

مراجعة الفرع المهني 2019

أسئلة وقطع مقترحة

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Read the following texts then answer the questions below.

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.

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

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.

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.

Question Number One:

1. Ali bin Nafi has accomplished many achievements. Write down two of them
2. Jabir Ibn Hayyan has done some important discoveries. Mention two
3. What does the underlined pronoun (**who**) refer to?
4. Quote the sentence which shows that Al-Kindi was a polymath.
5. Find a word from the text that means the same as " a pleasant sound in music, made by playing or singing a group of different notes together "

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.’

Questions:

1. What does the underlined pronoun "**his**" refer to?
2. There are some reasons that made his first visit to China not successful. Mention two.
3. Chinese give high respect for certain things in doing business. Write down two.
4. Quote the sentence which shows that time has high value in Chinese culture.
5. Find a word from the text that means "**your reputation in the past**".

How to make a sales pitch

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 practice

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, 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. The text mentioned some examples of friendly comments that you can start with. Write down two of them.
2. It is a good idea to have a list of the main points. Mention two reasons.
3. What does the underlined pronoun (**it**) refer to?
4. Quote the sentence which shows how you should react when you have a question that you don't know the answer.
5. What does the underlined phrase "**sales pitch**" mean?
6. Preparing a good presentation gives a great chance in making deals. **Think** of this statement and, in two sentences, write your point of view.
7. When you finish, you should hand out a summary with the main points. **Suggest** three advantages for doing that.

My job as an interpreter

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

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.

Questions:

1. Find a word from the text that means " **free from dangers**".
2. Being an interpreter requires different skills. Write down two.
3. Quote the sentence which shows that every interpreter must be aware when translating formal meetings.
4. How does she give translation to other people in the meeting?
5. What does the underlined pronoun "**who**" refer to?
6. If you are successful as an interpreter, you get a job with certain description. Write down two.
7. English is not the same in all English-speaking countries. **Think** of this statement and, in two sentences, write your point of view.
8. Our community stands beside a female and supports her in getting a job. **Suggest** three fields of jobs that you encourage a female to work in.

Question Number Two:

A. Choose the suitable items from those given in the box

earn respect business card age group shake hands biological waste

1. Hospitals need to dispose of a lot of, and it should be carefully managed because it can be dangerous.
2. When you do your best, you.....theof people.
3. Managers usually gives their.....to loyal customers.
4. You must know everything about the target market especially, the.....and the income.

Farms developed urban planning power difference

1. We make a great.....when we help people with their worries.
2. In many.....nations we see students use laptops at school.
3. Hospitals need to dispose of a lot of, and it should be carefully managed because it can be dangerous.
4. In hot countries, solar..... is an important source of energy.

Unless if regional curriculum vitae even if web inquiries

1. You need to add all your work experience in your.....
2. In the UK, there is a central government, but there are also _____ councils around the country.
3. My job was to follow up.....and send information to clients.
4. We will pass our exams..... we work really hard.
5. I will have a ride in the car.....it is dirty.

Economic growth , polymath , megaproject , public , , zerowate

1. Masdar city will be the first carbon neutral.....city.
2. 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
3. Alkindi was a true....., he worked in all fields of science.
4. Most people use.....transports in moving from place to another.

B. Study the following sentence and answer the question that follows.

I will do the tasks unless they are difficult.

Replace the underlined conditional tool with the one that makes the sentence meaningful.

.....

Before the serious discussion starts, we usually make a small talk.

What does the underlined collocation mean?

.....

You have to study the target market before you offer your products.

What does the underlined **expression** mean?

.....

Hospitals need to dispose of a lot of negative waste and it should be carefully managed because it can be dangerous.

Replace the mistaken word with the right one that makes the collocation meaningful.

.....

I wish I had known that information before.

What is the function of using "wish" ?

.....

C. complete the following sentences with the suitable words derived from given.

1. The man need an urgent.....operation now.

(medicine, medical, medically)

2. The little girl maya big amount of money.

(inherit, inheritance, inheritable)

3. That great.....led to this achievement.

(discover, discovery, discoverable)

4. That project you did was very.....

(succeed, successful, successfully)

Question Number Three:

A. Choose the right answer.

1. They didn't join the team. I wish they.....earlier.

(came, come, had come)

2. As long as you.....travelling to other countries, I won't be a problem.

(enjoyed, enjoy, enjoys)

3. The boy would have informed the teacher if he.....his things. (lose)

(lose, had lost, lost)

4. Provided that they.....a noise, I will take them with me.

(didn't make, don't make, doesn't make)

5. Steam.....into liquid when it colds. (turn)

(turns, turn, turned)

6. I'm very sick. If only Itoo much ice cream.

(hadn't had, don't have, doesn't have)

B. Rewrite the following paragraph so that the new one has a similar meaning to the one before it.

1. I work in a small company.

I wish.....(work in big company)

2. I didn't understand the given directions. I lost my map.

If only.....

3. 1. Jerash is a historical city. It's very ancient.

Jerash,

4. The small boy has bought a new game from the shop.

The thing.....

5. I would like to repair my car next month.

What.....

6. The teacher corrected the exam papers in the class.

It was.....

7. The book was taken to the library by Radwan.

Radwan was the person.....

8. I regret hiding my money in a jar.

I wish.....

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

1. The girls didn't attend the party so they missed the song. (if/ might not)

.....

2. I wrote all the notes so I didn't make mistakes. (if/ could)

.....

3. He didn't clean the dishes so he didn't get a gift from his mother. (if/ might)

.....

Question Number Four:

A. Study the following sentence and answer the question that follows.

We **might** have passed the test if we had prepared well.

What is **the function** of using (might) in the third conditional sentence?

.....

I wish I lived in a big city.

What is the function of using **wish**?

.....

Since we were out, we didn't watch the film.

What is the function of using (**since**)?

.....

If I were you, I'd find out about training courses.

What is **the function** of the previous sentence?

.....

B. Choose the right answer.

1. The word that shows cause is..

(because, therefore, so, because of that)

2. I will buy the dress.....it is very expensive.

(unless, provided that, when, even if)

3. The man will lose his job.....he works hard.

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

4. Jordan exports many good USA.

(from, to, of)

5. I regret writing the reply to the man.

I wish Ithe reply to the man.

(didn't written, had written, hadn't written)

6. He regrets leaving the meeting early.

He wishes he.....the meeting late.

(had left, left, hadn't left)

7. He didn't get high mark. He wishes he.....the exam again.

(can do, does, could do)

Question Number Five:

A. EDITING

A. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have three spelling mistakes and one grammar.

When I met the company director, I shouk hands with him gently. I began the meeting by making small talk who was 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 goke, as this may not be translated correctly or could cause offince.'

A. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have three spelling mistakes and one grammar. Find out these three mistakes and correct them.

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

B. Guided Writing

Read the information below, and write two sentences about how to do business in China.

- read about the Chinese culture.
- send your business card.
- be patient.
- avoid conflict.

Answers:

Text (1):

1. Established the first music school in the world in Cordoba, Al-Andalus,. He evolutionized musical theory, and is also the person who introduced the oud to Europe
2. 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
3. Mariam
4. Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath
5. Musical harmony

Text (2):

1. The director
2. He was quite young and with no experience
3. age and experience
4. I arrived on time. You must not arrive late, as this shows disrespect
5. Track record

Text(3):

1. Thank your hosts for allowing you to speak to them, and compliment their company.
2. In case something interrupts you, or you simply freeze with nerves.
3. Your presentation.
4. Thank the questioner and promise to find out the answer (and do it!).
5. A presentation made by someone who is trying to sell a product.
6. Open answer
7. Open answer

Text (4):

1. Secure.
2. good listening skills, clear speaking voice, think quickly, able to concentrate for long periods of time.
3. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries.
4. I give the translation through headphones to other people at the meeting.
5. Anyone in the room.
6. secure and rewarding
7. open answer.
8. open answer.

Question Number Two:

A. biological waste- earn respect- business card- age group-.

Difference- developed- urban planning- power

Curriculum vitae- regional- web inquiries- if- even if.

Zero waste- economic growth- polymath- public

B.

- I will do the tasks even if they are difficult.

- to have an informal chat with someone in order to start a conversation.

- people who are identified as possible customers.

- Biological

- Regret about the past

C. Medical – inherit – discovery – successful.

Question Number Three:

A.

1. had come

2. enjoy

3. had lost

4. don't make

5. turns

6. hadn't had

B:

1. I wish I worked in a big company.
2. If only I had understood the given directions.
3. Jerash, which is very ancient, is a historical city.
4. the thing that the small boy bought from the shop was a new game.
5. what I would like to do next month is repair my car.
6. it was the teacher who corrected the exam papers in the calss.
7. Radwan was the person who took the book to the library.
8. I wish I hadn't hidden my money in a jar.

C.

1. If the girls had attended the party, they might not have missed the song.
2. If I hadn't written the notes, I might have made a mistake
3. If he had cleaned the dishes, he would have got a gift from his mother.

Question Number Four:

A:

- Less sure of the past results.
- to express wishes about the present that are impossible or unlikely to happen.
- showing cause
- giving advice

B:

1. because.
2. even if
3. unless
4. to
5. hadn't written
6. had left
7. could do

Question Number Five:

A:

Text (1)

1. Shake
2. which
3. Joke
4. offinse

Text (2):

1. outweigh
2. urban
3. that / which
4. megaprojects

BEST WISHES
T. MOTASIM JIHAD