions	قادر على الإجابة على أسئلة مفصلة
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاض
track record	a person's or organisation's past achievements	سجل الأداء

1. Why wasn't his first trip successful ? **He was young without enough experience about China.**
2. There are two element (factors) that the Chinese consider more than youth . a. age b. experience
3. What were his mistakes in the first visit to China ? **He hadn't been on a cultural awareness course.**
4. Mr Ghanem does two things before doing business . Mention them.
 a - He sends recommendations from previous clients.
 b- He also sends his business card with his job position and qualifications translated into Chinese. '
5. You mustn't tell jokes during the meeting with Chinese ? Mention 2 reasons.
 - They may not be translated correctly - They could cause offence.
6. Write two pieces of advice to avoid conflict with Chinese .
 - It is always important to be patient. - You should be prepared to compromise.

Stepping into the business world - 6

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

How long have you (Ricky Miles) been studying Business Studies, Ricky?

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

What exactly have you studied over those four years ?

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

What did you most enjoy about the degree ?

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

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

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

What are you planning to do next ?

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

Stepping into the business world - 10

marketing	promoting your product; finding customers	تسويق
recruiting	finding suitable employees	تعيين موظفين جدد
pensions	money you save over your lifetime to pay for your old age	تقاعد
calculations	maths; work with numbers	حسابات
web enquiries	online questions	اسئلة عن طريق النت

1. How did he spend a quarter of his time as a student? **Doing work experience.**
2. After doing a degree course in business studies , you can do two things. **Mention them.**
- Some go on to further study. - Most of them take up employment.
3. Taking a course in management is about three things. **Mention them.**
- recruiting - managing staff - how to deal with conflict
4. Mention two examples about financial products . **Savings and pensions**
5. What was Ricky's work in the sales department ?
His job was to follow up web enquiries, and send out further information to possible clients .
6. Write down two things (benefits) as a result of Ricky's paid work last summer ?
- He managed to get even more experience and more money .

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

How to make a sales pitch (كيف تقوم بعرض المبيعات خطاب بيع)

1. Do your research قم بإجراء بحثك

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

In addition, you should **know** exactly which people you are speaking to, and what their (people) needs are. For example, if they (people) represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who (customers) do not have lots of money. *What makes your product perfect for them (customers)?* Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

2. Prepare and practice حضر نفسك وتدرّب

Plan your presentation carefully, not just what you will say, but how you will say it (your presentation). *Will you read it word by word, use notes or memorise it?* Whatever you decide, it is always a good idea to have a list of your main points, in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it (your presentation), if possible in front of colleagues. Make changes and practise it again.

3. Be professional كن محترفا

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

How to make a sales pitch ? - 13

package holiday	an organised trip with everything	حزمة رحلة
sales pitch	a presentation to sell a product	خطاب بيع
target market	customers	السوق المستهدف
age group	a set of people of similar age	الفئة العمرية
department store	a large shop	متجر لسلع مختلفة
sales pitch (n)	promises that someone makes to try to persuade someone to buy something	خطاب البيع
machinery (n)	machines	ماكينات
knitwear (n)	clothing made from wool	ملابس صوفية
extensively (adv)	in a way to cover or affect a large area	بشكل توسعي
marketing	The study of selling products to customers	تسويق

1. Give two examples for knowing the target market. - The age group - The income of the people
2. How could you plan your presentation carefully ? Mention two ways .
- Know what you will say in your presentation. - Know how you will say it.
3. You can say your presentation in three different ways. Mention them .
- Read it word by word. - Use notes. - Memorise it.
4. Why is it a good idea (recommended) to have a list of your main points ? Two reasons :
- In case something interrupts you - or you simply freeze with nerves.
5. Your presentation should have two qualities . Mention them . a - short b - simple
6. Mention two examples about starting with some friendly comments.
- Thank your hosts for allowing you to speak to them - Compliment their company.
7. How can we make a sales pitch ?
- Doing our research - Preparing and practicing - Being professional

Career choices - 9

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

My job as an interpreter

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

I (Fatima) have always been **fond of** languages. My father worked in many different countries when I (Fatima) was young and we usually travelled with him (Fatima's father). When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and **seminars** around the world. When a person speaks in English at a conference, I listen to what they say through **headphones**. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing **regional** English, you also need to know a lot of specialist language. Some of the words that (the words) are used to talk about business, science or law, for example, make it almost a different language!

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

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

Career Choices - 12

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

1. Quote the sentence which indicates that Fatima likes languages. **I have always been fond of languages.**
2. What qualifications should you have to become an interpreter ? **a language degree.**
3. How can you get a job as an interpreter quite quickly? **If you have a postgraduate qualification.**
4. There are some qualities an interpreter should have . What are they ? (successful in an interview)
 - **good listening skills** - **a clear speaking voice.** - **Think quickly .** **Concentrate for long periods of time.**
5. Mention two benefits for the job of an interpreter. **Secure and rewarding job.**

Word	Meaning in English	Word	Meaning in English
Agriculture	the science or practice of farming	Linguistics	the study of languages
Engineering	the study of building roads, bridges, machines,	Marketing	the study of selling products
Astrophysics	the study of the chemical structure of the stars	Pharmacy	the study of medicines.
Economics	the study of money and goods	Psychology	the study of the mind and how it works
Business Management	the study about running a company	Sociology	the study of societies and the behaviour of people in groups.

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

Complete the text with the correct word from the box. Sometimes, more than one answer is possible.

That - which - where - who

Qasr Bashir is an extremely well-preserved Roman castle **which** is situated in the Jordanian desert, and is about eighty kilometres south of Amman The walls and huge corner towers of the castle, **which** was built at the beginning of the fourth century CE, are still standing thought that Qasr Bashir was built to protect the Roman border. Apart from the rooms in the castle, there are also about twenty-three stables **where** horses may have been kept.

People **who** love exploring historical Roman ruins will certainly find a visit to Qasr Bashir very rewarding. Once inside the building, one can imagine very vividly what it would have been like to live there during the times of the Roman Empire.

Answers : which-that / which / where / who

1- Identify the defining and non-defining relative clauses in the text.

The Giralda

The Giralda tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. The person who is believed to be responsible for the design of the tower, which was originally a minaret, is the mathematician and astronomer Jabir ibn Aflah. The architect of the tower was Ahmad Ben Baso, who began work in 1184 CE. He died before the tower was completed in 1198 CE. The design of the tower is believed to be based on the Koutoubia Mosque, which is in Marrakesh, Morocco, and the Hassan Tower in Rabat .

Complete the text about Ibn Sina, using the relative pronouns in the box one pronoun is used twice.

Add commas for the non- defining relative clauses.

(Activity Book p. 21)

That / when / which / who

Ibn Sina (1) **,who** is also known as Avicenna, was a polymath. Ibn Sina was influenced as a young man by the works of the philosopher Aristotle. He wrote on early Islamic philosophy (2) **, which** included many subjects, especially logic and ethics. He also wrote ALQanun fi-Tibb, the book

(3) **which** became the most famous medical textbook ever. In the last ten or twelve years of his life, Ibn Sina started studying literary matters. His friends (4) **, who** were worried about his health advised him to relax. He refused and told them 'I prefer a short life with width to a narrow one with length.' It was the month of Ramadan (5) **when** Ibn Sina died, in June 1037 CE.

المستوى الثالث Quotations

4. From India to Spain, the brilliant civilisation of Islam flourished . Bertrand Russell (1872 CE–1970 CE).
The quotation shows that Islam was leading the way in the world. showing how great a civilization at that time.

المستوى الرابع Quotation

9. "Unless the exchange be in love and kindly justice, it will but lead some greed and others to hunger."
Gibran Khalil Gibran (1883 CE – 1931 CE).

I agree with the quotation. I think that Gibran is talking about trade here. He is taking about mutual respect, and this could be applied to any exchange, as well as trade. He is perhaps commenting on the emergence of capitalism.

10. I've learned that making a living is not the same thing as making a life. Maya Angelou (1928 CE–2014 CE)

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

1- Reaching high levels of achievement in the past was more difficult than it is nowadays.

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

I think this statement is true because of the advanced in modern technology like the social media.
Also, in the past, there didn't use to be good schools and universities and supportive organizations.

2. Why do you think the area around Toledo had "a fast-growing population"?

Because the area was producing a lot of food as a result of Ibn Bassel's irrigation system.

3. Suggest three possible reasons that made the population there be a fast-growing population.

- fertile soil - good climate - good farmers - productivity of the land - water wells

4. Success needs tiredness . Explain .

I think you have to work hard, train and learn more in order to be successful.
Also, you can be successful by developing your skills in various fields.

5. Knowing about the culture of the country before visiting it is very important .

Mention three problems you may face.

- Behaving wrongly and saying bad things. - Talking about different and wrong subjects.
- Not understanding their needs.

6. How can we decrease or stop importing wheat from other countries. Suggest .

a. Encouraging farmers by offering them money and fertilizers.
b. Giving deserted lands to farmers freely. d. Helping farmers by offering them new machines.
c. Stopping building in fertile lands. e. Finding underground water and digging new wells..

7. Suggest three ways to decrease Jordan's imports of oil and gas from other countries .

a. Decreasing the use of electricity in our homes, factors , schools and public places.
b. Using solar energy and wind farms. (renewable sources)
c. Using public transports instead of cars in our travels.

8. Why do countries need to export and import goods?

- They export goods to increase the economy and make money.
- They import goods that are few and rare and not made in the country.

9. Why should our community buy Jordanian goods?

To support Jordanian economy and industries.

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

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

11. What should new graduates do ? Suggest .

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

Level 3

1. If you boil water, it ----- .
a- will evaporate b- evaporate c- would evaporate **d- evaporates**
 2. If Sami studies hard, he ----- all his exams.
a- pass b- passes **c- will pass** d- would pass
 3. If I ----- you, I would send a text message .
a- was **b- were** c- am d- had
 4. If Ali ----- his own computer, he wouldn't need to use his friend's computer.
a- has b- have c- had had **d- had**
 5. ----- the "Internet of Things" will make our life easier, it will make many problems to privacy.
a- Therefore b- However **c- Although** d- In addition
 6. On the one hand, life would be easier. -----, we will have less privacy and security.
a- Therefore b- However c- Although **d- On the other hand**
 7. Lights will go on and off automatically. -----, we will save energy.
a- Therefore b- However c- Although d- On the other hand
 8. I told you about the man ----- lives next door.
a- who b- which c- where d- whose
 9. Do you see the tiger ----- is lying on the roof ?
a- who **b- which** c- where d- whose
 10. The city ----- we met Ali is very beautiful.
a- who b- which **c- where** d- whose
 11. I live in the city ----- is surrounded by many mountains .
a- who **b- which** c- where d- whose
 12. I know the minister ----- brother is my friend .
a- who b- which c- where **d- whose**
-
13. If I were you, I ----- study harder
a- will b- would have c- would be **d- would**
 14. Ali did not pass his exams. If only he ----- harder last year.
a- studied b- studies c- has studied **d- had studied**
 15. It was too hot to go to the beach yesterday. If only it ----- cooler.
a- were b- was **c- had been** d- has been
 16. I feel ill. I wish I ----- so many sweets!
a- had eaten **b- hadn't eaten** c- ate d- didn't eat
 17. Ziad is not very good at basketball. He wishes he ----- taller!
a- is b- was **c- were** d- weren't
 18. I can't do this exercise. I wish I ----- it.
a- understood b- understand c- understanding d- understands
 19. Mr Haddad does not understand the Chinese businessman. If only he ----- Chinese.
a- speak **b- spoke** c- had spoken d- speaks
 20. A new vocational school ----- recently in my area.
a- built b- was built **c- has been built** d- is built
 21. I always have to get home early. I wish my parents ----- me stay out later.
a- let's b- won't let **c- would let** d- will let
 22. If only I ----- lost my ticket!
a- haven't b- didn't **c- hadn't** d- weren't
 23. If you ----- to learn a new language, you need to be motivated.
a- will want **b- want** c- wanted d- would want
 24. Jaber isn't old enough to drive a car. He wishes he ----- older .
a- was **b- were** c- had been d- had
 25. My cousins don't live near here. I wish they ----- so far away.
a- were **b- weren't** c- had been d- hadn't been
 26. Would you like to work ----- a teacher in a big school?
a- about b- on **c- as** d- into
 27. We need to decide ----- a place to meet.
a- into **b- on** c- at d- about
 28. Can you translate this Arabic ----- English for me, please?
a- into b- on c- at d- about
 29. If Ali ----- his own computer, he wouldn't need to use his friend's computer.
a- has b- have c- had had **d- had**
 30. I'd like to talk ----- the film I've just seen; it was brilliant!
a- into b- on c- at **d- about**

31. The teacher asked us ----- our favourite books.
a- into b- on c- at **d- about**
32. My sister is really good ----- drawing and painting.
a- on **b- at** c- into d- about
33. Plants die if they ----- enough sunlight.
a- don't get b- didn't get c- doesn't get d- aren't
34. Water ----- to ice if the temperature falls below zero.
a- turn b- turning c- turned **d- turns**
35. Provided that it -----, we will have a picnic next week.
a- don't rain b- hadn't rained **c- doesn't rain** d- had rained
36. Even if Omar ----- his driving test this afternoon, he won't have his own car.
a- passed **b- passes** c- pass d- passed
37. Babies ----- usually happy as long as they're hungry or cold.
a- will be **b- are** c- will d- had been
38. If my father had gone to university, he ----- a teacher.
a- will be b- could be **c- could have been** d- might be
39. Unless you have a language degree, you ----- not be able to become an interpreter.
a- do b- won't **c- will** d- wouldn't
40. If you get an interview for a job, you ----- to show that you have good listening skills.
a- will need b- would need c- will d- would
41. 79. She worked hard; -----, she did very well in her exams.
a- since b- so **c- consequently** d- due to
42. ----- you heat water to 100°C, it boils.
a- when b- unless c- provided that d- even if
51. You will not pass your exams ----- you study hard.
a- when **b- unless** c- provided that d- even if
43. Do you usually go home or meet your friends ----- school finishes ?
a- when b- unless c- provided that d- even if
44. ----- you don't water the plants, they will die.
a- when b- unless **c- if** d- even if
45. Your new computer will last a long time ----- you are careful with it
a- when b- unless **c- as long as** d- even if
46. We need umbrellas ----- it rains.
a- when b- unless c- as if d- even if
47. The teacher will be pleased ----- I write a good essay.
a- when b- unless **c- if** d- even if
48. We should always be polite ----- we feel tired.
a- when b- unless c- if **d- even if**
49. If Huda ----- ill yesterday, she wouldn't have missed the exam.
a- wasn't **b- hadn't been** c- been d- hadn't
50. We were caught in traffic, ----- we missed the start of the play.
a- since b- as **c- therefore** d- due to
51. Jaber looked ----- he hadn't slept very well.
a- if b- if c- unless **d- as if**
52. We couldn't go to the stadium ----- there weren't any tickets left
a- since b- so c- therefore d- due to
53. ----- I was tired, I went to bed
a- As b- So c- Therefore d- Due to
54. We were ate ----- the traffic. a- since b- so c- therefore **d- due to**

Word	Arabic
coffee – chess – flying - clock	
windmills – algebra - soap	
fountain pen – crystal glasses	
inoculation – cheques - carpets	تلفيح

السيرة Curriculum Vitae		
Name	Emad Abu Alzumar	He is Emad Abu Alzumar
Contact details	Hitten Camp , Marka	He lives in Hitten Camp , Marka
Qualification	degree in English (1990 CE)	He has a degree in English in 1990 CE.
Work experience	teacher of English, – 19990 – now	He has worked as a teacher of English since 1990.
Personal attributes	dedicated, ambitious worker.	He is a dedicated and ambitious worker.
Skills and achievements	Won the Distinguished teacher Award	He won the Distinguished teacher Award

Applying for a job

Dear Mr Haddad,

I am writing to apply for the job of Head of the English Department at Taha Hussein Secondary School. You will see from my curriculum vitae that I have a Bachelor's degree in English and as well as teaching experience at Modern Arab Academy School.

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

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

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

Yours sincerely,

Emad Abu Alzumar

Writing an essay / article.

(about / discussing ... / mentioning..)

I think -----this subject----- is very important in our daily life which we should talk about and discuss all its aspects because it has a great effect on our life / at school / in the society / in the world .

In this essay I intend to discuss the (**benefits / advantages / disadvantages / solutions / ways / effects / reasons / results / factors**) of ----- taking into consideration ----- and ----- .

In my point of view , (3 paragraphs)

الأفكار حسب الأسئلة أو الكلمات المساعدة أو الموضوع

Finally , I'd like to say that I hope I have discussed useful information that expresses the main aspects about -----
(اسم الموضوع أو المطالب من الموضوع)

Informal / Personal letter : Write a letter to your friend in USA telling him about your last holiday.

P.O Box
Amman,
Jordan
Date, 20 June. 2019

Dear,

How are you ? fine, I hope ? How is your family ? I hope that all of you are very well.

I'm sorry I haven't written to you for three months, and that's because I'm having Tawjihi exams.

I'm writing to tell you about ----- (**subject**) -----

Well , I have to finish now as I've got too much work to do. Please write back and let me know more about your latest news.
Hope to hear from you soon.

With love.

Yours sincerely,

(Name : ----- as written in the exam)

Critical Thinking (Why – How)

According to the text , The writer thinks/states that.....Explain this statement, write down your point of view.

1. I think this statement is true because Also,
2. I think there are many such as and
3. I think ----- because Also,

Suggestions :

- | | | | |
|-------------------------|---------------------------|--------------------------|-----------------------------|
| 1. Increasing awareness | 2. Saving time and effort | 3. improving skills | 4. being careful |
| 5. sharing information | 6. Preparation | 7. Decreasing | 8. increasing |
| 9. Trying hard . | 10. working hard | 11. Developing abilities | 12. Decreasing |

Writing A Report

Write a report for your school magazine about the advantages and disadvantages of using the Internet , suggesting ideas for it .

To : My school magazine
From : a student
Date : 20 June , 2019
Subject : Using the internet

reasons and the results

The aim of this report is to discuss the advantages and the disadvantages of using the internet .

In my opinion, there are many advantages :

- Finding information - searching information
- Keeping in touch with friends - listening to music

On the other hand , there are many disadvantages :

- Making people unsocial
- causing eye diseases

To sum up , I'd like to say that I hope I have given enough and useful information about -----
suggesting that using the internet should be under control and in specific times .

In conclusion , you should take my suggestions into consideration to find the best effective solutions for it. .

Formal letter - Applying for a job

Receiver Address

Amman,
Jordan

Sender Address

P.O Box -----
Amman,
Jordan

Date, 20 June. 2019

Dear (Mr, Mrs, Dr, etc),

I'm writing to apply for the job of -----(position)----- at ----- (name / school , company)....
You will see from my curriculum vitae that I have a Bachelor's degree in -----,
as well as ----- experience at -----.

I am now looking at a new challenge as -----(position)-----, and -----

I am (personal attributes) = dedicated , enthusiastic , adapted , competent in my career, and -----

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

Yours faithfully,

(Name : ----- as written in the exam)

**The upbringing of our youth is based on three principles:
“ Belief , Education and Work”**

عماد ابو الزمر