



2019

لجميع الفروع المهنية

Revision

English language

اللغة الإنجليزية

الفصل الأول

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أكاديمية الفهم المشرق

جرش – وسط البلد

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Collocations

make a mistake	أخطاء
make small talk	يتكلم قليلا
cause offence	يسبب الإساءة
earn respect	يكسب الاحترام
join a company	ينضم لشركة
Shake hands	يصافح
ask questions	يسأل أسئلة
Carbon footprint	بصمة كربونية
Biological waste	نفايات حيوية
Economic growth	نمو اقتصادي
Urban planning	تخطيط حضري
Negative effects	آثار سلبية
public transports	مواصلات عامة

1. Replace the misused verb in the sentence with the correct one to form the appropriate collocation.

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

2. If you are polite, you won't.....or upset anybody.

(make a small talk, shake hands, ask questions)

3. Before the serious discussion starts, we always.....small talk it's often about the weather!

(do, earn, make, ask)

4. In business, when you meet someone for the first time, it's polite to.....

(ask questions, cause offence, join a company)

5. Hospitals need to dispose of a lot of biologicaland it should be carefully managed because it can be dangerous.

(waste, hands, questions)

The second section Vocabulary

A: Choose the best answer from those given to complete each of the following items. Then write down your answer in your ANSWER BOOKLET.

physician, friendly, footprint, renewable, biological

- 1) Wind farms are an example of _____energy.
- 2) Professor Badari, aged 67, is the hospital's leading_____specialising in cancer care.
- 3) Hospitals need to dispose of a lot of _____ waste, and it should be carefully managed because it can be dangerous.
- 4) We burn carbon whenever we use oil, coal or gas. This is known as our carbon_____.

patient, earn, conflict , make, philosopher

- 1) By working hard, you will _____the respect of your boss.
- 2) When you stay calm and take your time, you are being _____.
- 3) When two sides disagree and argue, there is _____.
- 4) A _____is someone who thinks and writes about the meaning of life.

cultural, headphones, polymath, interpret , footprint

- 1) Please listen to the music through_____, so that you don't disturb anybody.
- 2) Art, music and literature are all part of our..... life.
- 3) Mr Shahin is a true ,working in all kinds of creative and scientific fields.
- 4) My uncle is fl uent in several languages. He is often able to _____ for us during conversations with foreigners.

arithmetic, economic , cause offence , patient, interpret , make

- 1) When people talk about _____ growth, they can mean either an improvement in the average standard of living.
- 2) Ramzi is very good with numbers and calculations. He always scores high in_____
- 3) Be very careful when you answer the questions, and try not to..... a mistake.
- 4) If you are polite, you won't.....or upset anybody.
- 5) When you stay calm and take your time, you are being _____.

arithmetic, negative effects, seminar , track record, carbon footprint

- 1) Pollution has some serious _____ on the environment, such as the death of wildlife and plant life.
- 2) Nada made a successful presentation at a _____ in Irbid last month.
- 3) We can all work hard to reduce our _____ by living a more environmentally-friendly lifestyle.
- 4) When you can prove that you have experience, you have a _____.

imported, waste, seminar , track record, urban planning

- 1) If we take _____ transport more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
- 2) Jordan has sold goods to the EU for many years. In fact, it _____ many products to the EU even before the 1997 CE trade agreement was made.
- 3) Hospitals need to dispose of a lot of biological _____, and it should be carefully managed because it can be dangerous.
- 4) The need for more effective _____ is evident when we consider modern day problems like traffic.

Derivation

Noun suffixes: tion, sion, ment, ance, ence, ism, ty, ure, er, or, ist, ice, ing, cy, ness, s, ship, hood, dom, age

1. A/an/the

2. of, on, for, from, with, without, up, down, in, at, out, into, about, by, between, among

3. his, her, my, its, our, your, their ('s / s')

4. Subject + Verb :

5. this, that, these, those

7. Little /some/ many/few/much / most /other /another /any/ enough, no, all, cause:

noun

adjective

noun

Adjective suffixes: ic, al, ive, able, ible, ous, ious, ful, less, ed, ing, y, ary, ory, ar, ent, ant

1. (is, are, am, was, were, been, being, be)

2. be (very, so, quite, too,)

3. seem, look, appear, feel, get, become, find, found, smell, taste, sound

4. as as, be more + adj, the most+ adj

adjective

Verb suffixes: en, ate, ize, ise, fy

1. After (to)
2. will , would , shall , should ,can ,could ,may , might , must, do ,does , did
3. had better , would rather
4. Subject + verb + object :

verb

Adverb : ly

1. Is, are, am, was, were, be, been, being

adverb

V3
V ing
adjective

1. The picture wasdrawn by the American artist. (skillful , skill, skillfully)
2. Local resources should beexploited for the country's development.
(effective, affect, effectively)
3. We were waiting for her . (impatient, impatiently, impatience)

1. At the beginning before the comma :

- 1)....., people bet married at the weekends .(Traditional, Traditionally, Tradition)

3.Subject + adverb + verb

- 1.My friend drove along the narrow road .(careful, care, carefully)
- 2.The boys..... responded to the teacher's order .(polite, politely)

4. Auxiliary + adverb + verb

1. Omar haspassed his driving test. (success, successfully, succeed)
2. They willmove all of them. (peace, peacefully, peaceful)

5. (Verb) + (very, too, so, quite) + adverb

2. Ali drives soin the city centre. (care, careful, carefully)
3. Rana spoke too in the meeting. (loud, loudly)

6. To describe the verb :

2. The wind was blowing (violence, violent, violently)
5. You have todrive in the city centre. (care, careful, carefully)

1. Many instruments that are still used today in..... were designed by Arab scholars.
(operate, operation, operative)
2. When do you..... to receive your test results?
(expectancy, expect, expected)
3. Sheep's wool and goat are used by villagers tobeautiful items.
(production, produce, productive)
4., the whole process is done by hand, from the washing of the wool to the finished article.
(Traditional, Tradition, Traditionally)
5. There is a particular Bedouin style of
(weave, weaving, weaved)
6. The buyers find it very
(attractive, attraction, attract).
7. Another craft practised in Madaba is the of ceramic items.
(creative, creatively, creation)
8. Petra is an important..... site.
(archaeology, archaeological, archaeologically)
9. I will be going to university to continue my
(educate, educative, education)
10. In our exam, we had to.....a text from Arabic into English.
(translation, translate, translated)
11. They are going to..... a new air conditioning unit in our flat.
(installation, installed, install)
12. Thank you for your help, I really..... it.
(appreciation, appreciate, appreciative)
13. Have you seen Nasser's..... of postcards? He's got hundreds!
(collection, collect, collective)
14. The Middle East is famous for the.....of olive oil.
(production, produce, productive)

15. Ibn Sina wrote.....textbooks.
(medicine, medically, medical)
16. My father bought our house with an.....from his grandfather.
(inherit, inherited, inheritance)
17. Scholars have discovered an.....document from the twelfth century.
(origin, originate, original)
18. Do you think the wheel was the most importantever?
(invent, invented, invention)
19. Al-Kindi made many important mathematical
(discover, discoveries, discovered)
20. Who was the mostwriter of the twentieth century?
(influence, influential, influentially)
21. In our Maths exam, we have to write down our..... as well as the answers.
(calculation, calculate, calculated)
22. One of the most important things that we give children is a good
(educate, educational, education)
23. Art, music and literature are all part of our _____ life.
(culture, cultural, culturally)
24. Thesystem must be linked to requirements of economic development.
(educate, educational, education)
25. Jordan hasof being a friendly and welcoming country.
(reputation, repute, reputed)
26. Many candy advertisements are usually presented in anmanner in the TV.
(attraction, attractive, attractively)
27. Markets have different types of food which areprepared from animal product.
(artificial, artificially, artifice)
28. The newly constructed projects use recycled water which help the of the environment. ?
(sustain, sustainability, sustainable)

29. Before you apply for a job, check that you have the correct
(qualify, qualification, qualified)
30. The company is pleased with your work and is happy to give you a
(recommend, recommendation, recommended,)
31. Congratulations on a very business deal.
(succeed, success, successful)
32. 13.We should always be ready to listen to good
(advise, advice, advised)
33. 14.Is one side of the brain more..... than the other?
(dominate, dominance, dominant)
34. 16.The graduation ceremony was a veryoccasion for everyone.
(memory, memorable, memorize)
35. 17.Nuts contain useful..... such as oils and fats.
(notoriously, nitrous, nutrition)
36. 18.Kareem is a welljournalist, he has worked previously for many
scientific journals.
(qualify, qualification, qualified)
37. It's important to have anof different countries' customs.
(aware, awareness, aware)

The third section Grammar

Choose the correct form of the verb from those given

1. Miriam will move to Canada provided that shea job there.

(get, had got, gets, got)

2. When the sundown, it gets dark.

(goes, went, had gone, was doing)

3. If ita nice day tomorrow we'll go to the beach.

(will be, is, were, had been)

4. We'll have to cancel the show unless w..... more tickets at the last minute.

(sells, will sell, sold, sell)

5. Omar can play in the living room as long as hea mess.

(do not make, had not make, doesn't make, won't make)

6. Don't phone me if youinto trouble!

(get, got, had got, gets)

7. Ibrahim can borrow my DVD player as long as heit on Monday.

(return, will return, returns, returned)

8. If we that house, we would have rebuilt the kitchen.

(buy, have bought, had bought, has bought)

9. We saw the film. I wish youit with us. It was an amazing evening.

(see, saw, had seen, have seen)

10. I wish Irich. I would buy a farm and enjoy the calm of the countryside.

(am, were, is, has been)

11. If you the next match, won't you be in the semi-final?

(do not win, doesn't win, didn't win, hadn't won)

12. Water turns to ice if the temperaturebelow zero.

(fall, fell, had fallen, falls)

13. You won't buy a new apartment unless youenough money.

(save, saves, are saving, had saved)

14. You get water when you hydrogen and oxygen.

(mix, had mixed, mixed, mixes)

15. Provided that it..... , we'll have a picnic next week.

(don't rain, will rain, doesn't rain, hadn't rained)

16. If youthe course, you would have had enough experience to apply for the job.

(have done, are doing, had done, do)

1. If you..... to learn a new language, you need to be motivated.

(wants, had wanted, want, wanted)

b: Rewrite the following sentences so that the new item has a similar meaning to the one before it.

1. My grandfather goes swimming every day. He is eighty seven years old.

My grandfather,

2. I like Geography most of all.

The subject

3. The Olympic games were held in London in 2012.

The place

4. Huda won the prize for Art last year.

The prize that

5. The Second World War ended 1945 in Europe.

The year

6. Jabir ibn Hayyan also invented ink that can be read in the dark.

It was

3. Mary works harder than anybody else in this organisation.

It is

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

The person

8. Jabir ibn Hayyan did his research in a laboratory in Iraq.

The country where.....

9. I didn't study hard at school, and now I'm sorry about it.

If only

10. Fatima shouldn't have left her bag at school.

Fatima wishes

11. Omar regrets spending most of his savings.

Omer wishes

12. I forgot to pay the rent this month.

I wish

13. I am not good at math.

I wish

14. My friend doesn't live near here.

I wish

15. You should do a lot of research.

If I were you,

16. Before you find a full-time job, you should consider doing voluntary work.

Why don't you?

17. It would be a good idea to make a list of questions.

Why

18. If it doesn't rain today, we will go to the sea.

Unless

19. If it is not expensive, I will buy it.

Unless

Read the following situations and rewrite the sentences using the words in brackets.

1. I didn't know your phone number, so I wasn't able to contact you.
(if, could)
2. I had a headache yesterday, and I didn't do well in the Math test.
(if, might)
3. I studied hard the day before the final exam. I achieved the first rank in my class. (might not)
4. Sultan forgot to do his Science homework. (wish)
5. I regret going to bed late last night. (wish)
1. Oh no! I've forgotten my library book. I left it at home. (wish)
2. Our team didn't play very well yesterday. (wish)
3. Nader should have been more careful with his essay. He didn't get a good mark. (wish)

Choose the suitable from those given to complete the following sentences.

1. We have recently moved to Aqaba, my father works.

(who, where, when, which)

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

(who, where, when, which)

3. An iceberg is a huge piece of icefloats in the ocean.

(who , which , where, when)

4. Placesthere is a tropical climate are near the Equator.

(who , which , where, when)

5. He was the first man climbed Mount Everest in the Himalayas.

(whose, which, where, who)

6. He is the mandaughter I met in Jordan.

(whose, where, who, which)

7. It was the month of RamadanIbn Sina died, in June 1073 CE.

(who , which , where, when)

8. The family are living in the house are very rich.

(who , which , where, when)

9. What's the name of the girl won the tennis tournament?

(whose, where, who, which)

10. 2001 was the year terrorists attacked the Twin Towers in New York.

(who , which , where, when)

11. That's the shop ____ I bought my wedding ring.

(who , whose , where, when)

12. A hotel is a placepeople stay when they are on holiday.

(whose, where, who, which)

13. I feel ill. I wish I so many sweets.

(had eaten, have not eaten, had not eaten, am eating)

14. We're late. We wish we earlier.

(had got up, has not got up, have not got up, got up)

15. Fadi has lost his wallet. I wish I more careful.

(have been, am not, had been, had not been)

16. I've broken my watch. I dropped it. I wish Imy watch.

(had not broken, had broken, broke, have not broken)

17. I can't do this exercise and I wish I it.

(understand, understood, understands, do not understand)

18. I didn't know the answer of many questions. I wish I the answer of many questions

(had known, have not known, know, have known)

19. I wish Ithese shoes. They hurt my feet.

(hadn't bought, buy, was buying, have bought)

20. Ramie wishes heEnglish fluently.

(can't speak, speaking, can speak, could speak)

21. I wish we in a bigger flat.

(live, will live lived, lives)

22. My son became ill, so I wasn't able to go back to my first job.

If my son had not been ill. Iback to my first job.

(could have gone, could not have gone, can go, might go)

23. If Omar enough money, he could have bought a flat.

(has had, had had, is having, will have)

24. I will not work abroad..... I have a language degree.

(if, unless, provided that, when)

25. You can't go for a vacation.....you save some money.

(unless, when, provided that, as long as)

26. I couldn't climb Mount Everest.... someone carried my equipment for me!

(even if, as long as, provided that, when)

27. I will take the job offer..... it's part-time – I haven't finished my university studies.

(when, provided that, unless, even if)

28. We don't need umbrellas it rains.

(when, provided that, unless, even if)

29. During Ramadan, we eat the sun sets.

(when, unless, even if, as long as)

30. We'll go to our favourite restaurant on Friday it's closed.

(if, provided that, unless, when)

31. We have to go to school..... we're tired.

(when, provided that, even if , when)

32. Ice cream melts it gets warm.

(even if, when, as if, as long as)

33. Babies are usually happy they're hungry or cold.

(when, provided that, unless, even if)

34. We should always be polite we feel tired.

(when, if , as long as, even if)

35. The teacher will be pleased I write a good essay.

(unless, if, even if , as long as)

work as	يعمل ك.....
decide on	قرر بشأن
translate into	ترجم من وإلى
talk about	تحدث عن
ask about	سأل عن
good at	جيد ك.....

36. Can you translate this Arabic _____ English for me, please?
(to, into, for, from)

37. The teacher asked us _____ our favourite books.
(about , as , at , into)

38. My sister is really good _____ drawing and painting.
(about , as , at , on)

Function

	Function
<i>Have you thought about ...?</i> <i>You should ..., no doubt about it.</i> <i>If I (v2)..... I would ...</i> <i>My main recommendation is that you...</i> <i>Why don't you.....</i> <i>It would be a good idea to...</i>	Giving advice
	Function
<i>As / Since / Because</i> <i>because of / due to</i>	showing <u>cause</u> explain the reason
	Function
<i>Therefore</i> <i>as a result</i> <i>consequently</i> <i>because of that,</i>	showing <u>result</u> explain the consequences
	Function
<i>Even if</i>	(the condition isn't important whatever it is)
	Function
<i>third conditional</i> <i>with might have</i>	unsure of the result of the past (not sure)
	Function
<i>third conditional</i> <i>with could have</i>	It is possible result of the past (be able to)

1. **Therefore**, people can communicate more quickly and conveniently.

What is the function of using '**Therefore**' in the above sentence?

(opposition, consequence, conclusion)

2. We were late the traffic.

(because of, since, because, therefore)

3. We couldn't go to the stadium there weren't any tickets left.

(because of, due to, because, therefore)

She worked hard;..... she did very well in her exams.

(because of, due to, because, as a result)

Reasons that make people leave their home countries

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

converting sea water	
Advantages	Disadvantages
plenty supply of water, easy access	expensive, lead to greater demand

B. GUIDED WRITING (4 points)

Read the information below, and then in your ANSWER BOOKLET, write two sentences using the given notes below about Qasr Bashir. Use the appropriate linking words.

Location: Jordanian desert.

Date of construction: beginning of the 4th century.

Purpose of building: protection of the Roman borders.

Description of the building: huge towers, 23 rooms

B. GUIDED WRITING (4 points)

Read the information below, and then in your ANSWER BOOKLET, write a brief biography using all the given notes below about Mahmoud Darwish. Use the appropriate linking words.

Name: Mahmoud Darwish.



Date (born and died): 1942 -2008

Professions: poet and author

Achievements: - Leaves of Olives and Wingless Birds

a. EDITING: (4 POINTS)

You are asked to edit the following lines. While reading the text, you found four mistakes. Correct the mistakes. Write the answer in your ANSWER BOOKLET.

Finally, have a summary of your presantation ready to hand out at the end of the session. I wish I have known all this when I started out in buziness! Good luck!

Megaprojects is extremely large investment projects, which are designed to encourage economic growth and bring new penefits 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 coveraje.

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

reasons	أسباب	features	الميزات
causes	الأسباب	qualities	الصفات
factors	العوامل	characteristics	مميزات
results	النتائج	ways	طرق
effects	تأثيرات	methods	أساليب
consequences	الآثار	procedures	الإجراءات
impacts	الآثار	tips	نصائح
benefits	فوائد	steps	خطوات
advantages	مزايا	aims	أهداف
positive	إيجابي	purposes	المقاصد / أهداف
disadvantages	سلبية	goals	أهداف
negative	سلبي	kinds	أنواع
examples	أمثلة	Forms of	أشكال من
suggest	اقترح	types	أنواع
mention	اذكر	Write down	اكتب

Quote the sentence which shows

اقتبس الجملة التي تظهر

Find a word in the text which means ...

جد كلمة في النص تعني

Find a phrase in the text which means

جد عبارة في النص تعني

Write down your point of view

اكتب وجهة نظرك

What does the underlined word refer to

الى ماذا تشير الكلمة التي تحتها خط

Pronouns :

they, them , their	تشير الى اسم جمع
He, him, his	اسم مفرد مذكر
She, her	اسم مفرد مؤنث
It, its	اسم مفرد غير عاقل
who	عاقل
which	غير عاقل
where	مكان
when	زمن
This, that	مفرد
These, those	جمع

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.

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. **He** revolutionised musical theory, and is also the person **who** introduced the oud to Europe.

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.

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. Jabir ibn Hayyan is famous for many achievements. Write down two of them.
2. Ali ibn Nafi ' was called 'Blackbird'. Write down the reason for that.
3. Ali ibn Nafi ' is famous for many achievements. Write down two of them.
4. Al-Kindi was an expert in many scientific fields. Write down two of them.
5. The writer states that Al-Kindi was a polymath. Give examples of his areas of knowledge.
6. Al-Kindi was particularly well known for his achievements in two fields of study. Write them down.
7. Al-Kindi is particularly famous for his work in many subjects. Write down two of them.
8. What was Fatima al-Fihri's greatest achievement?
9. It is believed that it was more difficult in the past to reach high levels of achievement in comparison with the present day. Think of this statement, in two sentences, write down your point of view.

Megaprojects 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, etc. to 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 these issues with regard to Masdar City, a megaproject in Abu Dhabi.

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. 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.

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.

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. There are some benefits of megaprojects. Write down two benefits of them.
2. There are several characteristics of megaprojects. Write down two characteristics of them.
3. Write down two examples of megaprojects are provided in the text.
4. Many megaprojects have many disadvantages. Write down two disadvantages of them.
5. Masdar City will reduce its carbon footprint in many ways. Write down two of them.
6. Masdar City will be provided by renewable energy resources. Write down two resources of them.
7. There is some criticism of Masdar City. Write down the reason for that.
8. Write down a sentence which indicates that people can't drive cars in Masdar city.
9. All waste created by Masdar City will be recycled. Give two examples.
10. It is believed that Masdar City is beneficial project. Think of this statement. Giving two reasons.
11. Quote the sentence which states that the idea of building Masdar City was criticized by many.
12. Masdar City is going to be a car-free zone, so people are going to use some other means of transport. Write down two of these means.

A founding father of farming 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.

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.

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. The writer states that Ibn Bassal was a polymath. Explain this. Give examples of his areas of knowledge.
2. There are many achievements of Bassal mentioned in the text. Write down two of them?
3. Find a verb in the second paragraph that means '**supply land with water**'.
4. Find a verb in the second paragraph that means '**what someone leaves to the world after their death.**'
5. Ibn Bassal worked out two ways to irrigate the land. Write them down.
6. The influence of Ibn Bassal's book was enormous. Write down the reason.

Doing business in China

Today, we talk to Mr Ghanem, a businessman based in Amman who often visits China. We asked him 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 was not very successful.’

Why was it not successful?

‘I worked for a small computer company in Amman. They sent me to China when I was still quite young. If only 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 respect. 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 track record. We 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 sent me on a cultural awareness course. On my next visit to China, it 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.’

Was 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 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.’

1. Quote a sentence which shows the time of Mr Ghanem's first visit to China.
2. The article states that Chinese respect two values. Write down two of them.
3. Mr Ghanem did many things before his second visit to China. Write down two things of them.
4. What changed when Mr Ghanem visited China for the second time?
5. Mr Ghanem didn't tell any joke in his second meeting in china for two reasons. Write down these two reasons.
6. There are many pieces of advice to be successful business meetings. Write down two them.
7. Mr. Ghanem followed certain steps during his last meeting in China. Mention three steps.

Our country's imports and exports

In this report, we will look at the countries that Jordan trades with and what goods it 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 energy needs. Its other main imports are cars, medicines and wheat. In 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia. This 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 signed a free trade agreement with Egypt, Morocco and Tunisia 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.

1. Jordan is rich in many different minerals. Write down two minerals of them.
2. The article states two extraction industry for potash and phosphate in Jordan. Write down two of them.
3. Jordan exports many goods to other countries. Write down two goods of them.
4. Jordan exports goods to many countries. Write down two countries.
5. The majority of Jordan's economy is dominated by services. Write down two services of them.
6. Jordan imports a lot of oil and gas. Write down the reason of that.
7. Jordan imports many goods from other countries. Write down two goods of them.
8. Jordan imports many goods from other countries. Write down two countries of them.
9. Quote a sentence which shows country supplies Jordan with most of its imports.
10. Jordan first signed a trade agreement with many Arab countries. Write down two countries if them.
11. Trade with the EU and North Africa in particular is likely to grow. Think of this statement, in two sentences, write your point of view.

1 Do your research

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 was developed, and where it is produced? You also need to know who the target market is – for example, the age group or income of the people who might buy it. Not only that, you should know all about the competition – that is, similar products on the market.

Why is your product superior to others and why does it have better value?

In addition, you should know exactly which people you are speaking to, and what their needs are. For example, if they represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who do not have lots of money. What makes your product perfect for them? 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 practise

Plan your presentation carefully, not just what you will say, but how you will say it. 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, and in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it, if possible in front of colleagues. Make changes and practise it again.

3 Be professional

Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them, and compliment their 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!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all this when I started out in business! Good luck!

1. There are many ways to make a successful sales pitch. Write down two ways of them.
2. The article states that many things have to be known about your product. Write down two of them.
3. The article states that many things have to be known about target market. Give two examples.
4. There are many tips to make a successful presentation. Write down two of them.
5. The writers states some steps you have to follow when you don't know the answer of a question. Write them down.
6. The writer states that you should start with friendly comments. Give two examples.
- 7.

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

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

1. Working as interpreter involves attending many events. Write down two of them.
2. The article states an interpreter may face many difficulties. Write down two difficulties of them.
3. There are many steps for translating in a conference. Write down two steps of them.
4. The article states that an interpreter has to know specialist language. Write down the reason for that.
5. There are many skills needed to get a job as interpreter. Write down two skills of them.
6. Working as interpreter is a very responsible job. Write down the reason for that.
7. English language may be used differently in some countries. Write down two of them.
8. Do you think you have the necessary qualifications to be an interpreter?

Business Studies is a popular choice for students who are choosing a degree course in the UK. After graduating, some go on to further study, but most of them take up employment. Many large companies offer graduate training schemes, which are a kind of apprenticeship.

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

How long have you been studying Business Studies, Ricky?

It's a four-year course, including two periods of work experience. Each one lasted six months, (but they 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 also did a course in Management, which is about recruiting and managing staff, and how to deal with conflict, and a course in Advertising. We all had to do IT, too, 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 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?

It was a company that provides financial products – savings and pensions, mostly. At first I just 'shadowed' different people, watching what they were doing. Then I did quite a lot of checking for them – you know, checking their calculations. When I went back in the summer, I was in the sales department.

My job was to follow up web enquiries, and send out further information to possible clients. I enjoyed it, and I wouldn't have had that opportunity if I hadn't done the work experience first.

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.

- How long do business studies take?
- 2- Mention three courses that should business students study to get the degree?
- 4- What was Ricky's role in the sales department?
- 5- Write down the sentence which indicates that in the UK many people get a degree in business studies?
- 6- Find a word in the text which means ' **on line questions**'?
- 9- Write down the sentence which shows the kind of company did he work for last summer.
- 10- What do large companies offer graduates?
- 11- There are two choices for the student of business studies? What are they?