

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

النور في اللغة الانجليزية

(2019 - 2020)

Twelfth Grade



Units 4,9,10

المستوى الثالث والرابع - (الفروع المهنية)



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عماد ابو الزمر

مركز ابو الزمر الثقافي
مخيم حطين - السوق الرئيسي

مركز اول الطريق الثقافي
جبل الامير فيصل - مقابل سوق مخيم حطين

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Al-Noor in English

(2019 - 2020)

Twelfth Grade



Units 4,9,10

Level 3 & 4



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بسم الله الرحمن الرحيم

(2019 - 2020)

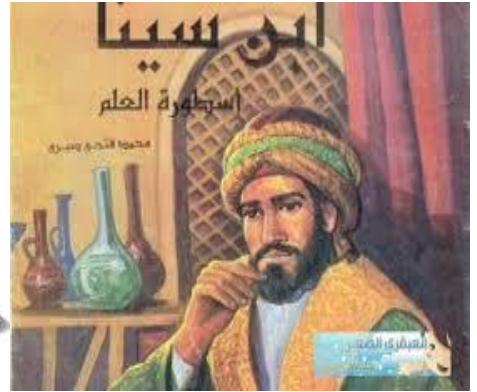
Action Pack 12

Twelfth Grade

Unit 4

Achievements

Success Stories



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Comprehension

1. Write down two . / Mention two . / There are two Write them down .
2. Write down two . / Mention two . / There are two Write them down .

(and – or - as well as - also) : كلمات مساعدة يمكن ان تعرف من خلالها التعداد :

3. Quote the sentence which indicates (shows / states / tells) that ----- . Write down the sentence.....
اكتب الجملة ذات الفكرة المطلوبة من النقطة الى النقطة او (!) او (؟) .
4. Find a word / a phrasal verb which means / which have the same meaning of
Replace the underlined word / phrasal verb ----- with the same meaning .
5. What does the underlined pronoun "it" / he , him , his / they / she , her refer to ?
I , we ----- the speaker / you ----- the reader
6. Explain this statement , and in two sentences, **write down your point of view.**

اطرح سؤال اما ب (How) او (Why)

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

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

I suggest :

- Increasing awareness
- developing skills
- developing abilities
- using social media
- Decreasing -----
- Saving time and effort
- preparing
- Trying hard
- Keeping trying
- Doing -----
- Being careful
- Helping -----
- Increasing -----
- Making -----

كلمات مهمة في القطع

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

The importance of Islamic achievements in history

2

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

جابر بن حيان (ولد 722 م، مات 815 م)

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.

العالم العربي لديه العديد من الكيميائيين المشهورين في التاريخ، ولكن الشخص الذي يعرف بأنه مؤسس الكيمياء هو على الأرجح جابر بن حيان. فهو أكثر شهرة لبداليته إنتاج حامض الكبريتيك. وضع أيضا مجموعة من المقاييس التي غيرت الطريقة التي وزن الكيميائيين العناصر في المختبر : موازينه يمكن أن تزن الأشياء وزنها اقل من 6000 مرة أصغر من الكيلوغرام.

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

علي بن نافع (زرياب) (ولد 789 م، مات 857 م)

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

" علي بن نافع يعرف أيضا باسم " زرياب " (أو " شحرور "، لأن صوته جميل). وكان تلميذ موهوبا لموسيقار شهير من بغداد، وكانت موهبته في الموسيقى هي التي قادتته إلى قرطبة في القرن التاسع الميلادي. وكان ضيفا على الخليفة الأموي هناك. هو الشخص الذي أنشأ أول مدرسة للموسيقى في العالم في قرطبة، الأندلس، معلما العزف والتأليف الموسيقي. طور وثار على النظرية الموسيقية، هو الشخص الذي ادخل العود إلى أوروبا.

Fatima al-Fihri (born early 9th century, died 880 CE) (ولد أوائل القرن 9، مات 880 م)

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.

كانت فاطمة بنت محمد الفهري ابنة رجل أعمال ثري. استغلت ميراث والدها لبناء مركز التعلم في فاس، المغرب. أصبح هذا المركز للتعلم اكبر جامعة في المغرب، حيث العديد من الطلاب من جميع أنحاء العالم يأتون للدراسة. وعلاوة على ذلك، كان أخت فاطمة، مريم، أشرفت على بناء مسجد الأندلس، الذي لم يكن بعيدا عن مركز التعلم.

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

الكندي (ولد حوالي 801 م، وتوفي 873 م)

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.

كان الكندي طبيب وفيلسوف وعالم رياضيات، وكيميائي، وموسيقي وعالم الفلك – عالم شامل. حقق اكتشافات جذرية في العديد من هذه المجالات، ولكن ربما يكون عمله في الحساب والهندسة هو الذي جعله الأكثر شهرة.

Quotation :

From India to Spain, the brilliant civilisation of Islam flourished . Bertrand Russell (1872 CE–1970 CE).

The quotation shows that Islam was leading the way in the world, showing how great a civilization at that time.

- **Achievements made some people famous all over the world .**

Do you think it is easy to be famous nowadays in comparison with the past days .

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

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

I think this statement is true because of the advanced in modern technology like the social media.

Also, in the past, there didn't use to be good schools and universities and supportive organizations.

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

1. Who is Jabir bin Hayyan ?

He is the founder of Chemistry . (A famous Arab chemist)

2. Mention two of his achievements :

- The production of sulphuric acid.
- He also built a set of scales which changed the way in which chemists weighed items in a laboratory.

3. What are the features of scales in a laboratory ?

His scales could weigh items over 6,000 times smaller than a kilogram.

4. In which field was Jaber Ibn Hayyan famous for ?

Chemistry

5. Mention two names for Ali bin Nafi' "

- 'Ziryab'
- 'Blackbird'

6. Why was he called " Blackbird" ?

Because of his beautiful voice .

7. Mention two of Ali Bin Nafi's achievements :

- He established the first music school in the world in Cordoba, Al-Andalus.
- He introduced the oud to Europe.
- He revolutionized musical theory.

8. What is the purpose of establishing the music school?

Teaching musical harmony and composition.

9. Why did Ali Ibn Nafi' go to Cordoba ? What led him to Cordoba ?

His talent for music

10. What was the achievement of Fatima al-Fihri ?

She built a learning centre in Fez, Morocco. (Morocco's university)

11. What was the achievement of Fatima's sister Mariam ?

She supervised the building of the Andalus Mosque.

12. How did Fatma build the learning centre ? inheritance : Things you give others after death

She used her father's inheritance.

13. What was AlKindi good at ?

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer.

14. What made AlKiindy most famous ?

His work in arithmetic and geometry that has made him most famous.

15. What is his achievement ?

He made ground-breaking discoveries in many fields.

16. Quote the sentence which indicates that AlKindi has a lot of knowledge about many different subjects.

"Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath.

A founding father of farming :

Ibn Bassel – AB (2019)

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.

كان ابن البصال كاتباً، وهو عالم ومهندس عاش في الأندلس في القرن الحادي عشر الميلادي. كان يعمل في بلاط المأمون، الذي كان ملك طليطلة. وكان مولعاً بعلم النبات، وهو دراسة النباتات والزراعة. على الرغم من أنه كان عالماً كبيراً، كان أيضاً رجلاً عملياً وجميع كتاباته جاءت من تجربته في العمل في الأرض.

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

أحد الأشياء العديدة التي حققها ابن البصال هو كتاب الزراعة. يتألف الكتاب من ستة عشر فصلاً توضح أفضل الطرق لزراعة الأشجار والفاكهة والخضروات، فضلاً عن الأعشاب والزهور زكية الرائحة. ربما كان الفصل الأكثر شهرة هو الذي وصف كيفية التعامل مع أنواع مختلفة من التربة. عمل ابن البصال أيضاً على كيفية ري الأراضي من خلال إيجاد المياه الجوفية وحفر الآبار. صمم مضخات مياه وشبكات الري. صدرت كل هذه الأشياء ذكرت في كتاباته.

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

كان تأثير كتاب ابن البصال عظيماً. كلما اتبع المزارعين عبر الأجيال تعليماته ونصائحه، كلما أصبحت الأراضي الخصبة رائعة وأنتجت أكثر من ما يكفي من الغذاء للسكان المتزايدين. انظمة الري التي وضعها هو وأتباعه في الخدمة هي لا تزال ملحوظة في اسبانيا. على الرغم من أن اسمه غير معروف على نطاق واسع، تركه ابن البصال في العالم كانت كبيرة.

| Key Word | Meaning in English | Arabic |
|--------------|--|----------|
| irrigate | Supply land with water | يسقي |
| fertile land | Produced more than enough food | ارض خصبة |
| hands on | Field working – working by hand | عمل يدوي |
| legacy | What someone leaves to the world after his death | تركة |

Read the text again and answer the questions.

1. Name two of Ibn Bassal's achievements.

Writing a book of agriculture – designing water pumps – irrigation systems.

2. Which paragraph suggests that Ibn Bassal was a polymath? Give examples of his areas of knowledge.

The 1st paragraph - science , writing , engineering , botany , agriculture .

3. There are two benefits for farmers who followed Ibn Bassal's instructions. Mention them .

The land became wonderfully fertile **and** produced more than enough food for the fast-growing population.

4. Quote the sentence which shows Ibn Bassal's two great interests.

"His great passions were botany, which is the study of plants and agriculture."

5. Guess the meaning of "fertile land" in the third paragraph. Which part of the text illustrates its meaning?

Produced more than enough food

6. Guess the meaning of "legacy" in the third paragraph. What does the author suggest is Ibn Bassal's legacy to the world?

What someone leaves to the world after his death

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

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

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

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

Success Stories

Masdar City – a positive step?

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

المشاريع الكبرى هي مشاريع استثمارية كبيرة للغاية، والتي تهدف إلى تشجيع النمو الاقتصادي وتحقيق منافع جديدة للمدن. على الرغم من أن المشاريع الكبيرة تختلف من حيث الحجم والتكلفة، لأنها جميعاً، بحكم التعريف، باهظة الثمن، والمشاريع العامة تجذب مستوى عالٍ من الاهتمام والتغطية الإعلامية. وتتراوح المشاريع بين الطرق السريعة والمطارات ومحطات قطار والأنفاق والجسور، وما إلى ذلك من مجمعات المدينة بأكملها.

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

فكرة المشاريع الضخمة تستند دائماً على المزايا التي تحققها للمجتمع. ومع ذلك، قد تعرضت المشاريع الضخمة لانتقادات كثيرة بسبب آثارها السلبية على المجتمع أو البيئة. هذا المقال سينظر في القضايا فيما يتعلق بمدينة مصدر، وهو مشروع عملاق في أبو ظبي.

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.

مدينة مصدر، الذي بدأت تطويره في عام 2006 م، سيكون أول مدينة في العالم خالية من مخلفات الكربون في العالم. تغطي مساحة قدرها ستة كيلومترات مربعة، عندما يتم الانتهاء منه في عام 2025 م، ومن المتوقع أن يؤوي أكثر من 40,000 نسمة، و 50,000 منتقل، و 1,500 من قطاع الأعمال المشاركة بشكل رئيسي في المنتجات صديقة للبيئة.

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.

سيتم تشغيل المدينة بالكامل على مصادر الطاقة المتجددة. لقد بنيت على شبكة الطاقة المتقدمة التي تراقب بالضبط كمية الكهرباء المستخدمة من قبل كل مخرج في المجمع.

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. .

وعلاوة على ذلك، من أجل الحد من انبعاثات الكربون، ومدينة مصدر منطقة خالية من السيارات، وصممت لتكون صديقة للمشاة وراكبي الدراجات. والسيارات بدون سائق. ستعمل كوسائل النقل العامة، وسيتم ربط المدينة بمواقع أخرى من خلال شبكة من الطرق والسكك الحديدية. .

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 (present) residents (inhabitants) 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.

سيتم توفير الطاقة عن طريق مزارع الطاقة الشمسية وطاقة الرياح، وهناك أيضاً خطط لبناء أكبر محطة هيدروجين في العالم. وسيتم استخدام محطة لتحلية المياه لتوفير المياه في المدينة، مع تكرير 80٪ من المياه المستخدمة. وستستخدم المخلفات الحيوية كمصدر للطاقة أيضاً، وسوف يتم تكرير النفايات الصناعية. السكان الحاليون لمدينة مصدر هم طلاب في معهد مصدر للعلوم والتكنولوجيا، الجامعة طلابها ملتزمون تماماً لإيجاد حلول لمشاكل الطاقة في العالم.

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.

في حين أن المشروع يحظى بدعم عديد من المنظمات البيئية والمحافظة على البيئة، هناك بعض الانتقادات لها. يقال أنه، بدلاً من بناء مدينة مستدامة صناعية، ينبغي أن تكون الاستدامة أولوية للمدن القائمة.

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.

في الختام، فوائد مدينة مصدر للمجتمع والبيئة تفوق إلى حد كبير أية عيوب. إذا ما تحققت الأهداف المطورين، فإن مدينة مصدر ستكون قدوة لتخطيط المدن في المستقبل من شأنها أن تلهم المشاريع العملاقة المماثلة في بلدان أخرى.

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

Read the text and answer the questions : page 33

- The text provides many examples of mega projects . Mention two .**
Motorways , airports, stations, tunnels , bridges , entire city complexes.
- What are mega projects (Definition) ?**
They are extremely large investment projects
- The writer states two benefits of creating megaprojects. Write them down.**
 - They encourage economic growth.
 - They bring new benefits to cities.
- What is the difference between all kinds of mega projects ?**
They vary in terms of size and cost .
- What do mega projects have in common ? = disadvantages :**
They are expensive, public projects.
- What are the disadvantages of the creation of Masdar City (mega projects) ?**
 - They have negative effects on a community and the environment. (It will not be fully environmental clean)
 - It is expensive - It costs a lot of money.
- Why are mega projects criticized ?**
Because of their negative effects on a community or the environment.
- Quote the sentence which shows the main reason to criticize mega projects ?**
"However, many megaprojects have been criticised because of their negative effects on a community or the environment."
- What makes Masdar city environmentally-friendly city ? (the advantages of the its creation)**
 - Masdar City will be the world's first carbon-neutral, zero waste artificially-created city.
 - Masdar City will have environmentally-friendly products.
 - renewable energy sources
 - recycling
 - Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.
 - Electric, driverless cars will operate as public transport vehicles
- What will run Masdar City ?**
The city will run entirely on renewable energy sources.
- There are many procedures that will be implemented to reduce carbon footprint in Masdar city. Mention two.**
 - Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.
 - Electric, driverless cars will operate as public transport vehicles.
- Mention two ways that will connect Masdar City to other locations :**
 - roads
 - railways

13. Certain power resources will supply (provide) Masdar City with energy. Write down two of these resources .

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

14. Name two materials that will be recycled in Masdar city .

recycle = reuse

1. water : 80% 2. industrial waste

15. Where does the city's water come from ?

- A desalination plant - Recycling

16. Who support the project (Masdar City) ?

Many global, environmental and conservation Organisations.

17. Why is the Masdar City criticised? (reason)

It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.

18. What is Masdar Institute of Science and Technology ?

A university whose students are fully committed to finding solutions to the world's energy problems.

19. Who is the present inhabitants (residents) of Masdar City ?

The current residents of Masdar City are all students at the Masdar Institute of Science and Technology

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

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

21. Do you think that Masdar City is a beneficial project or not? Give your reasons.

I think it is a beneficial project because it will bring modernization and benefits to the community.

Guided Writing

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

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

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

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

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

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

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

Cleft Sentences

- A Cleft Sentence (divided) is a complex sentence (one with a main clause and a dependent clause).
- We can usually express the meaning of a cleft sentence with a simple sentence.
- It is called '**cleft**' sentence because there are two parts to the sentence.
- We use cleft sentences in order to **emphasize certain pieces of information**.

شق الجملة (تقسيمها) : هي عبارة عن جملة معقدة، ويمكننا عادة التعبير عن معنى الجمل المنقسمة بجملة بسيطة. وتسمى الجملة المشقوقة بسبب أن هناك جزئين للجملة. (يصبح في الجملة فعليين)

نستخدم الجمل المنقسمة من أجل التأكيد على جزء معين من المعلومات. (التركيز على جزء محدد من الجملة)

1. We can start cleft sentences with the following phrases, among others:

| | | |
|----------------|------------------|--------------------|
| The thing | that ... | 2. What ... |
| The person | who ... | 3. It ... |
| The time (day) | when ... | |
| The place | where ... | |
| The way in | which ... | |

Cleft Sentences :

الجمل المنقسمة – المشتقة

| | | | | | |
|--|----------------|------------|--------------|--------|---|
| Sami (who) bought a car (which) from Amman (where) yesterday (when) (in which) | | | | | |
| The person who ----- | (is - was) | + | Sami | | |
| The thing which ----- | (is - was) | + | a car | | |
| The place where ----- | (is - was) | + | Amman | | |
| The time / year / day / period when ----- | (is - was) | + | yesterday | | |
| The way in which ----- / The reason why ----- | | | | | |
| Sami | (is- was) | the person | who | | |
| A car | (is- was) | the thing | which / that | | |
| Amman | (is - was) | the place | where | + | باقي الجملة باستثناء الجزء المكتوب / المحدد |
| Yesterday | (is - was) | the time | when | | |
| It | (is - was -) | Sami | who | | |
| It | (is - was -) | a car | which | | |
| It | (is - was -) | Amman | where | that + | باقي الجملة باستثناء الجزء المكتوب / المحدد |
| It | (is - was -) | yesterday | when | | |
| What + ----- + (is - was) + الاسم المحدد | | | | | |

e.g . Huda won the prize for art last year.

The person who won the prize for the art last year **was** Huda.

The prize that Huda won last year **was** for art.

The thing which Huda won **was** a prize.

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

It was last year that Huda won the prize for art.

What Huda won last year **was** a prize for art.

e.g . The Olympic Games were held in London in 2012 CE.

London was the place where the Olympic Games were held in 2012 CE.

The place where the Olympic Games were held in 2012 CE was London.

The event that **took place** in London in 2012 CE **was** the Olympic Games.

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

It was in 2012 CE that the Olympic Games were held in London.

2. When we start a sentence with what, we structure it as follows:

(**What-clause + be + highlighted word/phrase**)

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

1. Huda won a prize for art last year.

It was Huda that / who won the prize for art last year.

2. Huda won a **prize** for art last year.

It was a prize for art that Huda won last year .

3. Huda won a prize for art **last year**.

It was last year when Huda won the prize for art.

1. John stole a book from the library last week .

It was John *who* stole a book from the library last week.

2. John stole **a book** from the library last week .

It was a book *that* John stole from the library last week.

3. John stole a book from the library **last week** .

It was last week *when* John stole a book from the library.

4. John stole a book **from the library** last week .

It was the library *that* John stole a book from last week.

We want to emphasise the part of the part of the sentence which is in bold 1-3.

(Student's Book p.29)

Match each one to an appropriate cleft sentence a-c.

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

(**Passive**)

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

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

c. The mosque that was built by Abd al-Rahman I in 784 CE was the Great Mosque in Cordoba.

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

a. The year when the Great Mosque in Cordoba was built 784 CE.

Write this sentence in three different ways, emphasizing the parts underlined in each case.

(Student's Book p.29)

Al-Jazari invented the mechanical clock in the twelfth century.

1. The person who invented the mechanical clock in the twelfth century was Al-Jazari.

It was Al-Jazari who/that invented the mechanical clock in the twelfth century.

Al-Jazari invented the mechanical clock in the twelfth century.

2. The thing that Al-Jazari invented in the twelfth century was the mechanical clock.

It was the mechanical clock that Al-Jazari invented in the twelfth century.

Al-Jazari invented the mechanical clock in the twelfth century.

3. The period/ time when Al-Jazari invented the mechanical clock was the twelfth century.

It was in the twelfth century that Al-Jazari invented the mechanical clock.

Rewrite these sentences, emphasizing the part in bold and using the structure as shown.

(Student's Book p.29)

1. **Al-Kindi** contributed to the invention of the oud.

The person who

2. Jabir Ibn Hayyan did his research in a laboratory **in Iraq**.

The country where

3. **Ali Ibn Nafi'** established the first music school in the world.

It was

4. **Jabir Ibn Hayyan** also invented ink that can be read in the dark.

It was -----.

5. Al-Kindi is especially famous for **his work in geometry**.

It is -----.

Answers:

1. contributed to the invention of the oud was Al-Kindi.
2. Jabir Ibn Hayyan did his research in a laboratory was Iraq.
3. Ali Ibn Nafi' who established the first music school in the world.
4. Jabir Ibn Hayyan who/that also invented ink that can be read in the dark.
5. for his work in geometry that Al-Kindi is especially famous.

Make cleft sentences, stressing the information in bold.

(Activity Book p.20)

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

It was -----.

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

The year-----.

3. It stopped working at 11 p.m.

It was-----.

4. My father has influenced me most.

The person-----.

5. I like Geography most of all.

The subject-----.

6. **The heat** made the journey unpleasant.

It was-----.

Answers:

1. Queen Rania who opened the Children's Museum of Jordan in 2007 CE.
2. when Petra was made a World Heritage Site was 1985 CE.
3. 11 p.m. when I stopped working.
4. who/that has influenced me most is my father.
5. that /which I like most of all is Geography.
6. the heat that/which made the journey unpleasant.

Write one sentence that means the same.

(Activity book p.30)

1. The Egyptians built the pyramids.

It was the-----.

2. Ali intends to finish his project tonight.

Ali is-----.

Answers:

1. It was the Egyptians that/who built the pyramids.
2. Ali is planning to finish his project tonight.

Functions

| Function | Sentence |
|--|--|
| Cleft Sentences : to emphasize certain pieces of information e.g. : Ahmad is the person who | |
| Defining relative clauses : to identify which particular person, place or thing is being talked about | |
| Non-defining relative clauses e.g. : There are many animals which have four legs . | |
| to give more detail about a particular person, place or thing that is being talked about. | The Sahara desert, which is in Africa, is very hot. |

Relative clauses

الاسماء الموصولة

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

Defining clauses : *Necessary* to the meaning of the sentence .

جمل الوصل المحددة

e.g. : There are many animals **which** have four legs .

جمل الوصل المحددة : تستخدم لتعرف وتحدد الشخص , المكان أو الشيء الذي نتحدث عنه . وجمل الوصل المحددة توصل الجملة الرئيسية مع جملة أخرى بواسطة أحد الاسماء الموصولة مثل (**who / which / that / where / when / whose**)

Non-defining clauses : Add extra information - Not necessary - (has a comma after the main clause .)

e.g. : Ali , **who lives in Aqaba** , is my friend .

جمل الوصل المحددة

تستخدم **جمل الوصل الغير محددة** لاعطاء تفصيلات أكثر عن الشخص , المكان أو الشيء الذي نتحدث عنه . وجمل الوصل الغير المحددة توصل الجملة الرئيسية مع جملة أخرى بواسطة أحد الاسماء الموصولة . **ملاحظة** : في جملة الوصل الاسم الغير موصول يأتي مباشرة بعد الاسم ليربط الجملة وبين فواصل.

| Relative words | Sentences |
|---|---|
| 1. Who : Ahmad , Salma , the person , the man , the scientist Ali <i>whose</i> + n + v / Ali <i>who</i> + V | - I told you about the man who lives next door . - The man who is standing there is a famous writer. |
| 2. which / that : the thing , the car , the lion , the event | - Do you see the tiger which is lying on the roof ? - I bought a new car that is very fast. |
| 3. whose : the man whose + n | - I met the man whose daughter is a doctor. - He's the man whose daughter I met in Jordan. |
| 4. Where : the place where / Amman <i>where</i> + n + v / Amman <i>which</i> + V | - The city where we met Ali is very beautiful . - That's the restaurant where we met for the first time. |
| 5. When : the time / year / day / period / week | - I remember the day when we entered the school. - I remember the day when we first met. |

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

London-----

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

The Giralda Tower, -----

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

Ibn Sina's friends, -----

4. The students ----- cleaned the street are from our school. (**which - who - when - whose**) 2018

5. The prize ----- Huda won last year was for Art . (**when - where - which - who**) 2018

6. The person ----- has influenced me most is my father. (**which - who - when - whose**) 2019

7. The country ----- Jabir Ibn Hayyan did his research was Iraq. (**which - who - when - where**) 2019

8. The person ----- won the prize for art last year was Huda. (**which - who - when - where**) 2019

Choose the correct answer :

1. A bus driver is a person ----- drives buses. a. which b. who c. when d. where

2. That is the hotel ----- we stayed. a. which b. who c. when d. where

3. I've lost my ring ----- my mother gave me. a. which b. who c. when d. where

4. Ali has a brother ----- plays football . a. which b. who c. when d. where

5. This is the beach ----- we went swimming. a. which b. who c. when d. where

Join the following sentences :

1. I bought a car . The car is expensive. -----

2. I saw Ali . Ali works in a factory. -----

3. Sami lived in a house . The house is big. -----

4. Sami lived in a house . The house is traditional. -----

5. The man was happy . His son graduated last year. -----

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

That - which - where - who

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

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

Answers : **which-that / which / where / who**

Write two sentences about Qasir Bashir

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

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

Read the passage below and answer the questions :

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

The Giralda

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

2- What relative pronouns do we use for the things in the box? **People - animals and things - places.**

Answers

1- Defining relative clauses:

- who is believed to be responsible for the design of the tower
- which is one of the most important buildings in Seville, Spain
- which was originally a minaret
- who began work in 1184 CE
- which is in Marrakesh, Morocco

2- people – who, that / animals and things – which, that / places – where, which, that

| | |
|------------------------------------|---|
| Name | Giralda Tower |
| Location | Seville , Spain |
| Date of building | 1184 CE |
| The Architect | Ahmad Bin Baso |
| Description of the building | 104 metres tall , it was originally a minaret |

Match the beginning with the correct endings and join them a relative pronoun.

(Activity Book p. 21)

- | | |
|---|-----------------------------------|
| 1. A mathematician is someone ... | a. are studied by mathematicians. |
| 2. Geometry and arithmetic are subjects ... | b. means ‘doctor’ |
| 3. 'Physician' is an old-fashioned word ... | c. works with numbers. |
| 4. A chemist is a person ... | d. astronomers study. |
| 5. The stars and planets are things ... | e. works in a laboratory. |

Vocabulary :

Collocations

| 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 |

Complete the sentences with the correct collections :

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

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

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

- In hot countries, solar----- is an important source of energy.
- Green projects are environmentally -----
- Wind ----- are an example of ----- energy. 2019
- If a city recycles everything and doesn't throw anything away, it is zero -----
- We burn carbon whenever we use oil, coal or gas. This is known as our carbon -----
- If we replace as much carbon as we burn, we are carbon-----.
- 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

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

- My father teaches Maths. He's a -----
- You must not take in medicine without consulting a ----- 2019
- We learn about shapes, lines and angles when we study -----
- Mr Shahin is a true , working in all kinds of creative and scientific fields-----
- Ramzi is very good with numbers and calculations. He always scores high in -----
- 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

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

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

Derivation

| Verb | Noun | Adjective | Arabic | Verb | Noun | Adjective | Arabic |
|-----------|---------------------|-------------|----------------|---------------|--------------------|---------------|------------|
| produce | production -product | productive | ينتج - ly | | algebra | algebraic | الجبر |
| | medicine | medical | دواء - طب - ly | compose | composition | | يؤلف |
| | nine | ninth | تسعة | criticise | criticism / critic | critical | ينتقد |
| inherit | inheritance | inheritable | يرث | desalinate | desalination | | يحلى |
| | origin | original | اصل - ly | | geometry | geometric | هندسة - ly |
| invent | invention | | يخترع - | irrigate | irrigation | | بروي |
| discover | discovery | discovered | يكشف - | | Mathematics | Mathematical | رياضيات |
| influence | influence | influential | يؤثر على - | harmonise | harmony | harmonious | عزف |
| | tradition | traditional | عادة - ly | philosophise | philosopher | philosophical | فلسفة |
| weave | weaving / weaver | | يحيك | qualify | qualification | qualified | يوهل |
| create | creation | created | ينشئ | revolutionise | revolution | revolutionary | يثور |
| attract | attraction | attractive | يجذب - ly | succeed | success | successful | ينجح - ly |

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

- The Middle East is famous for **the** ----- of olive oil. (produce) **(produce - productive - production)**
- Ibn Sina wrote ----- textbooks. (medicine - medical - medically) (medicine)
- Fatima al-Fihri was born in **the** ----- century. (nine - ninth) (nine)
- My father bought our house with **an** ----- from his grandfather. (inherit) **(inherit - inherited - inheritance)**
- Scholars have discovered **an** ----- document from the twelfth century. (origin) **(origin - original - originally)**
- Do you think the wheel was the most important ----- ever? (invent) **(invention - invented - invent)**
- Al-Kindi made many important mathematical ----- . (discover) **(discover - discoveries - discoverer)**
- Who was the **most** ----- writer of the twentieth century? (influence) **(influence - influent - influential)**
- Developing ----- thinking is being encouraged at schools in Jordan. (create) **(create - creative - creation)**
- When we go to on school trips, we always learn new things because **the trips are** ----- . (education) **(education - educational - educate)**
- Sheep's wool, and goat and camel hair are used by Bedouin tribes **to** ----- rugs. (produce) **(produce - production - productive)**
- There is a particular Bedouin style of ----- . (weave - weaver - weaving) (weave)
- There is a particular Bedouin style of weaving that buyers **find very** ----- . (attract) **(attraction - attractive - attract)**
- The craft that is practiced in Madaba is **the** ----- of ceramic items. (create) **(creative - creation - create)**
- Maha shows **great** ----- for her new job as a lawyer . (enthusiasm - enthusiastic - enthusiastically)
- , the whole process of producing rugs is by hand. (Tradition) **(Tradition - Traditional - Traditionally)**

بسم الله الرحمن الرحيم

(2019 - 2020)

Action Pack 12

Twelfth Grade

Unit 9

المستوى الرابع - (الكتاب الجديد)



Emad Abu Alzumar

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عماد ابو الزمر

مركز ابو الزمر الثقافي

The world of business

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

Doing business in China

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

اليوم، بجمعنا الحديث بالسيد غانم وهو رجل أعمال في عمان، والذي غالباً ما يزور الصين، سألناه متى بدأ عمله التجاري مع الصين لأول مرة؟ فأجاب قائلاً: " لا زلت أقوم بأعمال في الصين لعدة سنوات، حيث كانت رحلتي الأولى عام 2004 م، والتي لم تكن ناجحة".

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

Why was it not successful?

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

ولم تكن ناجحة؟ فأجاب: " عملت لدى شركة حاسوب صغيرة، وارسلوني إلى الصين عندما كنت صغير السن، ويا ليت الشركة كانت مدركة بأن الصينيين يحترمون العمر والخبرة أكثر من كون الشخص شاباً!"

Did you make any mistakes on that visit?

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

وهل ارتكبت أخطاء في تلك الزيارة؟ نعم، تمنيت لو أنني قمت بالبحث في الثقافة الصينية قبل أن أزور الدولة، فلكي تكون ناجحاً في الصين فأنت بحاجة إلى أن تكسب احترامهم، حيث يسأل رجال الأعمال الصينيون عن نجاحات الشركة في الماضي، ولأنني عملت في شركة وليدة (جديدة)، فلم أستطع الحديث عن سجلها الأدائي، ولم نقم بأية صفقات في تلك الزيارة الأولى".

When did you learn how to be successful in China?

'I joined a larger company and they (a large company) sent me on a cultural awareness course.

On my next visit to China, it (the next visit to China) felt as if I hadn't known anything on my first visit!'

وكيف تعلمت أن تكون ناجحاً في الصين؟ " التحقت بشركة أكبر، وقاموا بإرسالني لدورة في الوعي الثقافي (الحضاري)، وفي زيارتي التالية للصين، شعرت وكأنها أول رحلة لي إلى الصين".

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.'

ما هي النصيحة التي توجهها لمن يرغب بالقيام بالأعمال في الصين؟ " قبل أن أزور شركة ما، أقوم بإرسال توصيات من زبائن سابقين، كما أقوم بإرسال كرت أعمال مع وظيفتي ومؤهلاتي مترجمة إلى الصينية.

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.'

هل يمكن أن نخبرنا عن آخر لقاء لك في الصين؟ " بالطبع! وصلت في الوقت المناسب، يجب عليك ألا تصل متأخراً؛ لأن ذلك يعكس عدم الاحترام، وعندما قابلت مدير الشركة، صافحته بلطف، وقد بدأت المقابلة بحديث يسير عن تجاربي الممتعة في الصين، وخلال المقابلة، تأكدت من كون صوتي ولغة جسدي هادنين ومضبوطين، ولم أخبره بأي طرفة (نكتة)؛ ولأنها لربما تترجم بشكل غير صحيح أو تسبب هجوماً . " I, me, my, you, your = Mr Ghanem .

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 (the director) detailed questions. When I began negotiating, I started with the important issues. The Chinese believe in avoiding conflict. It is always important to be patient. I was prepared to compromise, so in the end, the meeting was successful.'

وهل كانت مقابلة ناجحة؟ " نعم، لقد كانت ناجحة، عرفت أن المدير قد بحث عن عملي بشكل كامل قبل المقابلة، لذا كنت متأهلاً (مستعداً) لأي أسئلة تفصيلية، وعندما بدأت النقاش، بدأت بالقضايا المهمة، حيث يعتقد الصينيون بتجنب النزاع، ومن المهم دوماً أن تكون صبوراً، وكنت متجهزاً لتسوية الخلاف، ولذا في النهاية، المقابلة كانت ناجحة .

Which of the following do you think is most and least essential in a business meeting?

| Key Word | Meaning in English | Arabic |
|--------------------------------------|---|----------------------------------|
| do a deal | to arrange an agreement in business | يعقد صفقة |
| shake hands | To move someone's hand up and down in a greeting | يصافح |
| tell a joke | to say something to make people laugh | يقول نكتة |
| make small talk | to have an informal chat with someone in order to start a conversation | يعمل حوار بسيط |
| negotiate | to discuss something in order to reach an agreement, especially in business or politics | يفاوض |
| track record | all of a person's or organisation's past achievements, successes or failures which show how well they have done something | سجل الأداء |
| give a business card | To give someone a card that shows a business person's name, position and contact details | يقدم بطاقة اعمال |
| be able to answer detailed questions | to have the ability to understand complicated questions and respond to them appropriately | قادر على الاجابة على اسئلة مفصلة |

Read the interview again and answer the questions :

1. Who is Mr. Ghanem?

Mr Ghanem is a businessman based in Amman.

2. Why wasn't his first trip successful ?

- a. Because he was young and didn't have enough experience about China.
- b. Because he worked for a small company and the Chinese respect age and experience.

3. Mr. Ghanem says that there are two element (factors) that the Chinese consider more than youth . What are they ?

- a. age
- b. experience

4. What were his mistakes in the first visit to China?

Why didn't he do any business deals on the first trip ? (didn't do any contracts)

- a. He hadn't been on a cultural awareness course and so he didn't know how to do business.
- b. Because he worked for a new company, he could not talk about its track record. (didn't know information)

5. How could you earn Chinese respect ?

- a. You should have experience.
- b. You should know the companies success (track record) in the past to talk about it.

6. What do does a "track record" mean ?

- A 'track record' is your reputation based on the things you have done or not done in the past.
- All of a person's or organisation's past achievements, successes or failures.

7. Why could not Mr Ghanem talk about the new company's track record ?

Because it is new and he is new in the company and didn't have any experience.

8. There are two causes that made Mr Ghanem's first journey failed . Mention them .

- a. He didn't have enough knowledge about the culture of China.
- b. age and experience ; he was too young.

9. What changed when Mr Ghanem visited China for the second time? What helped him ?

- a. He had been on a cultural awareness course and so he knew how to do business in China.
- b. He joined a large company , so he could talk about its track record.

10. Mr Ghanem does two things before doing business . Mention them.

- a - He sends recommendations from previous clients.
- b- He also sends his business card with his job position and qualifications translated into Chinese.' 17

11. What is the advice (tips) that Mr Ghanem gives to people before doing business in China ?

Before visiting a company :

- a. They should send recommendations from previous clients.
- b. They also should send their business card with their job position and qualifications translated into Chinese.

12. How could you be successful in China ? (polite behaviours must be followed)

What did he learn from the course ?

- Arriving on time
- Shook hands with the director gently.
- beginning the meeting by making small talk about the interesting experiences in China.
- making sure that the voice and body language should be calm and controlled.
- never telling a joke.

13. You mustn't tell jokes (makes people laugh) during the meeting with Chinese ? Mention 2 reasons.

- They may not be translated correctly
- They could cause offence.

14. Mr Ghanem arrived early to the meeting. Give the reason.

You mustn't arrive late, as this shows disrespect.

15. Write two pieces of advice to avoid conflict with Chinese .

- It is always important to be patient.
- You should be prepared to compromise.

16. Quote the sentence which shows the importance of patience in meetings.

"It is always important to be patient."

17. Quote the sentence which indicates that Mr. Ghanem was flexible during the meeting ?

I was prepared to compromise, so in the end, the meeting was successful.'

18. Quote the sentence which indicates that Mr. Ghanem was ready for any question ?

I was prepared for his detailed questions.

19. How could you be successful in China ?

- You need to earn their respect.
- You should know about the Chinese culture.
- You should have a good track record about the company.

20. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?

- The need to be culturally aware.
- The need to be prepared.
- The need to listen carefully and negotiate.

7. Do you think that you would be a successful business person in China? Why/Why not?

I think I wouldn't be a successful person now but after being old and having too much experience, I may become successful because the Chinese value age and experience.

Critical Thinking :

1. Success needs tiredness . Explain .

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

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

Mention three problems you may face.

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

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

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

في هذا التقرير، سنتناول الدول التي يتاجر معها الأردن، والبضائع التي يصدرها ويستوردها.

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.

أولاً: دعونا ننظر إلى الصادرات، حيث أن الأردن غني بالبوتاس والفوسفات، وصناعة استخراج هذه المعادن تعد واحدة من أكبر الصناعات في العالم، فلا يستغرب أن 2 من المواد الكيميائية والأسمدة تعد من أكبر صادرات الأردن، كما وتمثل صناعة الدواء والصناعات الأخرى 30 % من المنتجات المحلية الضخمة في الأردن، ويصدر الأردن 75 % من منتوجات الأدوية. وعلى أية حال، فإن الغالبية 65 % من اقتصاد البلد مسيطر عليه من قبل الخدمات، معظمها من السياحة والسفر، كما أن معظم صادرات الأردن يذهب للعراق والولايات المتحدة الأمريكية والهند والمملكة العربية السعودية

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

الآن، دعونا نتناول الواردات، وبخلاف بعض الدول الأخرى في الشرق الأوسط فإن الأردن لا يملك مخزوناً ضخماً من النفط والغاز، ولهذا السبب، فإن على الأردن يستورد النفط والغاز لحاجاته في الطاقة. حيث أن وارداته الرئيسية الأخرى هي السيارات والأدوية والقمح، ففي عام 2013 م، فإن 23.6 % من واردات الأردن، كانت من المملكة العربية السعودية، وتبعته بالاتحاد الأوروبي بنسبة 17.6 % من وارداته، وواردات أخرى أتت من الصين والولايات المتحدة الأمريكية.

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

ويحظى الأردن باتفاقيات تجارية حرة أكثر من أية دولة عربية أخرى، ويقوم بالتجارة بحرية مع العديد من الدول، بما فيها الولايات المتحدة الأمريكية وكندا وماليزيا. ما هي المناطق الأخرى المهمة للأردن؟ أولاً الأردن وقع اتفاقية تجارية مع الاتحاد الأوروبي عام 1997 م، كما وقع اتفاقية تجارية أخرى مع كل من مصر والمغرب وتونس في عام 2004م، وفي عام 2011.

| Key Word | Meaning in English | Arabic |
|-----------------------------------|---|----------------------|
| exports (n) | goods sold to another country / export (v) exportation (n) | صادرات |
| imports (n) | goods bought from other countries / import (v) importation (n) imported (adj) | واردات |
| goods | things that are produced in order to be sold | بضائع |
| extraction (n) | the process of removing and obtaining something from something else extract (v) | استخراج / استخلاص |
| reserve (n) | something kept back or set aside, especially for future use / reserve (v) | مخزون |
| pharmaceuticals (n) | companies which produce drugs and medicine / pharmaceutical (adj) | شركات أدوية |
| domestic (adj) | relating to or happening in one particular country and not involving any other countries / domesticate (v) / domesticity (n) | محلي |
| Gross Domestic Product (n) | the value of a country's total output of goods and services / | إجمالي الناتج المحلي |
| dominate (v) | to be the most important feature of something / dominance (n) dominant (adj) | يهيمن - يسيطر |
| mineral (n) | a substance that is present in some foods and is needed for good health ; a substance that is found naturally in the earth / mineral (adj) | معدن |
| fertiliser (n) | a substance that is put on the land to make crops grow fertilise (v) fertilisation (n) fertile (adj) | سماد |
| agreement (n) | an arrangement or promise to do something, made by two or more people, companies or organisations / agree (v) | اتفاقية |

Read the report again and answer the questions.

- 1. Write the reason (purpose , aim) for writing this report .**
To look at the countries that Jordan trades with and what goods it exports and imports.
- 2. What does the article suggest that many of Jordan's fertilisers are made from?**
They are made from potash and phosphate, as this is what Jordan is rich in.
- 3. Mention two minerals (resources) that Jordan is rich in (famous for) .**
Potash and phosphate.
- 4. What are the main exports of Jordan ?**
Jordan is famous for exporting many minerals. Write down two of them.
Chemical and fertilizers.
- 5. Where do most of Jordan's exports go to ?**
Jordan's exports go to many countries . Write down two of them.
Most of Jordan's exports go to Iraq, the USA, India and Saudi Arabia.
- 6. Quote the sentence which indicates the information about Jordan's natural resources.**
Jordan is rich in potash and phosphate, and the extraction industry for these minerals is one of the largest in the world.
- 7. Write down the sentence which indicates that Jordan is one of the biggest countries which have natural resources.**
Jordan is rich in potash and phosphate, and the extraction industry for these minerals is one of the largest in the world.
- 8. Mention two things that represent 30% of Jordan's Gross Domestic Product(GDP) .**
Pharmaceuticals and other industries
- 9. The majority of the economy is dominated by services. Mention two kinds of these services.**
a. travel b. tourism
- 10. Quote the sentence which indicates that more than half of the economy is controlled by sectors other than industry .**
However, the majority (65%) of the economy is dominated by services, mostly travel and tourism.
- 11. Find in the text the opposite (antonym) of the word "export" ?**
Import
- 12. Why does Jordan import a lot of oil and gas?**
Because it does not have enough of its own reserves for the needs of the country.
- 13. Which country supplies Jordan with most of its imports?**
Saudi Arabia
- 14. What are Jordan's main imports ?**
Jordan imports many different materials. Mention two.
Oil , gas , cars, medicines and wheat.
- 15. Why does Jordan have to import oil and gas for its energy needs?**
Because Jordan doesn't have large oil and gas reserves.
- 16. Where do Jordan's imports come from ? Which countries ?**
Jordan's imports were from Saudi Arabia, the EU, China and the United States.
- 17. What makes Jordan different from other countries in the region ?**
Jordan does not have large oil or gas reserves.

- 18. Quote the sentence which indicates the result that Jordan does not have large oil or gas reserves.**
For that reason, Jordan has to import oil and gas for its energy needs.
- 19. Quote the sentence which indicates the country that Jordan imports the largest percentage from it.**
In 2013 CE, 23.6 % of Jordan's imports were from Saudi Arabia.
- 20. Why is trade with the EU and North Africa likely to grow?**
Because Jordan has signed trade agreements with both areas.
- 21. Quote the sentence which indicates that Jordan exports and imports from and to other countries without paying any money. (unpaid contracts)**
It signed a free trade agreement with Egypt, Morocco and Tunisia in 2004 CE.
- 22. There are three trade agreements that Jordan signed with other countries. Mention them.**
- In 1997 CE, Jordan first signed a trade agreement with the EU.
- In 2004 CE, it signed a free trade agreement with Egypt, Morocco and Tunisia.
- In 2011 CE, another trade agreement was made with the EU, Egypt, Morocco and Tunisia.
- 23. Mention the countries that Jordan trades freely with them .**
USA , Canada , Malaysia , EU , Egypt, Morocco and Tunisia
-

Critical Thinking

- 1. How can we decrease or stop importing wheat from other countries. Suggest .**
a. Encouraging farmers by offering them money and fertilizers.
b. Giving deserted lands to farmers freely.
c. Stopping building in fertile lands.
d. Helping farmers by offering them new machines.
e. Finding underground water and digging new wells.
- 2. Suggest three ways to decrease Jordan's imports of oil and gas from other countries .**
a. Decreasing the use of electricity in our homes, factors , schools and public places.
b. Using solar energy and wind farms. (renewable sources)
c. Using public transports instead of cars in our travels.
- 3. Why do countries need to export and import goods?**
- They export goods to increase the economy and make money.
- They import goods that are few and rare and not made in the country.
- 4. Why should our community buy Jordanian goods?**
To support Jordanian economy and industries.
-

Quotation:

" 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? **Gibran Khalil Gibran**

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

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

سواء أكنت تبيع نوعاً جديداً من معجون الأسنان لعدد من الصيدليات، أو آخر برامج الحاسوب لمدرسة، أو نوع جديد من عروض العطلات لوكالة سفر فإنك بحاجة إلى أن تعلم...

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

1. Do your research **قم بإجراء بحثك**

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

لا تخرج من عرض دعائي للمبيعات متمنياً لو أن استعدادك كان أفضل، فمعرفة منتجك أمر أساسي، هل تعرف متى تم تطويره؟ وأين تم إنتاجه؟ كما أنك بحاجة لأن تعرف من هم الفئة المستهدفة في السوق، فمثلاً، عمر ودخل الناس الذين يحتمل أن يشتروا المنتج، ولا يقف الأمر عند ذلك، بل يتعداه لوجوب معرفة كل ما يتعلق بالمنافسة، بما معناه المنتجات المشابهة في السوق. لماذا يتفوق منتجك على المنتجات الأخرى؟ ولماذا يحظى بقيمة فضلى؟

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

وإضافة إلى ذلك، ينبغي عليك أن تعرف بدقة الناس الذين تتحدث إليهم، وما هي حاجاتهم، فعلى سبيل المثال، إذا كانوا يمثلون الطبقة الوسطى بمنطقة متواضعة، فكن على استعداد لبيان سبب مناسبة منتجك للطبقة الكادحة الذين لا يملكون الكثير من المال. وما الذي يجعل منتجك مثالياً لهم، وبالجملة فأنت بحاجة لأن تعتقد بما تبيعه، والطريقة الفضلى لتحقيق ذلك هي استعمال المنتج!

2. Prepare and practice **حضر نفسك وتدرّب**

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

خطط لعرضك التقديمي بحذر، ليس فقط ما ستقول، ولكن كيف ستقولها أيضاً؟ هل ستقرأ كلمة كلمة، أو تستعمل ملحوظات أو تحفظه عن ظهر قلب؟ مهما كان قرارك، فمن الجيد أن تحتفظ بقائمة تضم النقاط الرئيسية، في حال قاطعك شيء ما، أو تجمدت أصابعك (تحدث). ثم تمرن عليها وإذا أمكن الأمر أمام زملائك، أحدث تغييرات وتدرّب عليها مرة أخرى.

3. Be professional **كن محترفاً**

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

اجعل عرضك التقديمي قصيراً وبسيطاً، وابدأ ببعض التعليقات الودية، فمثلاً أشكر المستضيفين على السماح لك بالتحدث إليهم، وأثن على شركتهم، وتذكر أن تتحدث ببطء ووضوح، ومن الضروري أن تبدو واثقاً بنفسك حتى ولو كنت خائفاً! وحال الكلام، لا تنق رأسك للأسفل، وبدلاً من ذلك انظر حول الغرفة واتصل بعينيك بجمهورك وابتسم! وعندما تفرغ من الحديث، افتح المجال للأسئلة، وإذا لم تعرف أجوبة ما لا تتظاهر بالمعرفة واشكر السائل، وعده بالبحث عن الجواب وقم بذلك بحق. وختاماً، احتفظ بملخص لما تم تقديمه لتوزيعه في نهاية الجلسة. أتمنى لو أنني عرفت كل ذلك عندما بدأت العمل في مجال الأعمال! حظاً جيداً

| Key Word | Meaning in English | Arabic |
|------------------|---|------------------|
| package holiday | an organised trip with everything included in the price (travel, accommodation, food) | حزمة رحلة |
| sales pitch | a presentation made by someone who is trying to sell a product | خطاب بيع |
| target market | people who are identified as possible customers | السوق المستهدف |
| age group | a set of people of similar age | الفئة العمرية |
| department store | a large shop that sells many different types of things | متجر لسلع مختلفة |

| Key Word | Meaning in English | Arabic |
|-------------------|--|-------------|
| sales pitch (n) | the statements and promises that someone makes to try to persuade someone to buy something | خطاب البيع |
| machinery (n) | machines, especially large ones | ماكينات |
| knitwear (n) | clothing made from wool | ملابس صوفية |
| extensively (adv) | in a way to cover or affect a large area | بشكل توسعي |
| marketing | The study of selling products to customers | تسويق |

Read the previous web page and answer the questions.

1. What is a sales pitch ?

The statements and promises that someone makes to try to persuade someone to buy something.

2. Give two examples for knowing the target market. Everything about your product such as :

- The age group
- The income of the people who might buy the product.

3. Quote the sentence which indicates that it is necessary to know everything about your product.

It is essential to know everything about your product.

4. Mention the things that you should know about your research .

- a. You know when it was developed, and where it is produced.
- b. You should know who the target market is – (the age group or income of the people who might buy it)
- c. You should know all about the competition –
 - Similar products on the market.
 - Why is your product superior to others?
 - Why does have better value?
- d. You should know exactly which people you are speaking to, and what their needs are.
 - if they represent a middle-class department store in a humble neighbourhood.
 - be ready to explain why your particular product would suit customers who do not have lots of money.
 - What makes your product perfect for customers ?

5. What is the definition of " department store" ?

A large shop that sells many different types of things.

6. What is the best way to believe in your product ?

The best way is to use it.

7. How could you plan your presentation carefully ? Mention two ways .

- Know what you will say in your presentation.
- Know how you will say it.

8. You can say your presentation in three different ways. Mention them .

- Read it word by word.
- Use notes.
- Memorise it.

9. Why is it a good idea (recommended) to have a list of your main points ? Two reasons :
- In case something interrupts you
 - or you simply freeze with nerves.
10. What should sellers do while giving their presentations ? (Recommendations by experts)
- Keep your presentation short and simple.
 - Start with some friendly comments
 - Speak slowly and clearly
 - It is important to appear confident
 - Don't keep your head down
 - Look round the room and make eye contact with your audience Smile!
11. Your presentation should have two qualities . Mention them .
- a - short b - simple
12. Mention two examples about starting with some friendly comments.
- Thank your hosts for allowing you to speak to them
 - Compliment their company.
13. What should you do at the end of the session ?
- You should make a summary of the presentation.
14. Quote the sentence which shows the body language which should be used when speaking with clients.
- "Instead, look round the room and make eye contact with your audience."
15. How can we make a sales pitch ?
- Doing our research
 - Preparing and practicing
 - Being professional

EDITING :

(4 points)

انواع الأخطاء : الاملاء , الأحرف الكبيرة , علامات الترقيم , خطأ قواعدي , وجود نقص في حروف كلمة :

تأتي الأحرف الكبيرة دائما في أول الجملة , أو الفقرة , ومع الألقاب واسماء المنظمات والاختصارات والأيام والأشهر , وأسماء الدول واللغات والجنسّات والمدن , ومع الاتجاهات

1. تغيير شكل الحرف (a - e) (e - i) (b - P) (V - f) (S - C) (C - K)

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes. (one grammar mistake , one punctuation mistake and two spelling mistakes) . Find out these four mistakes and correct them. Write the correct answers down in your ANSWER BOOKLET .

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 start with the important issues. The Chinese believe in avoiding conflect. It is always important to be patient. I was prepared to compremise, so in the end, the meeting was successful.'

Vocabulary

1. Complete the collocations with the verbs in the box. One verb is not needed.

| 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 | | |

2. Complete the sentences with *collocations* from exercise 1. The first one is done for you.

1. Be very careful when you answer the questions, and try not to make a mistake.
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! 2019
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. 2019
8. Saleem began the meeting by making ----- about his interesting experiences in Egypt. 2019

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

3. Complete the explanations with words from the box. One word is not needed.

(**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

5. Choose the correct word(s) to complete the text about *exports* from Jordan to the European Union.

Listening

(**exported - had exported - imported - was exported - was imported - were exported**)

Jordan has sold goods to the EU for many years. In fact, it ----- many products to the EU even before the 1997 CE trade agreement was made. The chart shows goods that Jordan ----- to the EU in 2011 CE. Chemicals accounted for about 37.2% of its exports. Jordan also exported a lot of metals(16.8%) as well as manufactured goods (11.2%). Smaller amounts of food, live animals and machinery -----to the EU. The section called 'other' included sales of goods related to forestry and mining.

Answers : 1 had exported 2 exported 3 were exported

Derivation

| Verb | Noun | Adjective | Adverb | Verb | Noun | Adjective | Adverb |
|-----------|----------------|-------------|--------|--------|------------------------|------------|--------|
| qualify | qualification | qualified | يؤهل | advise | advice | advisable | ينصح |
| recommend | recommendation | recommended | يوصي | | youth | young | صغير |
| succeed | success | successful | ينجح | | awareness | aware | ادراك |
| memorize | memory | memorable | يتذكر | | Nutrition nutrients | nutritious | تغذية |

4. Complete the sentences with the correct form of the words in brackets :

1. Before you apply for a job, check that you have the correct -----.
(**qualify** - **qualified** - **qualification**) (qualify)
2. The company is pleased with your work and is happy to give you a-----.
(**recommend** - **recommended** - **recommendation**) (recommend)
3. Congratulations on a very ----- business deal.
(**success** - **succeed** - **successful**) (succeed)
4. We should always be ready to listen to good -----.
(**advise** - **advice** - **advisable**) (advise)
5. My father often talks about what he did in his -----.
(**young** - **youth**) (young)
6. It's important to have an ----- of different countries' customs.
(**aware** - **awareness**) (aware)
7. The graduation ceremony was a very ----- occasion for everyone.
(**memory** - **memorise** - **memorable**) (memory)
8. Nuts contain useful ----- such as oils and fats.
(**nutrition** - **nutrients** - **nutritious**) (nutritious)

Answers : 1 qualification 2 recommendation 3 successful 4 advice 5. youth 6. awareness 7. memorable 8. nutrients

Pronunciation : Intonation – p-61

1. You did English at university last year, *didn't you?* [falling]
2. You did English at university last year, *didn't you?* [rising]
3. You don't understand what gender-neutral means, *do you?* [falling]
4. You don't understand what gender-neutral means, *do you?* [rising]

Explanations:

1. The falling intonation has the meaning of **checking information**.
2. The rising intonation means that **the speaker is less sure**.
3. The falling intonation means that **the speaker is checking something they know**.
4. The rising intonation implies that **the speaker wants someone to explain this concept to them**.

Pronunciation : Sentence stress – p-69

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

- a. **I** retired when I was 60, which was in 1999 CE.
- b. I **retired** when I was 60, which was in 1999 CE.
- c. I retired when I was **60**, which was in 1999 CE.
- d. I retired when I was 60, which was in **1999 CE**.

Answers :

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

Grammar

1. Unreal past forms for past regrets : (wish = if only)

Function : We use (*wish* or *If only* + Past Perfect) to express **regrets** about the past.

الماضي غير الحقيقي للتعبير عن الندم (التحسر - الاسى) في الماضي

2. Unreal past forms for present wishes :

Function : We use (*wish* or *If only* + Past Simple)

to express wishes about **the present** that are impossible or unlikely to happen.

الفعل المستخدم بعد wish يكون أقدم من الحدث الموصوف (الموجود في الجملة الأولى الأصلية)

Wish = If only

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

تحويل الأفعال

| | | | |
|----------------------|----------------|-------------------|----------------|
| can | couldn't | can't | could |
| will | wouldn't | won't | would |
| have to / has to | didn't have to | must | hadn't to |
| have / has | didn't have | mustn't | had to |
| have + V3 / has + V3 | hadn't + V3 | old - tall enough | older - taller |
| too / very | so | good / well | better |

Examples :

| | |
|--|---|
| 1. I didn't do much work for my exam. | 1. I wish I had done more work for my exam. |
| 2. We didn't catch the earlier bus. | 2. We're late. If only we'd caught the earlier bus. |
| 3. I slept too long. | 3. I wish I hadn't slept too long. |
| 4. These shoes hurt my feet. | 4. I wish I hadn't bought these shoes. |
| 5. I <i>don't know</i> the answer. | 5. I wish I knew the answer. |
| 6. We <i>live</i> in a small flat | 6. I wish we lived in a bigger flat. |
| 7. He <i>is not</i> tall enough. | 7. He wishes he were taller. |
| 8. We <i>aren't</i> old enough | 8. If only we were older. |
| 9. We <i>don't study</i> hard. | 9. I wish we studied hard. |
| 10. We visited the museum . | 10. I wish we didn't visit the museum . |
| NOTE: We usually say (<i>I wish / If only</i> + <i>were</i> .) | 27 |

1. 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 hadn't eaten

2. Make sentences using (I wish or If only) to talk about things that you regret from the past.

You can use these examples if you wish:

1. • take piano lessons when I was a child

2. • visit England last summer

3. • read more classic novels in Grade 11

4. • visit my grandparents yesterday

5. • help my mother more in the kitchen

Answers : 1 I wish I had taken2 If only I had visited3 I wish I had read4 If only I had visited5. I wish I had helped

3. Think about one of the scenarios below. Use (I wish or If only) to talk about the regrets that you have.

الجملة جميعها منفية واصبحت في الاجابات مثبتة . (الندم = عكس ما حصل في الواقع)
- نستخدم (been) ان وجد في الجملة (was)

1. • an exam that you **did not do** as well in as you expected.

2. • a holiday or short trip that **was not** as enjoyable as you had hoped it would be.

3. • a telephone call or meeting that **was not** successful.

1 I wish I had done well in the exam. 2 If only it had been an enjoyable trip. 3 I wish the telephone call or meeting had been successful.

4. Choose the most suitable verb form to complete these sentences :

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

5. Complete the sentences with words from the box. The first one is done for you.

(had (x2) hadn't if only wish)

1. I couldn't understand anything. If 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

6. Read the situations and complete the sentences. The first one is done for you :

1. Sultan forgot to do his Science homework. If only he hadn't forgotten 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 to bed 3 had had 4 hadn't forgotten it 5. had played

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

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

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

8. 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) 2016
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)

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

11. Complete the sentences using the correct form of the following prompts :

- (be older - have a camera with me - live in a big house)
(not have a headache - not be so far away - like the same things)

1. Our flat is very small. If only we lived in a big house.
2. Jaber isn't old enough to drive a car. He wishes he _____.
3. My brother and I never want to watch the same TV programme. I wish we _____.
4. I'm looking at a beautiful view, and I'd love to take a photo. If only I _____.
5. My cousins don't live near here. I wish they _____.
6. I want to go out this afternoon, but I don't feel well. If only I _____.
7. I am sorry that I didn't read that book. I wish _____ that book.
8. If you -----to learn a new language, you need to be motivated. (will want / want / wanted)
9. If only I ----- lost my ticket! (haven't / didn't / hadn't)

Answers :

1. If only we lived in a big house
2. He wishes he was older
3. I wish we liked the same things
4. If only I had a camera with me
5. I wish they weren't so far away
6. If only I didn't have a headache / a toothache

Read the situations and complete the sentences. The first one is done for you :

1. I regret *going* to bed late last night.
I wish I ----- earlier.
2. Samia regrets *being* angry at breakfast time.
If only -----.
3. I *should have* studied hard before the exam.
I wish -----.
4. I regrets I didn't Study English when I was young.
I wish -----.
5. Nader *should have* been more careful with his essay. He didn't get a good mark. (wishes) 2016

6. I regret *living* abroad for a long time . (wish) 2016

7. I regret *speaking* aloud in my class. (wish) 2017

8. Mohammad didn't consult his career advisor, so he felt sorry. (wish) 2017

9. I have broken my watch. 2019
I wish -----

Write wish sentences which could follow these beginnings :

1. I'm really tired, but I can't sleep at night . I wish -----
2. The weather's too hot at the moment . I wish -----
4. The streets are very dirty . I wish -----
5. Many people in my village smoke too much . I wish -----
6. Going to the theatre is expensive . I wish -----
7. Our city doesn't collect rubbish often enough . I wish -----
8. I am not very good at Maths . I wish -----
9. Hani speaks really quickly . I wish -----
10. I can't speak French . I wish -----
11. You're always losing things . I wish -----
12. We have to start work very early tomorrow morning . I wish -----30

بسم الله الرحمن الرحيم

(2019 - 2020)

Action Pack 12

Twelfth Grade

Unit 10

المستوى الرابع - (الكتاب الجديد)

Career Choices



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Career choices

Which of the following can help you to understand foreign languages?

headphones - interpreter - regional - rewarding - secure - seminar - translation

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

My job as an interpreter

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

وظيفتي كمترجم
اسمي فاطمة موسى و لقد عملت كمترجمة لمدة 5 سنوات . و العديد من الطلاب ارسلوا لي ايميلات عبر البريد الالكتروني ليسألوني عن عملي لأنهم يريدون أن يعرفوا ما سيكون عليه الوضع عندما أقوم بعملي . لهذا هذا هو ردي .

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

لقد كنت دائما مولعة باللغات. كان والدي يعمل في العديد من البلدان المختلفة عندما كنت صغيرا ، ونحن عادة سافرنا معه . عندما زرنا بلدا ، أردت دائما تعلم اللغة . في المدرسة كنت جيدة جدا في اللغة الإنجليزية . لذلك ، قررت مهنة كمترجمة .

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.

يتضمن عملي الآن الذهاب إلى المؤتمرات والندوات الهامة في جميع أنحاء العالم . عندما يتحدث شخص باللغة الإنجليزية في مؤتمر ، فأنا استمع إلى ما يقولونه من خلال سماعات الرأس . وبعد ذلك اترجم إلى اللغة العربية بينما المتكلم يتحدث . أعطي الترجمة من خلال سماعات الرأس لأشخاص آخرين في الاجتماع. وهذا يعني أن أي شخص في الغرفة يتحدث العربية يمكن أن يفهم ما يقوله الناس .

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

هل هو عمل سهل ؟ على الاطلاق. اللغة الإنجليزية ليست هي نفسها في كل البلدان الناطقة باللغة الإنجليزية . على سبيل المثال ، الكلمات الإنجليزية التي تستخدم في الهند تختلف في بعض الأحيان عن الكلمات التي يستخدمها الناس في المملكة المتحدة والولايات المتحدة وأستراليا . وكذلك معرفة اللغة الإنجليزية الإقليمية ، أنت أيضا بحاجة إلى معرفة الكثير من اللغة المتخصصة . بعض الكلمات التي تستخدم للحديث عن الأعمال التجارية أو العلمية أو القانون ، على سبيل المثال ، تجعلها تقريبا لغة مختلفة !

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.

ما لم يكن لديك شهادة علمية في اللغة ، فلن تكون قادرا على أن تصبح مترجما . اذا كان لديك لديك مؤهل في الدراسات العليا ، فربما كنت ستحصل على وظيفة مترجم بسرعة. اذا كان لديك مقابلة عن وظيفة، سوف تحتاج إلى إظهار أن لديك مهارات الاستماع الجيدة وصوت واضح في النطق . سوف تحتاج أيضا إلى إظهار أنه يمكنك التفكير بسرعة وانك قادرا على التركيز لفترات طويلة من الزمن . إذا كنت ناجحا ، فهو عمل آمن ومجزى . وربما تحتاج إلى السفر كثيرا ، ولكن هذا ليس مشكلة طالما انك تستمتع بزيارة بلدان أخرى .

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.

انه عمل مسؤول جدا . وأنا أدرك أنني إذا ترجمت أشياء بشكل سيئ ، يمكن أن تؤثر على قانون مهم أو اتفاقية تجارة بين البلدان. ومع ذلك ، تحصل على شعور كبير من الارتياح عندما تعلم ان الناس يفهمون كل ما ترجم .

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

Read and answer the questions :

- 1. Why have many students emailed Fatima about her work ?**
Because they want to know what it would be like to do my job. So here is my reply.
- 2. Quote the sentence which indicates that Fatima likes languages.**
I have always been fond of languages.
- 3. What is the reason which made Fatima wanted to learn the language ?**
Her father worked in many different countries when she was young and they usually travelled with him. When they visited a country, she always wanted to learn the language.
- 4. What qualifications should you have to become an interpreter ?**
You should have a language degree.
- 5. Why isn't English the same in all English-speaking countries ? reasons**
 - The English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia.
 - Some of the words that are used to talk about business, science or law make it almost a different language!.
- 6. How can you get a job as an interpreter quite quickly?**
If you have a postgraduate qualification.
- 7. There are some qualities an interpreter should have . What are they ? (successful in an interview)**
 - Having good listening skills and a clear speaking voice.
 - Think quickly .
 - Being able to concentrate for long periods of time.
- 8. Mention two benefits for the job of an interpreter.**
Secure and rewarding job.
- 9. Is the job of an interpreter a very responsible job ? Why ?**
Yes, because if you translate things badly, it could affect an important law or trade agreement between countries.
- 10. What are the six official languages used at the United Nations ?**
Arabic – Chinese – English – French – Russian – Spanish

Read the talk again and complete the sentences.

1. Fatima Musa's job involves going to ...
important conferences and seminars around the world.
2. As well as knowing regional English, you also need to know ...
a lot of specialist language
3. Unless you have a language degree, you will not ...
be able to become an interpreter
4. Provided that you have a postgraduate qualification, you will probably get ...
a job as an interpreter quite quickly
5. You will probably need to travel a lot, but that is not a problem as long as ...
you enjoy visiting other countries

Do you think you have the necessary qualifications to be an interpreter?

Would you like to be an interpreter? Why/Why not?

Yes, because I have good English skills and a clear voice.

Also, I can think quickly and have the ability to concentrate for a long period of time.

Reading

3. These people are ***applying for a job*** at a pharmaceutical company.
Read and complete the two curriculum vitae with the headings in the box.

Dear Sir/Madam,

I would like to apply for the position of researcher at your pharmaceutical company. As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry. Furthermore, I have worked as a shop assistant at a chemist's, so I know a lot about this industry.

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

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

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

Yours faithfully,

Tareq Hakim

سيدي العزيز / سيدتي ،

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

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

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

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

المخلص لك،

طارق الحكيم

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

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

Dear Mr Rahhal,

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

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics.

I am a competent and adaptable worker and I believe that I can be successful in any position. I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

عزيزي السيد رحال ،
أنا مهتم جدا في وظيفة باحث في شركة الأدوية الخاصة بكم . سوف ترى من السيرة الذاتية المرفقة انني قد عملت في المبيعات لشركة أدوية كبيرة لسنوات عديدة. لقد كنت ناجحا جدا في هذا العمل، و كنت مندوب المبيعات لعام 2013 م . وأود الآن ان اقوم بتحدي جديد ، وسوف اكون مهتم في الانتقال إلى البحث. انا لذي شهادة في الفيزياء . أنا عامل كفؤ وقابل للتكيف ، وأعتقد أنني يمكن أن اكون ناجحا في أي عمل.
أنا أحب القراءة و التخيم . وأحب أيضا السفر.
المراجع متوفرة عند الطلب.
إنني أتطلع إلى الاستماع منك – انتظر الرد.
تفضلوا بقبول فائق الاحترام ،
هشام الخطيب

| Headings | curriculum vitae |
|----------|---|
| Name | - Hisham Khatib - 22 East Way, Irbid - 2010–now: Sales Representative for a large pharmaceutical company - Degree in Physics(graduated 2009) - I won Salesperson of the - Year Award in 2013 CE. - I am a very competent worker. I am also adaptable. - Samira Rahhal, the director in my current job |

You can see the following words in a curriculum vitae.

Which words or phrases apply to skills which people need in a job?

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

Writing

Academic skills: Formal letter writing :

When you write a formal letter, remember to lay it out correctly.

- Lay the letter out correctly with a clear greeting line and sign-off line.
Make sure you begin and end the letter appropriately.
- Use formal language; avoid contractions. Use modal verbs. Write short and clear paragraphs.
Check your spelling and punctuation so that you give a good impression.

5. You have seen an advertisement for a job that you would like to do. Decide what job the advertisement is for. Write a curriculum vitae and a covering letter.

Curriculum Vitae

| Headings | curriculum vitae |
|-------------------------|--|
| Name | - Farida Jabari |
| Address | - 215 Rainbow Street, Amman |
| Education | - Degree in English (2009 CE) PEP (Practical Education Programme) Teaching qualification(2011 CE) |
| Work experience | - Teacher of English, [SCHOOL NAME], Amman |
| Skills and achievements | - Voluntary work for children's charities; excellent piano accompanist |
| Personal attributes | - I am a dedicated, ambitious worker. I have high expectations of myself and the students I teach. |
| Reference | - [FULL NAME], head teacher at [SCHOOL NAME], Amman |

covering letter

Dear [TITLE (Mr, Mrs, Dr, etc.) + SURNAME],

I am writing to apply for the job of Head of the English Department at[SCHOOL NAME]. You will see from my curriculum vitae that I have a Bachelor's degree in English and a PEP teaching qualification, as well as substantial teaching experience at [SCHOOL NAME].

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

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

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

Yours sincerely,

Farida Jabari

Stepping into the business world

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

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

الدخول في عالم الأعمال
دراسات الأعمال هو خيار شائع للطلاب الذين يختارون دراسة الشهادة الجامعية في المملكة المتحدة. بعد التخرج ، يذهب البعض إلى مزيد من الدراسة ، ولكن معظمهم يبدأ في التوظيف . العديد من الشركات الكبرى تقدم برامج تدريب الخريجين ، والتي هي نوع من التدريب المهني. ذهبنا للقاء ريكي مايلز البالغ من العمر اثنين وعشرين عاما، والذي هو على وشك التخرج في هذا الموضوع. منذ متى وانت تم تدرس دراسات الاعمال ، ريكي ؟

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

What exactly have you studied over those four years ?

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

انها دورة مدتها أربع سنوات ، بما في ذلك دورتين من الخبرة في العمل . كل واحدة استمرت ستة أشهر ، لكنهما لم تكونا في نفس العام . بالضبط ما الذي درسته خلال تلك السنوات الأربع ؟ الكثير جدا ! الرياضيات ، وبطبيعة الحال ، المحاسبة ، المالية والاقتصاد . أوه نعم ، التسويق والمبيعات ، أيضا . كما أنني درست دورة في الإدارة، وهي عن التعيين و إدارة الموظفين ، وكيفية التعامل مع النزاع ، و دورة في الإعلان . كان علينا جميعا أن نفعل ذلك ، أيضا، لان مهارات الكمبيوتر ضرورية.

What did you most enjoy about the degree ?

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

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

بماذا استمتعت اكثر شيء فيما يتعلق بالشهادة الجامعية ؟ في الخبرة العملية، بالتأكيد . لقد تعلمت الكثير ، في المرتين ، وبالطبع تبدو رائعة عندما توضع في سيرتي الذاتية. عرضت إحدى الشركات علي العمل باجرة مدفوعة في الصيف الماضي ، لذلك تمكنت من الحصول على خبرة اكثر بهذه الطريقة . أيضا ، لم اكن امتلاك الكثير من المال في العام الماضي لو لم احصل على هذا العمل ! أي نوع من الشركة تلك، وماذا فعلت هناك؟

It was a company that (a company) provides financial products – savings and pensions, mostly.

At first I just 'shadowed' different people, watching what they (different people) were doing .

Then I did quite a lot of checking for them (different people) – you know, checking their (different people) calculations. When I went back in the summer, I was in the sales department. My job was to follow up web enquiries, and send out further information to possible clients . I enjoyed it (Rickey's job) , and I wouldn't have had that opportunity if I hadn't done the work experience first.

What are you planning to do next ?

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

وكانت الشركة توفر المنتجات المالية - الادخار و المعاشات التقاعدية ، في الغالب. في البداية أنا فقط " تعقبت " أشخاص مختلفين ، اراقب ما كانوا يفعلوا . ثم قمت بالكثير جدا من التدقيق وراءهم - كما تعلم ، والتحقق من حساباتهم . عندما عدت في الصيف ، كنت في قسم المبيعات . كانت مهمتي متابعة الاستفسارات التي تأتي على شبكة الإنترنت، وارسال المزيد من المعلومات للزبائن المحتملين . لقد استمتعت بذلك ، و لم اكن لاحصل على هذه الفرصة لو لم اقم بالخبرة العملية أولا . ماذا كنت تخطط للقيام به بعد ذلك؟
لقد تقدمت بطلب لوظيفة في البنك الحصول على وظيفة . لدي المؤهلات المناسبة ، لكنني أعرف أنه سيكون هناك الكثير من المتقدمين الآخرين . يجب أن انتظر و ارى ما اذا كان يمكنني الحصول على مقابلة . إذا حصلت عليها ، يجب ان استعد حقا.

| Key Word | Meaning in English | Arabic |
|---------------|---|------------------------|
| Marketing | money you save over your lifetime to pay for your old age | تسويق |
| recruiting | promoting your product; finding customers | تعيين موظفين جدد |
| pensions | online questions | اسئلة عن طريق النت |
| calculations | finding suitable employees | حسابات |
| web enquiries | maths; work with numbers | استعلامات عن طريق النت |

Read the text and answer the questions.

1. What is the name of Ricky's degree?

Business studies

2. How did he spend a quarter of his time as a student?

Doing work experience.

3. After doing a degree course in business studies , you can do two things. Mention them.

- Some go on to further study.
- Most of them take up employment.

4. What is graduate training schemes ?

They are a kind of apprenticeship.

5. What are the kinds of courses that Ricky has studied in the university ? Mention them.

Maths, accounting, Finance and Economics, Marketing and sales, Management, Advertising.

6. Taking a course in management is about three things. Mention them.

- recruiting
- managing staff
- how to deal with conflict

7. What kind of company did Ricky work for last summer, and what was his job?

It was a company provided financial products, and his job was to follow up web inquiries.

7. Mention two examples about financial products .

Savings and pensions

8. What was Ricky's job in the company at first ?

At first he just 'shadowed' different people, watching what they were doing .

Then he did quite a lot of checking for them such as checking their calculations.

9. What was Ricky's work in the sales department ?

His job was to follow up web enquiries, and send out further information to possible clients .

10. Write down two things (benefits) as a result of Ricky's paid work last summer ?

- He managed to get even more experience that way.
- Also, he wouldn't have had much money last year if he hadn't had that job!

11. What is he waiting to find out?

Whether or not he will get an interview.

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

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

13. What should new graduates do ? Suggest .

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

Vocabulary

1. Complete the sentences with words or phrases from the box.

(career - headphones - interpret - seminar - regional - rewarding - translation)

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

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

2. Circle the correct words.

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

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

| Prepositions | Arabic | Prepositions | Arabic |
|------------------|-----------|--------------|----------|
| work as | يعمل ك | ask about | يسأل عن |
| decide on - 2018 | يقرر | good at | جيد في |
| translate into | يترجم الى | talk about | يتحدث عن |

3. Complete the sentences from the box. One preposition is not needed.

(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. (into , on , at , about) 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. 2018

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

4. Match the definitions with the words in the box.

| Key Word | Meaning in English | Arabic |
|-------------|--|--------|
| proficiency | relating to an occupation | كفاءة |
| vocational | skill, experience | مهني |
| look into | investigate | يستقصي |
| negotiate | discuss in order to come to an agreement | يفاوض |
| recall | remember | يتذكر |

Grammar:

Conditional Sentences

If, unless

تتكون الجملة الشرطية من اسمين : الأول **If clause** وتسمى جملة الشرط , وتحتوي على أداة ربط مثل والثاني **Main clause** وتسمى جملة جواب الشرط

1. The (0) type : (The tense in both parts is present) : This type is used when the result always happens (it is a fact) :

حقائق – نفس النتيجة

Function : • We use the zero conditional (*if + Present Simple/Present Simple*) to describe something that always happens (the inevitable consequence) after a certain action or event.

| If Clause | Main Clause |
|---|--|
| If (When) + S + simple present He, she , it + Vs-es / don't – doesn't +V-inf. | Subject + simple present (a fact) He, she , it + Vs-es / don't – doesn't +V-inf. |

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

2. The first conditional (Type 1) :

(For things that will possibly happen)

Function : • We use the first conditional (*if + Present Simple / will + Present Simple*) to describe a future outcome of a certain future action or event.

محتمل الحدوث

| If Clause | Main Clause |
|---|---|
| If + S + simple present – V1-Vs-es He, she , it + Vs-es / don't – doesn't +V-inf. | Subject + will / won't (modals) + infinitive |

الدوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

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

بشرط ان اذا لم - ما لم طالما حتى لو

• 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.

- If Sami studies hard , he ----- all his exams . (pass)
- If you -----an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
- I'll buy the book *if/ provided that/as long as* it ----- too expensive. (not be)
- I ----- it if it is too expensive . (not, buy)
- If Sami studies hard , he ----- all his exams . (pass)
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) 40

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

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

| If Clause | Main Clause |
|---------------------------|---|
| If + S + had + P.P (V3) | Subject + <i>would / wouldn't</i> + have + P.P (V3) |

- **Function** : We use the third conditional (*if + Past Perfect / would have + past participle*) to imagine past situations. These past situations are impossible, and did not happen.
- The *if*-clause states one *event* that *did not happen*.
- The main clause states *the result*, which also *did not happen*:

e.g. : If I **had stayed** at home that day, I **would have missed** the celebration. (The person did not stay at home that day.)
 e.g. : - If I **had gone** to Makkah , I **would have performed** the Omrah .
 e.g. : If I **had stayed** at home that day, I **would have missed** the celebration. (The person attended the celebration.)
 e.g. : I **wouldn't have gone** to the library if my friend **hadn't invited** me. (My friend invited me to the library, so I went.)
 e.g. : If **I'd studied** harder, **I'd have passed** the exam. (I didn't study very hard, and I didn't pass.)

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)

3. **The Third conditional (could – might)**

| If Clause | Main Clause |
|---------------------------|---|
| If + S + had + P.P (V3) | S + would have / could have / might have + P.P (V3) ربما كان من الممكن - قدرة تاكد |

- When we are talking about the imaginary past, we can use **could have or might have** + past participle in place of **would have** + past participle.
 - We use these past modals when we are **less sure** of the result of the impossible past situation.
- e.g. : If I **had prepared** better for the competition ,I **might have won** the first prize.
 (*The speaker is not sure that this would have been true.*)
- e.g. : If I **had slept** better the night before the exam ,I **could have concentrated** better.
 (It is possible that the speaker would have been able to concentrate.)
- e.g. : If **I'd gone** to a different school, I **might not have studied** French. I **could have taken** English.
- e.g. : Our team **could have won** the match if **they'd trained** harder, and then they might have been champions now if they'd won.

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

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

1. Saeed *left* his camera at home, so he *wasn't able to* take pictures of the parade. (could)
If Saeed *hadn't left his camera at home*, he *could have taken* pictures of the parade
2. I had a headache yesterday, and I didn't do well in the Maths test. (might)
3. I didn't know your phone number, so I *wasn't able to* contact you. (could)
4. You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)
5. I worked really hard the day before the exam. I got top marks. (might not)
6. I didn't stay at home that day, so I didn't miss the celebration. (would)
7. My friend invited me to the library, so I went. (would not)
8. I didn't study very hard, and I didn't pass the exam. (would)
9. I didn't prepare well for the competition , so I didn't win the first prize. (might)
10. I didn't sleep well the night before the exam , I didn't concentrate very well. (could)
11. Our team didn't win the match . They didn't train hard. (could)
12. Our team didn't win the match . They weren't champions. (might)
13. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could) 2016
14. I studied really hard the day before the final exams. I achieved the first rank in my class. (might not) 2016
15. Sami didn't apply immedietly for the scholarship, so he didn't get it . (if , could) 2016
16. Marwan worked really hard the day before the exam. He got top marks. (if / might not) 2017
17. The company didn't know your phone number, so they weren't able to contact you. (if / might) 2017

Change the following sentences into facts :

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

1. If I hadn't come to this school, I could have taken English.
2. If I had grown up in this city, I might have learnt French.
3. If I hadn't grown up in this city, I might not have learnt French.

Using "Unless": (Unless = If not)

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

e.g. : I won't buy it **if** it is too expensive = I'll buy it **unless** it's expensive.

1. If you study hard, you will pass your exam.

Unless

2. If you don't water the plants, they will die.

Unless

3. If I don't write a good essay, the teacher won't be pleased

Unless

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

Unless

5. If nobody does the work, I won't complete.

Unless

6. Unless you study hard, you won't succeed.

If

7. Unless you are clever, you will fail.

If

| If Clause | Main Clause |
|----------------------|--|
| If + S + Past Simple | S + will + if + is not = S + will + even if + is |
| | S + will + if + V1/V+s = S + won't + even if + V1-s |

e.g. : I'll buy it **if** it isn't too expensive. = I'll buy it **even if** it's expensive. = I will buy it. The price isn't important.

1. If I travel a lot, I will buy many things.

Even if

2. I'll buy the book if it isn't too expensive.

Even if

1. Choose the correct option to complete the sentences.

1. Unless you have a language degree, you *do / will* not be able to become an interpreter.

2. If you get an interview for a job, you *needed / will need* to show that you have good listening skills.

3. If you are successful, it *is / will be* a secure and rewarding job.

4. You get a huge feeling of satisfaction when you know that people *understand / understood* everything you translate.

Answers : 1. will 2. will need 3. will be 4. understand

2. Complete these sentences with the correct form of the verbs in brackets. (1st type)

1. I (*have got*) the job if I (*have*) some experience.

2. If you (*do*) the course, you (*have*) enough experience to apply for the job.

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

- When you **arrive** at the station next Saturday, we **will be** there to meet you. (arrive / be)
 - Nasser ----- out with us tomorrow unless he -----help his father. (come / have to)
 - I ----- you with your homework, as long as ----- you me with mine! (help / help)
 - Provided that it ----- , we ----- a picnic next week. (not rain / have)
 - If you ----- the prize, how ----- you ----- the money? (win / spend)
 - Even if Omar ----- his driving test this afternoon, he ----- his own car. (pass / not have)
- Answers : 1. arrive – will be 2. will come – has to 3. will help – help 4. doesn't rain – will have 5. win – will you spend 6. passes – won't have

4. Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets. The first one is done for you.

- When / Unless* you ----- heat water to 100°C, it boils. (heat)
 - You will not pass your exams *as long as / unless* you ----- hard. (study)
 - If / Unless* you ----- the plants, they will die. (not water)
 - Do you usually go home or meet your friends *when / provided that* school ----- ? (finish)
 - Your new computer will last a long time *as long as / even if* you ----- careful with it. (be)
- Answers : 1. when - heat 2. unless - study 3. if – don't water 4. when - finishes 5. as long as - are

5. Join the sentence beginnings 1–5 with their endings a–e, using the words in bold.

| | | |
|--|----------------------|--|
| 1 During Ramadan, we eat | If | a it's closed. |
| 2 I'll phone you | When | b we're tired. |
| 3 We'll go to our favourite restaurant on Friday | Even if | c it's part-time – I haven't finished my university studies yet. |
| 4 I will take the job offer | Unless | d the sun sets. |
| 5 We have to go to school, | Provided that | e I miss the bus so that you pick |

Answers : 1. when - d 2. if - e 3. unless – a 4. provided that - c 5. even if - b

- During Ramadan, Muslims eat ----- the sun sets. (*as long as , unless , when , even if*) 2018

6. Tick the correct sentences. Rewrite the wrong ones with words from the box.

even if - if - unless - when

- Ice cream melts **when** it gets warm. ✓

- We need umbrellas **unless** it rains. We need umbrellas when it rains.

- The teacher will be pleased **unless** I write a good essay.

- Our team will celebrate **if** they win the match.

- Provided that** everyone works hard, we'll all pass our exams.

- Babies are usually happy **as long as** they're hungry or cold. (as long as – provided that – unless – if) 2018

- We should always be polite **unless** we feel tired.

Answers : 1. ✓ 2. when 3. if 4. ✓ 5. ✓ 6. unless 7. even if

7. Complete the sentences with your own ideas. Use the zero or first conditional.

1. When I get home from school, I usually -----
2. Unless we're given a lot of homework tonight, -----
3. If there's something I don't understand, I usually-----
4. Even if I'm tired tonight, -----
5. As long as I have enough money, -----
6. Provided that my parents agree, -----

8. Choose the correct option :

1. If Huda ----- ill yesterday, she wouldn't have missed the exam.
a. wasn't b. hadn't been c. hasn't been d. hadn't
2. If my father had gone to university, he *can / could* have been a teacher.
3. Jameel might not have become a musician if his parents *haven't / hadn't* encouraged him.
4. Which words did you need to look *up / over* in a dictionary?
5. Jaber looked *even / as if* he hadn't slept very well.
6. You won't get a job in France unless you ----- French.
a. speak b. speaks c. is speaking d. spoke

2018

Giving Advice

1. Why don't you + V-inf. ?
2. If I were you, I would + V-inf. / If I were you = should
3. You could + V-inf.

9. Rewrite the advice, using the words in brackets.

1. You *should* practise the presentation several times. (were)
If I were you, I'd practise the presentation several times.
2. *It would be a good idea for you to* make a list of questions. (could)

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

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

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

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

Answers :

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

10. Complete the following mini-dialogues by giving advice :

1. A: I would like to get a job as a teacher of English.
B: ----- study English at university?
2. A: I want to learn Chinese, but they don't teach it in my school.
B: You ----- do a Chinese course online.
3. A: I don't understand what we have to do for homework.
B: ----- , I would ask the teacher.

11. Complete the sentences with expressions from the box that ask for or give advice.
you could - if I were you - why don't you

- 1 Before you find a full-time job, consider doing voluntary work?
- 2 -----, I'd find out about training courses.
- 3 As you have a Geology degree, do a course in Land Surveying and become a surveyor.

12. Work in pairs. Complete each sentence with your own ideas, using the third conditional.

1. If there had been email in the 1960s,
2. If people had had mobile phones in the past,
3. If people had known about global warming in the past,

13. Complete the sentences so that they are true for you. Use *could* and *might* instead of *would*.

1. If I hadn't come to this school,
2. If I hadn't grown up in this city,

14. Complete the sentences so that they are true for you.

1. I will enjoy my job provided that
2. I think I will be successful as long as
3. Even if I travel a lot,
4. I will not work abroad unless
5. If I get the job I want,

Writing skills: Using linking words : (The function of)

1. Linking words showing (*cause*) explain the reason for something.

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

2. Linking words showing (*result*) explain the consequences of an action.

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

Quotation

Read the quotation. Do you agree with it? Why/Why not?

I've learned that making a living is not the same thing as making a life.

Maya Angelou (1928 CE–2014 CE)

لقد تعلمت ان كسب العيش ليس مثل طريقة العيش

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

Guided Writing

Read the information in the table below, and then in your ANSWER BOOKLET , write two sentences about -----.

Use the appropriate linking words such as: and, too, also, etc

| Reasons that make people leave their home countries |
|--|
| seek better life - complete education - find better jobs - learn about different cultures - |

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

| What should happen to motorists who break the speed limits ? |
|--|
| Ban from driving Fine for driving fast Put in prison |

There are some punishments /many things that **should** happen to motorists who break the speed limits **such as** banning them from driving **and** fining them for driving fast. **Another thing is** putting them in prison.

| How to improve your English language ? |
|---|
| Listen to English programs Read English newspapers and magazines Join English courses regularly |

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

| Why do people use the internet websites ? |
|---|
| Buy goods Book holidays Pay bills |

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

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

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

| Advantages of email | Disadvantages of email |
|-------------------------------------|---|
| - it is easy to use - it is fast | - less hand-writing practice - lack personal touch |

There are many advantages of email such as being easy to use and fast. On the other hand, there are many disadvantages such as having less hand writing practice and lack personal touch.

Goods that Jordan imports and exports

| Exports | imports |
|--|---------------------------|
| - phosphate - Potash - Pharmaceuticals | - oil - gas - wheat |

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

Why people should read more books

- develop verbal abilities
- increase focus and concentration
- refresh money
- improve imagination skills

2017

There are many reasons that make people read more books such as developing verbal abilities, increasing focus and concentration and refreshing money. Also, another reason is improving imagination skills.

Benefits of doing an internship

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

2017

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

What one can do in a free time

- visiting cultural locations.
- exercising and playing a sport.
- going shopping.
- spending time with friends.

2018

There are many things one can do in a free time such as visiting cultural locations, exercising and playing a sport and going shopping, too. Also, another thing is spending time with friends.

Curriculum Vitae

| | |
|----------------------------|---|
| Name | Farida Jabari |
| Contact details | 215 Rainbow Street, Amman |
| Qualification | Degree in English (2009 CE) |
| Work experience | Teacher of English, Ein Ghazal Secondary School, Zarka – 2009 - now |
| Personal attributes | dedicated, ambitious worker. |

Farida Jabri , who lives in 215 Rainbow Street, Amman , has got a degree in English since 2009 CE . She has been working as a teacher of English in Ein Ghazal Secondary School, Zarka from since 2009 . She is a dedicated and an ambitious worker .

| | | |
|------------------------------------|--|--|
| ways to | Listen - use - find ---- | There are many ways to..... such as –v-ing |
| What ? | Ban.....- put- fine | There are many things such as +V-ing |
| How ? | Listen - read | There are many ways such as + V-ing |
| Why / Why do ? | Buy - book pay | There are many reasons that make such as +V-ing |
| The ways | Listen | There are many ways such as + V-ing |
| Advantages of | easy, fast | There are many advantages of such as being |
| Characteristics of | Students attend.... – students have... | There are many characteristics..... For example, students |
| Successful people | Work hard – welcome change | There are many qualities for successful people such as +V-ing |
| Landline phones | Old – large and heavy | Landline phones are old , large and heavy . |
| Tablet computer | Light and heavy | Tablet computer is light and heavy . |
| Location | Amman | Amman is located in Amman |
| Watching sports on TV | Exciting , comfortable and cheap | Watching sports on TV is exciting, and |
| Date of construction | 1970 | It was constructed in 1970 |
| Date of building | 2001 | It was built in 2001 |
| Purpose of building | Protection of the Roman borders | It was built to protect the Roman borders |
| Duration | Two years | It lasted two years |
| Description of the building | Huge towers – 23 rooms | It has huge towers and twenty-three rooms |
| Date of birth | 801 CE | He was born in 801 BC |
| Date of death | 873 BC | He died in 873 BC |
| Profession - occupation | Physician, ... , .. | He was a physician . |

Derivation

Derivation : The origin from which a word or phrase has developed . (nouns / verbs / adjectives / adverbs)

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

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

I. Nouns :

We use the nouns after the following :

- After the definite and indefinite articles (a / an / the) :** (if there isn't a noun after the blank)
e.g. : I bought a new car .
- After prepositions (in / on / of / at / with / for / by / from / without / into / through / after / before / under etc.)**
e.g. : Ahmed is interested in computers .
- After the possessives ('s / s') :** بعد ادوات الملكية :
e.g. The student's English book on the desk . The students' English books are on the desk .
- After the possessive pronouns (my / his / her / their / your / our / its)** بعد ضمائر الملكية :
e.g. : **Their** abilities made them win The World Cup .
- After adjectives :** e.g. : My friend bought a *wonderful* car . / **after (more) :** more beautiful than
- After numbers : cardinal (one) or ordinal (first) :**
e.g. : He made his first impression about that man according to his last speech .
- After the words (this / these / that / those) :** e.g. : I liked that shirt so much . : بعد ادوات الإشارة
- After (much / many / few / some / any / little / more) :** e.g. : Some students need more exercises . : بعد صفات الكميات
- At the beginning of the sentence as subjects :** عندما تأتي كفاعل في اول الجملة :
e.g. Prevention is better than cure .
- No :** e.g. : Zaid is very clever and I don't know why he has **no** confidence . بعد ادوات نفي الاسماء
- After (need) – (cause) :** The earthquake caused destruction.

II. Verbs : We use verbs :

- After (to) :** e.g. : Try to find a solution to your problem .
- After the adverbs of frequency (always / usually / often / seldom / rarely / sometimes / never)**
e.g. : They usually speak English outside their class .
- After (would rather / had better / let / make / help)** : You should make him do his homework .
e.g. : I'd rather perform the pilgrimage . Let's go to the cinema.
- After the (verbs to do) : (do / does / did)** e.g. : He doesn't help the poor.
- After the modals (will / would / shall / should / may / might / can / could / must) :** e.g. : He shouldn't drive so fast .
- Between the subject and the object :** e.g. : All ministries of education provide students with all needs at the start of the year .

III. Adjectives :

- Adjectives describe nouns :** e.g. : He has a **good** appearance . (before nouns)
- After (verb to be) :** e.g. : This scene **is** interesting .
- After adverbs (adverb + adjective) :** e.g. : It is **completely hard** .
- " be " + (as adj as) :** e.g. He is as busy as a bee .
- " be " + (very / too / so / quite / a bit / absolutely / extremely) :** e.g. : He **is too** nervous to deal with .
- After these verbs (look / feel / sound / seem / become / taste / smell / get / turn) :** He seems happy .
- After (be + more / the most) :** He is more careful than .

IV. Adverbs :

- Adverbs describe verbs :** e.g. : He is driving slowly
- We use the adverbs before adjectives (be + ly)** e.g. : It is completely hard .
- Adverbs are used as a single clause (without verbs) : (verbless clauses) (ly , + subject + verb)**
e.g. : Suddenly, he began to drive slowly .
- " verb " + (very / too / so / quite) :** e.g. : He always gives his help **very** generously .
- " verb " + (as adv as) :** e.g. He didn't play the match as **confidently** as the other members .
- subject + ly + verb :** The boys **politely** responded to the teacher's order .

Derivation

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

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

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

1. The Middle East is famous for the ----- of olive oil. (produce - productive - production)
 2. Ibn Sina wrote ----- textbooks. (medicine - medical - medically)
 3. Fatima al-Fihri was born in the ----- century. (nine - ninth)
 4. My father bought our house with an ----- from his grandfather. (inherit - inherited - inheritance)
 5. Scholars have discovered an ----- document from the twelfth century. (origin - original - originally)
 6. Do you think the wheel was the most important ----- ever? (invention - invented - invent)
 7. Al-Kindi made many important mathematical ----- . (discover - discovery - discoverer)
 8. Who was the most ----- writer of the twentieth century? (influence - influent - influential)
 9. The Giralda Tower was ----- a minaret. (origin - original - originally)
 10. The ----- system must be linked with (education - educate - educational)
 11. Jordan has a ----- of being a friendly and welcoming country. (repute - reputation)
 12. The ----- of oil made some countries rich. (discover - discovery - discoverer)
 13. Developing ----- thinking is being encouraged at schools in Jordan. (create - creative - creation)
 14. When we go to on school trips, we always learn new things because the trips are ----- . (education - educational - educate)
 15. King Hussein was a ----- world figure in the twentieth century. (majority - major)
 16. Photography and painting are two examples of the ----- arts. (vision - visual - visually)
 17. Art, music and literature are all part of our ----- life. (culture - cultural - culturally)
 18. Sheep's wool, and goat and camel hair are used by Bedouin tribes to ----- rugs. (product - production - productive)
 19. There is a particular Bedouin style of ----- . (weave - weaver - weaving)
 20. There is a particular Bedouin style of weaving that buyers find very ----- . (attraction - attractive - attract)
 21. The craft that is practiced in Madaba is the ----- of ceramic items. (creative - creation - create)
1. Petra is an important ----- site. (archaeology / archaeologist / archaeological)
 2. I will be going to university to continue my -----, (education / educate / educational)
 3. In our exam, we had to ----- a text from Arabic into English. (translate / translation / translated)
 4. They are going to ----- a new air conditioning unit in our flat. (install / installed / installation)
 5. Thank you for your help, I really ----- it. (appreciate / appreciative / appreciation)
 6. Have you seen Nasser's ----- of postcards? He's got hundreds! (collect / collection / collective)
 7. Many instruments that are still today in ----- were designed by Arab scholars. (operational / operate / operations)
 8. When do you ----- to receive your test results? (expect / expectedly / expectancy)
 - 9- Another way of saying that something could be successful is to say it is -----, (viable / viably / viability) 2018
 - 10- -----, a man proposes to a woman, not the other way round. (Tradition / Traditional / Tradirionally)
 - 11- Artists usually meets to discuss ideas and ----- each other's work. (criticise / criticism / critic) 2018 50

Derivation

1. دائما قبل الأسماء صفات وبعد الصفات أسماء وبعد الأسماء والضمائر أفعال وقيل الأفعال أسماء وبعد الأفعال ظروف وبعد الظروف صفات

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

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

Choose the correct answer :

1. One of the most important things that we give children is a good -----.(educate - education - educational - educationally)
2. If you work hard, I'm sure you will ----- . (success - succeed - successful - successfully)
3. Congratulations ! Not many people ----- such high marks. (achievement - achieve - achieved)
4. My father works for an ----- that helps to protect the environment. (organize - organization - organised)
5. It's amazing to watch the ----- of a baby in the first year of life. (develop - development - developed)
6. Before you apply for a job, check that you have the correct ----- . (qualify - qualified - qualification)
7. The company is pleased with your work and is happy to give you a----- . (recommend - recommended - recommendation)
8. Congratulations on a very----- business deal. (succeed - success - successful)
9. We should always be ready to listen to good ----- (advise - advice - advisable)
10. My father often talks about what he did in his ----- . (young - youth)
11. It's important to have an ----- of different countries' customs. (aware - awareness)
12. The graduation ceremony was a very ----- occasion for everyone. (memory - memorise - memorable)
13. Nuts contain useful ----- such as oils and fats. (nutritious - nutrition - nutrients)
14. Have you had any ----- of learning another language ? (experienced - experience)
15. Is one side of the brain more ----- than the other ? (dominate - dominance - dominant)
16. Whether or not you remember something that you have learnt in the past ----- on the experience you had while you were learning it . (dependence - depend - dependant)
17. I'm confused. Could you give me some -----, please ? (advisable - advice - advise)
18. Before an exam, you must ----- everything you have learnt. (revision - revise - revisable)
19. In hot weather our bodies are in danger of ----- . (dehydrate - dehydration - dehydrated)
20. Don't talk to the driver. He must ----- . (concentration - concentrate - concentrated)
21. How quickly does blood ----- round the body ? (circulation - circulate - circulated)
22. Kareem is a ----- journalist, he has worked previously for many scientific journals. (qualification - qualify - qualified)
23. Doing lots of exercise won't keep you healthy if you don't eat ----- food as well. (nutrients - nutritious - nutrition) 2016
24. Services, mostly travel and tourism ----- the majority of our economy. (dominant - dominate - dominance)
25. Khalid is a very ----- and adabtable worker, I believe that he can be successful in any position. (competence - compete - competent)
26. You need ----- at language to work fast. (proficient - proficiently - proficiency)
27. It is important because of the ----- job market. (compete - competent - competence)
28. It is important to give young people the ----- so that they can help themselves. (know - known - knowledge)
29. If they cannot find jobs, they can creat their own and then, -----, generate jobs for others. (ideal - ideally)
30. ----- have been set up. (organize - organized - organisation)
31. They have been set up to guide young people through the process of business ----- (create - creative - creation) .
32. Universities in the region have started ----- entrepreneurship courses to students. (teach - teacher - teaching)
33. Young people can have control over their own ----- futures. (economy - economic - economically)
34. In the Middle East, it is a ----- learning experience for young people. (critic - critical - critically)
35. Language ----- is becoming an important requirement for many jobs. (proficient - proficiency) 2017
36. My grandfather often tells us about what he did in his ----- . (young - youth) 2017
37. Olives which are----- grown in the world, have been cultivated for over 6.000 years. (extend - extensive - extensively) 2017
38. It is important to have an ----- of different countries' customs. (aware - awareness) 2017
39. Maha shows great ----- for her new job as a lawyer in the court . (enthusiasm , enthusiastic , enthusiastically) 2018
40. Our national team is now well- ----- for the second round of the competition . (qualify , qualification , qualified)
41. With children, it is important to ----- the right balance between love and discipline. (achieve , achieved , achievable)
42. I used to eat too much junk food, but now I have a much healthier----- . (diet - dietary)
43. It's----- to take regular breaks when revising. (benefit - beneficial - beneficially)
44. It's important to drink a lot of water in order to avoid----- . (dehydrate - dehydration - dehydrated)
45. Don't sit still for too long - move around frequently to increase your-----.(circle - circular - circulation)
46. Zainab listens to music while she's working. It helps her-----.(concentrates - concentration - concentrated)
47. Adnan never forgets anything! He's got an amazing----- . (memorize - memory - memorable) 51

Critical Thinking (Why – How)

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

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

Suggestions :

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

Writing an essay / article

Write an essay **about** -----

Write an essay **discussing** ----- 1. ----- 2. ----- 3. -----

I think -----*this subject*----- is one of the most important *issue/ thing / habit /* in our *daily life/ schools*...../ which we *should take it in consideration/ be aware of/* and talk about in details because it has strong relation and effect with our life .

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

In my point of view , ----

الافكار من عندك حسب الاسئلة او الموضوع

Finally , I'd like to say that I hope I have given enough and useful information that expresses my ideas and views in this subject.

Functions

Giving Advice

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

Showing cause or explain the reason for something : (**Linking words**)
(because / as / since / because of / due to) - We were late **due to** the traffic.

Showing result or explain the consequences of an action : (**Linking words**)
(therefore/ so / as a result, / because of that, / consequently)
We were caught in traffic, **so** we missed the start of the play .

To express regrets about the past : (wish = if only + had V3)
I wish I **had done** more work for my exam. **Unreal past forms for past regrets**

To express wishes about the present that are impossible or unlikely to happen (wish = if only + V2)
I wish I knew the answer **Unreal past forms for present wishes**

Describe something that always happens after a certain action or event. (the inevitable consequence)
If you boil water , it evaporates **The zero conditional (if + Present Simple/Present Simple)**

Describe a future outcome of a certain future action or event

If Sami studies hard , he will pass all his exams **The first conditional (if + Present Simple / will + Present Simple)**

To imagine past situations :

If I had stayed at home, I would have celebrated. **The third conditional (if + Past Perfect / would have + past participle) :**