

## Unit 6

### *The time we spend at school*

#### المفردات

Word	English Meaning	Arabic
<b>academic</b>	connected with education, especially at college or university level	أكاديمي
<b>compulsory</b>	obligatory; required	إجباري
<b>contradictory</b>	if two ideas are contradictory they are completely different and thus unable to both be true	تناقض
<b>developed nation</b>	a rich country that has many industries, comfortable living for most people, and usually an elected government	الأمم المتقدمة
<b>fluently</b>	speaking a language very well, like a native speaker	بطلاقة
<b>option</b>	something that is or may be chosen	خيار
<b>tuition</b>	teaching, especially in small groups	تدريس

#### الأفكار الرئيسية الواردة في القطعة

<i>The time we spend at school</i>	الإجابة
<ol style="list-style-type: none"> <li>Two countries in which students spend the least time studying</li> <li>Two ways to make school years longer in some American schools.</li> <li>Countries in which students spend the most time studying</li> <li>The reason why students in Japan ,Indonesia and South Korea want to learn as much as they can</li> <li>Countries in which students have optional after-school tuition and activities.</li> <li>Two pieces of evidence which show that students in Japan ,Indonesia and South Korea spend the most time studying in the world.</li> <li>Subjects in which Finland's students achieve the highest marks</li> <li>Two interesting facts about Finland's fewer and shorter school days</li> </ol>	<ol style="list-style-type: none"> <li>UK USA</li> <li>By adding up to ten extra days to the school year - By making each school day longer by half an hour</li> <li>Japan Indonesia South Korea</li> <li>to ensure excellent exam grades</li> <li>Japan Indonesia South Korea</li> <li>They go to school for about nine hours- They spend about three hours on homework every day.</li> <li>Maths Science</li> <li>Students achieve top marks in subjects like maths and Science - Most students speak at least two, and often three , languages fluently.</li> </ol>

هاني قزاز

ماجستير لغة انجليزية

0782363709

A few years ago, as many as 1,000 schools across the USA started making school years longer by adding up to ten extra days-to the school year or by making each school day longer by half an hour.

This was because It was found that secondary school students In the USA and the UK were spending the least time at school, with an average school year of 187 days. The typical Jordanian school year is longer than this. However, none of these are nearly as long as the school year in countries like Japan and South Korea. South Koreans attend school for 2.20 days per year, and in Japan, the school year numbers 243 days.

According to a study by the organization for Economic Co-operation and Development (OECD), students in Japan, Indonesia and South Korea spend the most time studying in the world. They want to learn as much as they can to ensure excellent exam grades. They go to school for about nine hours, although this includes optional after-school tuition and activities. They also spend about three hours on homework every day, which is three time as much as many other countries. Their high academic achievements do suggest that the longer you study, the better you do in final exams.

In Finland, however, students are usually given less than half an hour of homework per night, and they attend school for fewer and shorter days than 85% of other developed nations. Despite this, they achieve top marks In subjects like Maths and Science. In addition, most students also speak at least two, and often three, languages fluently. The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not.

في السنوات القليلة الماضية , بدأت نحو 1000 مدرسة في الولايات المتحدة الأمريكية بجعل العام الدراسي أطول وذلك بإضافة عشرة أيام إضافية للعام الدراسي أو نصف ساعة أخرى لليوم الدراسي .

ويعود السبب في ذلك , أن طلاب المرحلة الثانوية في الولايات المتحدة وبريطانيا يمضون الوقت الأقل في المدرسة , وبمعدل 187 يوم للسنة الدراسية . والسنة الدراسية في الأردن أطول من ذلك . على أية حال السنوات الدراسية في تلك الدول ليس بنفس طول السنوات الدراسية في دول مثل اليابان وكوريا الجنوبية . طلاب كوريا الجنوبية يلتحقون بالمدرسة لمدة 220 يوم بالسنة وفي اليابان يبلغ عدد الأيام الدراسية في السنة 243 يوما .

ووفقا لدراسة أجرتها منظمة التعاون و التنمية الاقتصادية, يمضي الطلاب في اليابان, اندونيسيا وكوريا الجنوبية أطول وقت دراسي في العالم لأنهم يرغبوا في التعلم قدر ما يستطيعون بهدف تحقيق درجات متميزة في الامتحانات . يذهبوا للمدرسة تقريبا 9 ساعات يوميا بالرغم من أن ذلك يتضمن أنشطة وتعليم اختيارية ما بعد المدرسة. وبمضون أيضا تقريبا 3 ساعات يوميا في أداء الواجبات المنزلية , الأمر الذي يعادل ثلاثة أضعاف الوقت في دول أخرى . تحصيلهم العلمي المرتفع يوحي أنه كلما أمضيت وقتا أطول في الدراسة كلما أدت أفضل في الامتحانات النهائية.

في فنلندا, عادة يعطى طلاب أقل من نصف ساعة لانجاز الواجب البيني كل ليلة . ويلتحقون بالمدرسة أيام أقل وأقصر بنسبة تتجاوز 85 % مما هو عليه الأمر لدى الأمم المتقدمة الأخرى . بالرغم من هذا يحقق الطلاب درجات مرتفعة في مواد دراسية مثل الرياضيات والعلوم . بالإضافة إلى ذلك, معظم الطلاب يتحدثون لغتين على الأقل أو ثلاث لغات بطلاقة. توحي وجهات النظر المتناقضة للدراسة أن عدد وطول الأيام الدراسية ليس العامل الوحيد في تحديد فيما إذا الطلاب سينجحون في المدرسة أم لا.

هاني قزاز

### Question Number One :

حدد المقال بعض الدول التي يمضي فيها الطلاب وقتا أطول في الدراسة. اكتب اثنتين من تلك الدول .

1. The article specifies some countries in which students spend the most time studying. Write down two of these countries.-----  
هناك اجرئين نفذتها بعض المدارس الأمريكية لجعل اليوم الدراسي أطول. اذكرهما.
2. There are two procedures implemented by some American schools to make school years longer. Write them down.-----  
اكتب الجملة التي تبين المادتين الدراسيتين التي حقق فيها طلاب فنلندا أعلى العلامات.
3. Quote the sentence which shows the two subjects in which Finland's students achieve the highest marks.-----
4. Find a word in the text which means "speaking language very well, like a native speaker." -----
5. What does the underlined word "they" refer to? -----

ذكر المقال حقيقتين رائعتين حول أيام الدراسة الأقل والأقصر في فنلندا. اذكرها.

6. The article states two interesting facts about Finland's fewer and shorter school days. Write them down.

هناك دولتين يمضي فيها الطلاب اقل وقت دراسي. اذكرهما.

7. Two countries in which secondary school students were spending the least time studying. Write down these two countries.

ذكر المقال دليلين تظهر بان الطلاب في اليابان واندونيسيا وكوريا الشمالية يمضون الوقت الأطول في الدراسة في العالم. اذكرهما .

8. The article states two pieces of evidence which show that students in Japan ,Indonesia and South Korea spend the most time studying in the world. Write down these two pieces of evidence .

اكتب الجملة التي تبين السبب الذي من اجله الطلاب في اليابان واندونيسيا وكوريا الشمالية يرغبون التعلم بأكثر قدر ممكن .

9. Quote the sentence which indicates the reason why students in Japan ,Indonesia and South Korea want to learn as much as they can.

10. Find a word in the text which means " **teaching, especially in small groups.**"

تترك النشاطات والدراسة ما بعد المدرسة اثر ايجابي على أداء وشخصية الطالب. اقترح ثلاث فوائد.

11. Optional after-school tuition and activities have their own positive impacts on student's personality and performance .Suggest three positive impacts on student's personality and performance.

يجادل بعض الباحثين أن عدد وطول الأيام الدراسية ليست العوامل الوحيدة في تحديد نجاح الطالب أو فشله. فكر واكتب رأيك

12. Some researchers argue that the number and length of school days are not the only factors in determining whether students will succeed or not. Think of this statement and, in two sentences, write down your point of view.

1. -Japan - Indonesia - South Korea
2. -By adding up to ten extra days to the school year. -By making each school day longer by half an hour.
3. Despite this, they achieve top marks in subjects like Maths and Science
4. Fluently
5. students in Japan, Indonesia and South Korea
6. -Students achieve top marks in subjects like Maths and Science. -Most students speak at least two, and often three, languages fluently.
7. Uk USA - Finland
8. They go to school for about nine hours- They spend about three hours on homework every day.
9. They want to learn as much as they can to ensure excellent exam grades.
10. tuition
11. increasing self-confidence – making new friends –building valuable learning skills
12. I agree that the number and length of school days is not the only factor in determining whether students will succeed or not. There are other factors that determine success such as methods of teaching as well as the school's environment.

هاني قزاز

ماجستير لغة انجليزية

0782363709

### Question Number Two:

**A. Choose the suitable item from those given in the box to complete each of the following sentences.**

**academic أكاديمي**, **contradictory متناقض**, **developed nation امة متقدمة**, **fluently بطلاقة**, **tuition**  
**اختياري optional**, **تدريس**

1. Bilingual people can speak two languages -----.
2. Students of my class do not have to stay after school for the chess club because it is -----.
3. The study has indicated two ----- viewpoints.
4. Germany is a ----- as it is economically and socially advanced.
5. Would you prefer to do an ----- or vocational course when you finish school.

fluently, optional, contradictory, developed nation , academic,

**B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

In Finland, however! students are usually **giving** less than half an hour of homework per night, and they **attend** school for fewer and shorter days than 85% of other developed **nations**. Despite this, they **achieve** top marks in subjects like Maths and Science.

**Answers:**           ,   / given   / attend   / nations   / achieve

## FREE WRITING

- Some people think that schools today are not similar to those in the past. Write an essay comparing schools today with schools in the past in terms of the subjects being taught , the buildings and the activities being practised.
- Many teachers assign homework to their students everyday. Write an article about daily homework explaining the amount of homework students should have and its effects on improving students' academic achievement.

هاني قزاز  
ماجستير لغة انجليزية  
0782363709

## *Space schools*

### *المفردات*

Word	English Meaning	Arabic
<b>astrophysics</b>	the study of the chemical structure of the stars and the forces that influence them	الفيزياء الفلكية
<b>pioneering</b>	introducing new and better methods or ideas for the first time	رائد
<b>tailor-made</b>	custom-made; made to fit exactly	مصمم خصيصا
<b>undertake</b>	to commit yourself to do something and to start to do it	يباشر
<b>tutorial</b>	a period of intensive teaching and discussion given by a tutor to an individual student or small group of students	دروس تعليمية

### *الأفكار الرئيسية الواردة في القطعة*

<i>Space schools</i>	الإجابة
<ol style="list-style-type: none"> <li>Two qualities / features of studio schools.</li> <li>Same broad range of two things should be made available at studio schools</li> <li>Two special subjects offered by space schools</li> <li>Two types of lessons offered at space schools</li> <li>Two groups of people involved at space schools.</li> <li>Projects supervised by leading companies in two industries.</li> <li>Aim of bringing prominent scientists and engineers to space schools.</li> <li>Examples of guest lectures who are invited to space schools</li> <li>prominent scientists and engineers are invited to space schools to achieve top marks in two subjects.</li> <li>Two benefits of getting excellent marks in science and technology.</li> </ol>	<ol style="list-style-type: none"> <li>they receive funding as well as support from private businesses - they seek to encourage young people to undertake a less conventional form of secondary education .</li> <li>skills - qualifications</li> <li>Astronomy - Astrophysics</li> <li>a mixture of small-class tutorials - projects supervised by leading companies in both the space and technology industries</li> <li>leading companies in both the space and technology industries - Prominent scientists and engineers</li> <li>space - technology</li> <li>to achieve top grades in Maths and Science exams.</li> <li>scientists - engineers</li> <li>Maths – Science</li> <li>They can open many door - they lead to a variety of career opportunities.</li> </ol>

هاني قزاز

Studio schools are pioneering schools which receive funding as well as support from private businesses, and which seek to encourage young people to undertake a less conventional form of secondary education. These schools often specialize in one specific area, whilst understanding that the same broad range of skills and qualifications should be made available to all young people. One such school has recently opened to educate fourteen- to eighteen-year olds who have a special interest in working in the space industry.

Students follow a tailor-made curriculum at the school, including subjects such as Astronomy and Astrophysics. Lessons are a mixture of small-class tutorials, with projects supervised by leading companies in both the space and technology industries. Prominent scientists and engineers are brought in as guest lecturers, with students aiming to achieve top grades in **their** Maths and Science exams.

When they leave school, they will be well-placed to take any number of different career paths. 'They don't have to become astronauts!' says a spokesperson for the school. 'Excellent grades in science and technology subjects can open many doors and lead to a variety of career opportunities.'

مدارس المشاغل هي مدارس رائدة تتلقى التمويل والدعم من القطاع الخاص ، و تسعى إلى تشجيع الشباب على مباشرة نموذج غير تقليدي من التعليم الثانوي. هذه المدارس غالبا تخصص في مجال واحد محدد ، إلا أنها تدرك بان نفس التشكيلة الواسعة من المهارات والمؤهلات ينبغي أن تتوفر لجميع الشباب ، وافقت حديثا مدرسة من هذا النوع بهدف تعليم الشباب الذين تتراوح أعمارهم بين 14 – 18 عام و الذين لديهم اهتمام خاص للعمل في صناعة الفضاء.

يتابع الطلاب منهاج دراسي صمم خصيصا في المدرسة ، يتضمن موضوعات دراسية كعلم الفلك والفيزياء الفلكية. الدروس عبارة عن مزيج من الدروس التعليمية في صفوف صغيرة ، مع مشاريع يشرف عليها شركات رائدة متخصصة في صناعة الفضاء والتكنولوجيا. يتم دعوة علماء ومهندسين بارزين كمحاضرين ضيوف ، بهدف تمكين الطلبة من تحقيق درجات مرتفعة في امتحانات الرياضيات والعلوم. و عندما يغادر الطلبة المدرسة سيكونون في وضع جيد لتولي أي عدد من مسارات المهن المختلفة ، ويقول الناطق الرسمي للمدرسة: ليس بالضرورة أن يصبحوا رواد فضاء ! العلامات الممتازة في مواد العلوم والتكنولوجيا يمكن أن توفر فرصا متعددة وتؤدي إلى فرص مهنية متنوعة.

هاني قزاز

#### Question Number One :

حدد المقال موضوعين دراسيين خاصين تقدمهما مدارس الفضاء. اذكرهما.

1. The article specifies two special subjects offered by space schools. Write these two special subjects down.

ذكر المقال مجموعتين من الناس تشارك بالمدارس الفضائية. اذكرهما.

2. The article states two groups of people involved in space schools. Write down these two groups of people.

3. Find a word in the text which means "a period of intensive teaching and discussion given by a tutor to an individual student or a small group of students".

4. What does the underlined word "**their**" refer to? -----

اكتب الجملة التي تبين الضيوف المحاضرين الذين يتم استضافتهما في المدارس الفضائية.

5. Quote the sentence which states the examples of guest lectures who are invited to space schools.

هنالك نوعين من الدروس تقدمها مدارس الفضاء. اذكرهما .

6. There are two types of lessons offered at space schools .Write down these two types of lessons.

7. Find a word in the text which means "the study of the chemical structure of the stars and the forces that influence them."



8. Quote the sentence which states the benefits of getting excellent marks in science and technology subjects.

9. Find a word in the text which means **"introducing new and better methods or ideas for the first time."**

10. Find a word in the text which means **"official records of achievement awarded upon the successful completion of course of training"**.

تفتح العلامات المتميزة في مادتي العلوم والتكنولوجيا أبوابا وفرص مهنية متعددة. فكر واكتب رأيك.

11. Excellent grades in science and technology subjects can open many doors and lead to a variety of career opportunities. Think of this statement and, in two sentences, write down your point of view.

يدعى بان طلاب المدارس الفضائية سوف يحظوا بفوائد عدة بعد التخرج من المدرسة. اكتب ثلاثة فوائد .

12. It is claimed that students of space schools will have many benefits after leaving school. Suggest three possible benefits.

1. Astronomy      Astrophysics
2. - Leading companies in both the space and technology industries -Prominent scientists and engineers.
3. tutorial
4. students
5. Prominent scientists and engineers are brought in as guest lecturers, with students aiming to achieve top grades in their Maths and Science exams.
6. a mixture of small-class tutorials - projects supervised by leading companies in both the space and technology industries
7. Astrophysics
8. Excellent grades in science and technology subjects can open many doors and lead to a variety of career opportunities.
9. pioneering
10. qualifications
11. I agree that excellent grades in science and technology subjects can open many doors and lead to a variety of career opportunities because employers are very keen to attract outstanding students rather than anyone else.
12. - a great chance to work in many different careers - joining top scientific universities  
- getting an experience in many special subjects.



### Question Number Two:

**A. Choose the suitable item from those given in the box to complete each of the following sentences.**

**Astrophysics** الفيزياء الفلكية, **pioneering** رائد, **undertake** يبأشر , **qualification** مؤهل, **tailor made** مصمم خصيصا , **tutorials** دروس

1. Pioneering schools usually follow a -----curriculum.
2. The government has built many ----- schools across the country.
3. Lessons at space schools are a mixture of small-class -----.
4. Schools should encourage students to ----- a less conventional form of secondary education.
5. If you want to be a translator, you should have a language -----.
6. Students of space schools should study special subjects like astronomy and -----

tailor made, pioneering, tutorials, undertake, qualification, astrophysics

**B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

Students follow a tailor-made curriculum at the school: including subjects such as Astronomy and Astrophysics. Lessons were a mixture of small-class tutorials, with projects supervised by leading companies in both the space and technology industries.

**Answers:** curriculum / , / Astrophysics / are / industries

### FREE WRITING

- Schools provide students with opportunities to be creative. Write an essay describing how school can do that including the following , getting feed back , encouragement, different mental and physical activities.
- A large number of parents do not participate in school activities because they know nothing about these activities. Write a report to your school magazine describing this problem: its causes and results and suggesting recommendations to encourage parents to take part in these activities.

هاني قزاز  
ماجستير لغة انجليزية  
0782363709

## هانی قزاز

## ماجستير لغة انجليزية

**0782363709**



## A visiting student's blog post

### المفردات

Word	English Meaning	Arabic
colloquial	(of language or words) used mainly in informal conversations rather than in writing or formal speech	عامي
fluently	speaking a language very well, like a native speaker	بطلاقة
put my back into	to put a lot of effort into something	يبدل قصارى جهده

### الأفكار الرئيسية الواردة في القطعة

A visiting student's blog post	الإجابة
<ol style="list-style-type: none"><li>1. Anita grew up speaking two languages</li><li>2. Anita was so willing to study Arabic in Jordan for certain reasons.</li><li>3. Two types/varieties of Arabic language mentioned .</li><li>4. Places where students practised Arabic.</li><li>5. Many things impressed Anita about her fellow students.</li><li>6. Two positive values students in Jordan showed.</li><li>7. Anita enjoyed/ liked many things while she was staying in Jordan.</li><li>8. Anita achieved two benefits during her study in Jordan</li></ol>	<ol style="list-style-type: none"><li>1. Arabic Germany</li><li>2. She had never studied Arabic formally – She had a family in Jordan who could help her.</li><li>3. Colloquial Arabic - Modern Standard Arabic.</li><li>4. classroom street home</li><li>5. their behaviour their attitude to studying</li><li>6. everybody was honest - people discussed problems rather than getting angry .</li><li>7. delicious food - beautiful places – hospitable people .</li><li>8. she made new friends – she improved her Arabic speaking , writing and reading skills.</li></ol>



Two summers ago, I spent five months studying Arabic at the German-Jordanian University near Madaba. As my father is originally from Jordan, I spent my childhood speaking Arabic as well as German. However, I had never studied Arabic formally, and when the opportunity came up for me to spend a year in Jordan studying Arabic, I did not hesitate for one moment.

I have relatives in Jordan and they arranged for me to stay with a wonderful family who live just outside Madaba. I was amazed by the number of international students there, who were not only from Germany, but from all over the world. Most of them had studied Arabic to a high level. I am very familiar with colloquial Arabic, which is what my family speaks and understands. The Arabic class, in Modern Standard Arabic, was challenging, especially the grammar. Every week, we had to learn a vocabulary list of around 50 words. We covered many topics. Living with a family helped to improve my Arabic-speaking skills because, while all the students heard Arabic in the classroom and streets, I could also practise it at home. I really put my back into it, and I earned an A on the course.

What impressed me most about students in Jordan was their behaviour and their attitude to studying. All the students who I met appreciated the importance of their university education and the opportunities it would give them to contribute to their country's prosperity. They also showed extremely positive values. Everybody was honest and people discussed problems rather than getting angry if **they** disagreed with each other.

As someone who enjoys delicious food, beautiful places and friendly, hospitable people, studying in Jordan was one of the best decisions I have made in my life. I made many new friends. I also improved my Arabic speaking, writing and reading skills. My dream is to be fluent in Arabic one day - and as I intend to return to Jordan as often as I can, I know I am going to make this dream a reality.

قبل سنتين ، أمضيت خمسة أشهر في دراسة اللغة العربية في الجامعة الأردنية الألمانية بالقرب من مدينة مادبا. وبما أن والدي ينحدر من الأردن فقد ترعرعت وأنا أتحدث اللغتين العربية والألمانية. وعلى أي حال لم ادرس اللغة العربية بشكل رسمي على الإطلاق وعندما سنحت لي الفرصة بأن أمضي سنة في الأردن لدراسة اللغة العربية لم أتردد للحظة في ذلك.

لدي أقارب في الأردن رتبوا أن أقيم مع عائلة رائعة تسكن خارج مدينة مادبا . وقد أدهشني عدد الطلبة الأجانب هناك والذين لم يكونوا من ألمانيا فحسب بل أيضا من جميع أنحاء العالم. ومعظمهم درس اللغة العربية حتى مستوى متقدم. و العربية العامية مألوفة بالنسبة لي جيدا ، و التي كانت أسرتي تتحدث بها وتفهمها. قد كان درس العربية ، باللغة العربية الفصحى مثيرا للتحدي وخاصة القواعد. وكان يجب علينا أن نتعلم قائمة مفردات تتضمن تقريبا 50 كلمة اسبوعيا. درسنا العديد من المواضيع . و ساعدني العيش مع عائلة في تطوير مهارات التحدث باللغة العربية. بينما يسمع جميع الطلبة اللغة العربية في الغرفة الصفية والشارع، إلا انه كان بمقدوري ممارستها في المنزل. لقد بذلت قصارى جهدي في تعلم العربية وحصلت على تقدير ( ا ) في مساق اللغة العربية.

الذي أثار إعجابي أكثر بطلبة الأردن هو سلوكهم وتوجههم نحو الدراسة. وكان جميع الطلبة الذين قابلتهم يقدرون أهمية دراستهم الجامعية والفرص التي ستمنحهم إياها للمساهمة في ازدهار بلدهم. كما أنهم اظهروا فيما ايجابية عالية. فالجميع يتحلون بالصدق والناس يناقشون المشاكل عوضا عن إظهار غضبهم إذا لم يتفقوا مع بعضهم البعض .

ولأنني أحب الطعام الشهي والأماكن الجميلة والناس الودودة المضيافة فإن دراستي في الأردن كانت من أفضل القرارات التي اتخذتها في حياتي. حصلت على العديد من الأصدقاء الجدد وطورت أيضا مهاراتي في المحادثة والقراءة والكتابة. وحلمي أن أتحدث اللغة العربية بطلاقة. ولأنني انوي الرجعة للأردن قدر المستطاع فأنا اعرف بأنني سأجعل هذا الحلم واقعا.

هاني قزاز

#### Question Number One :

كانت انيتا راغبة جدا في دراسة اللغة العربية في الأردن لعدة أسباب. اذكر اثنين من تلك الأسباب

1. Anita was so willing to go to Jordan and study Arabic because of many reasons. Write down two of these reasons. -----

ترعرعت انيتا وهي تتكلم لغتين. اذكرهما.

2. Anita grew up speaking two languages. Write them down.-----

اكتب الجملة التي تبين بان انيتا لم تقيم مع أقاربها أثناء إقامتها بالأردن

3. Quote the sentence which shows that Anita didn't live with family members while she was staying in Jordan. -----  
ذكرت انيتا نوعين من اللغة العربية. اكتبهما .
4. Anita states two varieties/ types of Arabic language. Write them down. -----  
اكتب الجملة التي تبين القيم الايجابية التي أظهرها الطلاب الأردنيين.
5. Quote the sentence which states the positive values that Jordanian students showed.  
-----
6. Find an idiom in the text which means "**to put a lot of effort into something**". -----
7. What does the underlined word "**they**" refer to? -----  
هنالك العديد من الأشياء التي أثارت إعجاب انيتا بزملائها الطلاب في الجامعة. اكتب اثنتين منها.
8. There are many things that impressed Anita about her fellow students at the university. Write down two of these things.  
-----
9. Find a word in the text which means "**of language or words used mainly in informal conversations rather than in writing or formal speech**".-----  
أحبت انيتا العديد من الأشياء أثناء دراستها بالأردن. اكتب ثلاثة منها.
10. Anita liked many things while she was studying in Jordan .Write down three of these things.  
-----  
انيتا حققت فائدتين أثناء دراستها في الأردن . اذكرهما .
11. Anita achieved two benefits during her study in Jordan. Write down these two benefits.  
-----  
عش كما لو انك تموت غدا وتعلم كما لو انك تعيش للأبد. فكر واكتب رأيك.
12. *Live as if you were to die tomorrow. Learn as if you were to live forever.* Think of this statement and, in two sentences, write down your point of view.  
-----  
يختار العديد من الطلاب الدراسة في الخارج لعدة أسباب . اكتب ثلاثة أسباب .
13. Many students choose to go on an exchange to study in another country for many reasons. Write down three of these possible reasons. -----



1. -Her father is Jordanian and she has always spoken Arabic at home, but she had never studied it formally - She had family in Jordan who could help her.
2. Arabic - Germany
3. I have relatives in Jordan and they arranged for me to stay with a wonderful family who live just outside Madaba.
4. Colloquial Arabic - Modern Standard Arabic.
5. Everybody was honest and people discussed problems rather than getting angry if they disagreed with each other.
6. put (my) back into it
7. people
8. Their behaviour and attitude to studying was very good.
9. Colloquial
10. delicious food - beautiful places - friendly, hospitable people
11. she made new friends – she improved her Arabic speaking , writing and reading skills.
12. I agree with this statement since it urges us to take advantage of all the opportunities that life gives us. In addition, it advises us to keep learning in order to have a better life.
13. - increasing employment prospects -building a valuable job skills -studying at top universities.

### Question Number Two:

A. Choose the suitable item from those given in the box to complete each of the following sentences.

colloquial العامية , prospects فرص , spend my childhood يتزعرع , put her back into يبذل جهدا

1. Mr. Marwan has announced that job ----- in technology industry are excellent.
2. Salwa ----- French in order to earn a high mark.
3. I was born in a small village, but I didn't ----- there.
4. It is not allowed to use ----- Arabic in Media.

Answers:

prospects , put her back into , spend my childhood , colloquial

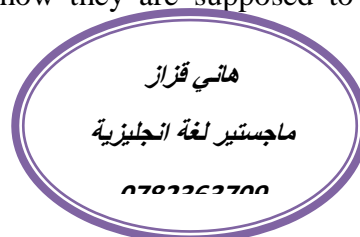
B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.

What imbressed me most about students in Jordan is their behaviour and their attitude to studying? All the students who I met appreciated the importance of their university education and the opportunities it would give them to kontribute to their country's prosperety.

Answers: impressed / was / . / contribute / prosperity

### FREE WRITIN

- Experts say that children who practise reading earlier in life , perform better later on their school studies .Write an essay mentioning how important are early reading skills in child's academic performance ? What other preschool factors influence a child's later academic achievements?
- Human values are so essential in building nations .Write an article about some of the important values in your society , explain how they are supposed to contribute to the welfare of future generations.



## After school

### المفردات

Word	English Meaning	Arabic
degree	a qualification that is given to you when you have successfully completed a course of study	شهادة
tuition	teaching, especially in small groups	تدريس
halls of residence	accommodation provided by a university or college	سكن جامعي
motive	reason for doing something	دافع
minority	not many, the opposite of 'majority'	أقلية
fees	costs, charges	رسوم
debt	money you owe	دين
financial	relating to money	مالي

### الأفكار الرئيسية الواردة في القطعة

After school	الإجابة
<ol style="list-style-type: none"><li>Two changes have taken place in higher education in England .</li><li>How students are able to afford to leave home.</li><li>Students choose to study away from home for two reasons.</li><li>Various accommodations / places where students can live .</li><li>Students who live away from home need to learn many things.</li></ol>	<ol style="list-style-type: none"><li>Almost 50% of school leavers go on to higher education - since 1998 tuition fees have been introduced .</li><li>Most students borrow this money from the government.</li><li>they want to move to the university their choice, rather than the nearest one - the desire to live in a new culture.</li><li>halls of residence - flats - houses</li><li>cooking - doing their own washing - managing their time and money.</li></ol>



In England, almost 50% of school leavers go on to higher education. The figure has not always been as high as this. Twenty years ago, it was closer to 30%, and thirty years before that, it was only about 5%. Another huge change has been financial. Before 1998 CE, higher education in the UK was completely free for UK citizens. Since then, tuition fees have been introduced. Most students borrow this money from the government. **They** don't have to repay it immediately. Instead, they pay it back slowly out of future earnings.

Despite the high cost, most students choose to study away from home. A recent survey of 17,000 students revealed that only 7% wanted to stay at home while they studied for their degree. Of course for most young people, living away from home means borrowing even more money from the government. So why don't students choose to avoid debt by staying at home, where they don't have to pay rent? Most of them say that they want to move to the University their Choice, rather than the nearest one. Another strong motive is the desire to live in a new culture. Where do these students live? Many have rooms in halls of residence, especially in their first year; others rent flats or houses. A lucky minority live in property that their parents have bought for them. Most of them need to learn to cook, do their own washing and manage their time and money.

في إنجلترا، ما يقارب 50% من خريجي المدارس يلتحقون بالتعليم العالي. تلك النسبة لم تكن دوماً كما هي عليه الآن. قبل 20 عاماً وصلت تلك النسبة ما يقرب 30% وقيل 30 عاماً كانت حوالي 5%. وتغير كبير آخر هو تغير مالي.. قبل عام 1998، كان التعليم العالي في بريطانيا مجانياً للمواطنين البريطانيين. منذ ذلك التاريخ، تم فرض الرسوم الدراسية. معظم الطلاب يقترضون هذا المال من الحكومة. وكان لا يتوجب على الطلبة سداد القروض على الفور. بدلاً من ذلك، يسددونها على مهل من دخلهم المستقبلي.

بالرغم من التكلفة الباهظة، فإن معظم الطلاب يختارون الدراسة بعيداً عن الوطن. في دراسة مسحية أجريت حديثاً على 17000 طالب أظهرت أن 7% فقط من الطلاب يرغبون البقاء في الوطن أثناء دراستهم للحصول على الشهادة الجامعية. بالتأكيد بالنسبة لمعظم الشباب، العيش بعيداً عن المنزل يعني اقتراض المزيد من المال من الحكومة. ولذلك لماذا لا يتفادى الطلبة الديون من خلال البقاء في الوطن. حيث لا يضطرون لدفع الإيجار؟ معظم الطلبة أجاب أنهم يرغبون في الانتقال للدراسة في الجامعة التي هي من اختيارهم، أكثر من الدراسة في الجامعة الأقرب إليهم. ودافع قوي آخر لابتعاد الطلبة عن الوطن هو الرغبة في العيش في ثقافة جديدة. أين يعيش هؤلاء الطلبة؟ العديد لديهم غرف في السكن الجامعي، خصوصاً في السنة الأولى، والبعض الآخر يستأجر الشقق أو المنازل. هنالك أقلية محظوظة يعيشون في ممتلكات اشتراها لهم والديهم. معظمهم بحاجة إلى أن يتعلموا الطبخ والغسيل وإدارة الوقت والنقود.

### Question Number One:

في إنجلترا، حدث تغيران في التعليم العالي. أكتبهما.

1. In England, two changes have taken place in higher education. Write them down.

2. Find a word in the text which means "accommodation provided by a university or college".

اكتب الجملة التي تبين بأنه لم يكن هنالك رسوم دراسية في بريطانيا قبل عام 1998.

3. Quote the sentence which shows that there were no tuition fees in the UK before 1998.

يختار معظم الطلبة البريطانيين الدراسة بعيداً عن وطنهم لسببين. اكتبهما.

4. Most British students choose to study away from home for two reasons/motives. Write down these two reasons.

5. Find a word in the text which means "relating to money".

6. What does the underlined word "they" refer to?

ذكر المقال بأن معظم الطلاب الذين يسكنون بعيداً عن المنزل بحاجة لتعلم العديد من الأشياء. اكتب ثلاثة منها.

7. The article states that most students who live away from home need to learn many things. Write down three of these things.

تجلب الدراسة بعيداً عن المنزل العديد من الفوائد. اكتب ثلاثة منها.

8. Living away from home comes up with many advantages. Suggest three possible benefits a person may get while living away from home.

يقال بأن الإقامة مع عائلة أثناء الإقامة في الخارج تحسن مهارة تحدث اللغة. فكر واكتب رأيك.

9. It is said that living with a family while you are studying abroad improve your speaking skill. Think of this statement and, in two sentences write down your point of view.
- 

1. -almost 50% of school leavers go on to higher education -since 1998, tuition fees have been introduced.
2. halls of residence
3. Before 1998 CE, higher education in the UK was completely free for UK citizens.
4. they want to move to the university of their choice, rather than the nearest one. -the desire to live in a new culture
5. financial
6. students
7. -doing their own washing -managing their time and money - cooking
8. -learning a new language -being more independent -making new friends
9. I agree with this statement as living with a family gives you the opportunity not only to hear the language but also practise it .

**Question Number Two:**

- A. Choose the suitable item from those given in the box to complete each of the following sentences.**

halls of residence , سكن جامعي , debts ديون , fees رسوم , minority أقلية , motive دافع , financial مالي

1. In their first year, most students choose to live in -----
2. A lucky ----- of Jordanian students live in property that their parents have bought for them.
3. Most Jordanian students choose to avoid ----- by studying at national universities.
4. The university has assured that there will not be any increase on tuition ----- next year.
5. The desire to live in a new culture was a strong ----- that made Marwan travel abroad.

halls of residence , minority , debts , fees , motive

- B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

Another strong moteve is the desire to living in a new culture. Where do these students live. Many have rooms in halls of rezidence, especially in their first year; others rent flats or houses. A lucky minorety live in property that their parents have bought for them

**Answers:** motive / live / ? / residence / minority





## SB and AB exercises

**A. Choose the suitable item from those given in the box to complete each of the following sentences.( SB 48)**

lifelong , prospects , بشكل متزايد , increasingly , عالمي , global , , كفاءة , proficiency , مستمر

1. Studying is a ----- activity-you are never too old to start.
2. Language ----- is important for anyone who wants to travel or work abroad.
3. Your job ----- in Medicine or law are excellent.
4. Nowadays, many large ----- companies are working in Jordan.
5. She thinks that young people are becoming ----- innovative.

**Answer:**

lifelong , proficiency , prospects , global , increasingly

**B. Choose the suitable item from those given in the box to complete each of the following sentences.( AB 32)**

law , business management , إدارة الأعمال , history , تاريخ , linguistics , علم اللغة

1. My brother is thinking of studying ----- at London University.
2. Studying ----- lets me focus on my love of language in an analytical way.
3. You should study ----- if you are interested in learning about the legal system.
4. I want to study ----- as I am very interested in studying ancient and modern civilizations.

business management , linguistics , law , history

**C. Choose the suitable item from those given to complete each of the following sentences. ( WB 31)**

1. One of the most important things that we give children is a good -----.  
(education, educational, educate, educated)
2. My father works for an -----that helps to protect the environment.  
( organize , organization , organized , organizing )
3. It is amazing to watch the ----- of a baby in the first year of life.  
( develop , developmental , developed , development)
4. If you work hard , I am sure you will -----.  
( success, successful, successfully, succeed )
5. Congratulation! Not many people ----- such high mark.  
( achievement, achieve, achieved, achieving )

education , organization , development , succeed , achieve

## Body Idioms

- **get cold feet** : to lose your confidence in something at the last minute. يتراجع
- **get it off your chest** : to tell someone about something that has been worrying you. يفضفض
- **have a head for** : to have a natural mental ability for ( maths, numbers, music) يمتلك قدرة عقلية
- **keep your chin up**: to remain cheerful in difficult situations ,an expression of encouragement. يتفائل
- **play it by ear**: to decide how to deal with a situation as it develops. يترك الأمر للظروف
- **put my back into it**: try extremely hard, to put a lot of effort into something. يبذل قصارى جهده

**D. Complete the sentences with the following *body* idioms. (AB 34)**

**have a head for , play it by ear , get cold feet, keep your chin up, get it off your chest**

1. I'm too nervous to do a parachute jump. I think that I'll ----- at the last minute.
2. If you have got a problem, talk to someone about it. It helps to -----
3. I don't think I'd be a very good accountant. I don't really -----
4. -----! I'm sure everything will be fine in the end.
5. I'm not sure if it'll be warm enough to have barbecue. We'll have -----.

get cold feet, get it off your chest, have a head for, keep your chin up, play it by ear

**E. Replace the underlined phrase with the correct *body* idiom.**

I'm too nervous to do a parachute jump. I think that I'll lose **my confidence** at the last minute.

**F. Replace the underlined misused *body* idiom with the correct one**

I'm not sure if it'll be warm enough to have barbecue. We'll have to **keep our chin up**.

E. get cold feet ,      F. play it by ear

## FREE WRITING

- Voluntary work generally provides services to the community. Write a report about the types of work volunteers can do and the benefits of these activities to the volunteers themselves and to their local community.

هانی قزاز  
ماجستير لغة انجليزية  
0782363709

## Unit 7

### How to revise for exams

#### المفردات

Word	English Meaning	Arabic
<b>concentration</b>	attention, or attention span	تركيز
<b>circulation</b>	the movement of blood around the body when it pumped by the heart; also air ~, the movement of air	الدورة الدموية
<b>dehydration</b>	the state of having drunk too little water	الجفاف
<b>diet</b>	the kind of food that a person or animal eats each day	الغذاء
<b>memory</b>	someone's ability to remember things, places and experiences	ذاكرة
<b>nutrition</b>	the process of getting the right kind of food for good health and growth	التغذية
<b>beneficial</b>	being useful or helpful	مفيد

#### الأفكار الرئيسية الواردة في القطعة

How to revise for exams	الإجابة
<ol style="list-style-type: none"> <li>Two steps for drawing a revision timetable.</li> <li>Benefit of changing the focus of your revision.</li> <li>Reasons for starting revision early in the morning.</li> <li>Benefits of frequent breaks on the brain .</li> <li>Examples of changing the activity of frequent breaks .</li> <li>Benefits of physical activity .</li> <li>Two pieces of advice about diet.</li> <li>Many recommendations mentioned by the writer</li> </ol>	<ol style="list-style-type: none"> <li>looking at all subjects you have to do – working out when you are going to work on each one.</li> <li>keeping your mind fresh.</li> <li>That is when you feel most awake – your memory is at its best.</li> <li>they will help the brain to recover – they will help concentration to return.</li> <li>listening to some music - walking around for ten minutes .</li> <li>It will increase your heart rate and, in turn, that will increase your blood circulation - It also sends more oxygen to the brain, which makes you revise more efficiently!</li> <li>eating as much fresh fruit and vegetables as you can – drinking lots of water.</li> <li>Drawing a revision timetable – taking a break – eating fresh fruit and vegetables –study early in the morning .</li> </ol>

هاني قزاز

ماجستير لغة انجليزية

0782363709

## How to revise for exams

*A: Do you know if it's too late to start revising now?*

No, it's never too late to start revising! The first thing I would do is to draw up a revision timetable.

*B: Do you mind telling me how I should draw up a timetable?*

Look at all the subjects you have to do, and work out when you are going to work on each one. It's a good idea to change the order of the subjects in your timetable for each day. Try doing a little English, followed by some Maths, then Biology, and so on. This way, by changing the focus of your revision, you keep your mind fresh.

*C: Do you know whether it's best to get up early, or to revise late at night?*

The earlier you start in the morning, the more beneficial your revision will be, because that's when you feel most awake and your memory is at its best. I'd also recommend studying for 30-minute periods, and then taking a break.

It's been proved that concentration starts to decrease after half an hour, so frequent breaks will help the brain to recover and concentration to return.

*D: Could you explain what you mean by frequent breaks?*

By a break, I mean any change of activity from studying. **It** could be something as simple as just getting up from your desk and listening to some music, or walking around for ten minutes.

*E: Could you tell me how much exercise I need?*

Physical activity is very important, of course, especially when you are studying. Exercise will make a huge difference to the way you feel. The physical activity will increase your heart rate and, in turn, that will increase your blood circulation. It also sends more oxygen to the brain, which makes you revise more efficiently!

*F: Do you mind giving me some advice about diet?*

Nutrition is very important. You should try to eat as much fresh fruit and vegetables as you can. It's essential not to become dehydrated, so drink lots of water.

هل تعرف فيما إذا كان الوقت متأخراً جداً لبدء المراجعة الآن؟ لا، لم يفت الأوان بعد لبدء المراجعة **أول خطوة ينبغي عملها هو وضع جدول مراجعة**. هل تخبرني كيف أضع برنامجاً للمراجعة؟

**القي نظرة على جميع المواد التي عليك دراستها وقرر متى ستبدأ بدراسة كل موضوع.** فكرة رائعة أن تغير ترتيب الموضوعات في برنامجك يومياً. ادرس القليل من اللغة الإنجليزية ثم الرياضيات، يليها الأحياء. بهذه الطريقة، بتغير تركيز مراجعتك، فانك تحافظ على نشاط عقلك.

هل تعتقد فيما إذا كان من الأفضل الاستيقاظ باكراً أو المراجعة في وقت متأخر من الليل؟ **كلما بدأت باكراً كلما ستكون مراجعتك أكثر فائدة لأنه في ذلك الوقت تكون يقظاً وذاكرتك بأفضل حالاتها.** كما انصح بالدراسة لفترة 30 دقيقة ومن ثم اخذ قسط من الراحة. فقد تبين أن التركيز يبدأ بالتناقص بعد نصف ساعة من بدء الدراسة وبالتالي فإن الاستراحات المتكررة ستساعد الدماغ على استعادة النشاط والتركيز.

هل توضح ماذا تقصد بالاستراحات المتكررة؟ **نعني بالاستراحة أي تغيير في نشاط الدراسة.** وقد يكون شيئاً بسيطاً كالقيام عن مقعدك أو الاستماع لبعض الموسيقى أو التجول لمدة عشر دقائق.

هل تخبرني كمية التمارين التي احتاجها؟ النشاط البدني مهم جداً، وخصوصاً وقت الدراسة. القيام بالتمارين الرياضية سيحدث فرقاً شاسعاً في الطريقة التي تشعر بها. **سيزيد النشاط البدني معدل ضربات قلبك، وبالمقابل سيزيد ذلك نشاط بورتك الدموية.** أيضاً، سيرسل المزيد من الأكسجين إلى الدماغ الأمر الذي يجعلك تراجع بفاعلية أكبر.

هل تعطيني بعض النصائح حول النظام الغذائي: التغذية مهمة جداً. **ينبغي أن تتناول الفواكه الطازجة والخضار قدر المستطاع.** ومن الضروري أن تتجنب الجفاف، لذلك تناول الكثير من الماء.

هاني قزاز

### Question Number One

ذكر المقال خطوتين لوضع برنامج مراجعة. اكتبهما.

- The article states two steps for drawing a revision timetable. Write down these two steps.

حدد المقال فائدتين للاستراحات المتكررة أثناء الدراسة. اكتبهما.

- The article specifies two benefits of frequent breaks during studying. Write them down.

ذكر المقال فائدتين للنشاط البدني أثناء الدراسة. اكتبهما.

- The article states two benefits of physical activity during studying. Write down these two benefits down

- Find a word in the text which means "the movement of blood around the body when it is pumped by the heart".

ذكر المقال بضرورة بدء المراجعة في الصباح الباكر لسببين. اذكرهما.

5. The article states that students should start their revision earlier in the morning for two reasons. Write down these two reasons.

اكتب الجملة التي توضح الخطوة الأولى التي يجب القيام بها لبدء المراجعة

6. Quote the sentence which explains the first step students must take to start revising.
7. Find a word in the text which means "**the process of getting the right kind of food for good health and growth.**"
8. What does the underlined word "**it**" refer to?
9. Find a word in the text which means "**the kind of food that a person or animal eats each day.**"
10. The article states two pieces of advice about diet . Write down these two pieces of advice .
11. Some students find it difficult to fall asleep the night before the exam. Think of this statement and, in two sentences, write down your point of view.
12. Students should eat as much fresh fruit and vegetables as they can, especially when they are studying. Think of this statement and, in two sentences, write down your point of view.

1. -Looking at all the subjects you have to do -working out when you are going to work on each one
2. -They will help the brain to recover -They will help concentration to return.
3. - It will increase your heart rate and, in turn, that will increase your blood circulation. - It also sends more oxygen to the brain, which makes you revise more efficiently!
4. circulation
5. Because that's when you feel most awake and your memory is at its best.
6. The first thing I would do is to draw up a revision timetable.
7. nutrition
8. change of activity
9. diet
10. - eating as much fresh fruit and vegetables as you can – drinking lots of water.
11. I agree that some students find it difficult to fall asleep the night before the exam because they feel stressful. It is important to feel relax and go bed early so that they can do well in the exam.
12. I agree that that students should eat as much fresh fruit and vegetables as they possible as they can, especially when they are studying because they make them more energetic and they refresh their minds during revision time.

هاني قزاز

ماجستير لغة انجليزية

0782363709

**A. Choose the suitable item from those given in the box to complete each of the following sentences**

1. Doctors believe that drinking a lot of water in hot weather prevents -----
2. It is important to do regular exercises to increase your blood -----
3. Although my grandfather is an old man , he has an amazing -----
4. It is useful to ----- what you have learnt early in the morning.
5. During studying, ----- starts to decrease after half an hour.
6. As -----is very important, children should eat fresh fruit and vegetables everyday.

**B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

**Answers:** change / timetable / , / Biology / revision

- Exam period is extremely stressful for many students .Write an essay about exam stress, the causes and effects on students and suggest tips on how to reduce the stress of the exam.

هاني قزاز  
ماجستير لغة انجليزية  
0782363709

## *Learning a foreign language*

### المفردات

Word	English Meaning	Arabic
<b>multilingual</b>	speaking, reading or writing in more than two languages	متعدد اللغات
<b>utterance</b>	something that is said, such as a statement	الكلام / النطق
<b>multitask</b>	to do several things at the same time	يقوم بمهام متعددة
<b>mother tongue</b>	The first and the main language that you learnt when you were a child	اللغة الأم
<b>simulator</b>	any device or system that simulates specific conditions or the characteristics of a real process or machine	جهاز المحاكاة

### الأفكار الرئيسية الواردة في القطعة

<i>Learning a foreign language</i>	الإجابة
<ol style="list-style-type: none"> <li>1. Speaking a foreign language improves the functionality of your brain in several different ways.</li> <li>2. learning a new language presents the brain with two unique challenges.</li> <li>3. Examples of general tests.</li> <li>4. Benefits of learning a foreign language.</li> <li>5. Two research findings about people who speak more than one language.</li> <li>6. Effect of learning a foreign language on the ability to use a certain mother tongue.</li> </ol>	<ol style="list-style-type: none"> <li>1. providing the brain with beneficial 'exercise', which improves memory - exercising the brain - presenting the brain with unique challenges.</li> <li>2. recognising different language systems– recognising ways to communicate within these systems.</li> <li>3. maths - reading – vocabulary.</li> <li>4. improving memory – improving your decision – making skills – improving your ability to use your mother tongue more effectively.</li> <li>5. they are able to switch between two systems of speech, writing, and structure quite easily - they are able to switch easily between completely different tasks.</li> <li>6. improving your ability to use your mother tongue more effectively</li> </ol>





Speaking a foreign language, it is claimed, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules provide the brain with beneficial 'exercise', which improves memory. As well as exercising the brain, it is thought that learning a new language also presents the brain with unique challenges. These include recognising different language systems and ways to communicate within these systems. These skills improve your chances of success in other problem-solving tasks as well. It is said that students who study foreign languages do better, on the whole, in general tests maths, reading and vocabulary than students who have only mastered their mother tongue.

According to a study carried out by Pennsylvania State University, USA, multilingual people are able to switch between two systems of speech, writing, and structure quite easily. It has been proved that they are also able to switch easily between completely different tasks. One experiment required participants to operate a driving simulator while carrying out separate tasks at the same time. The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors.

It is believed that language learning can also improve your decision-making skills. When you speak a foreign language, you are constantly weighing up subtle differences in meaning of a word or the way that an utterance is made. This process is then transferred subconsciously to other situations in which judgment is called for, and decisions have to be made.

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively. As you become more aware of the way that a language works, you begin to apply it to the language that you use every day. The skills you obtain from learning a foreign language, therefore, can make **you** a better speaker and writer in your own language.

يدعى بان تكلم لغة أجنبية يحسن وظيفة دماغك بعدة طرق مختلفة. فتعلم المفردات الجديدة والقواعد يزود الدماغ بالتمارين المفيدة التي تحسن الذاكرة. بالإضافة إلى تدريب الدماغ، ويعتقد بان تعلم لغة حديده يقدم أيضا للدماغ تحديات فريدة. تلك التحديات تتضمن معرفة الأنظمة المختلفة للغة وطرق التواصل ضمن تلك الأنظمة. وهذه المهارات تزيد من فرص نجاحك في مهام حل المشكلات. يقال بان الطلاب الذين يدرسون اللغات الأجنبية يؤدون بشكل أفضل بالمجمل في الاختبارات العامة كالرياضيات والقراءة والمفردات من لطلاب الذين يتكلموا فقط لغتهم الأم.

وفقا لدراسة أجرتها جامعة ولاية بنسلفانيا في الولايات المتحدة الأمريكية، الأفراد متعددي اللغات قادرين على التنقل بين نظاميين من أنظمة الكلام، الكتابة والتركيب بسهولة. و بإمكانهم التنقل بسهولة بين المهام المختلفة. إحدى التجارب طلبت من المشاركين القيادة على جهاز محاكاة لقيادة السيارات أثناء تنفيذ مهام منفصلة في نفس الوقت. ولقد أظهرت التجربة بأن متعددي اللغات كانوا أقل انشغالا بالمهام الأخرى ولذلك ارتكبوا أخطاء أقل في القيادة.

يعتقد بأن تعلم اللغة يمكن أن يحسن أيضا مهارات اتخاذ القرارات. عندما تتكلم لغة أجنبية فانك باستمرار تفكر مليا، باختلافات دقيقة بشكل ثابت في معنى الكلمة أو طريقة نطقها. تنتقل هذه العملية لا شعوريا إلى أوضاع تستدعي اتخاذ حكم أو قرار.

أخيرا، تعلم لغة أجنبية يمكن أن يحسن قدرتك أيضا في استخدام لغتك الأم بفاعلية أكبر. كلما أصبحت مدركا أكثر للطريقة التي يعمل بها اللغة، فانك تبدأ بتطبيق تلك الطريقة على اللغة التي تستعملها كل يوم. المهارات التي حصلت عليها من تعلم اللغة الأجنبية يمكنها أن نجعلك متكلمًا و كاتبًا أفضل في لغتك الأم.

هاني قزاز

### Question Number One:

يحسن تعلم لغة أجنبية من وظيفة الدماغ بطرق عدة. اكتب ثلاثة من تلك الطرق.

1. Learning a foreign language improves the functionality of brain in several ways. Write down three of these ways.-----

ذكر النص جانبين من جوانب اللغة الأجنبية التي تزود الدماغ بتمارين مفيدة. اذكرهما .

2. The article states two areas of a foreign language that provide the brain with beneficial 'exercise'. Write down these two areas .-----

يزود تعليم لغة أجنبية الدماغ بتحديات فريدين. اكتبهما

3. Learning a foreign language presents the brain with two unique challenges. Write down theses two unique challenges.-----

ذكر المقال فوائد عدة لتعلم لغة أجنبية. اكتب ثلاثة منها.

4. The article states many benefits of learning a foreign language. Write down three of these benefits.  
-----
5. Find a word in the text which means **"any device or system that simulates specific conditions or the characteristics of a real process or machine."** -----
6. What does the underlined word **"you"** refer to? -----  
صرح المقال بنتيجتين تتعلق بالأشخاص الذين يتكلمون أكثر من لغة. اكتبهما.
7. The article states two research findings about people who speak more than one language. Write these two findings down. -----  
اكتب الجملة التي تبين اثر تعلم لغة أجنبية على قدرة استخدام لغة أم معينة
8. Quote the sentence which shows the effect of learning a foreign language on the ability to use a certain mother tongue. -----
9. Find a word in the text which means **"something that is said such as a statement."**-----  
يقال بان الطلبة الذين يدرسون لغة أجنبية يؤدون بشكل أفضل بالمجمل في الامتحانات العامة. فكر واكتب رأيك.
10. It is said that students who study foreign languages do better, on the whole, in general tests. Think of this statement and, in two sentences, write down your point of view.  
-----  
يقال بان الممارسة خير وسيلة للإتقان. فكر ثم اكتب رأيك.
11. It is often said that practice makes perfect . Think of this statement and, in two sentences , write down your point of view.-----

1. providing the brain with beneficial 'exercise', which improves memory - exercising the brain
2. learning new vocabulary - learning grammar rules
3. -recognizing different language systems. -recognizing ways to communicate within these systems.
4. - improving memory - improving your decision-making skills. -improving your ability to use your mother tongue more effectively -
5. Simulator
6. The reader
7. -they are able to switch between two systems of speech, writing, and structure quite easily -they are able to switch easily between completely different tasks.
8. Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively.
9. utterance
10. I agree with this statement since learning foreign languages present the brain with unique challenges that improve students' chances of success in general tests such as maths, vocabulary and reading.
11. I agree with this statement. As we repeat a task over and over again , the coordination becomes smoother and quicker .In the end , after a lot of repetition , we can form the task almost perfectly.



### Question Number Two :

**A. Choose the suitable item from those given in the box to complete each of the following sentences**

**multilingual** متعدد اللغات , **mother tongue** اللغة الأم , **simulator** جهاز محاكاة , **utterance** نطق

1. It is claimed that -----people are able to switch between two systems of speech quite easily.
2. It is difficult to operate a driving -----while carrying out separate tasks.
3. An -----is a bit of spoken language .It could be anything from "Ugh!" to a full sentence.
4. There are about seven million deaf people who use sign language as their -----.

multilingual , simulator , utterance, mother tongue

**B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

Finally, learning a foreign language can also improved your ability to use your mother **tungue** more effectively; As you become more **awire** of the way that a language works, you begin to apply it to the language that you use every day. The skills you **obtains** from learning a **foreign** language, therefore, can make you a better speaker and writer in your own language.

**Answers:** tongue / . / aware / obtain / foreign

**FREE WRITIN**

- Nowadays it is necessary to study at least one foreign language .Write an essay mentioning the best ways to learn a foreign language and the benefits of knowing more than one language.
- English clubs in any school aim to promote learning of the language. Write an essay mentioning the benefits of joining English clubs and suggesting ways to encourage students to join such clubs.

هاني قزاز  
ماجستير لغة انجليزية  
0782363709

## Education in Jordan

### المفردات

Word	English Meaning	Arabic
<b>degree</b>	a qualification that is given to you when you have successfully completed a course of study	شهادة
<b>master's degree</b>	a period of one or two years of study which takes place after the completion of a Bachelor's degree	شهادة الماجستير
<b>online distance learning</b>	a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication	التعلم عن بعد
<b>diploma</b>	a document showing that someone has successfully completed a course of study or passed an examination, or the name of that course	دبلوم
<b>postgraduate</b>	someone who has finished their first degree and is continuing to study either a Master's or a PhD	طالب دراسات عليا
<b>private university</b>	a university not operated by a government	جامعة خاصة
<b>public university</b>	a university that is funded by public means, through a government	جامعة حكومية
<b>undergraduate</b>	someone who has not yet completed their first degree	طالب الدرجة الجامعية الأولى
<b>vocational</b>	used to describe a particular job and the skills involved	مهني

### الأفكار الرئيسية

<i>Education in Jordan</i>	الإجابة
<ol style="list-style-type: none"> <li>1. The reason why Jordan has a high standard of education.</li> <li>2. Two stages of optional education.</li> <li>3. Students choose one of two courses before joining university.</li> <li>4. Two types of universities in Jordan.</li> <li>5. Two groups of students choose to study at Jordanian universities.</li> <li>6. Examples of postgraduate degrees.</li> <li>7. Examples of public universities in Jordan.</li> <li>8. The German-Jordanian University is a collaboration between two institutions.</li> <li>9. Distance learning help students combine between two things at the same time.</li> </ol>	<ol style="list-style-type: none"> <li>1. This is mainly due to the fact that the government considers education a necessity.</li> <li>2. Pre-school education - kindergarten education.</li> <li>3. academic courses - vocational courses.</li> <li>4. Public universities - private universities</li> <li>5. Jordanian students - foreign students.</li> <li>6. Master degree - PhD degree - Diploma degree.</li> <li>7. University of Jordan - Yarmouk University - Al Balqa Applied University.</li> <li>8. MOHE - Germany's Federal Ministry of Education and Research.</li> <li>9. Work - Study</li> </ol>

هاني قزاز

Jordan has a high standard of education. This is mainly due to the fact that the government considers education a necessity. All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE). Pre-school and kindergarten education is optional, followed by ten years of free, compulsory education. For higher education, students enter university, either for academic or vocational courses .

Students can attend one of ten public universities, or one of nineteen private universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. These are undergraduates studying for a first degree, or postgraduates studying for a Master's degree, a PhD or a higher diploma .

The three universities with the most undergraduates are the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. These are all public universities. An example of a newer university is the German-Jordanian University in Amman, which was set up in 2005 CE. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in Applied Sciences.

For students who wish to complete their university studies while working at the same time, it is also possible in some Jordanian universities to enroll onto online distance learning programmes. In the future, this option will become available in many other universities.

لدى الأردن مستوى عالي من التعليم. والسبب الرئيسي في ذلك يعود إلى حقيقة أن الحكومة تعتبر التعليم ضرورة. جميع المدارس من رياض الأطفال إلى الثانوية هي مسؤولية وزارة التربية والتعليم. يعتبر تعليم ما قبل المدرسة ورياض الأطفال اختياري يليه عشر سنوات من التعليم الإلزامي المجاني. فيما يتعلق بالتعليم العالي , يدخل الطلاب الجامعة إما لدراسة المساقات الأكاديمية أو المهنية.

يمكن أن يلتحق الطلاب بإحدى الجامعات الحكومية العشرة أو الخاصة التسعة عشر. يختار عدد كبير من الطلاب الأردنيين الدراسة في هذه المؤسسات بالإضافة إلى الطلاب الأجانب من جميع أنحاء العالم . وهم طلاب البكالوريوس يدرسون للحصول على الدرجة الجامعية الأولى أو طلاب دراسات عليا , للحصول على الماجستير, الدكتوراه أو الدبلوم العالي.

الجامعات الثلاث التي تحتوي على أكبر عدد من طلبة البكالوريوس هي الجامعة الأردنية في عمان, جامعة اليرموك في اربد , والبلقاء التطبيقية في السلط . وجميعها جامعات حكومية . ومثال على أحدث الجامعات هو الجامعة الألمانية الأردنية في عمان التي أسست في عام 2005. وهي ثمرة تعاون بين وزارة التعليم العالي والوزارة الألمانية الاتحادية للتعليم و البحث والتي تتبع النموذج التعليم الألماني في العلوم التطبيقية.

الطلاب الذين يرغبون بمتابعة دراستهم الجامعية والعمل في آن واحد , بمقدورهم الالتحاق ببرامج التعلم عن بعد . مستقبلا , سيتاح هذا الخيار في عدد من الجامعات الأخرى.

هاني قزاز

### Question Number One :

يختار الطلاب احد مسارين أو مساقين دراسيين قبل التحاقهم بالجامعة. اكتبهما.

1. Students in Jordan choose one of two courses / paths before joining university. Write these two courses down. -----

اكتب الجملة التي تبين مجموعتي الطلاب الذين يختارون الدراسة في الجامعات الأردنية.

2. Quote the sentence which states the two groups of students who choose to study in Jordanian universities.-----

ذكر المقال بعض الجامعات الحكومية في الأردن. اكتب اثنتين من تلك الجامعات.

3. The article states some public universities in Jordan. Write down three of these public universities.-----
4. Find a word in the text which means "someone who has not yet completed their first degree".
5. Find a word in the text which means "providing skills and education that prepare a student for a particular job ". -----

6. What does the underlined word "**which**" refer to? -----  
الجامعة الألمانية الأردنية هي نتاج التعاون بين مؤسستين. اكتبهما.
7. The German-Jordanian University in Amman is a collaboration between two institutions. Write these two institutions down. -----  
اكتب الجملة التي تبين عدد الجامعات العامة والخاصة في الأردن.
8. Quote the sentence which shows the number of public and private universities in Jordan. -----
9. Find a word in the text which means "**to officially arrange to join a school, university or course**". -----  
ذكر المقال بان التعلم عن بعد يساعد الطلبة الجمع بين شيئين في نفس الوقت. اذكر هما.
10. The article states that distance learning helps students combine between two things at the same time. Write these two things down . -----  
يفضل بعض الطلاب الالتحاق بمساق مهني عند مغادرة المدرسة. فكر واكتب رأيك.
11. Some students prefer to do a vocational course when they finish school. Think of this statement and, in two sentences, write down your point of view. -----  
من الممكن في بعض الجامعات الأردنية الالتحاق ببرامج الدراسة عن بعد. اكتب ثلاثة فوائد للتعلم عن بعد.
12. It is possible in some Jordanian universities to enroll onto distance learning programs in the future. Suggest three advantages of distance learning. -----

1. academic courses - vocational courses
  2. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world.
  3. University of Jordan - Yarmouk University - Al Balqa Applied University
  4. Undergraduate
  5. Vocational
  6. the German-Jordanian University
  7. the MOHE - Germany's Federal Ministry of Education and Research
  8. Students can attend one of ten public universities, or one of nineteen private universities.
  9. attend
  10. work - study
- I agree with this statement because doing vocational courses open many doors and enable students to get a rewarding and secure job in the future.
10. – combining between work and study - saving time and effort – saving money

### Question Number Two:

- A. Choose the suitable item from those given in the box to complete each of the following sentences.

خاص private , يلتحق ب enroll , عام public , التعلم عن بعد online distance learning , دبلوم diploma

1. It is possible in some Jordanian universities to enroll onto -----programs.
2. To combine between her work and study, Salwa will ----- onto online distance learning program.
3. The German –Jordanian University is a ----- university near Madaba.
4. I am planning to get a higher ----- in education.

online distance learning , enroll , private , diploma





## *Learn English fast-the natural way*

### المفردات

Word	English Meaning	Arabic
<b>immerse</b>	to be deeply involved in something and spend most of your time doing it	ينغمس
<b>tailor –made</b>	custom- made ;made to fit exactly	صمم خصيصا
<b>postgraduate</b>	someone who has finished their first degree and is continuing to study either a Master's or a PhD	طالب دراسات عليا
<b>academic</b>	connected with education , especially at college or university level	أكاديمي
<b>tuition</b>	teaching, especially in small groups	تدريس
<b>undergraduate</b>	someone who has not yet completed their first degree	طالب الدرجة الجامعية الأولى
<b>vocational</b>	used to describe a particular job and the skills involved	مهني

### الأفكار الرئيسية الواردة في القطعة

<i>Learn English fast-the natural way</i>	الإجابة
<ol style="list-style-type: none"> <li>Two decisions students have to take before they attend courses in <i>Extreme English</i></li> <li>Academic English in <i>Extreme English</i> prepares students for two types of studies.</li> <li>Some examples which show that the students will be living as a family</li> <li><i>Extreme English</i> offers two types of English courses.</li> <li>Activities that students can practise after lunch.</li> <li>Activities that students can practise in the evening.</li> <li>How teachers support their students at <i>Extreme English</i></li> </ol>	<ol style="list-style-type: none"> <li>the duration of the course they wish to attend - the nature of course whether academic or vocational.</li> <li>undergraduate studies - postgraduate studies</li> <li>enjoying lunch together around the table - go shopping</li> <li>academic courses - vocational courses</li> <li>visiting local places of interest- taking part in sports</li> <li>theatre - a concert - relaxing at home and chatting (in English, naturally!).</li> <li>whatever you do, your teachers will be with you, acting as guides, tutors and friends.</li> </ol>

هاني قزاز



It is said that the best way to acquire a language is to immerse yourself in **it**, and that's what we offer at *Extreme English*: total immersion.

You have to determine two things before attending such a course; the duration of the course you wish to attend and the nature of course whether academic or vocational.

After joining the course, you will stay in one of our beautiful apartments. You'll hear and speak English all day long. You can either join a small group of other students of a similar level, or request a 'tailor-made' course. For example, you may require a course in academic English to prepare you for undergraduate or postgraduate studies, or a vocational course to help you with your career. Either way, you will live and work together as a family.

In the mornings, after breakfast, one or more of our trained and experienced teachers will arrive, and you will have three hours of intensive tuition. Then, after enjoying lunch together around the table, you'll visit local places of interest, go shopping, take part in sports, etc. In the evenings, there will be a choice of cultural activities, for example the theatre or a concert, or you may prefer to relax at home and chat (in English, naturally!). Whatever you do, your teachers will be with you, acting as guides, tutors and friends.

Some people just come for a week, and **they** are usually amazed by how much progress they make in such a short time. Others come for two, three, even four weeks. It's up to you. You can be sure of one thing – we'll do our very best to give you a first-class experience and send you home thinking and dreaming in English!

يقال أن أفضل طريقة لاكتساب لغة ما هو أن تغمر نفسك في تلك اللغة وهذا ما نقدمه في مركز اكستريم لتعلم اللغة الانجليزية : الانغماس الكلي.

يجب أن تحدد شيئين قبل الالتحاق بمثل هذا المساق، مدة المساق الزمنية وطبيعته فيما إذا كان مساق أكاديمي أو مهني.

بعد الالتحاق بالمساق ، ستقيم في واحدة من شققنا السكنية الجميلة. ستسمع وتتكلم الانجليزية طوال اليوم. يمكنك الالتحاق إما في مجموعة صغيرة من الطلاب الآخرين من نفس المستوى أو تطلب دورة مصممة خصيصا. على سبيل المثال، قد تطلب مساقا في اللغة الانجليزية الأكاديمية لأعدادك للدراسة الجامعية الأولى أو الدراسات العليا، أو دورة مهنية لمساعدتك في عملك. في كلتا الحالتين فإن الطلبة سيعيشون ويدرسون معا كعائلة واحدة.

في الصباح، بعد الإفطار سيصل واحد أو أكثر من معلمينا المدربين و ذو الخبرة، وسيكون لديكم ثلاث ساعات من التعليم المكثف. ثم بعد الاستمتاع بالغداء معا حول الطاولة ستزورون الأماكن المحلية، التسوق والمشاركة في الألعاب الرياضية وغيرها. في المساء سيكون هنالك اختيار من الأنشطة الثقافية على سبيل المثال : المسرح أو حفل موسيقي أو الاسترخاء في المنزل والدراسة ( باللغة الانجليزية بشكل طبيعي . ) مهما فعلت معلموك إلى جانبك يعملون كإدلاء ومعلمين وأصدقاء.

بعض الناس يحضرون لمدة أسبوع ، وعادة يندeshوا بمدى التقدم الذي يحرزونه خلال مدة زمنية قصيرة، وآخرون لمدة أسبوعين، ثلاثة، وحتى أربعة أسابيع. الأمر عائد إليك . كن على ثقة من شيء واحد - نحن سوف نبذل قصارى جهدنا لنمنحك خبرة من الدرجة الأولى ونرسلك للوطن تفكر وتحلم باللغة الانجليزية!

هاني قزاز

### Question Number One :

ذكر النص بعض الأمثلة التي تبين أن الطلاب سيعيشون كعائلة . اكتب اثنين من تلك الأمثلة .

1. The article states some examples which show that the students will be living as a family. Write down two examples .-----  
مساقات اللغة الانجليزية الأكاديمية في مركز اكستريم تعد الطلبة لنوعين من الدراسات الجامعية . اذكرهما.
2. Academic English courses at *Extreme English* prepare students for two types of university studies. Write down these two studies .-----  
يجب أن يتخذ الطلاب قرارين قبل التحاقهما بمركز "اكستريم" للغة الانجليزية . اكتبهما .
3. There are two decisions students have to take before they attend courses in *Extreme English*. Write down these two decisions.  
-----

4. Find a word in the text which means "used to describe a particular job and the skills involved" ----

يقدم مركز اكستريم لتعليم اللغة الانجليزية نوعين من المساقات. اكتبهما.

5. Extreme English offers two types of English courses. Write down these two types of English courses.

ذكر النص بعض الأنشطة التي يمكن أن يقوم بها الطلبة مساء. اكتب اثنتين من تلك الأنشطة.

6. The text states some activities that students can do in the evenings. Write down two of these activities.

اكتب الجملة التي تبين الأنشطة التي يمكن أن يقوم بها الطلبة بعد الغداء.

7. Quote the sentence which shows the activities that students can do after lunch.

8. Find a word in the text which means "to be deeply involved in something and spend most of your time doing it". -----

9. What does the underlined word "they" refer to? -----

ينتج عن تعلم لغة أجنبية العديد من الفوائد. اكتب ثلاثة فوائد يمكن أن يجنيها الشخص من تعلم لغة أجنبية.

10. Learning a foreign language comes up with many benefits. Write down three possible benefits a person may obtain while learning a foreign language.

يقال بأن أفضل طريقة لكسب اللغة هو الانغماس بتلك اللغة. فكر واكتب رأيك.

11. It is said that the best way to acquire a language is to immerse your self in it. Think of this statement and, in two sentences, write down your point of view.

1. – they enjoy lunch together around the table – they go shopping
2. undergraduate studies - postgraduate studies,
3. the duration of the course they wish to attend - the nature of course whether academic or vocational.
4. Vocational
5. Academic courses - vocational courses
6. Going to theatre or a concert - relaxing at home and chatting in English.
7. Then, after enjoying lunch together around the table, you'll visit local places of interest, go shopping, take part in sports, etc.
8. immerse
9. some people
10. – knowing new cultures – making new friends – improving decision-making skills
11. I agree with this statement because the total immersion help you to speak the language fluently as well as make you a good writer .

### Question Number Two:

A. Choose the suitable item from those given in the box to complete each of the following sentences.

مصمم خصيصا , tailor-made , ينغمس , immerse , دراسات عليا , postgraduate , أكاديمي , academic

1. The best way to acquire a language is to -----yourself in it.
2. To meet the vocational needs of students, our English center offers a ----- course.
3. My son always gets top marks in the ----- subjects.
4. Marwan is planning to do a ----- degree in translation.

immerse , tailor -made , academic , postgraduate

SB/AB

A. Choose the suitable item from those given in the box to complete each of the following sentences.( AB 35)

beneficial مفيد , concentration تركيز ,circulation دورة , memory ذاكرة , dehydration جفاف , diet تغذية

1. I used to eat much junk food, but now I have a much healthier-----.
2. It is -----to take regular breaks when revising.
3. It is important to drink a lot of water in order to avoid -----
4. Do not sit still for too long-move around frequently to increase your blood -----
5. Zainab listens to music while she is working. It helps her-----.
6. Adnan never forgets anything! He has got an amazing-----.

diet , beneficial, dehydration , circulation , concentration , memory

B. Choose the suitable item from those given in the box to complete each of the following sentences.( AB 37)

academic أكاديمي , vocational مهني , postgraduate دراسات عليا , undergraduate طالب جامعي

1. After Nasser completes his first degree ,he is hoping to do a -----degree.
2. Mariam is an excellent student. She gets top marks in -----subjects like History, Arabic and Maths.
3. My brother has just left school. Now he is a university-----.
4. My cousin is an electrician. Instead of going to a university he did a -----course at a local training college.

postgraduate, academic, undergraduate, vocational

C. Choose the suitable item from those given to complete each of the following sentences. ( AB 36)

1. I am confused. Could you give me some ----- please?  
( advice, advising, advise , advised )
2. Before an exam, you must ----- everything you have learnt.  
( revision , revise , revised , revising )
3. In hot weather our bodies are in danger of -----.  
( dehydration, dehydrate , dehydrated , dehydrating )
4. Do not talk to the driver .He must -----.  
( concentrate , concentrated , concentration , concentrating )
5. How quickly does blood ----- round the body?  
( circulation, circulated , circulate , circulating )

advice, revise, dehydration, concentrate , circulate

D. Choose the suitable item from those given to complete each of the following sentences. ( SB 53/79)

1. Have you had any ----- of learning another language.  
( experience , experienced , experiment , experimental )
2. Is one side of the brain more -----than the other?  
( dominate , domination, dominant , dominating )
3. The graduation ceremony was a very ----- occasion for everyone.  
( memory , memorize , memorable , memorization )
4. Nuts contain useful ----- such as oils and fats.  
( nutrition , nutritionally, nutritional , nutrients )

experience, dominant, memorable, nutrients

### Collocation

- **write a schedule** : draw up a timetable    يضع برنامج
- **keep fit**: do exercise    يحافظ على اللياقة
- **begin**: make a start    يبدأ
- **relax**: take a break    يستريح
- **study**: do a subject    يدرس
- **change something**: make a difference    يحدث تغيير

**E. Choose the suitable item from those given in the box to complete each of the following sentences.( WB 35)**

**make a difference , do exercise , draw a time table , make a start, take a break**

1. If you want to lose weight, you should ----- every day.
2. The deadline is tomorrow, and you haven't done anything yet! You really must-----
3. You look tired. Why do not you-----.
4. If you send money to a charity, you will -----to a lot of lives.
5. I need to organize my time better. I think I'll-----.

**do exercise , make a start , take a break , make a difference , draw a timetable**

**F. Replace the underlined misused verbs in the sentences below with the correct ones to form the appropriate collocation**

1. If you want to lose weight , you should take exercise every day.
2. I need to organize my time better. I think I'll do a timetable.
3. If you send money to a charity, you will do a difference to a lot of lives.
4. The deadline is tomorrow, and you haven't done anything yet !you really must take a start.

**do , draw , make , make**

**G. Replace the underlined misused collocations in the following sentences with the correct ones.**

1. If you want to lose weight , you should make a start every day.
2. The deadline is tomorrow, and you haven't done anything yet !you really must make a difference.
3. You look tired. Why do not you do exercise.
4. If you send money to a charity, you will draw a timetable to a lot of lives.
5. I need to organize my time better. I think I'll take a break

**do exercise , make a start , take a break , make a difference , draw a timetable**

### **FREE WRITING**

- Some students prefer to study alone while others prefer to study in a group. Write an essay discussing the advantages and disadvantages of each method and mentioning which way you prefer.
- Some people believe that students should be given one long vacation each year whereas others believe that students should have several vacations throughout the year. Write an article discussing the advantages and disadvantages of each vacation from your point of view.

## Unit 9

### Doing business in China

#### المفردات

Word	English Meaning	Arabic
<b>be able to answer detailed questions</b>	to have the ability to understand complicated questions and respond to them appropriately	مستعد للإجابة
<b>do a deal</b>	to arrange an agreement in business	يعقد صفقة
<b>give a business card</b>	to give someone a card that shows a business person's name, position and contact details	بطاقة أعمال
<b>make small talk</b>	to have an informal chat with someone in order to start a conversation	يجري حديث قصير
<b>negotiate</b>	discuss something in order to reach an agreement, especially in business or politics	يتفاوض
<b>shake hands</b>	to move someone's hand up and down in agreeing	يصافح
<b>track record</b>	all of a person's or organization's past achievements, successes or failures which show how well they have done something	سجل الأداء أو الانجاز

#### الأفكار الرئيسية الواردة في القطعة

Doing business in China	الإجابة
<ol style="list-style-type: none"> <li>1. Mr. Ghanem's first business trip was not successful for two reasons.</li> <li>2. Certain changes had taken place when Mr. Ghanem visited China for the second time / Mr. Ghanem's second business trip was successful for two reasons</li> <li>3. Mr. Ghanem advises people wanting to do business in China to send certain documents.</li> <li>4. Certain essential things that should be considered if you have business meetings in China.</li> <li>5. Mr. Ghanem never told a joke for two reasons.</li> <li>6. Mr. Ghanem states many pieces of advice that help make the meeting with the company's director successful.</li> <li>7. Two pieces of advice to avoid conflict with Chinese</li> </ol>	<ol style="list-style-type: none"> <li>1. He was too young – he didn't have enough knowledge about the culture of China.</li> <li>2. He joined a larger company -He had been sent on a cultural awareness course.</li> <li>3. recommendations from previous clients-business card with job position - qualifications translated into <i>Chinese</i>.</li> <li>4. Arriving on time – shaking hand gently -don't tell a joke - your voice and body language should be calm and controlled.</li> <li>5. as this may not be translated correctly - could cause offence.</li> <li>6. preparing for the detailed questions - starting with the important issues when you start negotiating – avoiding conflict.</li> <li>7. You should be patient -You should prepare to compromise</li> </ol>

## Doing business in China

Today, we talk to Mr. Ghanem, a businessman based in Amman who often visits China. We asked him when **he** first started doing business with China. „I've been doing business with China for many years. My first trip there was in 2004 CE, and it was not very successful.

*Why was it not successful?*

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

*Did you make any mistakes on that visit?*

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

*When did you learn how to be successful in China?*

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

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

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

*Can you tell us about your last meeting in China?*

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

*Was it a successful meeting?*

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

نتحدث اليوم مع السيد غانم , رجل أعمال من عمان والذي يزور غالبا الصين. طلبنا منه أن يخبرنا متى بدأ عمله التجاري مع الصين للمرة الأولى, أقوم بعمل تجاري مع الصين منذ عدة سنوات. **كانت رحلتي الأولى هناك في عام 2004 , وكانت زيارة غير ناجحة.**

لماذا لم تكن ناجحة ؟

عملت لدى شركة حاسوب صغيره عمان. وأرسلوني إلى الصين عندما كنت صغير السن. أتمنى لو أن الشركة أدركت بأن الصينيين يحترمون العمر والخبرة أكثر من كون الشخص شابا.

وهل ارتكبت أخطاء في تلك الزيارة ؟

نعم تمنيت لو أنني قمت بالبحث في الثقافة الصينية قبل أن أزور الصين من أجل أن تكون ناجحا في الصين ,تحتاج أن تكسب احترامهم. دوما يستفسر رجال الأعمال الصينيون عن نجاحات الشركة في الماضي. على أي حال, لأنني عملت في شركة جديدة, فلم استطع الحديث عن سجلها الأدائي ولم نبرم أية صفقة تجارية في الزيارة الأولى.

وكيف تعلمت أن تكون ناجحا في الصين ؟

التحقت بشركة اكبر و قاموا بإرسالني لحضور دورة في الوعي الثقافي , وفي زيارتي الثانية للصين شعرت وكأنني لا اعرف شيئا خلال زيارتي الأولى.

ما هي النصيحة التي توجهها لمن يرغب القيام بعمل تجاري في الصين ؟

قبل زيارتي للشركة أرسل توصيات من زبائن سابقين. كما أرسل بطاقة العمل مع مناصبي الوظيفي ومؤهلاتي مترجمة للصينية.

هل تخبرنا عن آخر اجتماع لك في الصين ؟

بالطبع وصلت في الوقت المناسب يجب. عليك ألا تصل متأخرا لان ذلك يظهر عدم الاحترام. وعندما قابلت مدير الشركة صافحته بلطف. بدأت الاجتماع بحديث قصير عن تجاربي الرائعة في الصين. وخلال الاجتماع , كنت حريصا أن يبدو صوتي ولغة جسدي هادئتين ومتحكم بهما لم أتفوه بأي نكتة لان ذلك ربما يترجم بشكل غير صحيح أو يسبب إساءة.

هل كانت الاجتماع ناجحا ؟

نعم ,كان ناجحا , عرفت أن المدير قد بحث عن عملي بشكل مكثف قبل الاجتماع , لذلك كنت مستعدا لأي أسئلة تفصيلية وعندما بدأت التفاوض , بدأت بالمسائل المهمة. يؤمن الصينيون بتجنب النزاع. ومن المهم دائما أن تتحلى بالصبر. وكنت مستعدا للحلول الوسط ولذا في نهاية المطاف كان الاجتماع ناجحا.

كانت ناجحة

هاني قزاز

### Question Number One :

رحلة السيد غانم التجارية الأولى للصين لم تكن ناجحة لسببين. اكتبهما.

1. Mr. Ghanem's first business trip to China was not successful for two reasons. Write these two reasons down.-----.

حدث تغيرين عندما زار السيد غانم الصين المرة الثانية. اكتبهما.

2. Two changes had taken place when Mr. Ghanem visited China for the second time. Write down these two changes.-----

ينصح السيد غانم الأشخاص الذين يودون القيام بعمل تجاري في الصين إرسال وثائق معينة قبل زيارتهم الشركة. اذكر ثلاثة من تلك الوثائق.

3. Mr. Ghanem advises people wanting to do business in China to send certain documents before they visit accompany. Write down three of these documents.

-----

لم يتفوه السيد غانم بأي نكتة خلال الاجتماع الأخير لسببين. اكتبهما.

4. Mr. Ghanem never told a joke during the last meeting in China for two reasons. Write these two reasons down. -----

اكتب الجملة التي تبين السنة التي فيها زار السيد غانم الصين للمرة الأولى.

5. Quote the sentence which shows the year in which Mr. Ghanem visited China for the first time.

-----

6. Find a word in the text which means **"all of a person's or organizations past achievements, success or failure which show how well they have done."**

-----

صرح النص أمور ضرورية محددة يجب أخذها بعين الاعتبار خلال اجتماع العمل في الصين. اكتب اثنتين منها.

7. The text states certain essential things that should be considered if you have a business meeting in China. Write down three of these things.

-----

اكتب الجملة التي تبين ندم السيد غانم على عدم معرفته للثقافة الصينية.

8. Quote the sentence which shows Mr. Ghanem's regret at not having enough knowledge about the culture of China.-----

ذكر السيد غانم نصائح معينة لجعل الاجتماع مع مدير الشركة ناجح. اذكر نصيحتين.

9. Mr. Ghanem states certain pieces of advice to make the meeting with the company's director successful. Write down two pieces of advice.

ذكر السيد غانم نصيحتين لتجنب النزاع مع الصينيين. اكتبهما.

10. Mr. Ghanem states two pieces of advice to avoid conflict with Chinese. Write these two pieces of advice down.-----

11. Find a word in the text which means **"discussing something in order to reach an agreement, especially in business and politics."** -----

12. What does the underlined word **"him"** refer to.-----

النقود والعمر ليست العوامل الوحيدة التي تحدد نجاح العمل التجاري في الصين. اكتب ثلاثة عوامل تجعل من الفرد رجل أعمال ناجح في الصين.

13. Money and age are not the only factors in determining business person's success in China. Suggest three possible factors that can make you a successful business person in China.

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رجال الأعمال الذين يزورون بلدا معينا في رحلة تجارية بحاجة لمعرفة العديد من الأشياء الضرورية. فكر واكتب رأيك.

14. Businessmen who visit a country on a business trip need to know many essential things about the country which they visit. Think of this statement, and in two sentences, write down your point of view.

-----

15. There are many similarities, in terms of expectations at business meeting between China and Jordan. Suggest three possible similarities. -----



1. -he didn't have enough knowledge about the culture of china. - he was too young.
2. -He joined a larger company - He had been sent on a cultural awareness course.
3. recommendations from previous clients- business card with job position - qualifications translated into *Chinese*.
4. As this may (1) not be translated correctly (2) could cause offence.
5. My first trip there was in 2004 CE, and it was not very successful.
6. A track record
7. -Don't tell a joke - your voice and body language should be calm and controlled arrive on time .
8. I wish I had researched Chinese culture before I visited the country.
9. preparing for the detailed questions - starting with the important issues when you start negotiating – avoiding conflict.
10. -You should be patient.-You should prepare to compromise
11. Negotiating
12. Company director
13. good experience - good track record - cultural awareness
14. I agree with this statement, so businessmen should know many essential things such as language, culture and traditions .
15. arriving on time                      shaking hands gently                      not telling a joke

#### Question Number Two:

A. Choose the suitable item from those given in the box to complete each of the following sentences.

track record سجل الانجاز , shake hands يصافح , negotiates يفاوض , tell a joke يخبر نكته

1. During business meetings, it is not acceptable to ----- as this may not be translated correctly.
2. Saleem couldn't talk about his -----, so he didn't do any business deal on his first trip to Canada.
3. When you meet an old man, you have to -----with him gently.
4. Marwan always starts with the most important issues when he -----.

tell a joke , track record , shake hands , negotiates

B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.

When I began negotiating, I started with the important issues. The Chinese believe in avoiding konflikt. It is always important to be patient. I was prepared to combromise, so in the end, the meeting is successful.

Answers: negotiating / conflict / compromise / , / was



## Our country's imports and exports

### المفردات

Word	English Meaning	Arabic
<b>agreement</b>	an arrangement or promise to do something, made by two or more people, companies or organizations	اتفاق
<b>domestic</b>	relating to or happening in one particular country and not involving any other countries	محلي
<b>dominate</b>	to be the most important feature of something	يتحكم
<b>exports</b>	goods sold to another country	صادرات
<b>extraction</b>	the process of removing and obtaining something from something	استخراج
<b>fertiliser</b>	A substance that is naturally found in the earth	سماد
<b>goods</b>	things that are produced in order to be sold	سلع
<b>imports</b>	goods bought from other countries	واردات
<b>pharmaceuticals</b>	companies which produce drugs and medicine	شركات أدوية
<b>reserve</b>	something kept back or set aside, especially for future use	احتياطي

### الأفكار الرئيسية الواردة في القطعة

Our country's imports and exports	الإجابة
<ol style="list-style-type: none"> <li>1. Fertilisers are made of two minerals.</li> <li>2. Two of Jordan's largest exports.</li> <li>3. Jordan's economy is dominated by two services</li> <li>4. Jordan's exports go to four countries.</li> <li>5. The reason why Jordan imports a lot of oil and gas</li> <li>6. Two reserves that Jordan does not have.</li> <li>7. The country which supports Jordan with most of its imports.</li> <li>8. The main imports of Jordan.</li> <li>9. Jordan's imports come from many countries.</li> <li>10. Jordan has free trade agreements with many countries.</li> </ol>	<ol style="list-style-type: none"> <li>1. potash - phosphate</li> <li>2. chemicals - fertilisers</li> <li>3. travel - tourism .</li> <li>4. Iraq - the USA - India - Saudi Arabia.</li> <li>5. Jordan does not have large oil or gas reserves</li> <li>6. oil - gas</li> <li>7. Saudi Arabia</li> <li>8. cars – medicines - wheat - oil - gas</li> <li>9. Saudi Arabia - the EU, - China - the United States.</li> <li>10. the USA - Canada - Malaysia – Egypt - Morocco - Tunisia</li> </ol>

هاني قزاز

ماجستير لغة إنجليزية

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

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

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

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

في هذا التقرير، سنلقي نظرة على الدول التي يتاجر معها الأردن والبضائع التي يصدرها ويستوردها.

أولاً : دعونا نلقي نظرة على الصادرات . **الأردن بلد غني بالبوتاس والفوسفات** وصناعة استخراج تلك المعادن تعد واحدة من اكبر الصناعات في العالم. **ليس مستغرباً ، أن المواد الكيميائية والأسمدة** تعد من اكبر صادرات الأردن. كما وتمثل صناعة الدواء والصناعات الأخرى 30% من الناتج المحلي الإجمالي. ويصدر الأردن 75% من منتجات الأدوية. وعلى أية حال، فإن غالبية (65%) من اقتصاد البلد مسيطر عليه من قبل قطاع الخدمات، في الأغلب السياحة والسفر. **معظم صادرات الأردن تذهب للعراق والولايات المتحدة الأمريكية والهند والمملكة العربية السعودية.**

الآن دعنا نلقي نظرة على الواردات. وعلى النقيض من بعض الدول الأخرى في الشرق الأوسط، **فإن الأردن لا يملك مخزوناً ضخماً من النفط والغاز**. لذلك فإن الأردن يستورد النفط لتلبية احتياجاته من الطاقة. **وواردات الأردن الرئيسية الأخرى تتضمن السيارات والأدوية والقمح**. في عام 2013، شكلت واردات الأردن من **السعودية 23%**. يليها **الاتحاد الأوروبي بنسبة 17.6%**. **واردات أخرى تأتي من الصين والولايات المتحدة الأمريكية.**

لدى الأردن اتفاقيات تجارية حرة أكثر من أية دولة عربية أخرى. **وتتاجر بحرية مع العديد من الدول تتضمن الولايات المتحدة الأمريكية وكندا وماليزيا**. ما هي الدول الأخرى المهمة لتجارة الأردن؟ وقع الأردن أول اتفاقية تجارية مع الاتحاد الأوروبي عام 1997. كما وقع اتفاقية تجارية أخرى مع **مصر والمغرب وتونس** في عام 2004. وفي عام 2011 اتفاقية تجارية أخرى تم توقيعها مع الاتحاد الأوروبي ومصر والمغرب وتونس. ومن المتوقع أن تنمو التجارة مع الاتحاد الأوروبي وشمال أفريقيا بشكل خاص.

### Question Number One:

يصنع السماد الأردني من معدنين. اكتبهما.

- Many of Jordan's fertilisers are made of two minerals. Write these two minerals down.

-----

ذكر التقرير اثنين من اكبر صادرات الأردن. اكتبهما.

- The report states two of Jordan's largest exports. Write these two largest exports down.

-----

اكتب الجملة التي تبين الاحتياطين اللذين لا يمتلكهما الأردن.

- Quote the sentence which shows the two reserves that Jordan does not have.

-----

- Find a word in the text which means "**to be the most important feature of something**".

-----

تذهب معظم صادرات الأردن إلى أربعة دول. اذكر اثنتين منها.

- Most of Jordan's exports go to four countries. Write two of these countries.

-----

- Find a word in the text which means "**things that are produced in order to be sold**".

7. What does the underlined word " **It** " refer to? -----  
تأتي واردات الأردن من عدد من الدول. اكتب اثنتين منها.
8. Jordan's imports come from many countries .Write two of these countries down.  
-----
9. The report shows the main imports of Jordan .Write down two of these main imports.-----  
بين التقرير الواردات الرئيسية للأردن. اكتب اثنتين منها.
10. Find a word in the text which means "**the process of removing and obtaining something from something else**". -----  
وقع الأردن عدد من الاتفاقيات التجارية مع عدد من الدول. اكتب اثنتين منها.
11. Jordan has free trade agreements with many countries .Write two of these countries down.  
-----  
يقال بان على مجتمعنا يجب أن يدعم السلع الأردنية. فكر واكتب رأيك.
12. It is said that our community should support Jordanian goods. Think of this statement and, in two sentences write down your point of view.-----

1. -potash                      - phosphate
2. -chemicals                - fertilisers
3. Unlike some other countries in the Middle East, Jordan does not have large oil or gas reserves
4. dominate
5. -Iraq                              - the USA
6. Goods
7. Jordan
8. -China                              - the United States.
9. -Cars                              - wheat
10. Extraction
11. -Egypt                              - Morocco
12. I think that our community should support Jordanian goods as this opens new opportunities for young people and leads to economy growth.

### Question Number Two:

**A. Choose the suitable item from those given in the box to complete each of the following sentences.**

**imports** واردات , **fertilisers** سماد , **agreement** اتفاق , **machinery** آلات , **dominated** يسيطر ,  
**extraction** استخراج , **reserves** احتياطات , **minerals** معادن , **goods** بضاعة / سلع

1. Not surprisingly, two of Jordan's largest exports are chemicals and-----.
2. The majority of Jordan's economy is----- by services, mostly travel and tourism.
3. Wheat is one of the main ----- that Jordan imports.
4. Jordan is rich in valuable -----such as potash and phosphate.
5. Jordan first signed a trade ----- with the UE in 1997 CE.
6. Jordan doesn't have large oil or gas-----.
7. The UE exports metals, live animals and-----.
8. Saudi Arabia supports Jordan with most of its -----
9. Jordan is famous of the ----- of potash and phosphate.

fertilisers, dominated , goods, minerals, agreement ,reserves, machinery, imports , extraction

**A. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.**

Not surprisingly, two of Jordan's largest exports are chemicals and **fertiliserz**. Pharmaceuticals and other **industries** represent 30% of Jordan's Gross **Domestic** Product (GDP), and 75% of Jordan's pharmaceuticals are **exporting**.

**Answers:** , / fertilisers / industries / Domestic / exported

**FREE WRITIN**

- Citizens of a country should support their national economy in different ways. Write an article suggesting some possible ways to support the national economy , mentioning some advantages of buying products from one's own country.
- There are many factors which determine businessman's success abroad. Write an essay suggesting some possible factors that can make you a successful business person aboard , mentioning some essential information you should know about any country which you visits.



## A sales pitch

### المفردات

Word	English Meaning	Arabic
package holiday	an organised trip with everything	رحلة منظمة
target market	customers	متجر كبير
age group	a set of people of similar age	مجموعة ناس من نفس العمر
department store	a large shop	مخزن - محل تجاري
sales pitch	promises that someone makes to try to persuade someone to buy something	خطاب البيع
extensively	in a way to cover or affect a large area	بشكل واسع
marketing	the study of selling products to customers	التسويق

### الأفكار الرئيسية الواردة في القطعة

A sales pitch	الإجابة
<ol style="list-style-type: none"> <li>Three pieces of advice to make a good sales pitch / tips or ways to make a good sales pitch.</li> <li>A salesperson has to do a research for many things before making a sales pitch / things a salesperson should know during the research process.</li> <li>Two pieces of information that a salesperson needs to know about his product.</li> <li>Two pieces of information that a salesperson needs to know about his target customers</li> <li>Three pieces of information that a salesperson needs to know about the competition.</li> <li>Planning the presentation includes two things that a salesperson should prepare carefully.</li> <li>A sales person should have a list of his main points while saying his presentation for two reasons.</li> <li>Three ways to say the presentation</li> <li>Many things that a salesperson should consider to be professional / while saying his presentation.</li> <li>Two qualities of an effective presentation.</li> <li>Presentation should be started with some friendly comments</li> <li>Many things a salesperson should observe in order to appear confident while he is saying his presentation/ examples of body language .</li> </ol>	<ol style="list-style-type: none"> <li>do your research - prepare and practice - be professional</li> <li>product - target market - competition- people he is speaking to, and what their needs are</li> <li>When it was developed -where it is produced.</li> <li>the age group income of people.</li> <li>similar products on the market - why is his product superior to others - why does it have better value.</li> <li>what you will say - how you will say it</li> <li>in case something interrupts him – in case he simply freezes with nerves.</li> <li>reading it word by word - using notes - memorising it.</li> <li>Keeping his presentation short and simple- Starting with some friendly comments</li> <li>simple - short</li> <li>thank your hosts - compliment their company.</li> <li>looking round the room - making eye contact with your audience - smile</li> </ol>

هاني قراز



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

How to make a sales pitch

### 1 Do your research

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when **it** was developed, and where it is produced? You also need to know who the target market is – for example, the age group or income of the people who might buy it. Not only that, you should **know** all about the competition – that is, similar products on the market. Why is your product superior to others and why does it have better value? In addition, you should know exactly which people you are speaking to, and what their needs are. For example, if they represent a middle-class department store in a humble neighborhood, be ready to explain why your particular product would suit customers who do not have lots of money. What makes your product perfect for **them**? Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

### 2 Prepare and practise

Plan your presentation carefully, not just what you will say, but how you will say it. Will you read it word by word, use notes or memorise it?

Whatever you decide, it is always a good idea to have a list of your main points, in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it, if possible in front of colleagues. Make changes and practise it again.

### 3 Be professional

Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them, and compliment their company. Remember to speak slowly and clearly. It is important to appear confident (even if you're nervous!). While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience. Smile! When you've finished speaking, invite questions. If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do **it**!).

Finally, have a summary of your presentation ready to hand out at the end of the session.

I wish I had known all this when I started out in business!

سواء تباع نوع جديد من معجون الأسنان لسلسلة من الصيدليات أو أحدث برمجية حاسوب لمدرسة ما أو حزمة عطلة لوكالة سفر – فأنت بحاجة إلى أن تعرف ....

### كيف تعمل خطاب بيع

#### 1- اجري بحثك

لا تنتهي خطاب البيع متمنيا لو انك أعددتته بشكل أفضل. من المهم أن تعرف كل شيء يتعلق بمنتجك. هل تعرف متى تم تطويره؟ وأين تم إنتاجه؟ وأيضا أنت بحاجة لأن تعرف من هو السوق المستهدف. على سبيل المثال، أعمار ودخل الأشخاص الذين سيشترون منتجك. ليس هذا فحسب، ينبغي أن تعرف كل ما يتعلق بالمنافسة – المنتجات المماثلة للمنتج في السوق. لماذا يتفوق منتجك على المنتجات الأخرى ولماذا يحظى بقيمة فضلى؟ بالإضافة لذلك، ينبغي أن تعرف بالضبط الأشخاص الذين تخاطبهم وما هي احتياجاتهم. على سبيل المثال، إذا يمثلون مخزن تسوق للطبقة الوسطى في حي متواضع، فكن مستعدا لتبين لماذا منتجك يناسب الزبائن الذين لا يملكون الكثير من النقود. وما الذي يجعل من منتجك مثاليا لهم؟ والاهم من ذلك كله، يجب أن تؤمن بما تسوقه وأفضل طريقة لعمل ذلك هو استخدام المنتج.

#### 2- حضر وتدريب

خطط للعرض التقديمي بعناية، ليس فقط ما تنوي قوله، ولكن كيف ستقوله. هل ستلقيه كلمة تلو الأخرى، تستخدم ملاحظات أو حفظه عن ظهر قلب؟

أيا كان قرارك، فكرة رائعة أن يكون لديك قائمة بأهم النقاط، في حال أن قاطعك شأ ما، أو ببساطة تعرضت للتوتر. ومن ثم تمرن عليه، إذا أمكن ذلك فليكن أمام زملائك. عدل عليه وتمرن مرة أخرى.

#### 3- كن محترفا

اجعل العرض التقديمي قصير وبسيط. ابدأ ببعض العبارات الودية. على سبيل المثال، اشكر المستضيفين لسماعهم لك والتحدث إليهم وامتدح رفقتهم لك. تذكر بان تتكلم ببطء ووضوح. ومن المهم أن تبدوا واثقا من نفسك (حتى لو كنت متوترا). إثناء خطابك، لا تنظر للأسفل. بدلا من ذلك، انظر حول الغرفة وتواصل مع جمهورك بعينيك. تبسم! وعندما تنتهي خطابك، أستقبل الأسئلة. إذا كنت لا تعرف الإجابة، لا تتظاهر بأنك تعرفها. اشكر السائل وعده بان تبحث عن الإجابة (وافعل بذلك!).

وأخيرا، كن مستعدا لتوزيع ملخص لخطابك في نهاية الجلسة.

أتمنى لو أنني كنت اعرف كل ذلك عندما بدأت العمل في التجارة.



### Question Number One:

ذكر النص ثلاثة نصائح لعمل خطاب بيع جيد. اكتبها.

1. The text states three pieces of advice to make a good sales pitch? Write these three pieces of advice down. -----  
يجب أن يعمل مندوب المبيعات بحث لعدد من الأشياء قبل عمل خطاب البيع. اكتب ثلاثة من تلك الأشياء.
2. A salesperson has to do a research for many things before making a sales pitch. Write down two of these things.-----  
هنالك معلومتين يجب أن يعرفهما البائع عن منتجه. اذكرهما .
3. There are two pieces of information that a salesperson needs to know about his product. Write these two pieces of information down. -----  
هنالك معلومتين يجب أن يعرفهما البائع عن السوق المستهدف.
4. There are two pieces of information that a salesperson needs to know about his target customers. Write these two pieces of information down. -----  
هنالك ثلاثة معلومات يجب أن يعرفهما البائع عن المنافسة. اذكرها.
5. There are three pieces of information that a salesperson needs to know about the competition. Write these three pieces of information down.-----  
اكتب الجملة التي تبين كيفية اقتناع البائع بمنتجه.
6. Quote the sentence which shows how a salesperson can believe in his product.  
-----
7. Find a word in the text which means "**people who are identified as possible as customers.**" -----
8. Find a word in the text which means "**the statements and promises that someone makes to try to pursued someone buy something.**" -----
9. What does the underlined word "**them**" refer to? -----  
ذكر النص ثلاثة طرق لعرض خطاب البيع. اذكرها.
10. The text states three ways to say the presentation .Write down these three ways.  
ذكر النص عددا من الأمور التي يجب أن تأخذ بعين الاعتبار من قبل البائع ليبدو محترفا . اذكر اثنتين.
11. There are many things that a salesperson should consider to be professional . Write down two of these things. -----  
يجب أن يبدأ خطاب البيع ببعض التعليقات الودية. اكتب اثنتين منها.
12. Presentation should be started with some friendly comments .Write down two of these friendly comments. -----  
يجب على البائع أن يراعي عدد من الأشياء ليبدو واثقا من نفسه. اكتب اثنتين من تلك الأشياء.
13. There are many things a salesperson should observe in order to appear confident while he is saying his presentation. Write down three of these things.  
-----
14. Find a word in the text which means "**a set of people of similar age**". -----  
يحتاج بيع الأنواع المختلفة من المنتجات للزبون بعض مهارات الاتصال. فكر واكتب رأيك.
15. Selling different kind of products to the appropriate customer needs some effective communication skills. Think of this statement and, in two sentences write down your point of view.  
-----  
ينتج عن بدء عمل تجاري جديد أنواع متعددة من المشاكل والعقبات. اكتب ثلاثة من تلك المشاكل.
16. Starting a new business comes up with different kinds of struggles and a obstacles .Write down three possible obstacles a person may face when starting a new business.  
-----

هاني قزاز

ماجستير لغة انجليزية

0782363709



**SB / AB**

**A. Choose the suitable item from those given in the box to complete each of the following sentences.( WB / 44)**

**compromise** يتنازل , **negotiate** يتفاوض , **conflict** صراع , **patient** صبور , **prepared** مستعد , **track record** سجل الانجاز

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 a-----.
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-----.

**negotiate** , **prepared** , **track record** , **conflict** , **compromise** , **patient**

**B. Choose the suitable item from those given to complete each of the following sentences. ( AB / 44 )**

1. Before you apply for a job , check that you have the correct -----.  
( qualify , qualified, qualification , qualifying )
2. The company is pleased with your work and is happy to give you a -----.  
( recommended, recommended , recommendation, recommending )
3. Congratulation on a very -----business deal.  
( succeed , successful , success , successfully )
4. We should always be ready to listen to good -----  
( advise , advice , advised , advising )

**C. Choose the suitable item from those given in the box to complete each of the following sentences.( AB / 44)**

**make a mistake** يرتكب خطأ , **cause offence** يسئ , **make small talk** يجري حديث قصير , **join a company** يلتحق بشركة , **shake hands** يصافح , **ask questions** يطرح أسئلة , **earn respect** يحظ باحترام

**earn , make , join , shake , cause , ask ,**

1. Be very careful when you answer the questions, and try not to ----- a mistake.
2. If you are polite, you won't -----offence or upset anybody.
3. Before the serious discussion starts, we always -----small talk ;it's often about the weather.
4. Nasser has applied to ----- the company where his father work.
5. In business, when you meet some one for the first time, it's polite to -----hands.
6. After the talk, there will be a chance for you to ----- questions about anything you don't understand.
7. By working hard, you will ----- the respect of your boss.

**make , cause , make , join , shake , ask , earn**

**D. Replace the underlined misused verbs in the sentences below with the correct ones to form the appropriate collocation.**

1. Be very careful when you answer the questions, and try not to do a mistake.
2. If you are polite, you won't make offence or upset anybody.
3. Before the serious discussion starts, we always do small talk; it's often about the weather.
4. Nasser has applied to ask the company where his father works.
5. In business, when you meet some one for the first time, it's polite to earn hands.
6. After the talk, there will be a chance for you to make questions about anything you don't understand.
7. By working hard, you will cause the respect of your boss.

## Unit 10

### My job as an interpreter

#### المفردات

Word	English Meaning	Arabic
<b>interpreter</b>	someone who translates spoken words from one language into another	مترجم فوري
<b>fond of</b>	liking for someone or something	مغرم بـ
<b>seminar</b>	Usually given as a form of class on a particular subject training	ندوة
<b>headphones</b>	a piece of equipment that you wear over your ears to listen to the radio, music	سماعات
<b>regional</b>	relating to a particular region or area	محلي / إقليمي
<b>concentration</b>	attention span	تركيز
<b>secure</b>	safe – free from danger	امن
<b>rewarding</b>	giving personal satisfaction	مجزي

#### الأفكار الرئيسية الواردة في القطعة

My job as an interpreter	الإجابة
<ol style="list-style-type: none"> <li>Many reasons that made Fatima decided to become an interpreter</li> <li>Fatima's job involves participating in two events</li> <li>Three steps that Fatima has to take when she translates from English into Arabic at a conference</li> <li>Working as an interpreter is difficult for certain reasons.</li> <li>An example which shows that English is not the same in all English-speaking countries</li> <li>Examples of English-speaking countries.</li> <li>Two types of English language that the translator needs to know</li> <li>Examples of specialist language .</li> <li>skills you must show in an interview for the job of an interpreter.</li> <li>Two qualifications are needed to become an interpreter and get a job quite quickly.</li> <li>Two advantages of working as an interpreter</li> <li>Examples of things that could be affected between countries by bad translation.</li> </ol>	<ol style="list-style-type: none"> <li>She has always been fond of languages - At school she was very good at English.</li> <li>conferences - seminars.</li> <li>she listens to what the speaker says through headphones-she translates into Arabic while the speaker is talking.-she gives the translation through headphones to other people at the meeting.</li> <li>English is not the same in all English-speaking countries -knowing a lot of specialist language</li> <li>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.</li> <li>the UK - the USA - Australia.</li> <li>regional English - specialist English.</li> <li>Business - science - law</li> <li>good listening skills - a clear speaking voice - thinking quickly.</li> <li>language degree - postgraduate qualification</li> <li>a secure job - a rewarding job</li> <li>- an important law - trade agreement</li> </ol>

هاني قزاز  
ماجستير لغة انجليزية

0787262700

My name is Fatima Musa and I have worked as an interpreter for five years. Many students have emailed me about my work because they want to know what it would be like to do my job. So here is my reply. I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they say through headphones. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying. Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries. It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

اسمي فاطمة موسى واعمل كمتترجمة فورية منذ خمس سنوات. راسلني العديد من الطلاب بالبريد الإلكتروني للاستفسار عن طبيعة العمل الذي أقوم به . وهذا ردي . **أنا دوما مغرمة باللغات** . عمل والذي في العديد من الدول عندما كنت صغيرة ونسافر معه دوما . وعندما نزرر بلدا ما , أردت دوما تعلم لغتها . **وفي المدرسة كنت جيدة جدا في اللغة الانجليزية** . ولذلك , قررت أن اعلم كمتترجمة فورية .

ويتضمن عملي الذهاب إلى مؤتمرات وندوات علمية مهمة حول العالم. عندما يتكلم شخص الانجليزية في مؤتمر ما , **استمع لما يقوله عبر سماعات الرأس وأترجمه للعربية أثناء تحدثه. وأقدم الترجمة عبر سماعات الرأس للآخرين المتواجدين في الاجتماع** . وهذا يعني أن كل من يتكلم العربية في الغرفة يستطيع فهم ما يتحدث به الناس. هل هذا العمل سهل ؟ لا على الإطلاق , **اللغة الانجليزية ليست نفسها في جميع الدول التي نتحدث بها** . على سبيل المثال , . بالإضافة إلى معرفة الكلمات الانجليزية المستخدمة في الهند أحيانا تختلف عن الكلمات التي يستخدمها الناس في بريطانيا , **أمريكا أو استراليا** بالإضافة إلى **اللغة المحلية** , أنت بحاجة أيضا لمعرفة الكثير من **اللغة المتخصصة** . بعض الكلمات المستخدمة للتحدث حول الأعمال والعلوم أو القانون, على سبيل المثال , يجعل من اللغة الانجليزية لغة مختلفة تقريبا .

إذا لم يكن لديك شهادة لغة , لن تكون قادرا على أن تصبح مترجما . إذا كان لديك مؤهل دراسات عليا , ربما تحصل على عمل كمتترجم بسرعة . إذا كان لديك مقابلة لعمل , ينبغي أن تظهر أنك تمتلك مهارات استماع جيدة , وصوت واضح . وأيضاً عليك أن تظهر أنك تستطيع التفكير بسرعة والتركيز لأطول مدة من الوقت . إذا كنت ناجحا , فانه عمل آمن ومجزي . ربما تسافر كثيرا , ولكن ذلك الأمر ليس مشكلة طالما أنك تستمتع بزيارة البلدان الأخرى . انه عمل مسئول جدا. أنا أدرك انه إذا ترجمت الأشياء بشكل سيئ , ربما يؤثر ذلك على قانون مهم أو اتفاقية تجارية بين الدول . على كل حال , تحصل على شعور عظيم بالرضا عندما تعرف أن الناس يفهموا كل شيء تترجمه.

هاني قرناز

ماجستير لغة انجليزية

0782363709

### Question umber One:

ذكرت فاطمة أسباب عدة جعلتها تقرر أن تصبح مترجمة. اذكر اثنين منها.

1. Fatima states many reasons that made her decide to become an interpreter. Write down two of these reasons. -----  
ذكرت فاطمة نوعين من اللغة الانجليزية التي يحتاج المترجم معرفتها. اكتبهما.
2. Fatima states two types of English language that the translator needs to know. Write them down.  
ذكرت فاطمة بان عمل المترجم صعب لأسباب معينة. اذكر اثنين منها.
3. Fatima states that working as an interpreter is difficult for certain reasons. Write these two reasons down.-----  
اكتب الجملة التي تبين بان عمل فاطمة يتضمن المشاركة في حدثين.
4. Quote the sentence which states that Fatima's job involves participating in two events.  
-----  
ذكرت فاطمة ثلاث خطوات يجب أن تتبعها عندما تترجم من الانجليزية إلى العربية في مؤتمر . اذكر خطوتين .
5. Fatima mentions three steps that she has to take when she translates from English into Arabic at a conference. Write down two of these step -----
6. Find a word in the text which means "**a class on a particular subject, usually given as a form of training**". -----
7. What does the underlined word "**him**" refer to? -----  
ذكرت فاطمة أربعة مهارات يجب أن تظهرها في مقابلة العمل كمترجم . اكتب اثنين من تلك المهارات .
8. Fatima specifies four skills you must show in an interview for the job of an interpreter. Write down two of these skills.-----  
حتى تصبح مترجما وتحصل عمل كمترجم بأقصر وقت ممكن أنت بحاجة إلى مؤهلين . اذكرهما.
9. Fatima mentions two qualifications needed to become an interpreter and get a job quite quickly. Write down these two qualifications. -----
10. Quote the sentence which states the examples of English-speaking countries.  
-----
11. Find a word in the text which means "**someone who translates spoken words from one language into another**". -----  
تغيير الناس عملهم خلال الحياة أمر عادي. اكتب ثلاثة أسباب تدعوا الناس لتغيير عملهم.
12. It is usual for people to change jobs in their lifetime .Suggest three possible reasons that make people change their jobs. -----
13. It is important to be secure and happy in your job. Think of this statement and, in two sentences write down your point of view.-----





1. - She has always been fond of languages - At school she was very good at English
2. -Regional English - Specialist English
3. -English is not the same in all English-speaking countries -knowing a lot of specialist language
4. My job now involves going to important conferences and seminars around the world.
5. she listens to what people say through headphones - she translates into Arabic while the speaker is talking.
6. a seminar
7. Fatima's father
8. good listening skills - a clear speaking voice - thinking quickly
9. language degree - postgraduate qualification
10. 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.
11. an interpreter
12. looking for a job with better condition - looking for good salary - having new experiences
13. I agree with this statement because if you are happy and secure in your job, you will not suffer from serious diseases such as stress and blood pressure.

#### Question Number Two:

**A. Choose the suitable item from those given in the box to complete each of the following sentences.**

**translation** ترجمة , **rewarding** مجزي , **interpret** يترجم , **headphones** سماعات رأس

1. Marwan usually listens to music through -----so that he doesn't disturb his grandfather.
2. When we visit Petra, Safwan is always excited to ----- for us during conversations with British visitors.
3. Although working in the extraction industry is difficult, it is a ----- job.
4. A local magazine has published a ----- of a poem by a Jordanian poet.

**headphones , interpret , rewarding , translation**

**B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has four mistakes. Find out these four mistakes and correct them.**

If you got 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 Koncentrate for long periods of time. If you are successful, it is a sekure and rewording job.

**Answers:** get / . / concentrate / secure / rewarding

#### **FREE WRITIN**

- You read an advertisement in the Jordan Times about the job of an interpreter .Write a letter applying for the job, mentioning the reason for writing , the reasons for interest ,your qualifications and your practical skills . ( your name is Nihad, Your address is P.O.1664, Amman ,Jordan)



## Stepping into the business world

### المفردات

Word	English Meaning	Arabic
recruiting	finding suitable employees	توظيف
pensions	money you save over your lifetime to pay for your old age	تقاعد
calculation	work with numbers ; maths	حساب
web enquiries	online questions	استفسارات عبر النت
marketing	promoting your product; finding customers	التسويق

### الأفكار الرئيسية الواردة في القطعة

Stepping into the business world	الإجابة
<ol style="list-style-type: none"><li>1. Students in the United Kingdom choose one of two paths after graduation.</li><li>2. Ricky Miles studied several courses at the university</li><li>3. Ricky Miles did a course that covered three areas in management</li><li>4. Benefits that Ricky achieved from his work in the company last summer.</li><li>5. The company that Ricky Miles worked for last summer provided clients with two services.</li><li>6. Ricky's first jobs at the company that provides financial products.</li><li>7. Ricky did two jobs while he was working in the sales department.</li></ol>	<ol style="list-style-type: none"><li>1. Some students go on to further study- most of students take up employment.</li><li>2. Maths – Accounting - Finance and Economics Marketing and Sales- management .</li><li>3. recruiting - managing staff - how to deal with conflict.</li><li>4. money - experience</li><li>5. savings - pensions</li><li>6. watching what people were doing - checking people calculations</li><li>7. following up web enquiries - sending out further information to possible clients</li></ol>

هاني قزاز

ماجستير لغة انجليزية

0782363709

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

*How long have you been studying Business Studies, Ricky?*

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

*What exactly have you studied over those four years?*

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

*What did you most enjoy about the degree?*

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

*What kind of company was that, and what did you do there?*

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

*What are you planning to do next?*

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

دراسات الأعمال خيار شائع للطلاب الذين يختارون مساق الشهادة الجامعية في بريطانيا. **بعد التخرج يختار بعض الطلبة مسار الدراسات العليا ولكن معظم الطلبة يتجه لمسار الوظيفة.** تقدم العديد من الشركات الكبرى للخريجين برامج تدريبية وهي شكل من أشكال التدريب العملي. ذهبنا لمقابلة ريكي مايلز البالغ من العمر 22 عاما والذي يوشك على التخرج من برنامج دراسات الأعمال.

منذ متى، وأنت تدرس دراسات الأعمال يا ريكي؟  
انه مساق لمدة أربعة سنوات يتضمن فترتين من خبرة العمل. كل فترة تستمر ستة أشهر، لكن الفترتين لا تتم في نفس السنة.

ماذا درست بالضبط أثناء السنوات الأربعة؟

الكثير جدا. الرياضيات، المحاسبة والتمويل والاقتصاد، التسويق والمبيعات أيضا. كما درست مساقا في الإدارة والذي كان يشتمل على التوظيف وإدارة الموظفين وكيف تتعامل مع المشكلات ومساق في الدعاية والإعلان. وتوجب علينا كذلك دراسة تكنولوجيا المعلومات، لان مهارة الحاسوب مهمة.

ما هو أكثر شيء استمتعت به في برنامج الشهادة؟

بالتأكيد، خبرة العمل. تعلمت الكثير في الفترتين وبالطبع بدت رائعة في سيرتي الذاتية، عرضت علي إحدى الشركات عمل مدفوع الأجر الصيف الماضي، لذلك تمكنت من الحصول على المزيد من الخبرة بتلك الطريقة لو لم أحصل على ذلك العمل لما تمكنت من جمع الكثير من المال العام الماضي.

ما نوع تلك الشركة وماذا عملت هناك

إنها شركة تقدم خدمة المنتجات المالية - مثل الادخار والمعاشات التقاعدية. في البداية تعقبت أشخاص مختلفين، أراقب ما يفعلون. ثم قمت بالكثير جدا من التدقيق لهم - أنت تعرف، تدقيق حساباتهم. في الصيف عدت إلى قسم المبيعات. كان عملي متابعة الاستفسارات التي تأتي عن طريق شبكة الانترنت وإرسال المزيد من المعلومات للعملاء المحتملين لقد استمتعت بذلك، ولم أكن لأحصل على هذه الفرصة لو لم احصل على الخبرة العملية أولا.

ماذا تخطط لاحقا؟

لقد تقدمت بطلب وظيفة في احد البنوك. لدي المؤهلات المناسبة، لكنني اعرف انه سيكون هناك الكثير من المتقدمين للوظيفة. يجب أن انتظر وارى فيما إذا سيتم استدعائي للمقابلة. إذا تم ذلك، يجب علي أن استعد بعناية.

### Question Number One:

درس ريكي مساقات متعددة في الجامعة لنيل شهادة في دراسات الأعمال. اكتب اثنين منها.

1. Ricky Miles studied several courses at the university to get a degree in Business studies .Write down two of these courses.

-----

يختار الطلاب غي بريطانيا مسارا واحد من مسارين بعد التخرج. اكتبهما.

2. Students in the United Kingdome choose one of two paths after graduation. Write these two paths down.

-----

3. Find a word in the text which means "**finding suitable employees**". -----

4. What does the underlined word "**they**" refer to? -----

درس ريكي مساقا في الإدارة اشتمل على ثلاثة مجالات. اكتب اثنين منها.

5. Ricky Miles did a course that covered three areas in management. Write down two of these areas.

-----

اكتب الجملة التي تبين اسم شهادة ريكي.

6. Quote the sentence which shows the name of Ricky's degree.

-----

7. Find a word in the text which means "**money you save over your lifetime to pay for your old age**".

-----

تقدم الشركة التي عمل بها ريكي الصيف الماضي خدمتين ماليتين. اكتبهما.

8. The company that Ricky Miles worked for last summer provided clients with two services. Write these two services down. -----

يتضمن عمل ريكي الأول في الشركة التي تقدم خدمات مالية عمليين. اذكرهما.

9. Ricky's first jobs at the company that provides financial products includes doing two jobs. Write these two jobs down.-----

أدى ريكي عمليين أثناء عمله في قسم المبيعات في الصيف الماضي. اذكرهما.

10. Ricky did two jobs while he was working in the sales department last summer. Write down these two jobs.

11. Find a word in the text which means "**promoting your product; finding custom**". -----

القيام بدورة تدريبية طريقة جيدة للحصول على العمل. فكر واكتب رأيك.

12. Doing an internship is a good way to have a job. Think of this statement, and in two sentences, write down your point of view.

-----

1. Accounting                      Finance
2. some go on to further study                      most of them take up employment.
3. recruiting
4. different people
5. recruiting                      managing staff
6. Business Studies is a popular choice for students who are choosing a degree course in the UK.
7. Pension
8. savings                      pensions
9. watching what people were doing                      - checking people calculations
10. following up web enquiries - sending out further information to possible clients
11. Marketing.
12. I think doing an internship is a good way to have a job as it enables you to get experience, and many employers are looking for people with a proven track record in a particular area of work.

## Question Number Two :

A. Choose the suitable item from those given in the box to complete each of the following sentences.

marketing التسويق , web enquiries استفسار عبر النت , pensions ادخار التقاعد , recruiting توظيف

1. Safwan's job is to follow up ----- and send out further information to possible clients.
2. Salwa will do a course in Management, which is about ----- and managing staff.
3. The company has promised to provide my father with generous ----- when he retires.
4. Marwan is thinking of studying ----- at a famous university.

Answers:

web enquiries , recruiting , pensions , marketing

B. Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that has five mistakes. Find out these five mistakes and correct them.

It was a company that provides financial products – savings and bensions, mostly. At first I just ‘shadowed’ different people, watching what they were doing. Then I do quite a lot of checking for them – you know, checking their kalculations.

Answers: financial / pensions / did / , / calculation

## SB / AB

A. Choose the suitable item from those given in the box to complete each of the following sentences.

career مهنة , headphones سماعات رأس , interpret يترجم , seminar ندوة , regional محلي , rewarding مجزي  
translation ترجمة

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

headphones translation regional interpret seminar rewarding

B. Choose the suitable item from those given in the box to complete each of the following sentences.

secure امن , responsible مسئول , job مهنة , satisfaction رضا , taking يلتحق , meeting اجتماع

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

taking satisfaction secure responsible job meeting

**C. Choose the suitable item from those given in the box to complete each of the following sentences.**

**keen** متحمس , **work experience** خبرة عمل , **conscientious** حي الضمير , **adaptable** متكيف , **curriculum vitae** سيرة ذاتية

1. You will see from the enclosed ----- that I have worked in sales for a large company.
2. Marwan is a competent , enthusiastic and ----- worker .
3. I am very----- to join a company that can really help people .
4. Internships provide valuable-----for university students and graduates considering changes.

adaptable , curriculum vitae, keen , work experience

**D. Choose the suitable item from those given in the box to complete each of the following sentences.**

**voluntary** تطوعي, **fond of** مغرم ب, **enquires** استفسارات, **ambitious** طموح, **attributes** صفات, **references** مراجع

1. My sister is ----- drawing and painting wild animals.
2. I am very ----- to achieve top marks in biology test .
3. Everyone likes Zainab because of her good personal -----.
4. You have to enclose at least two ----- with your curriculum vitae.
5. Safwan's job is to follow up web ----- and send out further information to possible clients.
6. Many schools encourage their students to do -----work .

fond of , ambitious , attributes , references , enquires , voluntary

## FREE WRITING

- In some countries university students have summer jobs while they are students .Write an article about kinds of jobs that students can have , and the effects of these jobs on their personality and on their future career.
- Some people prefer to spend their lives doing the same things and avoiding change. Others, however ,think that change is always a good thing. Write an essay expressing your opinion and mention reasons for adapting it.

هاني قزاز  
ماجستير لغة انجليزية  
0782363709

## المقارنة والتفضيل

### الجزء الأول

للمقارنة بين شيئين أو شخصين مختلفين في الصفة :

• more + صفة من مقطعين + than	Safwan is <b>more serious than</b> Khalid
• less + صفة من مقطعين + than	Swimming is <b>less difficult than</b> climbing mountains.
• er + than + صفة من مقطع	Lions are <b>faster</b> than Camels
• not as + صفة مجردة + as	English is not <b>as interesting as</b> Geography. Zaid is not <b>as clever as</b> Safwan

### الصفات الشاذة

as ----- as	---- than	the ----	
good	better	best	Salwa is <b>better than</b> Sami
bad	worse	worst	He is <b>worse than</b> his brother.
			She is <b>the best</b> girl in our town.
			It is <b>the worst</b> result I have ever got.

### إعادة كتابة الجملة التي تحتوي على صفة من أكثر من مقطع , بحيث تعطي نفس المعنى

• Science is not as <b>popular</b> as Maths.	• Maths is <b>more popular than</b> Science
<p>الصفة التي تحتها خط تتكون من أكثر من مقطع , عند إعادة الجملة نتبع ما يلي:  نضع <b>Maths</b> في أول الجملة , نثبت الفعل ( is ) , نحذف as ونضع بدلا منها <b>more</b> , تبقى الصفة كما هي , نحذف as ونضع بدلا منها <b>than</b> , يصبح الاسم الأول آخر الجملة.</p>	
• Maths is <b>more popular than</b> Science.	<ul style="list-style-type: none"> <li>• Science is not as popular as Maths .</li> <li>• Science is <b>less</b> popular than Maths.</li> </ul>
<ul style="list-style-type: none"> <li>▪ نضع <b>Science</b> في أول الجملة , ننفي الفعل ( isn't ) , نحذف <b>more</b> ونضع بدلا منها <b>as</b> , تبقى الصفة كما هي , نحذف <b>than</b> , نضع بدلا منها <b>as</b> , يصبح الاسم الأول آخر الجملة .</li> <li>▪ ويمكن أيضا استخدام <b>less</b> بدلا من <b>more</b></li> </ul>	

### إعادة كتابة الجملة التي تحتوي على **neither / nor**

Neither Maths <b>nor</b> Science are <b>as popular as</b> English.	English is more popular than Maths and Science
<p>نضع <b>English</b> أول الجملة , نثبت الفعل , نحذف as ونضع بدلا منها <b>more</b> , تبقى الصفة كما هي , نحذف as ونضع بدلا منها <b>than</b> , تصبح الأسماء الأولى في نهاية الجملة مع مراعاة ربطهما ب <b>and</b> لأنه يتم حذف <b>neither / nor</b> .</p> <p>ملاحظة: وجود <b>nor</b> يدل على أن الجملة المراد تحويلها منفية ولذلك يجب إثبات الجملة الثانية باستخدام <b>is</b> لان الاسم <b>English</b> مفرد.</p>	

هاني قراز

## إعادة كتابة الجملة التي تحتوي على صفة من مقطع واحد , بحيث تعطي نفس المعنى

English children don't start school as <b>late</b> as Jordanian children.	Jordanian children start school later than English children .
<p>الصفة التي تحتها خط تتكون من مقطع , عند إعادة الجملة نتبع ما يلي:  نضع <b>Jordanian children</b> في أول الجملة , نثبت الفعل (start) , نحذف <b>as</b> , ونضيف للصفة <b>er</b> , نحذف <b>as</b> ونضع بدلا منها <b>than</b> , يصبح الاسم الأول آخر الجملة.  <b>ملاحظة :</b> الجملة المراد تحويلها <b>منفية</b> في ومن المضارع البسيط عند تحويل الجملة نستخدم المضارع البسيط المثبت (start) .</p>	
Sami is not as tall as Rami.	Rami is taller than Sami.
<p>الجملة المراد تحويلها تحتوي على <b>is not</b> عند إعادة كتابة الجملة تتحول إلى <b>is</b> , مع مراعاة الانتباه للاسم من حيث المفرد والجمع.</p>	

### الجزء الثاني

## للمقارنة بين الأسماء المعدودة وغير المعدودة من حيث الكمية و العدد

more+ اسم معدود أو غير معدود + than	Amman has <b>more hospitals than</b> Irbid. Saudi Arabia has <b>more oil than</b> Jordan.
less + اسم غير معدود + than	Jordan has <b>less oil</b> than Saudi Arabia.

### الجزء الثالث

## المقارنة بين شيئين غير متساويين في العدد أو الكمية

not as many + اسم معدود + as	There are not as many <b>teachers</b> in our school as in yours.
not as much as + اسم غير معدود + as	I don't drink as much tea as my father.

## إعادة كتابة الجملة التي تحتوي على شيئين غير متساويين في العدد أو الكمية

There are not <b>as many teachers</b> in our school <b>as</b> in yours. (اسم معدود)	There are <b>more teachers</b> in your school <b>than</b> ours.
<p>نستخدم الفعل المثبت (are) , نحذف <b>as many</b> ونستخدم بدلا منها <b>more</b> , ثم نستخدم الاسم الثاني أو الضمير , ثم نحذف <b>as</b> ونستخدم بدلا منها <b>than</b> ومن ثم نستخدم الاسم الأول أو الضمير.</p>	
I don't drink <b>as much tea as</b> my father.	My father drinks <b>more tea than</b> me .
<p>نستخدم الاسم الثاني , نستخدم الفعل المثبت (drinks) , نحذف <b>as much</b> ونستخدم بدلا منها <b>more</b> , ثم نحذف <b>as</b> ونستخدم بدلا منها <b>than</b> ومن ثم نستخدم الاسم الأول أو الضمير الأول .</p>	
<b>There is less</b> information on the website <b>than</b> there is in the book. <b>I drink less</b> tea <b>than</b> my father	<b>There isn't as much</b> information on the website <b>as</b> in the book. I don't drink <b>as much tea as</b> my father.
<p>نستخدم الفعل المنفي , نحذف <b>less</b> ونستخدم بدلا منها <b>as much</b> , ثم نحذف <b>than</b> ونستخدم بدلا منها <b>as</b></p>	

### الجزء الرابع

## للمقارنة بين شيئين متساويين في الصفة

as + صفة مجردة + as	Safwan is <b>as thin as</b> Rami . Salwa is <b>as generous as</b> Samya.
as much + اسم غير معدود + as	I drink <b>as much coffee as</b> Safwan
as many + اسم معدود + as	Sami has <b>as many friends as</b> Rami



للمقارنة بين أكثر من شيئين أو شخصين مختلفين في الصفة :

صفة أكثر من مقطع + the most	Maths is <b>the most popular</b> subject .
صفة أكثر من مقطع + the least	<b>The least difficult</b> subject is Biology.
the + صفة مقطع واحد + est	Safwan is <b>the tallest</b> student in our class.
إعادة كتابة الجملة بحيث تعطي نفس المعنى	
<b>The cheapest</b> course on the list is computer science.	<b>The least expensive</b> course on the list is computer science .
في صيغة التفضيل نستخدم <b>the least</b> ومن ثم عكس الصفة التي تنتهي ب <b>est</b> , ثم نكمل الجملة كما هي.	

الجزء السادس

نستخدم as ----- as للمقارنة الظرف

I can't run as fast as you	Mahmoud works as hard as his brother
(adverbially) as ----- as استخدام	
I <u>don't like</u> running as much as I like swimming	I <u>am not interested</u> in tennis as much as you.

- Choose the suitable item from those given to complete each of the following sentences .
- Portuguese and Turkish children have the ----- compulsory schooling. (most , more , less , many)
- Maths is more popular than science , but ----- popular than English. (most , least , less , much)
- In Jordan ,children start school a year ----- than English children ( late , as late , later , more late )
- Portuguese children have to go to school for ----- than children in Japan. (long , longest , as long , longer)
- Law is ----- than Medicine and Dentistry (as popular , popular, most popular , more popular)
- Not ----- people applied for law in 2014 CE as in the previous year (as many, most, as much , more)
- The ----- growing subject is Computer science. (fastest , fast , as fast , faster)
- Physics is not as ----- as Biology ( easy , easier , easiest , as easy)
- The ----- difficult subject on the list is Maths. ( more, less, much , most )
- There aren't ----- children in our house as yours. ( as much, as many, less, fewer )
- Business Studies is the ----- popular subject. ( more , less , many, most )
- Japanese and Jordanian children have the ----- compulsory schooling. (more , less , least , much )
- Engineering is ----- than Visual Arts. ( less popular , the most popular , as popular, popular )
- The ----- popular subject on the list is Computer Science. ( less, least , as, more )
- Jordanian children can leave school one year ----- than English children.(early, as early, earliest earlier)
- Students don't like doing Music and Art ----- they like doing maths. ( as much , as many, as much as , much).
- There are not ----- students studying Science as Maths. Not as many ( as much , as many , more, most )
- There isn't as ----- oil in Jordan as in Iraq. (much , as many, less , few )
- Faten is not as ----- as Salwa . ( more serious , serious , most serious , serious )
- Bayan is as ----- as Salwa . ( tall , tallest , more tall , most tall)
- She can't sing as ----- as her mother. ( loud, loudly , louder , loudest )
- Safwan deals with modern technology as ----- as his father. ( carefully , carefully , more carefully)

1-most 2- less 3- later 4- longer 5- more popular 6- as many 7- fastest 8- easy 9- most 10- as many 11- most 12- least 13- less popular 14- least 15- earlier 16- as much as 17- as many 18- much 19- serious 20- tall 21- loudly 22- carefully

هاني قراز

• **Complete each of the following items so that the new item has a similar meaning to the one before it.**

1. The cheapest thing on the menu is orange juice.  
The least -----
2. Jordanian children can leave school one year earlier than English children.  
English children-----
3. Neither Amman nor Irbid are as hot as Riyadh.  
Riyadh -----
4. There are more useful information in books than in magazines.  
There aren't as -----
5. There is less oil in Jordan than in Saudi Arabia.  
There isn't as -----
6. Neither Maths nor Science are as popular as English.  
English -----
7. Running is more strenuous than fast walking.  
Fast walking isn't -----
8. Reading novels is more excited than playing computer games .  
Playing computer games is less -----
9. The easiest question in Maths exam is question number two.  
The least -----
10. The electronic newspapers are not as acceptable as the ordinary ones.  
The ordinary newspapers -----
11. The electronic books are less attractive than the ordinary ones.  
The ordinary books -----
12. Faten isn't as serious as Bayan.  
Bayan -----
13. Salwa isn't as clever as Tahany.  
Tahany -----
14. These new shirts are not as colourful as my old ones.  
My old shirts-----
15. This new laptop isn't as fast as my old one.  
My old laptop -----
16. The second method was less complicated than the first one.  
The first method -----
17. The afternoon flight isn't as good as the morning one.  
The morning flight -----

1. The least expensive thing on the menu is orange juice.	10. The ordinary newspapers are more acceptable than the electronic ones
2. English children can't leave school one year as early as Jordanian children	11. The ordinary books are more attractive than The electronic ones.
3. Riyadh is hotter than Amman and Irbid	12. Bayan is more serious than Faten.
4. There aren't as much useful information in magazines as in books	13. Tahany is cleverer than Salwa
5. There isn't as much oil in Jordan as Saudi Arabia.	14. My old shirts are more colorful than the new ones.
6. English is more popular than maths and science.	15. My old laptop is faster than the new one.
7. Fast walking isn't as strenuous as running	16. The first method was more complicated than the second one.
8. Playing computer games is less exciting than Reading novels.	17. The morning flight is better than the afternoon one.
9. The least difficult question in Maths exam is question number two.	

## الأسئلة غير مباشرة

يبدأ السؤال غير المباشر بأحد العبارات التالية:

Do you know / Could you tell me / Do you mind / could you explain / I wonder

### تحويل أسئلة نعم أو لا (Yes /No questions)

إذا ابتدأ السؤال بأحد أفعال (be) أو الأفعال الشكلية (modals) أو أفعال (have), نستخدم (if) كقاعدة ثابتة ومن ثم نقلب الفاعل مع الفعل ومن ثم نكمل الجملة.

السؤال غير المباشر	السؤال المباشر
Do you know <b><u>if the boy is sleeping</u></b> .	<b><u>Is the boy</u></b> sleeping?
Could you tell me <b><u>if you can speak French fluently</u></b> .	<b><u>Can you speak</u></b> French fluently?
Do you mind telling me <b><u>if the children have</u></b> broken the vase.	<b><u>Have the children</u></b> broken the vase ?

### تحويل أسئلة نعم أو لا (Yes /No questions)

(do) إذا ابتدأ السؤال بأحد أفعال

السؤال غير المباشر	السؤال المباشر
Do you know <b><u>if the boys sleep</u></b> early?	<b><u>Do the boys sleep</u></b> early ?
إذا ابتدأ السؤال ب do نستخدم كقاعدة ثابتة if ثم نحذف do وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل , ويبقى الفعل الرئيسي كما هو .	
Could you explain <b><u>if the plane arrives</u></b> on time ?	<b><u>Does the plane arrive</u></b> on time?
إذا ابتدأ السؤال ب does نستخدم كقاعدة ثابتة if ثم نحذف does وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل , ومن ثم نضيف للفعل الرئيسي (s)	
Could you explain <b><u>if the plane arrived</u></b> on time ?	<b><u>Did the plane arrive</u></b> on time?
إذا ابتدأ السؤال ب did نستخدم كقاعدة ثابتة if ثم نحذف did وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل , ومن ثم نستخدم التصريف الثاني للفعل.	

ملاحظة : ينبع ( would you mind ) فعل ينتهي ب (ing), ادرس المثال التالي :

- Can you suggest a healthy breakfast?
- Do you mind **suggesting a healthy breakfast**.

في هذه الحالة تم إضافة (ing) للفعل (suggest) , وعدم استخدام (if)



### تحويل أسئلة المعلومات (WHQ), وهي الأسئلة التي تبدأ بأحد أدوات الاستفهام

لتحويل أسئلة المعلومات من مباشر إلى غير مباشر نتبع ما يلي:  
استخدام أداة الاستفهام كما هي .

قلب الفاعل مع الفعل إذا كان الفعل أحد أفعال **be / have / modals**

السؤال المباشر	السؤال غير المباشر
Where <b>is</b> the post office ?	Do you know <u>where</u> the post office is ?
When will the bus arrive ?	Could you tell me <u>when</u> the bus will arrive?
<b>Have the children</b> broken the vase ?	Do you mind telling me <u>if the children have</u> broken the vase.

### تحويل أسئلة المعلومات (WHQ), وهي الأسئلة التي تبدأ بأحد أدوات الاستفهام

إذا احتوى السؤال على أفعال (do)

السؤال المباشر	السؤال غير المباشر
<u>When</u> <b>do</b> the boys sleep?	Do you know <u>when</u> the boys <b>sleep</b> ?
إذا احتوى السؤال على do نستخدم أداة الاستفهام كما هي ثم نحذف do وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل , ويبقى الفعل الرئيسي كما هو	
<u>How much</u> <b>does</b> your car cost?	Could you tell me <u>how much</u> your car <b>costs</b> ?
إذا احتوى السؤال على does نستخدم أداة الاستفهام كما هي ثم نحذف does وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل ,, ونضيف s للفعل الرئيسي .	
<u>Why</u> <b>did</b> he leave the country ?	Could you explain <u>why</u> he <b>left</b> the country ?
إذا احتوى السؤال على did نستخدم أداة الاستفهام كما هي ثم نحذف did وفي هذه الحالة لا داعي لقلب الفعل مع الفاعل , ومن ثم نستخدم التصريف الثاني للفعل.	

**Complete each of the following items so that the new item has a similar meaning to the one before it.**

- Can you suggest a healthy breakfast?  
Do you mind -----
- Are we allowed to eat sweets during the exam?  
Do you know -----
- Does the exam start at ten or half past ten?  
Could you tell me -----
- Can you check the prices of the goods?  
Could you tell me -----
- Is it necessary to leave early ?  
Could you tell me -----
- Do they speak French in Canada?  
Do you know -----
- Did he tell the children where to put the keys?  
Do you know -----
- Please tell me where you found that information?  
Do you mind -----
- How can I relax?  
Could you explain-----

10. Where's the post office, please?  
Do you mind -----
11. Where does Huda's grandfather work ?  
Do you know -----
12. Why do people speak French in Canada?  
Do you know -----
13. When did the government increase the pensions of retired people ?  
Could you tell -----
14. How can I solve this Maths problem ?  
Could you explain -----
15. Who is the Arabic teacher?  
Could you possibly tell me -----
16. Why does the sky look red?  
Do you mind explaining -----
17. How much exercise do I need ?  
Could you tell me -----
18. Where should I revise for exams ?  
Could you tell me -----
19. How much sleep do teenagers of our age need ?  
Do you know -----
20. Is it possible to improve your memory?  
Could you explain -----
21. What should I do on the day before the exam?  
Could you tell me -----

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Do you mind suggesting a healthy food ?</li> <li>2. Do you know if we are allowed to eat sweets during the exam?</li> <li>3. Could you tell me if the exam starts at ten ?</li> <li>4. Could you tell me if you can check the prices of the goods?</li> <li>5. Could you tell me if it is necessary to leave early ?</li> <li>6. Do you know if they speak French in Canada?</li> <li>7. Do you know if he told the children where to put the keys?</li> <li>8. Do you mind telling me where you found that information?</li> <li>9. Could you explain how I can relax?</li> <li>10. Do you mind telling me where the post office is</li> <li>11. Do you know where Huda's grandfather works?</li> <li>12. Do you know why people speak French in Canada?</li> </ol> | <ol style="list-style-type: none"> <li>13. Could you tell When the government increased the pensions of retired people?</li> <li>14. Could you explain how I can solve this Maths problem?</li> <li>15. Could you possibly tell me who the Arabic teacher is?</li> <li>16. Do you mind explaining why the sky looks red?</li> <li>17. Could you tell me how much exercise I need?</li> <li>18. Could you tell me where I should revise for exams?</li> <li>19. Do you know how much sleep teenagers of our age need ?</li> <li>20. Could you explain if it is possible to improve your memory?</li> <li>21. Could you tell me what I should do on the day before the exam?</li> </ol> |
|--|---|



### المبنى للمجهول غير الشخصي

#### جملة المبني للمجهول التي تبدأ ب ( It )

جملة المعلوم	جملة المجهول
They <b>say</b> that dolphins are highly intelligent. say, believe, report, assume , think, claim , prove ) مثل :	<b>It is said</b> that dolphins are highly intelligent. استخدام ( <b>is</b> ) إذا كان الفعل في الجملة المبني للمعلوم مضارع مثل : ( consider ,knew ) ثم نحول الفعل إلى التصريف الثالث ومن ثم نكمل الجملة بدون أي تعديلات.
They <b>said</b> that dolphins are highly intelligent.	<b>It was said</b> that dolphins are highly intelligent. استخدام ( <b>was</b> ) إذا كان الفعل في الجملة المبني للمعلوم ماضي : ( said, believed, reported, thought, claimed, proved ) : ( considered, knew ) ثم نحول الفعل إلى التصريف الثالث ومن ثم نكمل الجملة بدون أي تعديلات.
Experts <b>have proved</b> that exercise is good for concentration.	<b>It has been proved</b> that exercise is good for concentration. استخدام ( has + been + v3 ) إذا كان زمن جملة المبني للمعلوم مضارع تام.

#### جملة المبني للمجهول التي تبدأ باسم أو ضمير ( المفعول به )

جملة المعلوم	جملة المجهول
People <b>believe</b> that <b>solving puzzles</b> keeps the brain active. People believe that the heavy rainfall caused the devastating of the dam.	<b>Solving puzzles</b> is believed to keep the brain active. The heavy rainfall is believed <b>to have caused or to cause</b> the devastating of the dam.
استخدام ( am /are /is ) إذا كان الفعل في الجملة المبني للمعلوم مضارع مثل : ( say, believe, report, assume , think, claim ) نحول الفعل إلى التصريف الثالث ثم تحذف ( that ) وتستخدم بدلا منها to, ومن ثم الفعل المجرد للفعل الذي يقع بعد that في الجملة المبني للمعلوم ومن ثم نكمل الجملة . لاحظ بأنه يجوز استخدام <b>to cause</b> أو <b>to have caused</b> عندما يكون الفعل في جملة <b>that</b> ماضي بسيط ( <b>caused</b> )	
They <b>claimed</b> that <b>we</b> remember things we hear in our sleep.	<b>We were claimed</b> to remember things we hear in our sleep.
استخدام ( <b>was/ were</b> ) إذا كان الفعل في الجملة المبني للمعلوم ماضي : ( said, believed, reported, thought, claimed, proved ) : ( considered, knew ) . نحول الفعل إلى التصريف الثالث ثم تحذف ( that ) وتستخدم بدلا منها to, ومن ثم الفعل المجرد للفعل الذي يقع بعد that في الجملة المبني للمعلوم ومن ثم نكمل الجملة .	
Experts <b>have proved</b> that <b>exercise</b> is good for concentration.	<b>Exercise has been proved</b> to be good for concentration.
استخدام ( have / has + been + v3 ) إذا كان زمن جملة المبني للمعلوم مضارع تام.	

**Complete each of the following items so that the new item has a similar meaning to the one before it**

1. People think that we only use a small percentage of our brain power.  
We -----
2. People believe that solving puzzles keeps the brain active.  
It -----
3. Experts have proved that exercise is good for concentration.  
It -----
4. They claim that we remember things we hear in our sleep.  
It -----
5. Eating too much fat is claimed to increase the risk of obesity among children.  
Doctors claim that -----
6. English clubs are said to be essential for learning English well.  
My English teachers -----
7. It is believed that learning a foreign language improves your memory .  
Psychologists -----
8. People believe that solving puzzles keeps the brain active.  
solving puzzles -----
9. It was assumed that the last Olympic Games were a great success. .  
They -----
10. They say that fish is good for the brain  
Fish -----
11. Students think that living away from home comes up with many problems and obstacles.  
living away from home-----
12. Villagers say that the earthquake destroyed many houses and farms .  
The earthquake-----
13. neuroscientists have proved that brain implants is helpful for patients in a coma.  
Brain implants-----
14. Working in groups is believed to improve students' awareness .  
Teachers -----

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. We are thought only to use a small percentage of our brain power.</li> <li>2. It is believed that solving puzzles keeps the brain active.</li> <li>3. It has been proved that exercise is good for concentration.</li> <li>4. It is claimed that we remember things we hear in our sleep.</li> <li>5. Doctors claim that eating too much increases the risk of obesity among children.</li> <li>6. My English teachers say that English clubs are essential for learning English well.</li> <li>7. Psychologists believe that learning a foreign language improves your memory .</li> </ol> | <ol style="list-style-type: none"> <li>8. solving puzzles is believed to keep the brain active</li> <li>9. They assumed that the last Olympic Games were a great success. .</li> <li>10. Fish is said to be good for the brain</li> <li>11. living away from home is thought to come up with many problems and obstacles.</li> <li>12. The earthquake is said to have destroyed many houses and farms</li> <li>13. Brain implants have been proved to be helpful for patients in a coma.</li> <li>14. Teachers believe that working in groups improves students' awareness .</li> </ol> |
|---|---|



### Wish /If only

الماضي غير الحقيقي للتعبير عن الندم في الماضي

**If only / I wish + past perfect**

**أولاً :** إذا كانت الجملة المراد تحويلها تحتوي على الماضي البسيط المنفي (didn't + v1) , عند التحويل باستخدام wish / if only يتم تحويل صيغة الماضي البسيط المنفي إلى صيغة الماضي التام المثبت (had + v3)

الجملة المراد إعادة كتابتها	جملة wish / if only
<b>I didn't do</b> much work for my exam.	<b>I wish I had done</b> more work for my exam. <b>If only I had done</b> more work for my exam.

**ثانياً :** إذا كانت الجملة المراد تحويلها تحتوي على الماضي البسيط المثبت (v2) , عند التحويل باستخدام wish / if only يتم تحويل صيغة الماضي البسيط المثبت إلى صيغة الماضي التام المنفي (hadn't + v3)

الجملة المراد إعادة كتابتها	جملة wish / if only
<b>I ate</b> so much.	<b>I wish I hadn't eaten</b> so much .

**ثالثاً :** إعادة كتابة الجملة التي تحتوي على **regret+v1-ing** , نستخدم **hadn't +v3**

الجملة المراد إعادة كتابتها	جملة wish / if only
<b>I regret going</b> to bed late .	<b>I wish I hadn't gone</b> to bed late last night .

**رابعاً :** إعادة كتابة الجملة التي تحتوي على **regret not +v1-ing** , نستخدم **had +v3**

الجملة المراد إعادة كتابتها	جملة wish / if only
<b>I regret not visiting</b> my parents	<b>I wish I had visited</b> my parents .

**خامساً :** إعادة كتابة الجملة التي تحتوي على **should have +v3** , نحذف **should** ونحول **have** إلى **had** ويبقى التصريف الثالث كما هو . وإذا احتوت على **shouldn't** نحذف ونحول **have** إلى **hadn't** ويبقى التصريف الثالث للفعل كما هو ,

الجملة المراد إعادة كتابتها	جملة wish / if only
Nader <b>should have been</b> more careful with his essay . He didn't get a good mark.	Nader <b>wishes</b> he <b>had been</b> more careful with his essay.
Safwan <b>shouldn't have bought</b> the red car .	Safwan wishes he <b>hadn't bought</b> the red car .

- Sultan forgot to do his Science homework.  
If only -----.
- Our team didn't play very well yesterday.  
If only they -----.
- Samya regrets being angry at breakfast time.  
If only she -----.
- I regret going to bed late last night.  
I wish I -----.
- I regret not studying business management .  
I wish -----.
- Samya should have studied hard for her Maths exam. She didn't pass the exam.  
Samya wishes -----.

7. I didn't know that Omar was ill.  
I wish -----
8. I feel sick. I ate so much cake .  
If only -----
9. Manal didn't study hard the day before the final exams. She didn't' achieve the first rank in my class.  
If only-----
10. Zaid regrets speaking a loud during the meeting.  
Zaid wishes -----
11. Marwan didn't consult his father , so he felt sorry.  
Marwan wishes -----
12. Tahany should have been more creative with her poem. She didn't win the competition.  
If only -----
13. Zaid shouldn't have gone out last night. It was raining heavily .  
Zaid wishes -----
14. I didn't bring a coat, and now I'm cold.  
If only -----
15. We didn't get up earlier , and now we're late.  
We wish -----
16. Huda was too busy yesterday .She wasn't able to come.  
Huda wishes -----
17. I have broken my watch because I dropped it.  
If only -----

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. If only he hadn't forgotten to do his science homework</li> <li>2. If only they had played very well yesterday</li> <li>3. If only she hadn't been angry at breakfast time.</li> <li>4. I wish I hadn't gone to bed late last night.</li> <li>5. I wish I had studied business management</li> <li>6. Samya wishes she had studied hard for her Maths exam.</li> <li>7. I wish I had known that Omar was ill.</li> <li>8. If only I hadn't eaten so much cake yesterday.</li> <li>9. If only she had studied hard the day before the final exams</li> </ol> | <ol style="list-style-type: none"> <li>10. Zaid wishes he hadn't spoken a loud during the meeting.</li> <li>11. Marwan wishes he had consulted his father</li> <li>12. If only she had been more creative with her poem</li> <li>13. Zaid wishes he hadn't gone out last night</li> <li>14. If only I had brought a coat.</li> <li>15. We wish we had got up earlier .</li> <li>16. Huda wishes she hadn't been busy yesterday</li> <li>17. If only I hadn't dropped it.</li> </ol> |
|---|---|



**If only / I wish +past simple**

**أولاً :** إذا كانت الجملة المراد تحويلها تحتوي على المضارع البسيط المنفي (don't + v1) , عند التحويل باستخدام wish / if only يتم تحويل صيغة المضارع البسيط المنفي إلى صيغة الماضي البسيط المثبت (v2)

الجملة المراد إعادة كتابتها	جملة wish / if only
They <b>don't live</b> near here.	I <b>wish</b> they <b>lived</b> near here <b>If only</b> they <b>lived</b> near here

**ثانياً :** إذا كانت الجملة المراد تحويلها تحتوي على المضارع البسيط المثبت (v1) , عند التحويل باستخدام wish / if only يتم تحويل صيغة المضارع البسيط المثبت إلى صيغة الماضي البسيط المنفي (didn't + v1)

الجملة المراد إعادة كتابتها	جملة wish / if only
We <b>live</b> in a small house.	I <b>wish</b> we <b>didn't live</b> in a small house.

**ثالثاً :** إذا احتوت الجملة على أحد الأفعال الشكلية المنفية نكتفي بتحويل الفعل الشكلي فقط إلى صيغة الماضي المثبت .

الجملة المراد إعادة كتابتها	جملة wish / if only
I <b>can't remember</b> where I put my keys .	I <b>wish</b> I <b>could remember</b> where I put my keys.

**A. Complete each of the following items so that the new item has a similar meaning to the one before it.**

- I don't have the keys for my office.  
I wish -----
- Sami can't afford a holiday.  
Sami wishes -----
- I don't know how to use a computer.  
If only -----
- I can't play the guitar.  
I wish -----  
I am not rich .
- I wish I -----
- I am not very tall.  
I wish -----
- The teacher doesn't do anything to solve the problem .  
I wish -----
- I have to work hard .  
I wish I -----
- There are a lot of people in this place .  
If only -----
- Marwan doesn't pay much attention in class.  
I wish Marwan -----

1. I wish I had the keys for my office
2. Sami wishes he could afford a holiday
3. If only I knew how to use a computer.
4. I wish I could play the guitar
5. I wish I were rich

6. I wish I were tall
7. I wish the teacher did anything to solve the problem
8. If wish I didn't have to work hard,
9. If only there weren't a lot of people in this place
10. I wish Marwan paid much attention in class

• **Choose the suitable item from those given to complete each of the following sentences and write it**

1. I regret the deal now. I wish we ----- it. (had done , did , hadn't done , does)
2. Zaid is not very good at basketball. He wishes he ----- taller ( were, is , had been, are)
3. It was too hot to go to the beach yesterday. If only it -----cooler. ( has been , had been, was , hadn't been )
4. If only I ----- piano lessons when I was child (was taken , have taken, taken , had taken )
5. Jordan needs to import a lot of oil. if only it ----- larger oil reserves. ( has, is, had, was)
6. I feel ill. I wish I----- so many sweets. ( had eaten , hadn't eaten , ate , have eaten)
7. I wish I -----where I left my valuable book. ( remembers, remember, can remember , could remember)
8. Ali did not pass his exams. If only he -----harder last year. ( studied , didn't study, had studied , hadn't studied)
9. Samya regrets ----- angry at breakfast time. ( being, be, been , has been)
10. Jaber isn't old enough to drive car a. he wishes he -----older . ( is, had been , was ,be )
11. I always have to get home early. I wish my parents ----- me stay out later. ( lets, won't let, would let , will let )
12. I can not do this exercise .I wish I ----- it. ( understand , understanding , had understood , understood )
13. I wish I ----- come to the zoo with you next weekend , but I'm going to be busy. ( will , can , could , shall )
14. I am sorry I made you angry .I wish I ----- shouted at you . ( wouldn't , hadn't , weren't , haven't)
15. Mr. Hadad does not understand the Chinese business. If only he ----- Chinese. ( speak, spoke, had spoken , has spoken)
16. Sultan forgot to do his science homework .If only he ----- to do it .( hadn't forgotten , has forgotten , have forgotten , didn't forget )
17. Nahla could not find her way round the city very easily. If only she ----- a map. ( has brought , have brought , had brought , brought )

- 1- hadn't done 2- were 3- had been 4- had taken 5- had 6- hadn't eaten 7- could remember 8- had studied  
9- being 10- was 11- would let 12- understood 13- could 14- hadn't 15- spoke 16- hadn't forgotten  
17- had brought



## الجمل الشرطية

Type	If clause	Main clause
<i>zero conditional</i>	مضارع بسيط don't/ doesn't+v1	مضارع بسيط don't/ doesn't+v1

نستخدم هذا النوع عندما نتحدث أو نكتب عن حقائق علمية . ونستطع في هذه الحالة أن نستخدم (When) بدلا من (If) .  
ونستخدم هذا النوع في حالة التعليمات .

1. If it **gets** warm , ice cream **melts**
2. If you **press** that bottom, the picture **moves**.
3. Plants **die** if they **don't get** enough water.

Type	If clause	Main clause
<i>first conditional</i>	مضارع بسيط don't/ doesn't+v1	will+v1 will not+v1

لاحظ أن (if) سواء وقعت في أول الجملة أو وسطها يتبعها مضارع بسيط.

1. If you **get** an interview fro a job , you **will need** to show real enthusiastic.
2. You **will not buy** that car if you **don't have** enough money.

Type	If clause	Main clause
<i>Second conditional</i>	ماضي بسيط ( V2) didn't +v1	would/might/ could+v1 wouldn't+v1

لاحظ أن (if) سواء وقعت في أول الجملة أو وسطها يتبعها ماضي بسيط.

1. If I **passed** my English exam , I **would join** London University.
2. I **would not buy** the blue car if I **didn't have** enough money.

Type	If clause	Main clause
<i>Third conditional</i>	had +v3 hadn't +v3	would/might /could have+v3 wouldn't have +v3

لاحظ أن (if) سواء وقعت في أول الجملة أو وسطها يتبعها ماضي تام.

1. If I **had stayed** home, I **would have missed** the celebration.
2. I **wouldn't have gone** to the library if my friend **hadn't invited** me.

### إعادة كتابة الجملة باستخدام قاعدة الجملة الشرطية نوع (3)

I worked really hard the day before the exam , so I got top marks.

If I **hadn't worked** hard the day before the exam, I **might have not got** top marks .

إذا كان زمني الجملة مثبتان يحولان إلى النفي

If + sub+ hadn't +v3 ----- sub + might/ could + have not + v3

I **didn't know** your phone number ,so I **wasn't able** to contact you .

If I **had known** your phone number, I **would have been** able to contact you.

إذا كان زمني الجملة منفيان يحولان إلى الإثبات

If + sub+ had +v3 ----- sub + might / could + have + v3

ملاحظة : قد تحتوي الجملة على زمن مثبت والآخر منفي لذلك يحول الزمن المثبت إلى نفي والزمن المنفي إلى مثبت حسب القواعد السابقة.

• Choose the suitable item from those given to complete each of the following sentences.

1. If Sami had enough money, he ----- the blue car. ( will buy, would buy, would have buy)
2. Water turns to ice if the temperature ----- below zero. ( fall, falls, fell, is falling )
3. I won't buy the book if it ----- too expensive . ( are , was, is, were )
4. If a city ----- everything and doesn't throw anything away, it is zero waste. ( recycled, recycles, had recycled, have recycled )
5. If students ----- to summarise quickly, they will be able to use this skill in future. (learned , had learned , learns , learn)
6. You would be unlucky if you ----- the Royal Motorbikes Museum. ( don't visit, hadn't visit, didn't visit)
7. If you heat water to 100 degree Celsius , it ----- . ( boil , has boiled , boils , is boiling )
8. Salma won't study abroad unless someone ----- her study. ( fund , funds , funded , had funded )
9. I would have appointed you at the sales department if I----- the director of the company. ( had been , am ,has been , have been )
10. Safwan ----- the first prize if he had prepared better for the completion . (can win , will have won , might have won , may win )
11. Provided that it -----, we will visit our relatives next week. ( don't rain , doesn't rain , didn't rain , hadn't been rained)
12. our teacher is late .If he ----- soon .We will leave the class. ( isn't coming , didn't come , doesn't come , hasn't come )
13. Unless we ----- the right balance between love and discipline with children , we wouldn't have controlled their behavior. ( have achieved , had achieved , has achieved , achieve)
14. Provided that students go on school trip , they ----- learn new things. ( would learn , learn , would have learned , will learn )
15. If you ----- the grass ,the plants will grow well. ( cuts , had cut , have cut , cut )
16. Unless you have work experience , you ----- a job as an interpreter . ( won't get , wouldn't get , would have not got, might haven't got )
17. You won't study abroad unless you -----enough money . (save , saved , save , are saving )
18. Salwa always takes her mobile when she ----- out. ( went , had gone , has gone , go , goes )
19. If you arrive at the station on time , we ----- there to meet you. ( would be , would have been , will be , might have been )
20. Nasser will come out with us tomorrow unless he -----to help his father .( had , have , has , has, is )
21. I will help you with your homework as long as you ----- me with mine! ( helps , help , has helped , are helping )
22. Even if Omar ----- his driving test this afternoon, he won't have his own car. ( passes , pass , had passed , has passed )
23. If you ----- the prize , how will you spend the money .( wins , won , has won , win)
24. Zaid will not pass you exam unless he ----- hard.( studies , is studying, studied , win)
25. Provided that everyone ----- hard , we will pass our exam .( is working, work, works , worked)

1- would have buy 2- falls 3- is 4- recycles 5- learn 6- didn't visit 7- boils 8- funds 9- had been 10- might have won 11- doesn't rain 12- doesn't come 13- had achieved 14- will learn 15- cut 16- won't get 17- save 18- goes 19- will be 20- has 21- help 22- passes 23- win 24- studies 25- works

هاني قنار

**provided that / as long as / unless / even if**

من الممكن أن نستخدم العبارات السابقة في الجمل الشرطية ( first , second and third conditional ) حسب معنى كل منها

<b>provided that</b>	شرط أن	1. You <b>can play</b> in the living room as long as you <b>don't make</b> a mess.
<b>as long as</b>	طالما أن	2. Provided that you <b>pay</b> me back soon , I <b>will lend</b> you the money.
		ونستخدمان لتوكيد الشرط
<b>unless</b>	إذا لم	They <b>will not come</b> unless you <b>invite</b> them.
		تستخدم unless بمعنى if not (إذا لم)
<b>even if</b>	حتى لو	لتوكيد ان شئ ما سيحدث في أي حال أو ظرف من الظروف ( يؤكد بان وضعاً ما سيستمر مهما حدث )
		1. Even if you <b>take</b> a taxi, you <b>will miss</b> your train
		2. Even if it <b>is</b> rainy , we <b>will play</b> football.

• Choose the suitable item from those given to complete each of the following sentences.

- We'll go to our favourite restaurant on Friday ---- it is closed. ( if , unless, even if, as long as)
- Do you usually go home or meet your friends -----school finishes. ( provided that , unless, when , as long as)
- We have to go to school ----- we are tired. (as long as , if , when , even if )
- We need umbrella ----- it rains. ( unless, even if, as long as, when )
- We should always be polite ----- we feel tired. ( unless , even if, provided that , as long as)
- I will take the job offer ----- its part-time –I haven't –I haven't finished my university studies. ( when , unless, provided that , even if )
- Nobody believes him ----- he tells the truth ( when , unless, as long as , even if )
- it is cold tomorrow , we will go swimming. ( Unless, Even if, As long as, When )
- You can borrow the car ----- you fill it with petrol. . ( unless , even if, provided that , when)
- I will not help you with your homework ----- you promise to concentrate. ( if , unless, even if, as long as)
- You can stay here ----- you keep quite . (as long as, when , unless, even if )
- Milk spoils ----- you leave it in the sun. ( even if , when , unless, as long as )
- You can't borrow my car ----- you fill it with petrol. ( unless , if , even if, as long as)
- You will get a job in France ----- you don't speak French. ( unless , even if , as long as , provided that)
- During Ramadan , we eat ----- the sun set . ( when , even if , unless, as long as )
- I will phone you ----- I miss the bus so that you pick me up. ( if , even if , unless , if not)
- I couldn't climb Mount Everest ----- someone carried my equipment for me ! ( even if , as long as , provided that , when )

- 1- unless 2- when 3- even if 4- when 5- even if 6- provided that 7- even if 8- Unless 9- provided that 10- unless 11- as long as 12 – when 13- unless 14- even if 15- when 16- if 17- provided that

هاني قزاز



## Green Cornfield

<p><i>The earth was green, the sky was blue I saw and heard one sunny morn A skylark hang between the two A singing speck above the corn</i></p>	<p>كانت الأرض خضراء، والسماء زرق رأيت وسمعت ذات صباح مشمس طائر قير يتعلق بين الأرض والسماء بدا طائر القير كبقعة صغيرة يغني فوق حقول الذرة</p>
<b>الأسئلة</b>	<b>الإجابة</b>
<ol style="list-style-type: none"> <li>1. What did the poet see one sunny morning?</li> <li>2. When did the poet see and hear the skylark?</li> <li>3. What does the expression "the two" refer to ?</li> <li>4. Where did the skylark hang?</li> <li>5. Find a word in the above lines which means "a small dot".</li> <li>6. Find an example of alliteration in the above stanza .</li> </ol>	<ol style="list-style-type: none"> <li>1. a skylark</li> <li>2. one sunny morning</li> <li>3. the earth and the sky</li> <li>4. between the earth and the sky</li> <li>5. speck</li> <li>6. A singing speck.</li> </ol>
<p><i>A stage below, in gay accord White butterflies danced on the wing And still the singing skylark soared And silent sank and soared to sing.</i></p>	<p>و على مسافة أدنى، وفي تناغم مبتهج، ترقص فراشات بيضاء على جناح القبرة ظل طائر القبرة المغرد يطير عاليا ويهبط بصمت و يطير عاليا ليغرد</p>
<b>الأسئلة</b>	<b>الإجابة</b>
<ol style="list-style-type: none"> <li>1. What did the white butterflies do a stage below?</li> <li>2. When did the skylark stop singing?</li> <li>3. Find a word in the above lines which means "in agreement".</li> <li>4. Find an example of alliteration in the above stanza</li> </ol>	<ol style="list-style-type: none"> <li>1. They danced on the wing</li> <li>2. When it flies lower</li> <li>3. Accord</li> <li>4. And still the singing skylark soared</li> </ol>
<p><i>The cornfield stretched a <b>tender</b> green To right and left beside my walks I knew he had a nest unseen Somewhere among the million stalk</i></p>	<p>امتد حقل الذرة أخضر يانعا إلى اليمين واليسار بجانب خطاي؛ كنت اعرف أن له عشا مخفي في مكان ما بين المليون من سيقان الذرة</p>
<b>الأسئلة</b>	<b>الإجابة</b>
<ol style="list-style-type: none"> <li>1. How did the poet describe the cornfield?</li> <li>2. What does a bird do in a nest ? Write down the lines which shows a reference to another listener. Find a word in the above lines which means "fresh and young".</li> <li>5. Which part of a plant is the stalk?</li> </ol>	<ol style="list-style-type: none"> <li>1. Fresh and young</li> <li>2. It lays eggs</li> <li>3. I knew he had a nest unseen</li> <li>4. Tender</li> <li>5. Fresh and young</li> <li>6. It's the long, upright part of the plant that supports the leaves.</li> </ol>
<p><i>And as I paused to hear his song While swift the sunny moments slid, Perhaps his mate sat listening long, And listened longer than I did.</i></p>	<p>و توقفت لأسمع أغنيته بينما كانت اللحظات المشمسة تتبدد سريعا، ربما رفيقته كانت جالسة تستمع طويلا ، وظلت تستمع لمدة أطول مما استمعت أنا</p>
<b>الأسئلة</b>	<b>الإجابة</b>
<ol style="list-style-type: none"> <li>1. Why did the poet stop in the cornfield?</li> <li>2. How did time pass when the poet was listening to the skylark.</li> <li>3. How do we know that the poet leaves the cornfield before the skylark has stopped singing?</li> <li>4. Who listened longer to the skylark.</li> <li>5. Find a word in the above lines which means "fast".</li> <li>6. Find an example of alliteration in the above stanza .</li> </ol>	<ol style="list-style-type: none"> <li>1. To hear the song</li> <li>2. It passed fast</li> <li>3. She says, Perhaps his mate sat listening long, And listened longer than I did</li> <li>4. His mate</li> <li>5. Swift</li> <li>6. Listening long –listened longer</li> </ol>

## Around the World in Eighty days

The story, set in 1873 CE, is about an Englishman, Mr. Phileas Fogg, who is trying to complete a journey around the world in eighty days. At this point in the story, he and his travelling companion, the Frenchman Mr. Passepartout, are travelling through India by train. They have befriended another traveller, Sir Francis Cromarty.

بدأت القصة في عام 1873 م ، وهي تدور حول رجل انكليزي، يدعى السيد فيلياس فوج ، الذي يحاول إكمال رحلة حول العالم في ثمانين يوم عند هذه النقطة من القصة، هو ورفيقه في السفر، خادمه الفرنسي السيد باسبارتو، يسافران عبر الهند بالقطار. وقد أصبحا صديقين لمسافر آخر يدعى، السير فرانسيس كرومارتي .

### الأسئلة

1. When did the story set ?
2. What is Mr. Phileas Fogg trying to do?
3. How many travelling companions does Mr. Phileas Fogg have?
4. How are they travelling ?

### الإجابة

1. In 1873
2. to complete a journey around the world in eighty days.
3. Two
4. By train

The train stopped at eight o'clock, in the midst of a glade some fifteen miles beyond Rothal, where there were several bungalows and workmen's cabins. The conductor, passing along the carriages, shouted, 'Passengers will get out here!' 'Where are we?' asked Sir Francis. 'At the hamlet of Kholby.' 'Do we stop here?' 'Certainly. The railway isn't finished.' 'What! Not finished?' 'No. There's still a matter of fifty miles to be laid from here to Allahabad, where the line begins again.'

توقف القطار في الساعة الثامنة، في فسحة كبيرة تبعد تقريبا خمسة عشر ميلا بعد منطقة اسمها روثال، حيث كان هناك العديد من البيوت من طابق واحد وأكوخ العمال. الكنترول (قاطع التذاكر) وهو يمر بالعربات ، صاح قائلا ، على الركاب النزول هنا من القطار!" "أين نحن؟" سأل السير فرانسيس "نحن في قرية كولباي" "هل سنوقف هنا؟" "بالتأكيد . السكة الحديدية لم تكمل بعد" "ماذا !لم تكتمل بعد ؟" "لا . لا يزال هناك تقريبا خمسين ميلا من السكة الحديدية من هنا إلى مدينة الله أباد حيث يبدأ خط السكة الحديدية مرة أخرى"

### الأسئلة

1. Where did the train stop ?
2. What kind of house is bungalows?
3. Write down the two cities which are mentioned in the above lines ?
4. Find a word in the above lines which means "a small village".
5. What does the underlined word "hamlet" suggest?
6. Why can't the train continue its journey from Kholby to Allahabad?

### الإجابة

1. in the midst of a glade some fifteen miles beyond Rothal.
2. A house with one floor.
3. Kholby Allahabad
4. hamlet
5. It suggests that there are very few people and houses
6. because the railway line hasn't actually been completed.

'Yet you sell tickets from Bombay to Calcutta,' retorted Sir Francis, who was growing warm. 'No doubt,' replied the conductor, 'but the passengers know that they must provide means of transportation for themselves from Kholby to Allahabad.' 'Sir Francis,' said Mr. Fogg quietly, 'we will, if you please, look about for some means of conveyance to Allahabad.' 'Mr. Fogg, this is a delay greatly to your disadvantage.' 'No, Sir Francis; it was foreseen.' 'What! You knew that the way—'

"ولكنك تباع التذاكر من بومباي إلى كلكتا،" رد عليه السير فرانسيس بغضب، الذي كان يشعر بازدياد حرارته (أي غضبه) "لا شك" ، أجاب الكنترول (قاطع التذاكر) ، "ولكن الركاب يعرفون أنه يجب توفير وسيلة نقل لأنفسهم من كولباي إلى مدينة الله أباد" "يا سيد فرانسيس، قال السيد فوج بهدوء، "سنقوم، من فضلك، بالبحث عن وسيلة نقل ما إلى مدينة الله أباد." "يا سيد فوج ، هذا فيه تأخير كبير ليس في مصلحتك" "لا ، يا سيد فرانسيس . كان هذا متوقعا" "ماذا !أنت كنت تعلم أن الطريق....."

### الأسئلة

1. What is the expression that is used to mean that sir Francis is getting annoyed?
2. Write down the two cities which are mentioned in the above lines ?
3. Why is Sir Francis annoyed during his conversation with the conductor?
4. What idea do the above lines represent?

### الإجابة

1. growing warm
2. Bombay Calcutta
3. because he feels cheated by being sold a ticket to somewhere the train doesn't go
4. time

<p>Not at all, but I knew that some obstacle or other would sooner or later arise on my route. Nothing, therefore, is lost. I have two gained days to sacrifice. A <b>steamer</b> leaves Calcutta for Hong Kong at noon, on the 25th. This is the 22nd, and we shall reach Calcutta in time.'</p> <p>There was nothing to say to so confident a response. Mr. Fogg and Sir Francis Cromarty, after searching the village from end to end, came back without having found anything.</p> <p>'I shall go afoot,' said Phileas Fogg.</p>	<p>أجابه السيد فوج " لا على الإطلاق لم أكن أعلم ، لكنني كنت أعلم أنه سيكون هناك عقبة ما أو أخرى ستظهر عاجلا أو آجلا على طريقي . لذلك لم نخسر شيئا . لقد كسبت يومين بإمكاناني أن أضحي بهما ، هناك سفينة بخارية ستغادر كلكتا لهونغ كونغ ظهر ١ ، في اليوم 25 . واليوم هو 22 لم يكن هناك شيء ليقوله السيد فرانسيس بسبب الرد الودائي من قبل السيد فوج . ونحن سنصل كلكتا في الوقت المناسب ". لم يكن هناك شيء ليقوله السير فرانسيس بسبب الرد الودائي من قبل السيد فوج . السيد فوج والسير فرانسيس كرومارتي، وبعد البحث عن وسيلة نقل في القرية من أقصاها لأقصاها، عادا دون أن يجدا أي وسيلة نقل. علي أن أسير هذه المسافة مشيا على الأقدام "قال فلياس فوج.</p>
<p style="text-align: center;"><b>الأسئلة</b></p>	<p style="text-align: center;"><b>الإجابة</b></p>
<ol style="list-style-type: none"> <li>1. What form of transport is a <b>steamer</b> ?</li> <li>2. Write down the two cities which are mentioned in the above lines ?</li> <li>3. How does Mr. Fogg deal with the situation when he discovers that his train journey cannot continue?</li> </ol>	<ol style="list-style-type: none"> <li>1. It's a ship powered by steam</li> <li>2. Calcutta Hong Kong</li> <li>3. He is very calm and confident and doesn't show any anger</li> </ol>
<p>Passepartout, who had now rejoined his master, made a wry grimace, as he thought of his magnificent, but too frail Indian shoes. After a moment's hesitation, he said, 'Monsieur, I think I have found a means of conveyance.'</p> <p>'What?'</p> <p>'An elephant! An elephant that belongs to an Indian who lives but a hundred steps from here.'</p> <p>'Let's go and see the elephant,' replied Mr Fogg.</p>	<p>الخدام باسبارتو، الذي كان قد لحق بسيدده ، لوى قسمات وجهه بامتعاض ، حين كان يفكر بحذائه الفخم ، ولكنه كان حذاء هندي مهلهل . بعد لحظة تردد ، قال باسبارتو "سيدي ، أعتقد أنني وجدت وسيلة نقل.</p> <p>"ماذا؟"</p> <p>"فيل !فيل يملكه هندي يعيش على بعد مائة خطوة من هنا.</p> <p>"لنذهب ونرى الفيل " ، أجاب السيد فوج.</p>
<p style="text-align: center;"><b>الأسئلة</b></p>	<p style="text-align: center;"><b>الإجابة</b></p>
<ol style="list-style-type: none"> <li>1. What kind of facial expression is a wry grimace?</li> <li>2. Why was Passepartout unhappy?</li> </ol>	<ol style="list-style-type: none"> <li>1. It's an expression that shows pain or unhappiness</li> <li>2. Because he didn't want to walk far, as he didn't think his shoes would be sturdy enough</li> </ol>
<p>They soon reached a small hut. Enclosed within some high palings, was the animal in question. An Indian came out of the hut, and, at their request, conducted them within the enclosure. The elephant, which was reared, not to be an animal that merely carried things around, but for warlike purposes, was half-domesticated.</p>	<p>وبسرعة وصلوا إلى كوخ صغير، محاط بسياج عالية ، كان يوجد الحيوان المقصود . جاء هندي خارجا من الكوخ ، وبناء على طلبهم ، أدخلهم داخل الحظيرة المسيجة. الفيل ، الذي تربى ، ليس فقط ليكون مجرد حيوان يحمل الأشياء هنا وهناك ، ولكن تمت تربيته لأغراض حربية / أو قتالية ، فكان فيل نصف أليف.</p>
<p style="text-align: center;"><b>الأسئلة</b></p>	<p style="text-align: center;"><b>الإجابة</b></p>
<ol style="list-style-type: none"> <li>1. Which words tell us that the elephant was kept safely away from direct contact with human?</li> <li>2. How was the elephant reared?</li> <li>3. Why did the Indian man decide to rear an elephant?</li> </ol>	<ol style="list-style-type: none"> <li>1. enclosed palings</li> <li>2. as a half-domesticated animal</li> <li>3. He wanted it for fighting</li> </ol>
<p>Happily, however, for Mr. Fogg, the animal's instruction in this direction had not gone far, and the elephant still preserved its natural gentleness. Kiouni – this was the name of the elephant – could doubtless travel rapidly for a long time, and, in default of any other means of conveyance, Mr. Fogg resolved to hire him. However, elephants are far from being cheap in India as they are becoming scarce. Male elephants, as they are only suitable for circus shows, are much sought after especially as the majority are domesticated. When therefore Mr. Fogg proposed to the Indian to hire Kiouni, he refused point-blank. Mr. Fogg persisted, offering the</p>	<p>بسعادة ، ومع ذلك ، للسيد فوج ،فإن تربية الحيوان في هذا الاتجاه لم يكن أمرا بعيدا عن المطلوب ، والفيل لا يزال يحتفظ بلطفه الطبيعي .كوني هذا اسم الفيل يمكنه السفر بلا شك بسرعة - لفترة طويلة ، وفي ظل غياب أي وسيلة نقل أخرى من وسائل النقل ، قرر السيد فوج أن يستأجره. ولكن ، الفيلة لم تكن رخيصة في الهند لأنها أصبحت نادرة . و لأن الفيلة الذكور كانت مناسبة فقط لعروض السيرك ، كانت مرغوبة كثيرا و بالأخص أن غالبيتها أليفة . ولذلك عندما اقترح السيد فوج على الهندي أن يستأجر الفيل ، رفض رفضا تاما. السيد فوج أصر على أن يستأجر الفيل، وعرض على الهندي مبلغا كبيرا من المال مقابل استعارة الفيل لكل ساعة إلى مدينة الله أباد إلا أن الهندي رفض .عشرون جنيه؟ لكنه رفض أيضا . أربعون</p>

excessive sum of ten pounds an hour for the loan of the elephant to Allahabad. Refused. Twenty pounds? Refused also. Forty pounds? Still refused.	جنيه؟ ما زال الهندي يرفض.
<b>الأسئلة</b>	<b>الاجابة</b>
<ol style="list-style-type: none"> <li>1. How do we know that the elephant is not aggressive?</li> <li>2. What is Kiouni?</li> <li>3. Why are elephant expensive in India?</li> <li>4. Why are male elephants much sought after ?</li> <li>5. What idea do the above lines represent?</li> </ol>	<ol style="list-style-type: none"> <li>1. It still preserved its natural gentleness.</li> <li>2. The name of the elephant</li> <li>3. Because they are becoming scarce.</li> <li>4. As they are only suitable for circus shows</li> <li>5. Transport</li> </ol>
Phileas Fogg, without getting in the least flurried, then proposed to purchase the animal outright, and at first offered a thousand pounds for him. The Indian, perhaps thinking he was going to make a great bargain, still refused. At two thousand pounds the Indian yield. 'What a price, good heavens!' cried Passepartout, 'for an elephant.	فيلياس فوج، و من دون أن يبدي أي انزعاج ، اقترح شراء الحيوان برمته ، وفي البداية عرض على الهندي ألف جنيه و الهندي صاحب الفيل لا يزال برفض ، وربما فكر في نفسه أنه سيعمل صفقة كبيرة . وعندما عرض عليه ألفي جنيه قبل الهندي بيع الفيل. "يا له من سعر ، يا الهي " صرخ الخادم باسبارتو، " كل هذا المبلغ الضخم من أجل فيل"
<b>الأسئلة</b>	<b>الاجابة</b>
<ol style="list-style-type: none"> <li>1. What idea do the above lines represent?</li> <li>2. How much money did Phileas Fogg at first offer for buying the elephant?</li> <li>3. How much did the elephant cost?</li> </ol>	<ol style="list-style-type: none"> <li>1. Money</li> <li>2. A thousand pounds</li> <li>3. Two thousand pounds</li> </ol>
It only remained now to find a guide, which was comparatively easy. A young Parsee, with an intelligent face, offered his services, which Mr Fogg accepted, promising so generous a reward as to materially stimulate his zeal. The elephant was led out and equipped. Provisions were purchased at Kholby, and, while Sir Francis and Mr Fogg took the howdahs on either side, Passepartout got astride the saddle-cloth between them. The Parsee perched himself on the elephant's neck, and at nine o'clock they set out from the village, the animal marching off through the dense forest of palms by the shortest cut.	لم يبقى الآن سوى العثور على دليل ، الأمر الذي كان سهلا نوعا ما . حيث كان هناك شاب فارسي ، ذكي القسمات ، قام بعرض خدماته والتي قبلها السيد فوج ، واعد اياه بمكافئة سخية من أجل تشجيعه ماديا . وتم اقتياد الفيل للخارج وتجهيزه. تم شراء ما سيلزمهم من الطعام والشراب من قرية كولباي ، ركب السير فرانسيس و معه السيد فوج على جانبي الهودج ، و ركب الخادم باسبارتو فوق السرج بين ساقيه قماش السرج فارح رجله. اجلس الفارسي نفسه على رقبة الفيل، وفي الساعة التاسعة انطلقوا من القرية ، و سار الفيل عبر الغابة الكثيفة من أشجار النخيل عبر أقصر الطرق.
<b>الأسئلة</b>	<b>الاجابة</b>
<ol style="list-style-type: none"> <li>1. How many people travel on the elephant/</li> <li>2. Why did Mr. Fogg promise the guide so generous a reward ?</li> <li>3. Who was the guide?</li> <li>4. Find a word in the above lines which means "a seat for riding an elephant".</li> <li>5. Where did the guide sit ?</li> </ol>	<ol style="list-style-type: none"> <li>1. Four people</li> <li>2. To materially stimulate his zeal</li> <li>3. A young Parsee</li> <li>4. Howdahs</li> <li>5. On the elephant's neck</li> </ol>

