

Tawjihi



# المعجم في اللغة الإنجليزية

Action pack 12

## الفروع المهنية

- READING
- LITERATURE SPOT
- VOCABULARY
- WRITING
- GRAMMAR

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Relative pronouns/ ضمائر الوصل

Fill in the blanks with the correct relative pronoun:

1. Do you know anyone \_\_\_\_\_ could help me fix my computer?  
( who - where - which - when - whose )
2. A hammer is a tool \_\_\_\_\_ is used to knock nails into wood.  
( who - where - which - when - whose )
3. This is the time of the year \_\_\_\_\_ many people suffer from floods .  
( who - where - which - when - whose )
4. The shop \_\_\_\_\_ we usually buy our bread has closed down.  
( who - where - which - when - whose )
5. The boy \_\_\_\_\_ dog was hit by a car has not been to school for 3 days.  
( who - where - which - when - whose )
6. An orphanage is a place \_\_\_\_\_ children who have no parents can live  
( who - where - which - when - whose )
7. My friend, \_\_\_\_\_ doesn't have a cell phone, suddenly knocked on the door  
( who - where - which - when - whose )
8. I talked to the girl \_\_\_\_\_ car had broken down in front of the shop.  
( who - where - which - when - whose )
9. Mr Richards, \_\_\_\_\_ is a taxi driver, lives on the corner.  
( who - where - which - when - whose )
10. July and August are the months \_\_\_\_\_ most people go on holiday.  
( who - where - which - when - whose )
11. We often visit our aunt in Norwich \_\_\_\_\_ is in East Anglia.  
( who - where - which - when - whose )
12. This is the girl \_\_\_\_\_ comes from Spain.  
( who - where - which - when - whose )
13. The restaurant \_\_\_\_\_ she works is very expensive.  
( who - where - which - when - whose )
14. That's Peter, the boy \_\_\_\_\_ has just arrived at the airport.  
( who - where - which - when - whose )
15. A boy \_\_\_\_\_ sister is in my class was in the bank at that time.  
( who - where - which - when - whose )
16. Thank you very much for your e-mail \_\_\_\_\_ was very interesting.  
( who - where - which - when - whose )
17. The day \_\_\_\_\_ I arrived was very nice.  
( who - where - which - when - whose )
18. My brother lives in a small town \_\_\_\_\_ there is only one library.  
( who - where - which - when - whose )

19. The man, \_\_\_\_\_ father is a professor, forgot his umbrella.  
( who - where - which - when - whose )
20. The children, \_\_\_\_\_ shouted in the street, are not from our school.  
( who - where - which - when - whose )
21. The car, \_\_\_\_\_ driver is a young man, is from Ireland.  
( who - where - which - when - whose )
22. My sister lives in a big city \_\_\_\_\_ has several libraries.  
( who - where - which - when - whose )
23. What did you do with the money \_\_\_\_\_ your mother lent you?  
( who - where - which - when - whose )
- A woman \_\_\_\_\_ daughter was crying tried to calm her.  
( who - where - which - when - whose )

**Answers : who / which /when / where / whose / where / who / whose / who / when / which / who / where / who / whose / which / when / where / whose ;/ who / which / which / which / whose**

الجمل الجزئية  
Cleft sentences

The person who الشخص الذي

The time / year when السنة / الوقت الذي

The thing which الشيء الذي

The place where المكان الذي

B هذه الجمل تسمى الجمل الجزئية ويأتي السؤال عليه بالوزارة في إعادة الصياغة السؤال الثالث فرع

**Huda won a price last year in Amman**

**The person** \_\_\_\_\_

هنا يطلب السؤال عن الشخص بالجملة وهي **هدى** لذلك نتبع الخطوات التالية :

1. نكتب الاسم الموصول للجملة المكتوبة فمثلا :
2. **The person who** - **the place where** - **the time/year when** - **the thing which** ومن ثم نكتب الجملة من البداية ما عدا المقصودة فمثلا في الجملة السابقة كانت المقصودة هدى لذلك نكتب الجملة كاملة من البداية ما عدا هدى
3. نكتب **was / is**
4. نحدد الجملة اذا كانت بالماضي ام بالمضارع وذلك من خلال اذا كان بها تاريخ ماضي او فعل تصريف ثاني نكتب المقصودة

**The person who won a prize last year in Amman was Huda**

**Huda won a price last year in Amman**

**The thing which Huda won last year in Amman was a prize.**

**The time when Huda won a prize in Amman was last year.**

**The place where Huda won a prize last year in was Amman.**

B هذه الجمل تسمى الجمل الجزئية ويأتي السؤال عليه بالوزارة في إعادة الصياغة السؤال الثالث فرع

**Huda won a price last year in Amman**

**It** \_\_\_\_\_

هنا يطلب السؤال عن الجملة التي تحتها خط وهي **هدى** لذلك نتبع الخطوات التالية :

1. نكتب **was / is**
2. نحدد الجملة اذا كانت بالماضي ام بالمضارع وذلك من خلال اذا كان بها تاريخ ماضي او فعل تصريف ثاني نكتب المقصودة
3. نكتب الاسم الموصول للجملة المكتوبة فمثلا لو كانت الكلمة التي تحتها خط عاقل نستخدم **who** ولو كانت غير عاقل نستخدم **which** ولو كانت زمن او وقت نضع **where** ولو كانت مكان نضع **where**
4. ومن ثم نكتب الجملة من البداية ما عدا المقصودة فمثلا في الجملة السابقة كانت المقصودة هدى لذلك نكتب الجملة كاملة من البداية ما عدا هدى

**It was Huda who won a prize last year in Amman.**

**Huda won a price last year in Amman**

**It was a prize which Huda won last year in Amman.**

**It was last year when Huda won a prize in Amman**

**It was Amman where Huda won a prize last year.**

1. I like **English** most of all .  
The subject .....
2. Queen Rania opened the children's museum of Jordan in **2007 CE**  
The year .....
3. Al- kindi is especially famous **for his work in Geometry** .  
It is .....
4. The first athletic event for disabled athletes took place in 1948 CE .  
**The year** .....
5. **Taha Hussein** is especially famous for his work in literature .  
**It is** .....
6. **My neighbors' generosity** impresses me more than anything else.  
**The thing that** .....
7. Petra was made a world heritage site in 1985 CE.  
The year .....
8. I 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. **Al-Kindi** contributed to the invention of the oud.  
The person who .....
13. Jabir ibn Hayyan did his research in a laboratory in **Iraq**.  
The country where .....
14. **Ali ibn Nafi** ' established the first music school in the world.  
It was.....
15. **Jabir ibn Hayyan** also invented ink that can be read in the dark.  
It was .....
16. The Egyptians built **the pyramids**.  
It was the .....
17. Ghazal bought a new mobile last night.  
The time.....
- It .....
18. Zaid plays the piano in the café very well.  
The place .....
- It .....
19. My husband bought a new flat from our neighbour last Saturday  
The thing.....
- It .....

**Answers :**

- 1.The subject which I like most of all is English.
- 2.The year when Queen Rania opened the children's museum of Jordan in was 2007 CE
- 3.It is for his work in Geometry which Al- kindi is especially famous
- 4.The year when The first athletic event for disabled athletes took place in was 1948 CE .
- 5.It is Taha Hussein who is especially famous for his work in literature .
- 6.The thing that impresses me more than anything else is my neighbors' generosity
- 7.The year when Petra was made a world heritage site in was 1985 CE.
- 8.It was at 11 p.m when I stopped working.
- 9.The person who has influenced me most is my father.
- 10.The subject which I like most of all is Geography.
- 11.It was The heat which made the journey unpleasant.
- 12.The person who contributed to the invention of the oud was Al-Kindi.
- 13.Jabir ibn Hayyan did his research in a laboratory in was Iraq.
- 14.It was Ali ibn Nafi' who established the first music school in the world.
- 15.It was Jabir ibn Hayyan who invented ink that can be read in the dark.
- 16.It was the pyramids which The Egyptians built
- 17.The time when Ghazal bought a new mobile was last night  
It was last night when Ghazal bought a new mobile.
- 18.The place where Zaid plays the piano in very well is the café.  
**It** is in the café where zaid plays piano in very well.
- 19.The thing which my husband bought from our neighbour last Saturday was a new flat  
**It** was a new flat which my husband bought from our neighbour last Saturday

## DERIVATION

( Noun Verb Adverb Adjective )

<b>Noun</b>	tion	Ment	Age	Hood	Ist	ity	ism	Sion	Dom
	nce	Ture	Ness	Th	Gy	ship	er	or	Ice
<b>Adj</b>	ous	Ic	Ful	Ive	Ent	ary	al	ant	Ble
	less	Ish	Ler	Ed	Ing				
<b>Verb</b>	ise	Ize	Ate	Ify	Eve	En			
<b>Adv</b>	ly								

ننظر الى ما قبل الفراغ وما بعده .

(Noun) الاسم )	Examples ( أمثلة )
<p><b>1.</b> A/an/the دائما اذا كان قبل الفراغ اداة تعريف نختار الخيار الذي يدل ع الاسم لكن اذا جاء بعد الفراغ اسم نختار الخيار الذي يدل على الصفة.</p>	<p>1.He takes <b>the</b> ..... to travel tomorrow . <b>(decide, decision, decided)</b></p> <p>2.Ali is good at language and history but math is <b>a</b> ..... <b>(weak, weakness, weaken )</b></p> <p>3.<b>An</b>..... will be responsible for the preparations of the festival . <b>(organize, organized, organization )</b></p>
<p><b>2.</b> of, on, for, from, with, without, up, down, in, at, between, among, through, during, out, into, about, by قبل وبعد of</p>	<p>1. They must depend <b>on</b> .....to finish this task as soon as possible . <b>(patient, patience, patiently)</b></p> <p>2.Her tendency to be untidy has led to an element <b>of</b> ..... <b>( disorganize , disorganized, disorganization )</b></p>
<p><b>3.</b> his , her, my , its , our , your , their ( 's / s')</p>	<p>1.Education is our country's ..... in the future <b>(investment, invest, invested)</b></p> <p>2.My brother's ..... in three languages enabled him to find a well-paid job. <b>( fluent, fluently, fluency )</b></p>
<p><b>4.</b> Noun + Verb اذا كان بعد الفراغ فعل نضع اسم</p>	<p>1..... <b>must</b> be encouraged at all levels . <b>(Educate, education, educational)</b></p>
<p><b>5.</b> ( most / more ) بعد الكلمات السابقة نضع اسم شرط ان لا تسبق بأفعال ( is / are / am / was / were )</p>	<p>1. we need <b>more</b> ..... in the school. <b>( educate , education , educational )</b></p> <p>be ولم تسبق بأحد افعال more وجود</p>
<p><b>6.</b> this, that , these , those</p>	<p>1.I am really interested in <b>that</b> ..... ,it was actually great . <b>(civilize, civilization, civilized)</b></p> <p>2.<b>This</b> ..... has been made by an earthquake <b>(destroy, destruction, destructive )</b></p>
<p><b>7.</b> Little /some/ many/few/much / most /other /another /any/ enough , no, all</p>	<p>1.Mothers need <b>much</b> ..... in their working hours <b>(flexibility, flexible, flexible)</b></p> <p>2. Is there <b>any</b>..... between them <b>(differ, difference, different)</b></p>
<p><b>8.</b> Adjective + Noun دائما بعد الصفات اسماء</p>	<p>1.We were completely amazed by his <b>fantastic</b> ..... <b>(succeed, successful, success)</b></p> <p>2.She received an excellent ..... <b>(Educate, education, educational).</b></p> <p>3. The earthquake caused <b>enormous</b>.....to a lot of cities and town. <b>(destroy, destruction, destructive)</b></p>

1. Many instruments that are still used today in..... were designed by Arab scholars.  
(operate, operative, operations)
2. Another craft practised in Madaba is the ..... of ceramic items.  
(creative, creatively, creation )
3. I will be going to university to continue my .....  
(educate, educative, education)
4. Have you seen Nasser's..... of postcards? He's got hundreds!  
(collection, collect, collective )
5. The Middle East is famous for the.....of olive oil.  
( production, product, productive)
6. My father bought our house with an.....from his grandfather.  
(inherit, inherited, inheritance )
7. Do you think the wheel was the most important .....ever?  
(invent, invented, invention)
8. Al-Kindi made many important mathematical .....  
(discover, discoveries, discovered )
9. In our Maths exam, we have to write down our..... as well as the answers.  
(calculation, calculate, calculated )

**Answers : operations / creation / education / collection / production / inheritance / invention / discoveries / calculation**

(الصفة) Adjective	(أمثلة) Example
1. Adjective + noun دائما قبل الاسماء صفات	1.It was a ..... <b>attempt</b> to climb Mount Everest. (succeed, successful, success) 2.The ..... <b>success</b> of the 1960s and 1960s was funded by oil. (economy, economic, economically) 3.Doing lots of exercise won't keep you healthy if you don't eat ..... <b>food</b> as well. (nutrients, nitrous, nutrition )
2. ( is, are, am, was, were, been, being, be)	1.Prices in some shops <b>are not</b> ..... ( negotiate, negotiable, negotiation ) 2.Fumes from cars <b>are</b> ....and can damage the environment. (poison, poisonous, poisonously )
3. be ( very , so , quite , too , )	1.The graduation ceremony was a <b>very</b> .....occasion for everyone. (memory, memorable, memorize ) 2.He is <b>so</b> .....Everybody believes what he says . (reliability, reliable, rely )
4. seem , look , appear , feel , get , become , find ,found , smell ,taste ,sound	1. Education has <b>become</b> ..... for both boys and girls . (necessity, necessary, necessitate)
5. as ..... as ,	1.Ahmad is <b>as</b> ..... <b>as</b> Ali . (care, careful, carefully )
6. be ( more / most ) بشرط ان تسبق بأفعال be	2. I think she is the most .....player. (skillful, skill, skillfully )

1. Petra is an important..... site.  
(archaeology, archaeological, archaeologically )

2. I will be going to university to continue my ..... paths  
(educate, educative, education)
3. Scholars have discovered an.....document from the twelfth century.  
(origin, originate, original )
4. Who was the most .....writer of the twentieth century?  
(influence, influential, influentially )
5. Art, music and literature are all part of our ..... life.  
(culture, cultural, culturally)

**Answers : archaeological / educational / original / influential / cultural**

( فعل ) Verb	( أمثلة ) Examples
1. to .....	1.The teacher is going to.... us in this question (helpful, help, helped) 2. Parents try to .....their children from danger as far as possible. (protection, protective, protect)
2. will , would , shall , should ,can ,could ,may , might , must, do ,does , did	-If you work hard, I'm sure you will..... (success, successful, succeed) -.They are identical .Do they ..... from each other ? (difference, differ, different)
3. Noun + verb بعد الاسماء نضع فعل She , he , it , you , I , we , they	-. Many room of the hotel .....in size and cost. (different, differ, difference)

بعد الظرف	
اذ سبق بأفعال be	اذا لم يسبق بأفعال be
صفة	فعل

1. When do you..... to receive your test results?  
(expectancy, expect, expected)
2. In our exam, we had to.....a text from Arabic into English.  
(translation, translate, translated )
3. They are going to..... a new air conditioning unit in our flat.  
(installation, installed, install)

**Answers : expect / translate / install**

دائما بعد الاسماء افعال لكن هناك حالات شاذة تسمى المتلازمات :

1. There are certain foods that can strengthen your.....system.  
(immunize, immunization, immune )

في الجملة السابقة كان علينا اختيار خيار صفة لان ما بعد الفراغ اسم لكن هذه الحالة متلازمات نضع اسم

1. Immunization system
2. Infant mortality
3. Life expectancy
4. Irrigation system
5. Blood circulation
6. Revsion timetable
7. Brain development

( Adverb ) (الظرف)	Examples ( أمثلة )
1. .... , وجود فاصلة بعد الفراغ	1....., people bet married at the weekends . (Traditional, Traditionally, Tradition)
2. Noun ..... Verb وجود قبل الفراغ اسم وبعد الفراغ فعل	1.My friend ..... drove along the narrow road . (careful, care, carefully ) 2.The boys..... responded to the teacher's order . ( polite, politely )
3. is - are – am – was – were – do - did – does – have – has – had – will – would – can – could – shall – should – may – might إذا جاء قبل الفراغ فعل مساعد مثل الكلمات أعلاه وكان بعد الفراغ فعل نضع ظرف	1. Omar has .....passed his driving test. (success, successfully, succeed) 2. They will .....move all of them. (peace, peacefully, peaceful)
4. (very, too, so, quite) + adverb شرط ان يسبق هذه الكلمات فعل	1. Ali drives so .....in the city centre. (care, careful, carefully) 2. Rana spoke too ..... in the meeting. (loud, loudly)
5. Verb + adverb بعد الأفعال دائما ظروف	. The wind was blowing ..... (violence, violent, violently)

1. ...., the whole process is done by hand, from the washing of the wool to the finished article.

(Traditional, Tradition, Traditionally )

2. Markets have different types of food which are .....prepared from animal product.

(artificial, artificially, artifice)

#### Answers : traditionally / artificially

معلومات مهمة : عند وجود اي من دلائل الأسماء قبل الفراغ وكان بعد الفراغ اسم لا يجوز ان نضع اسم انما نختار صفة.

And / as well as / or هذه الكلمات تربط بين كلمتين نفس الاشتقاق

People love learning more if they are presented in beautiful and ..... way.

( enjoyable , enjoy , enjoyment )

Complete the following sentences with the suitable words **derived** from the words in the box below and write the answer down in your ANSWER BOOKLET.

2. On the tiny island of Arran in Scotland, the local people are bringing back an ancient .....

( tradition , traditional , traditionally )

3. When do you .....to receive your test results .

( expectancy , expectantly , expect )

4. My father bought our house with an ..... from his grandfather.

(inherit , inheritance )

5. Who was the most ..... writer of the twentieth century?

( influence , influential , influentially )

6. Thank you for your help, I really ..... it.

( appreciation , appreciate )

7. We went to a concert yesterday. The music was written by a new young composer, so it was .....

( contemporisation , contemporary )

8. King Hussein was a ..... world figure in the twentieth century.  
( **mortality , mortal , mortally** )
9. Ali has done a ..... and decided that he can buy his mother the larger bunch of flowers .  
( **calculate , calculation , calculative** )
10. There is an interesting new video ..... at the gallery in the city.  
( **install , installation ,** )
11. Jordan's infant ..... rates declined more rapidly than anywhere else in the world.  
( **mortality , mortal , mortally** )
12. .... man proposes to a woman, not the other way round.  
( **Traditional - Tradition - Traditionally** )
13. Photography and painting are two examples of the ..... arts.  
( **vision - visual - visually** )
14. Many candy advertisements are usually presented in an ..... Manner in the TV .  
( **attract , attraction , attractive** )
15. Markets have different types of food which are ..... prepared from products.  
( **artificial , artificially , artifice** )
16. The ..... system must be linked with the requirement of social development for any country and economic.  
( **educational education , , educate** )
17. Jordan has a ..... of being a friendly and welcoming country It is one of the safest places to visit in the Middle East .  
( **repute , reputation , reputational** )
18. The newly constructed project use recycled water which helps the.....of the environment  
( **sustainability , sustainable , sustain** )
19. Taha Hussein is one if the most ..... writers of the twentieth century  
( **influence , influential , influentially** )
20. Imagination is the source of .....  
( **create , creation , creative** )
21. Bank customers can ..... their checking accounts instantly through the electronic system  
( **accessible , access , accessibility** )
22. Another way of saying that something could be successful is to say ti is .....  
( **viable , viably , viability** )
23. Most doctors used to be ..... about the validity of homoeopathy.  
( **skeptical , skeptic , skeptically** )
24. 20. Complementary medicine can never substitute for ..... as it will not produce the antibodies.  
( **immunization , immune , immunize** )
25. Athletes with ..... legs can take part in the Paralympics.  
( **prosthetic , prosthesis , prosthetically** )
26. .... plants are becoming a popular method of providing water for people living in areas that have little fresh water.  
( **Desalinate , Desalination , Desalinated** )

27. There is a particular Bedouin style of weaving that buyers find very.....  
( **attraction , attractive , attract** )
28. Scholars have discovered an ..... document from the twelfth century.  
( **origin , originally , original** )
29. Adeeb rightly deserves his ..... as one of the youngest inventors in the world.  
( **repute , reputation , reputed** )
30. Many people expect instant cures, and prefer to get a .....  
( **prescribe , prescription , prescriptive** )
31. Artists usually meet to discuss ideas and ..... each other's work.  
( **criticize ,criticism , critic** )
- Beethoven classified as a symbol of art, unfortunately he is not a..... artist.  
( **contemporary , contemporize** )
32. I think the hybrid car is the most important ..... in this decade.  
( **invent , invention , inventor** )
33. The Jordan Valley can.....sufficient food for Jordan.  
(**production, produce , productive**)
34. By some ....., the population in Jordan will reach 12 million soon.  
(**calculate, calculation , calculated**)
35. It is widely believed that new technology is going to ..... everything we do in our life.  
(**revolution, revolutionise, revolutionary** )
36. Farmers use ..... Fertilizers so that they can harvest their crops earlier.  
(**artifice , artificial , artificially**)
37. The fast ..... of cities can cause social and economic problems.  
(**expand, expansion, expandable** )
38. Some people are .....to penicillin. It is very important to tell your doctor.  
(**allergy, allergic, allergies**)
39. Most of the clinics of the Ministry of Health.....children against many dangerous diseases.  
(**inoculation, inoculate , inoculated**)
40. One of the options to solve shortage of water is the.....of sea water.  
(**desalinate, desalination, desalinated**)
41. Ibn Hiayan is.....supposed to be the father of Chemistry.  
(**tradition, traditional, traditionally**)
42. The construction of a new dam is hoped that it will.....the area.  
(**irrigation , irrigate**)
43. Al-Khwarizmi was a famous Arab..... .  
(**mathematics, mathematician, mathematical**)
44. Unemployment, which is increasing year after year, needs a ..... solution.  
(**viability, viable, viably**)
45. Eating wisely and taking regular exercise is very ..... method of keeping fit and healthy.  
(**rely, reliable , Reliance** )
46. In Japan, after-school courses are usually .....  
(**option, optional, optionally**)
47. There are certain foods that can strengthen your.....system.  
(**immunize, immunization, immune** )

48. Computer hackers can ..... your computer's hard drive and steal your personal information.  
(**accessible , access, accessibly**)
49. Our company has a .....to good quality and excellent customer service.  
(**commit, commitment, committed**)
50. Many people use herbs as a.....for various simple diseases.  
(**remedial, remedially, remedy**)
51. Scientists are cautiously ..... about finding an effective cure for cancer in the near future.  
(**optimism , optimistic, optimistically**)
52. We should use the mass media extensively to.....about the danger of terrorism.  
(**publicity, publicize, public**)
53. I didn't trust the man. Indeed, I was very.....about his intentions.  
(**skepticism, skeptical, skeptically**)
54. Salem is going to buy a new house after he has got a big.....  
(**inherit, inheritance, inherited**)
55. .... medicine is a wide variety of health care practices that may be used along with standard medical treatment.  
(**complement, Complementary, complementation**)
56. My grandfather was a very.....businessman.  
( **success, successful, successfully** )
57. With your talents and knowledge, you have a good potential for.....  
( **success, successful, successfully** )
58. You can't .....results before carrying out the experiment.  
(**conclusion, conclude, Conclusive**)
59. The detectives came to the.....that the criminal must have used a knife.  
(**conclusion, conclude, Conclusive**)
60. I think that you shouldn't..... everything you read on the Internet.  
(**belief, believe, believable, believably**)
61. There is a growing.....that the policies of the government won't succeed.  
(**belief, believe, believable, believably**)
62. We are looking for an experienced.....to stop the bleeding in the child's stomach.  
(**surgeon, surgery, surgical**)
63. The .....of this programme is for young graduates who don't have work experience.  
(**intend, intention, intentional, intentionally**)
64. What do you.....to do after leaving school?  
(**intend, intention, intentional, intentionally**)
65. Exercise is said to improve and regulate blood.....  
(**circulate, circulation, circulated**)
66. Basic education of ten years is .....in Jordan for all children.  
(**compel, compulsion , compulsory**)
67. I have a terrible..... for names; it is so embarrassing.  
(**memorise, memory, memorial**)
68. Walking can be obviously.....to your health.  
(**benefit, beneficially , beneficial**)
69. In Jordan , ..... is compulsory from age six to age sixteen.  
(**educate, education, educational**)
70. Research has confirmed that brain.....is a lifelong process.  
(**develop, developed, development, developing**)

71. It is improbable to succeed without good planning and..... .  
(organize, organization, organised)
72. The police are still investigating to find out whether the killing was.....or not.  
(intention, intend, intentional)
73. In Jordan, a lot of customers usually..... over prices.  
(negotiation, negotiate, negotiable)
74. A good leader should be able to be flexible and.....with unexpected situations.  
(adapt, adaptation, adaptable)
75. Rania is one of the most.....worker in the organisation.  
(ambition, ambitious, ambitiously)
76. Mr. Ahmad is a very.....and hard-working teacher.  
(conscientious, conscience, conscientiously)
77. Two letters of reference are..... in my application form.  
(enclosed , encloses, enclose)
78. The boy wasn't really.....about doing his homework last night.  
(enthusiasm, enthusiastic, enthusiastically)
79. The negotiations between the two leaders was carried out through an.....  
(interpret, interpretation, interpreter)
80. You can't get a job in that corporation unless you have a good..... .  
(refer, reference, referential)
81. Pollution is not a .....problem; on the contrary, it can affect the whole world.  
(region, regional, regionally)
82. The main objective of our.....is to protect wild life in Jordan.  
(organise, organisation, organised)
83. Students who are hard working and do much practice usually.....high scores on their tests.  
(achievement, achieve, achievable)
84. Having good nutrition and physical activity on daily basis is important for brain.....  
(develop, development, developed)
85. You can.....on me to get the best offers in the market.  
(depend, dependence, dependent)
86. . ..... is necessary for children to be able to memorise new vocabulary and grammar.  
(Repeat, Repetition, Repeatedly)
87. Teachers consume a lot of time to.....their students' homework and exams  
(correct, correction, correctly)
88. Upon my doctor's..... I stopped drinking tea after having a meal.  
(recommend, recommendation, recommended)
89. It is ..... important to plan your time for revision before exams.  
(particular, particularize, particularly)
90. The new generations have little.....of their past history.  
(know, knowledge, knowledgeable)
91. We should improve our products regularly because of the.....market.  
(compete, competition, competitive)
92. Dr. Hassan is a.....doctor. He has carried out very sensitive surgical operations.  
(competently, competence, competent)
93. My father decided to go into..... despite the meager income.  
(teach, teacher, teaching)

94. Special care should be given to.....children.  
(create, creation, creative)
95. Scientists are looking for.....ways to generate energy.  
(economy, economise, economical)
96. We should help students to develop their .....thinking.  
(criticise, criticism, critical)
97. Before you can get an admission in any German university, your need to prove a good  
.....level in German.  
(proficiency, proficient, proficiently)
98. The museum has an .....and amazing collection of modern art  
(extend, extension, extensive)
99. Dr. Hassan was chosen to meet the French delegate as he could speak French..... .  
(fluent, fluency, fluently)
100. I am so sorry that you felt offended; it was not ..... .  
(intend, intention, intentional)

**ANSWER :**

Tradition	viable	traditionally	belief	regional
expect	skeptical	irrigate	surgeon	organization
inheritance	immunization	mathematician	intention	achieve
influential	prosthetic	viable	intend	develop
appreciate	Desalinated	reliable	circulate	depend
contemporary	attractive	optional	compulsory	Repetition
mortal	original	immune	memory	correct
calculation	reputation	access	beneficial	recommendation
install	prescription	commitment	education	particular
mortality	criticize	remedy	development	knowledge
Traditional	contemporary	optimistic	organised	competitive
visual	invention	publicize	intentional	competent
attractive	produce	skeptical	negotiate	teaching
artificially	calculation	inheritance	adaptable	creative
educational	revolutionise	Complementary	ambitious	economy
reputation	artificial	successful	conscientious	critical
sustainability	expansion	success	enclosed	proficiency
influential	allergic	conclude	enthusiastic	extensive
creation	inoculate	conclusion	interpretation	fluently
access	desalination	believe	reference	Intentional

## Unit 9 The world of business

## جملة التمني / Wish / If only

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

## تحويل الأفعال

Can	<b>couldn't</b>	can't	<b>Could</b>
Will	<b>wouldn't</b>	won't	<b>Would</b>
have to / has to	<b>didn't have to</b>	must	<b>hadn't to</b>
have / has	<b>didn't have</b>	mustn't	<b>had to</b>
have + V3	<b>hadn't + V3</b>	old - tall enough	<b>older – taller</b>
has + V3			
too / very	<b>so</b>	good / well	<b>Better</b>

## Examples :

1. I <b>didn't do</b> much work for my exam.	1. I wish I <b>had done</b> more work for my exam.
2. We <b>didn't catch</b> the earlier bus.	2. We're late. <b>If only</b> we'd <b>caught</b> the earlier bus.
3. I <b>slept</b> too long.	3. I wish I <b>hadn't slept</b> too long.
4. These shoes hurt my feet.	4. I wish I <b>hadn't bought</b> these shoes.
5. I <b>don't know</b> the answer.	5. I wish I <b>knew</b> the answer.
6. We <b>live</b> in a small flat	6. I wish we <b>lived</b> in a <b>bigger</b> flat.
7. He is not tall enough.	7. He wishes he <b>were</b> taller.
8. We <b>aren't</b> old enough	8. If only we <b>were</b> older.
9. We <b>don't study</b> hard.	9. I wish we <b>studied</b> hard.
10. We <b>visited</b> the museum .	10. I wish we <b>hadn't visited</b> the museum .
<b>NOTE:</b> We usually say ( <b>I wish / If only + were.</b> )	

المضارع	is / are / am	doesn't / don't	V1 / s / es	has / have	will / can / shall	
الماضي	was / were	ed/ V2	didn't	Had	would/ should	Regret

\* Choose the most suitable verb form to complete these sentences.

- Ziad is not very good at basketball. He wishes he..... taller!  
(is / were / was)
- I can't do this exercise. I wish I..... it.  
(understood / understand / understanding)
- Mr Haddad does not understand the Chinese businessman. If only he..... Chinese.  
(speak / spoke / had spoken)
- Jordan needs to import a lot of oil. If only it..... larger oil reserves.  
(has / had / had had)
- I always have to get home early, I wish my parents ..... me stay out later.  
(lets, won't let , would let, will let)

Answers :

- were
- understood
- spoke
- had
- would let

- Our flat is very small. If only we.....in a big house.  
( lived , had lived , live)
- Rami has lost his wallet. He wishes he.....more careful.  
( had been , were , was )
- We're late. I wish we.....up earlier.  
(had got , have got, got )
- I feel ill. I wish I..... so many sweets.  
(hadn't eaten , had eaten , didn't eat , ate )
- I regret the deal now. I wish we.....it.  
(hadn't done , had done , didn't do )

Answers :

- lived
- were
- got
- didn't eat
- hadn't done

## Q/ Complete the sentences.

1. I wish I.....him yesterday. ( **meet** )
2. Rami has broken my glass. I wish I..... ( **not / drop** )
3. Sami was absent. If only he.....the class. ( **attend** )
4. They didn't enjoy in their trip. If only they.....more enjoyable. ( **be** )
5. Rami was right and I was wrong. I wish I.....to him. ( **listen** )
6. I didn't go on the journey with my school last week. I wish I ..... ( **Go** )
7. Your advice was very bad. I wish I ..... ( **Not take** ) it.
8. It isn't raining, I wish I ..... ( **be** ) in the street .
9. I don't have enough money to buy a car. I wish I ..... ( **Have** ) enough money.
10. I didn't have enough money to buy a car when I was young. I wish ..... ( **Have** ) enough money.
11. I didn't have time to visit London last month . **if only** I ..... in London .( **be** )
12. I couldn't change my car , I wish I ..... My money . ( **not / spend** )

**Answers :** had met / didn't broken / had attended / had been / had listened / hadn't spent/ had been / had had / had / were / hadn't taken / had gone

## S.B. P.65 Ex. 5 \* 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 did not know about Chinese culture when he went on a business trip to China. He wishes he..... a cultural awareness course. ( **do** )
3. It was too hot to go to the beach yesterday. If only it..... cooler. ( **be** )
4. I feel ill. I wish I.....so many sweets! ( **not, eat** )

**Answers :** 1.had studied 2. had done 3. had been 4.didn't eat

## Fill in the blank with

( hadn't , If , had , only , wish )

1. I **couldn't** understand anything. .... only I'd studied Chinese!
2. Ibrahim **was** right and I was wrong. **I wish** I ..... listened to him.
3. I.....I'd known more about the company. **If**.....I'd done some research!
4. I **am** very hungry! **I wish** I.....eaten before I went to the conference.
5. I regret the deal now. I wish we .....done it.

**Answers:**

1. If
2. had
3. wish/ **only**
4. had
5. hadn't

اعادة كتابة الجملة \* هام جدا جدا

1. Sultan forgot to do his Science homework.

**If only he** ..... **to do it.**

2. I regret going to bed late last night. I wish I..... **earlier.**

3. Nahla could not find her way round the city very easily.

**If only** she ..... a map.

4. Oh no! I've forgotten my library book. I left it at home.

I **wish** I.....

5. Our team didn't play very well yesterday.

**If only** they..... **better.**

**Answers**

1. hadn't forgotten

2. had gone

3. had had/had brought

4. hadn't forgotten it/hadn't left it at home

5. had played

جمل لسؤال ضع دائرة

1. Mary wishes she ..... to what her mother told her.

a. listens **b. had listened** c. listened d. had been listened

2. Moh'd likes football very much. He wishes he ..... a professional football player.

a. becomes b. is becoming c. become **d. became**

3. Abeer is sorry that she ..... harder during this term.

a. didn't work b. worked **c. doesn't work** d. works

4. If only I ..... Lost my ticket!

(haven't, didn't, **hadn't**)

\*\*\*\*\*

1. We **arrived** late. I **wish** we ..... a taxi instead of taking a bus. (**take**)

2. She ..... the film. I wish she was with us. It was an amazing evening. (**not see**)

3. I wish I ..... so tired today. I can't go for a picnic. (**not, be**)

4. If only I ..... better for the final exam. I got a very bad grade. (**study**)

5. This car was so marvelous! If only I ... a similar one. (**have**)

6. If only it .....heavily today. I can't meet my friends (**not, rain**)

7. I regret ..... so fast. (drive)

8. My father..... a car. I wish we had had a car.(**not, have**)

9. They had a bad accident because they were careless. If only they ..... more careful. (**be**)

10. If only we ... more time to do all this homework today (**have**)

11. Our flat is very small. If only we .... in a big house. (**live**)

12. Jaber isn't old enough to drive a car. He wishes he ..... older. (**be**)

13. My brother and I never want to watch the same TV programme. I wish we ..... the same things.

(**like**)

14. I'm looking at a beautiful view, and I'd love to take a photo. If only I ..... a camera with me. (**have**)
15. My cousins don't live near here. I wish they ..... so far away. (**not be**)
16. I wanted to go out, but I didn't feel well. If only I .....a headache. (**not have**)
17. Ali did not pass his exams. If only he ..... Harder last year. (**study**)
18. Ziad did not know about Chinese culture when he went on a business trip to China. He wishes he .... A culture awareness course. (**do**)
19. It was too hot to go to the beach yesterday. If only it ... cooler. (**be**)
20. I feel ill. I wish I ..... so many sweets! (**not eat**).

### Answers

1. had taken
2. doesn't see
3. wasn't
4. had studied
5. had had
6. didn't rain
7. Driving
8. didn't have
9. had been
10. had
11. lived
12. Was
13. liked
14. Had
15. weren't
16. hadn't had
17. Had studied
18. had done
19. Had been
20. hadn't eaten.

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

**Answers**

1. If only/ I wish I'd brought a coat.
2. If only/ I wish we'd gotten up earlier.
3. I wish/ If only I hadn't eaten so many sweets.
4. If only/ I wish he had been more careful.
5. If only/ I wish she'd been able to come.
6. If only/ I wish I hadn't dropped it.

**Rewrite the sentences with the words in brackets.**

1. Samia **regrets** being angry at breakfast time. (**only**)  
.....
2. If only I **had** concentrated properly in class today. This homework is really difficult. (**I**)  
.....
3. Nader **should have been** more careful with his essay. He didn't get a good mark. (**wishes**)  
.....
4. **I wish** I had learnt English better when I was younger. (**if**)  
.....
5. **I wish** I'd done more revision. (**only**)  
.....

**Answers**

1. If only Samia hadn't been angry at breakfast time.
2. I wish I had concentrated properly in class today.
3. Nader wishes he had been more careful with his essay.
4. If only I had learnt English better when I was younger.
5. If only I'd done more revision

\*\*\*\*\*

### Exercise

1. I didn't study for the test.

**I wish** .....

2. Omar wasn't in the class yesterday.

**I wish** .....

3. Sam didn't finish his homework.

**Sam wishes** .....

4. They weren't very friendly with him.

**I wish** .....

5. I went to the meeting.

**I wish** .....

6. My class began at ten O'clock.

**I wish** .....

7. Ali lives in a small village.

**Ali wishes** .....

8. Muna can't find a good job.

**Muna wishes** .....

9. I regret I didn't tell the interviewer about my computer skills.

**I wish** .....

10. I regret I told them about the accident.

**I wish** .....

11. I regret that I ate too much at lunch today.

**I wish I** .....

12. It's a pity I don't have a laptop.

**If only I** .....

13. I'm sorry that I can't help you.

**I wish I** .....

14. My father regrets that they didn't have computers when he was young.

**My father wishes they** .....

15. Nawal regrets that she is very fat.

**Nawal wishes she** .....

16. They regret that they didn't go to the beach yesterday.

**If only they** .....

17. It's a pity that I don't live near my school.

**I wish I** .....

18. The castle is very beautiful, but I don't have my camera.

**I wish I** .....

19. The library was closed all the last week.

**If only the library** .....

20. I regret that my car consumes much petrol.

**I wish my car** .....

21. Huda regrets being aggressive with her friend yesterday.

**Huda wishes she** .....

22. I have trusted him, but I found it was wrong.

**I wish I** .....

23. I regret speaking aloud in my class.

**I wish** .....

24. Nader should have been more careful with this essay. He didn't get good marks.

**Nader wishes** .....

25. I regret living abroad for a long time.  
**I wish** .....
26. Mahmoud didn't consult his career advisor, so he felt sorry.  
**I wish** .....
27. I can't speak English very well.  
**I wish**.....
28. You didn't eat anything.  
**I wish**.....
29. I should have prepared very well for this exam.  
**I wish**.....
30. I can't complete my education in this university while working.  
**I wish**.....
31. I regret I hadn't made a schedule before I started my revision.  
**I wish**.....
32. I regret failing in English exam.  
**If only**.....
33. I don't have money to visit Canada.  
**If only**.....
34. I didn't make better in this presentation.  
**I wish**.....
35. Sami took a lot of time making Mansaf.  
**Sami**.....
36. Salma is always losing her money.  
**If only**.....
37. Our team didn't win in this match.  
**I wish**.....
38. I'm sorry. I can't help you.  
**I wish**.....
39. He was running very fast when he had a heart attack.  
**He wishes**.....

**Answers :**

1. **I wish** had studied for the test.
2. **I wish** Omar had been in the class yesterday.
3. **Sam wishes** he had finished his homework.
4. **I wish** They had been very friendly with him.
5. **I wish** I hadn't gone to the meeting.
6. **I wish** My class had begun at ten O'clock.
7. **Ali wishes** he didn't live in a small village.
8. Muna **wishes** she could find a good job.
9. **I wish** I had told the interviewer about my computer skills.
10. **I wish** I hadn't told them about the accident.
11. **I wish** I hadn't eaten too much at lunch today.
12. **If only** I had a laptop.
13. **I wish** I could help you.
14. **My father wishes they** had had computers when he was young.
15. **Nawal wishes she** were very fat.
16. **If only they** had gone to the beach yesterday.
17. **I wish** I lived near my school.
18. **I wish** I had my camera.

19. **If only the library** hadn't been closed all the last week.
20. **I wish my car** didn't consumed much petrol.
21. **Huda wishes she** hadn't been aggressive with her friend yesterday.
22. **I wish I** hadn't found it was wrong.
23. **I wish** I hadn't spoken aloud in my class.
24. **Nader** wishes he had been more careful with this essay.
25. **I wish** I hadn't lived abroad for a long time.
26. **I wish** he had consulted his career advisor
27. **I wish** I could speak English very well.
28. **I wish** You had eaten anything.
29. **I wish** I had prepared very well for this exam.
30. **I wish** I could complete my education in this university while working.
31. **I wish I** had made a schedule before I started my revision.
32. **If only** I hadn't failed in English exam.
33. **If only** I had money to visit Canada.
34. **I wish** I had made better in this presentation.
35. **Sami** wishes he hadn't taken a lot of time making Mansaf.
36. **If only she weren't** always losing her money.
37. **I wish** Our team had won in this match.
38. **I wish** I could help you.
39. **He wishes** He hadn't been running very fast when he had a heart attack.

## Unit 10 Career choices

## If conditionals

الجملة الشرطية

0	<b>If (When ) + S + simple present</b> He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + simple present ( <b>a fact</b> ) He, she , it + Vs-es / don't – doesn't +V-inf.
1	<b>If (When ) + S + simple present</b> He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + <b>will / will not</b> + inf <b>'ll / won't</b>
3	If + S + had + P.P ( V3 )	S + would have / could have / might have + P.P ( V3 )

## جمل على النوع الصفري (العام)

1. If you boil water , it ..... (evaporate)
2. If plants ..... enough sunlight, they die. (not , get)
3. Water ..... to ice if the temperature falls below zero. (turn)
4. If you push this button , the video ..... . (play)
5. You get a huge feeling of satisfaction when you know that people ..... everything you translate. (understand)
6. When you ..... water to 100°C, it boils. (heat)
7. Do you **usually** go home or meet your friends when school ..... ? (finish)
8. If you ..... the plants, they will die. (not water)
9. During Ramadan, we eat when the sun ..... . ( set )
10. Ice cream melts when it ..... warm.. ( get)
11. Plants die if they ..... enough sunlight. 2017 (not , get)

## ادوات أخرى لها نفس القاعدة – النوع الأول

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

- We can use **provided that**, **as long as**, **unless** and **even if** in the same way as **if**, but they don't all mean the same thing.

1. **If** Sami studies hard , he ..... all his exams . (pass)
2. **If** you .....an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
3. I'll buy the book **if / provided that / as long as** it ..... too expensive. (not be)
4. I ..... it **if** it is too expensive . (not, buy)
5. **If** Sami studies hard , he ..... all his exams . (pass)
1. **Unless** you have a language degree, you ..... able to become an interpreter. (not be)
2. **If** you get an interview for a job, you ..... to show that you have good listening skills. (need)
3. **If** you are successful, it ..... a secure and rewarding job. (be)
4. When you arrive at the station next Saturday, we ..... there to meet you. (be)
5. Nasser will come out with us tomorrow **unless** he .....help his father. ( have to)
6. I ..... you with your homework, **as long as** you help me with mine! ( help)
7. **Provided that** it ..... , we will have a picnic next week. (not rain)
8. **If** you win the prize, how ..... you ..... the money? (spend)

9. **Even if** Omar ..... his driving test this afternoon, he won't have his own car. (pass)
10. You will not pass your exams **unless** you ..... hard. (study)
11. Your new computer will last a long time **as long as** you ..... careful with it. (be)
12. I ..... you **if** I miss the bus. (phone)
13. We'll go to our favourite restaurant on Friday **unless** it ..... closed. ( be )
14. I will take the job offer **provided that** it..... part-time – I haven't finished my university studies yet..( be)
15. We have to go to school even **if** we ..... tired. ( be)
16. We ..... umbrellas **if** it rains (need)
17. The teacher ..... pleased **if** I write a good essay. (be)
18. **Provided that** everyone ..... hard, we'll all pass our exams.. (work)
19. Babies ..... usually happy **as long as** they're hungry or cold. (be)
20. We should always be polite **even if** we ..... tired. (feel)
21. Rawan always takes her mobile **when** she ..... ( go out ) 2017
22. Ali will be upset, **If** you ..... him to your party. ( not, invite ) 2018

### النوع الثالث باستخدام **would** جمل منهاج مهمة

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

### Correct the verbs between brackets.

### اسئلة تصحيح فعل شاملة

1. If you..... computer games all day, you won't have time to study. (play)
2. If she ..... to see us, we will go to the zoo. (come)
3. Would you mind if I ..... the window? (open)
4. If I ..... it, nobody would do it. (not, do)
5. If he ..... hard, He will pass the exams. (study)
6. If I were you, I ..... their invitation. (accept)
7. If the weather ..... nice, we will go for a walk. (be)
8. If I had more time, I ..... another language. (learn)
9. If Ali had his computer, he .....to use his friend's computer. (not, need)
10. If I had time, I ..... (go) shopping with you.
11. If you..... (speak) English, you will get along with them perfectly.
12. My friend ..... (meet) me at the station if he gets the afternoon off.
13. If my father ..... (not /pick) me up, I'll take the bus home.
14. If we meet at 9:30, we..... (have) plenty of time.
15. Lisa would find the milk if she..... (look) in the fridge.
16. If you spoke louder, your classmates..... (understand) you.
17. Dan ..... (arrive) safe if he drove slowly.
18. If Salma ..... (swim) in this lake, she'll shiver from cold.
19. If I ..... (be) rich, I would travel around the world.
20. If you press that button, the machine ..... (work)
21. If Majed focuses on driving more, he..... any accidents. (not make)
22. If Hadeel..... (walk) faster, she won't be late.
23. Our team would win the match if they..... (play) enthusiastically.
24. If you had been more careful, you..... (not lose) your job.
25. If I..... (be) you, I would stay at home.

26. You won't finish on time if you..... (not work) harder.
27. I..... (bring) you some food if I had known that you were hungry.
28. I..... (not buy) these things if I were you.
29. I wouldn't have brought umbrella if I..... (know) that it was not raining.
30. If you (read) ..... the story carefully, you would have understood it better.
31. If you go to Egypt, what..... (you visit) ?
32. Plants die if you..... (not water) them.
33. What..... (you do) if you were me?
34. We will have to walk if we..... (run out) of petrol here.
35. I will send you a message if I..... (know) your email address.
36. If Hadeel eats too much chocolate, she..... (gain) weight fast.
37. If it is too cold, the river..... (freeze)
38. When I come to see you tomorrow, I..... (bring) the books.
39. When he..... (leave) school he will go to university.
40. We will come and visit you unless it..... (rain).
41. If Sami..... (take) my advice, he wouldn't have suffered a lot.
42. If Ali runs all the way to the station, he..... (catch) the bus.
43. If I were you, I..... (take) care of my health.
44. I think I..... (be) successful if I had tried it again.
45. We will come back if the storm..... (get) worse.
46. My mother..... (feel) sick if she eats fish.
47. If I..... (have) a car, I would have visited you yesterday.
48. As long as Rawan studies hard, she..... (pass) her exams.
49. Provided that you keep silent, I..... (help) you.
50. You will make progress in English as long as you..... (study) every day.
51. Maha will not get better unless she ..... her medicines. (take)
52. Even if you offer him a good price, Ahmad..... (not sell) you his car.
53. Majed will get the job provided that he..... (do) well in the interview.
54. If you meet Noor in the party, ..... (tell) her I will wait for her.
55. You would get a reward if you..... (do) well in the exam.
56. If had studied for more than 8 hours, I..... (have) a severe headache.
57. If they had made mistakes, I.....them. (punish)
58. If you..... a high grade, you can attend the university. (get)
59. If he.....me tonight, I'll have enough money for the tickets. (pay)
60. If he smokes so much, he.....rid of his cough. (not, get)
61. If I hadn't seen the signal, I.....(not/stop)
62. If we.....time, we would have visited the museum .(have)
63. I would have been happier if I.....in the country. (live)
64. If we.....there, we would have bought all that food. (be)
65. I'd have gone to the market, if I.....enough time. (have)
66. If they .....hardworking, they'll get a good result. (be)
67. If she had read the advertisement, she.....for the job. (apply)
68. If this car costs too much money, I.....it. ( not \ buy)
69. Water .....if the temperature goes below 32 F/0 °C. ( freeze )
70. If the weather .....nice tomorrow, we will go on a picnic. ( be )
71. If I .....enough time tomorrow, I'll write to my parents. ( have )
72. I .....a tomato salad for the picnic tomorrow if the tomatoes in my garden are ripe. (make)
73. Omar would have shaved today if he .....a sharp razor. (have)
74. Mona would have answered the phone if she .....in her office. (be)

## Answers

1. play
2. Comes
3. Opened
4. didn't do
5. Studies
6. would accept
7. Is
8. would learn
9. wouldn't need
10. would go
11. speak
12. will meet
13. doesn't pick
14. will have
15. Looked
16. would understand
17. would arrive
18. Swims
19. Were
20. will work
21. doesn't make
22. walks
23. Played
24. couldn't have lost
25. Were
26. don't work
27. might have brought
28. wouldn't buy
29. had known
30. had read
31. will you visit
32. don't water
33. would you do
34. run out
35. know
36. will gain
37. will freeze
38. will bring
39. leaves
40. rains
41. had taken
42. will catch
43. would take
44. could have been
45. gets
46. will feel
47. had had
48. will pass
49. will help

50. Study
51. takes
52. wont sell
53. Does
54. tell
55. Did
56. could have had
57. could have punished
58. get
59. pays
60. wont get
61. couldn't have stopped
62. had had
63. had lived
64. had been
65. had had
66. are
67. could had apply
68. wont buy
69. freezes
70. is
71. have
72. will make
73. had had
74. had been

الجملة المعطاه للتحويل	تحويل الجملة على النحو التالي
1. S + V2 .... , so s+ didn't + V-inf.	1. If + S + hadn't V3 , S +would / could (might) have + V3
2. S + didn't + V-inf , so s+ didn't + V-inf.	2. If + S + had V3 , S +would / could (might) have + V3
3. S + V2 . S + V2	3. If +S+hadn't+V3 , S+ would / could (might)not+have+ V3

### Exercise

1. Because he studied hard, he got the best mark.

If .....

2. He made many mistakes so he didn't pass the exam.

If .....

3. He got up late, so his taxi got stuck in heavy traffic, on the way to the airport.

If .....

4. The postman did not come to our town yesterday because it was a holiday.

If .....

5. He wasn't ill, so he worked harder than before.

If .....

6. He put himself in my shoes, so he didn't blame me.

If .....

7. I didn't have any money, so I borrowed from my friend.

If .....

8. The exam wasn't very difficult. **That's why** we solved it. (if / would)

.....

9. I wasn't able to buy this house as I didn't save enough money. (could)

.....

10. **Rami** gave me some hints, that's how I found out the answer.(couldn't)

.....

11. I didn't do more revision for my exam, So I didn't pass the exam.(might)

.....

12. Sami wrote his letter carefully, So his teacher was pleased. (mightn't)

.....

13. I had headache yesterday, and I didn't sleep well. (could) .....

14. My brother became ill, So I didn't go to my Job. ( might ) .....

15. Moath's friends encouraged him,So he became a famous player.(could)

.....

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

.....

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

.....

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

.....

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

.....

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

.....

**Answers :**

1. **If** he hadn't studied hard , he couldn't have got the best mark.
2. **If he hadn't** made many mistakes , he could have pass the exam.
3. **If he hadn't** got up late , his taxi couldn't have got stuck in heavy traffic, on the way to the airport.
4. **If** it hadn't been a holiday, The postman could have come to our town yesterday
5. **If** he had been ill, he couldn't have worked harder than before.
6. **If** he hadn't put himself in my shoes, he could have blamed me.
7. **if** I had had any money, I couldn't have borrowed from my friend.
8. if the exam had been very difficult , we wouldn't have solved it.
9. I could have been able to buy this house **If** I had saved enough money.
10. If Rami hadn't given me some hints, I couldn't have found out the answer.
11. If I had done more revision for my exam, I might have passed the exam.
12. If Sami hadn't written his letter carefully, his teacher mightn't have been pleased.
13. If I hadn't had headache yesterday, I could have slept well.
14. If My brother hadn't become ill, I might have gone to my Job.
15. Moath's friends encouraged him, he became a famous player.
16. If Saeed hadn't left his camera at home, he could have been able to take pictures of the parade.
17. If I hadn't had a headache yesterday, I might have done well in the Maths test.
18. If I had known your phone number, I could have been able to contact you.
19. If You hadn't had a brightly-coloured T-shirt on , I might not have noticed you in the crowd.
20. If I hadn't worked really hard the day before the exam , I might not have got top marks.

Provided that	شريطة ان
as long as	لظالما
When	عندما
Unless	ما لم
Even if	حتى لو

1. During Ramadan, we eat..... the sun sets  
( **when . even if . unless . provided that** )
2. I'll phone you .....I miss the bus so that you pick me up.  
( **when . even if . unless . if** )
3. We'll go to our favorite restaurant on Friday..... we're tired  
( **when . if . unless . provided that** )
4. I will take the job offer..... it's part-time – I haven't finished my university studies yet.  
( **when . even if . unless . provided that** )
5. I'll buy it ..... it's expensive.  
( **when . if . unless . provided that** )
6. We have to go to school, .....it's closed.  
( **when . if . unless . provided that** )
7. I couldn't climb Mount Everest..... someone carried my equipment for me!  
( **even if as long as provided that when** )
8. ....you have a language degree , you won't be able to become an interpreter.  
( **If , when , as long as , unless** )
9. I would have accept the job if I.....some experience.  
( **have , had , had had , haven't** )
10. You should always be polite.....you feel tired.  
( **even if , unless , if , when** )
11. If you.....the prize, how will you spend the money?  
( **won , win , had won , have won** )

#### Answers :

1. when
2. if
3. unless
4. provided that
5. unless
6. unless
7. even if
8. if
9. had had
10. even if
11. win

## تحويل من if الى unless

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

جملة If	التحويل الى جملة Unless
1. <b>If</b> + V1/Vs ..... , S + will +V-inf	1. <b>Unless</b> + S + V1/Vs ..... , S + won't + V-inf.
2. <b>If</b> + S+ doesn't/don't + v-inf , S + won't	2. <b>Unless</b> + S + V1/Vs.. ..... , S + won't + V-inf.
3. <b>If</b> + S+ doesn't/don't + v-inf , S + will	3. <b>Unless</b> + S + V1/Vs..... , S + will + V-inf.

1. If you do not want to fail, you must study hard.  
**Unless**.....
2. Unless they have enough time, they can't go shopping  
**If**.....
3. If they do not have much money, they can't lend us.  
**Unless** .....
4. Unless she is so organized, the manager will fire her.  
**If** .....
5. Unless they train well, they will be easily defeated.  
**If** .....
6. If you don't have enough money, you can't start a project.  
..... **unless** .....
7. If Omar gets up early, he will get the first bus.  
**Unless** .....
8. If Rania doesn't finish her homework, she won't come with us.  
**Unless** .....
9. If Ahmad lives in a big city, he will be happy.  
**Unless**.....
10. Sami won't accept your invitation if you don't call him.  
**Unless you** .....
11. If Amer knows the answer, the teacher will reward him.  
.....**Unless**.....
12. If nobody oils the machine, it won't work properly.  
**Unless** .....
13. If nothing new happens tonight, I will visit you.  
**Unless** .....
14. I didn't see Majed, so I didn't tell him about our plan.  
**If** .....
15. I was angry because I didn't know the reason.  
**If** .....
16. You didn't listen to me, so you fell into trouble.  
**If** .....
17. You didn't see Mr. Hassan because you didn't arrive earlier.  
**If** .....
18. Ramzi was driving fast, so he made an accident.  
**If** .....
19. You got lost because you didn't have a map.  
**If** .....

**Answers :**

1. **Unless** you want to fail, you must study hard.
2. **If** they don't have enough time, they can't go shopping
3. **Unless** have much money, they can't lend us..
4. **If** she isn't so organized, the manager will fire her
5. **If** they don't train well, they will be easily defeated.
6. you can't start a project **unless** you have enough money
7. **Unless** Omar gets up early, he wont get the first bus.
8. **Unless** Rania finishes her homework, she won't come with us.
9. **Unless** Ahmad lives in a big city, he wont be happy.
10. **Unless** you call him , Sami won't accept your invitation
11. Amer knows the answer **Unless** the teacher wont reward him.
12. **Unless** anybody oils the machine, it will work properly.
13. **Unless** anything new happens tonight, I wont visit you.
14. **If** I had seen Majed, I could have told him about our plan.
15. **If** I had known the reason , I would have been angry
16. **If** You had listened to me, you could have fallen into trouble.
17. **If** you had arrived earlier , You might have seen Mr. Hassan because.
18. **If** Ramzi hadn't been driving fast, he couldn't have been made an accident.
19. **If** you had had a map , You could have got lost
20. **If** you don't get a visa , You can't travel to the USA
21. **If** Hadeel isn't more careful, she will make many mistakes.
22. **If** Dalia's father doesn't agree, she won't go on a picnic

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**

نفايات متجدد طاقة مشاة محايد صديق خالي انبعاث مزارع فائدة  
**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**

سجل الداء سابق مستعد صبور يفترض خلاف يحل الخلاف  
**( 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

ياخذ ارتياح امن مجزي ناجح مسؤول مهنة اتفاق اجتماع  
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

مادة الحفظ

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

نقل عام	تخطيط عمراني	اثار سلبية	نمو اقتصادي	انبعاث الكربون	نفايات بيولوجية
Public transport	Urban planning	Negative effect	Economic growth	Carbon footprint	Biological waste

1. 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.
2. Pollution has some serious ..... on the environment, such as the death of wildlife and plant life.
3. We can all work hard to reduce our ..... by living a more environmentally-friendly lifestyle.
4. If we take ..... more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
5. Hospitals need to dispose of a lot of ..... and it should be carefully managed because it can be dangerous.
6. 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 اسئلة	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)	

1. Be very careful when you answer the questions, and try not to .....
2. If you are polite, you won't .....or upset anybody.
3. Before the serious discussion starts, we always ..... ; it's often about the weather!
4. Nasser has applied to ..... the..... where his father works.
5. In business, when you meet someone for the first time, it's polite to.....
6. After the talk, there will be a chance for you to..... about anything you don't understand.
7. 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 ك	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 )

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

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

WB, page 20 :

Match the words with the correct definitions. One definition is not needed. The first one is done for you.

موهبة Talentl	Special ability
مؤسس Founder	The person who start something new
موازين Scales	An instrument to measure weight
متعدد الثقافات Polymath	An expert in many subject
علم الحساب Arithmetic	The study of numbers
مختبر Laboratory	A room for scientific experiment

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.

### Questions

1. There were many achievements that Jabir ibn Hayyan made. Write down two of them.
2. Al-Kindi made his fame by working in two main fields . Write them down.
3. why was Ali bin nafi' called the "Black bird" ?
4. Write down the sentence which indicates that Fatima's learning centre is very successful.
5. Fatima built a learning centre in Fez. How did she manage to do that?
6. What does the underlined word "mathematician" in the last paragraph, mean?
7. Find a word in the text which means "someone who has a lot of knowledge about many different subjects"
8. What do the underlined words ( pronouns) refer to?
9. The writer states that Muslim scientists made many great achievements . Explain this statement , mentioning three fields that Muslim scientists influenced greatly in them.
10. In ancient times, reaching such high levels of achievements in comparison with the present days is more difficult. Think of this statement, and 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.

### Questions

1. Megaprojects are designed for two certain purposes. Write down these two purposes.
2. Write down the sentence which indicates that not all Megaprojects are similar.
3. There are many types of megaprojects. Write down two of them.
4. Because Masdar city will be a car-free city, the city has been designed to have different types of transportation. Write down two of them.
5. Masdar city has a unique quality that makes it the first city of its kind. Write down that quality.
6. Who are the current residents of Masdar city?
7. Find a word in the text which means “ **judged (something) with disapproval; evaluated or analysed**”.
8. What do the underlined words ( pronouns) refer to?
9. The writer thinks that mega projects should have many purposes in order to be attractive and popular. Explain this statement, suggesting three purposes of such projects.
10. Masdar city is a beneficial project for the community and environment. Think of this statement, and in two sentences, write down your point of view.

**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. IbnBassal 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, IbnBassal's legacy to the world has been great.

### Questions

1. **IbnBassal** was specialised in two fields . Write them down ?
2. Where can Ibn Bassal's achievements be seen today?
3. **Ibn Bassal** used many ways to irrigate the land. Write down two of them.
4. Write down the sentence which indicates that IbnBassal was a polymath.
5. Quote the sentence which shows the most important part of IbnBassal's book.
6. What **does** the underlined phrase "**hands on**" mean?
7. What do the underlined words ( pronouns) refer to?
8. IbnBassal explained how to grow many types of trees and plants. Write down two of them.
9. The writer states that when farmers followed Ibn Bassal's instructions and advice the land produced enough food for the fast-growing population. Explain this sentence, suggesting three ways in which farmers can increase the productivity of the land in Jordan.
10. The area around Toledo had a fast-growing population . Think of this statement and, in two sentences, write down your point of view.

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.

*who , him , he= Mr. Ghanem / there=China / it=first trip*

#### **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!’

*I= Mr. Ghanem / they= small computer company*

#### **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’.

*you =reader / we=Mr Ghanem and his company / their= Chinese people / its=a new company*

#### **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

*I, me , my= Mr Ghanem / they =a large company staff / it= my next visit to China*

#### **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’.

*I, my= Mr Ghanem*

#### **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’.

*I, my = Mr Ghanem / this=arrive late / him= the company director / this= a joke*

#### **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’.

*I, my= Mr Ghanem / it=a meeting / his=the director / it=to be patient*

#### **Questions**

1. Why was Mr. Ghanem’s first business trip to China not successful?
2. What do you think is a ‘track record’?
3. What does the word ‘**his**’ in bold in the final paragraph refer to?
4. What changed when Mr. Ghanem visited China for the second time?
5. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?
6. Do you think that you would be a successful business person in China? Why/Why not?
7. Quote the sentence which indicates how serious you should be in visiting or meeting Chinese companies.

8. Why was Mr. Ghanem prepared for the director's detailed questions?
9. Would it be good to send young people in business to China? Why? Why not?
10. There are five steps for a successful meeting with Chinese mentioned in the sixth paragraph, write them down briefly.
11. **Critical Thinking:**  
What are the world's top three economies? (Consult Mr. Google.)
12. **Critical Thinking:**  
Why should one research Chinese culture before he/she visits the country?

**Answers:**

1. It wasn't successful because he didn't have enough knowledge about the culture of China, and he was too young.
2. A 'track record' is your reputation based on the things you have done or not done in the past.
3. the director.
4. He had been on a cultural awareness course and so he knew how to do business in China.
5. Suggested answers: the need to be culturally aware, the need for preparation, the need to listen carefully and negotiate.
6. No, I would not be a successful business person because I always make jokes and never be serious.
7. "I never told a joke, as this may not be translated correctly or could cause offence."
8. Because he knew that the director had researched his business thoroughly before the meeting.
9. No, it is not a good Idea because the Chinese respect age and experience more than youth!
10. You should arrive on time. You have to shake hands with others gently. Begin the meeting by making small talk about interesting experiences in China. Make sure that your voice and body language are calm and controlled. never tell jokes.
11. USA, UK and Germany.
12. You should research Chinese culture before you visit the country because there are many things that you have to know before going there.

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.

*it= Jordan*

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.

*that reason= Jordan does not have large oil or gas reserves / its , its=Jordan*

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 with the EU** trade agreement was made with the EU, Egypt, Morocco and Tunisia. **.and North Africa in particular is likely to grow**

*It , it=Jordan*

### Questions:

1. What does the article suggest that many of Jordan's fertilisers are made from?
2. Why does Jordan import a lot of oil and gas?
3. Which country supplies Jordan with most of its imports?
4. Why is trade with the EU and North Africa likely to grow?
5. The writer mentions two minerals in which Jordan is rich. Write them down.
6. What is the aim / purpose of this report?
7. Most of Jordan's exports go to some countries particularly. Mention two of these countries?
8. Jordan exports many main goods to many countries. Name two of these goods.
9. Jordan imports many goods. Write down two of Jordan's main imports.
10. Quote the sentence which indicates the reason behind the simplicity of Jordan's trade with other countries.
11. What does the writer mean by 'these minerals', in the first paragraph?
12. Quote the sentence which indicates that Jordan is rich in some natural resources.
13. Quote the sentence which indicates that wheat is one of the main Jordan's imports.
14. What is the function of the underlined item '**the largest**', in the first paragraph?
15. What does the underlined word '**pharmaceuticals**' mean?
16. Find a word in the text which means "**an arrangement or promise to do something**".
17. What does the underlined word '**reserves**', in the third paragraph, mean?
18. Find a word in the text which is the opposite of "**import**"?
19. **Quotation** (page 67) Gibran Khalil Gibran: "Unless the exchange be in love and kindly justice, it will but lead some greed and others to hunger." Do you agree with it? Why? Why not

20. One of Jordan's main imports is wheat. Write down three suggestions to reduce the import of wheat in Jordan.
21. Jordan has to import oil and gas for its energy needs. Suggest three solutions to cut down the import of oil and gas.

**Answers:**

1. They are made from potash and phosphate, as this is what Jordan is rich in.
2. Jordan imports a lot of oil and gas because it does not have enough of its own reserves for the needs of the country.
3. Saudi Arabia
4. Trade with these areas is likely to grow because Jordan has signed trade agreements with both areas.
5. potash and phosphate
6. to look at the countries that Jordan trades with and what goods it exports and imports
7. They go to Iraq, the USA, India and Saudi Arabia.
8. chemicals and fertilizers
9. oil , gas , cars , medicines and wheat
10. "Jordan has more free trade agreements than any other Arab country, and it trades freely with many countries, including the USA, Canada and Malaysia."
11. Pharmaceuticals and other industries
12. potash and phosphate
13. "Jordan is rich in potash and phosphate."
14. "Its other main imports are cars, medicines and wheat."
15. making comparisons
16. companies which produce drugs and medicine
17. agreement
- 18- things kept back or set aside

**Suggested Answers:**

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

**20-**

1. The government should help small farmers and support them.
2. The government should grow wheat in large areas of the country.
3. The citizens should reduce wheat in their diet.

**21-**

1. prospecting for oil all around the country.
2. reducing the oil consumption
3. using other natural resources

### 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. (1) 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. (2) 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. (3) 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**!

*it= to know everything about your product / you=the redear / it , it , it , it=your product / their , they=people/ that= to know who the target market is / their , they=people / who , them=customers / that= to believe in what you're selling*

### 2 Prepare and practise

Plan your presentation carefully, not just what you will say, but how you will say **it**. (4) 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.

*it . it , it= your presentation / it= to have a list of your main points / it= something interrupts you / it ,it= your presentation*

### 3 Be professional

Keep your presentation short and simple. Start with some friendly comments. (5) 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. (6) 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!

*them, their=your hosts / it=to appear confident / it= to find out the answer*

#### Questions:

- 1- What is the first thing you need to know before starting a business?
- 2- What do we mean by "the target market"?
- 3- What are the things that a presenter needs to know about their product?
- 4- The final paragraph suggests many characteristics for a successful presentation, write down three of them.
- 5- How should a speaker behave with their audience?
- 6- What is the strategy that should be followed if you were asked a question and you don't know the answer?
- 7- **Critical Thinking:** What do you think the best way that helps a speaker reorganize their thoughts in case someone interrupts them or their nerves freezes?

#### Answers:

- 1- You need to know how to make a sales pitch.

- 2- The target market is the age group or income of the people who might buy your product.
- 3- The presenter should know what he/she will say, how he/she will say it. Will he/she read it word by word, use notes or memorise it?
- 4- Your presentation should be short and simple, it is important to appear confident and smile! When you've finished speaking, invite questions.
- 5- A speaker should behave very kindly, the final paragraph explains that in details.
- 6- If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it!).
- 7- Having a list of what you want to say is so important to go over such cases.

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

**My , I , me= Fatima Musa / they= many students**

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.

**I , my= Fatima Musa / him=Fatimas`s father / we= Fatimas`s family**

**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.

**My . I= Fatima Musa , they=people who speak English / who= anyone in the room**

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!

**it=interpreter / you =readers , students / it= English 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.

**you=readers , students / it=interpreter job**

**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.

**It=nterpreter job / I =Fatima Musa / you=readers ,students / it = if I translate things badly**

### Questions:

1. Why have many students emailed Fatima?
2. Why did Fatima decide to work as an interpreter? -There are many things helped Fatima to work as an interpreter. Write down two of them.
3. An interpreter's job in English language is not easy for two reasons. Write them down.
4. Quote the sentence which indicates that Fatima has always been fond of languages.
5. Specialist English is important to be used in many fields. Write down two of these fields.
6. English is the first language in many countries. Write down two of these countries.
7. Quote the sentence which indicates that English is different from one country to another.
8. During an interview for the job of an interpreter, the participant should prove that he has many specific qualities. Write down two of these qualities.
9. What is the result of translating things badly?

10. The job of an interpreter has two main benefits. Write them down.
11. It's said that having a good job these days need a lot of qualifications. Suggest three things that can help you to get a good job.
12. Do you think you have the necessary qualifications to be an interpreter? Would you like to be an interpreter? Why/Why not?
13. What does the underlined pronoun "they", in the first paragraph, refer to?
14. What is **the function** of the underlined pronoun "it" in the last paragraph?
15. What does the underlined word "**rewarding**" mean?

#### Answers:

1. because they want to know what it would be like to do my job.
2. She has always been fond of languages. When she visited a country with her father, she always wanted to learn the language, and at school she was very good at English.
3. because English is not the same in all English-speaking countries. As well as knowing regional English, you also need to know a lot of specialist language.
4. I have always been fond of languages.
5. business, science or law
6. the UK, the USA, India or Australia.
7. English is not the same in all English speaking countries.
8. having good listening skills and a clear speaking voice.
9. it is a secure and rewarding job.
10. It could affect an important law or trade agreement between countries.
11. Speaking foreign languages, technology skills, postgraduates
12. No, I don't have the necessary qualifications to be an interpreter yet. But I would like to be an interpreter in the future because I have always been fond of languages, especially English. Also, I think this job will be secure and rewarding.
13. Many students
14. to link paragraphs or ideas
15. giving personal satisfaction

