

	Word	English	Arabic
1	prepared for detailed questions	be ready مستعد to understand لفهم complicated الصعبة questions الاسئلة and و respond الاستجابة	يفهم الاسئلة بالتفصيل
2	do a deal	arrange ترتيب an agreement اتفاقية in business عمل	يعقد صفقة
3	give a business card	give اعطاء someone a card shows a business details	يعطي بطاقة عمل
4	make small talk	informal غير رسمية chat دردشة	حديث عادي
5	negotiate	to discuss يناقش something ما شئ	يفاوض
6	shake hands	move يحرك someone's شخص hand يد in a greeting بالتحية	يصافح
7	tell a joke	make يجعل people الناس laugh تضحك	يخبر نكتة
8	track record	past الماضية achievements الإنجازات / reputation السمعة	سجل نجاح
9	qualifications	Official الرسمية records السجلات of achievement للإنجازات	مؤهلات
10	compromise	-----	يساوم / يفاصل

Today, <u>we</u> ¹ talk to Mr Ghanem, a businessman based in Amman who often visits China. <u>We</u> ¹ asked <u>him</u> ² when <u>he</u> ² first started doing business with China.	اليوم نتحدث مع السيد غانم , رجل اعمال اصلا من عمان الذي غالبا يزور الصين . سألناه متى بدأ بالقيام بالأعمال مع الصين.
<u>I</u> ² 've been doing business with China for many years.	لقد بدأت العمل مع الصين لسنوات عديدة.
<u>My</u> ² first trip there was in 2004 CE, and <u>it</u> ³ was not very successful.	أول رحلة عمل لي هناك كانت في عام 2004 لكن لم تكن ناجحة
<u>we</u> ¹ : interviewer <u>him</u> ² <u>he</u> ² <u>My</u> ² <u>I</u> ² : Mr Ghanem <u>it</u> ³ : first trip	

Why was <u>it</u> ³ not successful?	لماذا لم تكن ناجحة ؟
<u>I</u> ² worked for a small computer company in Amman.	لقد عملت مع شركة حواسيب صغيرة في عمان
<u>They</u> ⁴ sent <u>me</u> ² to China when <u>I</u> ² was still quite young. If only the company had realised that the Chinese respect age and experience more than youth!	و لقد ارسلوني الى الصين عندما كنت لا ازال شابا فقط لو ان الشركة ادركت أن الصينيين يحترمون العمر و الخبرة اكثر من حداثة السن!
<u>it</u> ³ : trip <u>I</u> ² <u>me</u> ² : Mr Ghanem <u>They</u> ⁴ : a small computer company	

هل ارتكبت اي اخطاء في تلك الزيارة ؟	هل ارتكبت اي اخطاء في تلك الزيارة ؟
هل الزيارة تلك في اخطاء اي ارتكبت هل	نعم . أتمنى لو بحثت أكثر عن الثقافة الصينية قبل ان
‘Yes! I ² wish I had researched Chinese culture before I ² visited the country. In order to be successful in China, الصين في ناجحا تكون كي البلد اذوران	ازور البلد. كي تكون ناجحا في الصين .
you ⁵ need to earn their ⁶ respect. Chinese business people الاعمال رجال الصينيون احترامهم لكسب تحتاج	تحتاج لكسب احترامهم . رجال الاعمال الصينيون
will always ask about a company’s successes in the دوما يسألون عن نجاحات الشركة في	دوما يسألون عن نجاحات الشركة في
past. However, because I ² worked for a new company, I ² شركة جديدة مع عملت لأنني ذلك مع الماضي	الماضي , مع ذلك لأنني عملت مع شركة جديدة
could not talk about its ⁷ track record. We ⁸ did not do any أي نعقد لم نجاحها سجل عن الحديث أستطع لم	لم أستطع التحدث عن سجل نجاحها. لم نقم بعقد اي
business deals on that first trip.’	صفقة عمل في تلك الزيارة الاولى.
الزيارة الاولى تلك في عمل صفقة	
you ² I ² : Mr Ghanem you ⁵ : interviewer / listener their ⁶ : Chinese business people its ⁷ : a new company We ⁸ : a new company	

متى تعلمت كيف تكون ناجحا في الصين ؟	متى تعلمت كيف تكون ناجحا في الصين ؟
الصين في ناجحا تكون كيف تعلمت متى	انضمت للعمل في شركة أكبر , و أرسلوني في
I ² joined a larger company and they ⁹ sent me ² on a cultural الثقافي في أرسلوني و شركة أكبر للعمل انضمت	دورة للوعي الثقافي. في زيارتي التالية للصين
wareness course. On my ² next visit to China, it ¹⁰ felt as if I ² شعرت كما لو انني	لم اعرف اي شئ في زيارتي الاولى.
انني لو شعرت الصين الى الزيارة التالية في دورة للوعي	
hadn’t known anything on my ² first visit!’	
زيارتي الاولى في شئ أي اعرف لم	
you ² I ² my ² : Mr Ghanem they ⁹ : a larger company it ¹⁰ : next visit to China	

ماهي النصيحة التي تعطيتها للناس الراغبين بالقيام	ماهي النصيحة التي تعطيتها للناس الراغبين بالقيام
بالقيام الراغبين للناس تعطيها النصيحة ماهي	بالاعمال مع الصين ؟
business in China? الصين في بالاعمال	قبل ان ازور الشركة , ارسل التوصيات من
‘Before I ² visit a company, I ² send recommendations from من التوصيات ارسل الشركة اذور ان قبل	العملاء السابقين . كذلك ارسل بطاقة عملي مع
previous clients. I ² also send my ² business card with my ² مع بطاقة عملي ارسل ايضا العملاء السابقين	تحديد مركز عملي و المؤهلات مترجمة الى الصينية.
job position and qualifications translated into Chinese.’	
الصينية الى مترجمة المؤهلات و مركز عملي	
you ² I ² my ² : Mr Ghanem	

Can <u>you</u> ² tell <u>us</u> ¹ about <u>your</u> ² last meeting in China? هل الصين في اجتماع اخر عن تخبرنا هل	هل تخبرنا عن اخر اجتماع لك في الصين ؟
'Of course! <u>I</u> ² arrived on time. <u>You</u> ¹ must not arrive late, as متأخرا تصل لان يجب الوقت في وصلت بالطبع	بالطبع ! وصلت في الوقت المحدد . لا يجب أن تصل متأخرا
this shows disrespect. Then, when <u>I</u> ² met the company الشركة قابلت عندما ثم الاحترام قلة يظهر هذا	لأن هذا يظهر قلة الاحترام . ثم عندما قابلت
director, <u>I</u> ² shook hands with <u>him</u> ¹² gently. <u>I</u> ² began the مدير بدأت بلطف صافحته	مدير الشركة صافحته بلطف , بدأت
meeting by making small talk about my interesting الممتعة عن ودي حديث بإجراء اللقاء	اللقاء بإجراء حديث ودي حول تجربتي
experiences in China. During the meeting, <u>I</u> made sure that أن تأكدت اللقاء خلال الصين في تجربتي	الممتعة في الصين . خلال اللقاء , تأكدت بأن
<u>my</u> ² voice and body language were calm and controlled. <u>I</u> ² بها اتحكم وهادنة كانت لغة الجسد و صوتي	صوتي و لغة الجسد كانت هادنة و اتحكم بها.
never told a joke, as <u>this</u> ¹¹ may not be translated correctly or أو صحيح بشكل يترجم لا قد هذا لأن نكتة أخبر لم	لم اخبر اي نكتة , لأن هذا قد لا يترجم بشكل صحيح
could cause offence.' اهانة يسبب قد	او قد يسبب اهانة.
<u>you</u> ² <u>I</u> ² <u>your</u> ² <u>my</u> ² : Mr. Ghanem <u>You</u> ¹ <u>us</u> ¹ : listeners <u>this</u> ¹¹ : telling a joke <u>him</u> ¹² : company's director	

Was <u>it</u> ¹³ a successful meeting? هل كان الاجتماع ناجحا كان هل	هل كان الاجتماع ناجحا ؟
'Yes, <u>it</u> ¹³ was. <u>I</u> ² knew that the director had researched <u>my</u> ² عن بحث المدير أن علمت نعم	نعم . فلقد عرفت بأن مدير الشركة بحث عن
business thoroughly before the meeting, so <u>I</u> ² was prepared مستعدا كنت لذلك اللقاء قبل بدقة عملي	عملي بدقة قبل اللقاء , لذلك كنت مستعدا
for <u>his</u> ¹⁴ detailed questions. When <u>I</u> ² began negotiating, <u>I</u> ² التفاوض بدأت عندما لاسئلته التفصيلية	لأسئلته التفصيلية . عندما بدأت التفاوض
started with the important issues. The Chinese believe in يؤمنون الصينيون بالقضايا المهمة بدأت	بدأت بالقضايا المهمة . الصينيون يؤمنون
avoiding conflict. <u>It</u> ¹⁵ is always important to be patient. <u>I</u> ² صبورا تكون ان المهم من دوما الصراع بتجنب	بتجنب الصراع . من المهم دوما ان تكون صبورا
was prepared to compromise, so in the end, the meeting اللقاء النهائية في لذلك للمساومة مستعدا كنت	كنت مستعدا للمساومة , لذلك , في النهاية اللقاء
was successful.' ناجحا كان	كان ناجحا.
<u>it</u> ¹³ : meeting <u>I</u> ² : Mr Ghanem <u>his</u> ¹⁴ : the director <u>It</u> ¹⁵ : to be patient	

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Comprehension

4 Listen to and read the interview again and answer the questions.

1. Why was Mr Ghanem's first business trip to China not successful?
استمع للمقابلة من جديد ثم أجب عن الاسئلة .
لماذا لم تكن اول رحلة عمل للسيد غانم ناجحة؟
2. What do you think is a 'track record' (line 18)?
ما هو معنى كلمة (track record) سطر (18) .
3. What does the word 'his' in bold in the text refer to?
على ماذا يعود الضمير (his)
4. What changed when Mr Ghanem visited China for the second time?
ما الذي تغير عندما زار السيد غانم الصين للمرة الثانية؟
5. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?
ما هي اوجه الشبه و الإختلاف التي تعتقد بوجودها من حيث اجراء لقاءات العمل بين الصين و الاردن؟
6. Do you think that you would be a successful business person in China? Why/Why not?
هل تعتقد أنك قد تكون رجل / سيدة اعمال ناجح / ناجحة في الصين ؟ لماذا؟

Answers

- 1 It wasn't successful because he didn't have enough knowledge about the culture of China, and he was too young.
- 2 A 'track record' is your **reputation** based on the things you have done or not done in the past.
- 3 the director
- 4 He had been on a cultural awareness course and so he knew how to do business in China.
- 5 - the need to be culturally aware,
- the need for preparation,
- the need to listen carefully and negotiate
- 6

Questions :

7. Mr Ghanem did many things at his second visit to China to make it successful. Write down three of these things.
السيد غانم قام بفعل عدة اشياء في الزيارة الثانية لجعلها ناجحة . اكتب ثلاثة منها؟
8. What are the two things that are considered to be more important than youth for Chinese.
ماهما الشئيان اللذان يعتبران اكثر اهمية من حداثة السن بالنسبة للصينيين ؟
9. Quote the sentence which shows the year for the first visit of Mr Ghanem to china.
اقتبس الجملة التي تظهر السنة التي زار فيها السيد غانم الصين لأول مرة.
10. Mr Ghanem did not tell a joke for two reasons. Write down these two reasons.
السيد غانم لم يخبر النكات لسببين . اذكرهما.

	Word	English	Arabic
1	agreement	an arrangement اتفاقية / promise وعد to do something شئ ما	اتفاقية
2	dominate	to be يكون the most الأكثر important اهمية	يسيطر
3	export	goods بضاع sold to تباع الى another آخر country بلد	تصدير
4	extraction	removing إزالة something شئ from من something شئ else آخر	استخراج
5	Gross Domestic Product	the value قيمة of a country's البلد total الكلية output of من مخرجات البضائع	الناتج المحلي
6	import	goods بضاع bought تشتري from من other اخرى countries بلدان	استيراد
7	reserve	something شئ kept يحفظ back لإستعادته / set جانباً يوضع aside	احتياطي
8	fertiliser	a substance مادة to make يجعل crops المحاصيل grow تنمو	سماد
9	gas		غاز
10	knitwear	clothing الملابس made المصنوعة from من wool الصوف	ملابس صوفية
11	minerals	* a substance مادة present موجودة in في some بعض foods الأطعمة * a substance مادة found موجودة in في the الأرض الأرض	معادن
12	oil	-----	نفط
13	pharmaceuticals	companies الشركات which التي produce تنتج drugs العلاجات	شركات الادوية
14	vegetables		خضراوات
15	goods	things الأشياء are produced يتم انتاجها to كي be يتم sold بيعها	بضائع

In this report, we will look at the countries that Jordan trades with and what goods it ¹ exports and imports.	في هذا التقرير , سوف ننظر الى البلدان التي الاردن يتاجر معها و ماهي البضائع التي يصدرها و يستوردها
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.	أولا دعونا ننظر الى الصادرات . الاردن غني بالبوتاس و الفوسفات , و الصناعة الاستخراجية لهذه المعادن احد اكبر الصناعات في العالم .
Not surprisingly, two of Jordan's largest exports are chemicals and fertilisers. Pharmaceuticals and other ² 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.	من غير المدهش, ان يكون اثنان من اكبر صادراتنا هي المواد الكيميائية و الأسمدة . صناعة الأدوية و الصناعات الاخرى تمثل ما نسبته 30% من اجمالي الناتج المحلي و 75% من الادوية الاردنية يتم تصديرها مع ذلك , غالبية الاقتصاد 65% يسيطر عليها الخدمات يسيطر عليها الخدمات , على الاغلب السفر و السياحة . معظم صادرات الاردن تذهب الى العراق , امريكا , الهند و السعودية.

it¹: Jordan
other² : industries

Now let's look at imports. Unlike some other countries	الآن فلننظر الى الواردات , على عكس البلدان الاخرى
in the Middle East, Jordan does not have large oil or gas	في الشرق الاوسط , الاردن لا يمتلك احتياطي كبير من
reserves. For that reason, Jordan has to import oil and	الغاز و النفط
gas for <u>its</u> ¹ energy needs. <u>Its</u> ¹ other main imports are,	لذلك السبب , الاردن عليه استيراد النفط و
cars medicines and wheat. In 2013 CE, 23.6% of	الغاز من اجل احتياجات الطاقة. و ارداته الاخرى
Jordan's imports were from Saudi Arabia. This was	الرئيسية هي
followed by the EU, with 17.6% of <u>its</u> ¹ imports. Other	السيارات , العلاجات و القمح. في عام 2013 , 23% من
imports have come from China and the United States.	واردات الاردن كانت من السعودية .
<u>its</u> ¹ : Jordan	تبعها الاتحاد الاوروبي بنسبة 17.6% من وارداته.
	واردات اخرى جاءت من الصين و الولايات المتحدة.

Jordan has more free trade agreements than any other	الاردن لديه اتفاقيات تجارة حرة اكثر من اي بلد
Arab country, and <u>it</u> ¹ trades freely with many countries,	عربي اخر. و هو يتاجر بحرية بحرية مع عدة بلدان
including the USA, Canada and Malaysia.	بما في ذلك الولايات المتحدة , كندا و ماليزيا.
Which other areas are important for Jordan's trade?	ماهي البلدان الاخرى المهمة للتجارة الاردنية؟
Jordan first signed a trade agreement with the EU in	وقع الاردن اولا اتفاقية تجارة مع الاتحاد الاوروبي في
1997 CE. <u>It</u> ¹ signed a free trade agreement with Egypt,	1992 , كذلك اتفاقية تجارة حرة مع مصر ,
Morocco and Tunisia in 2004 CE. In 2011 CE, another	المغرب و تونس في 2004 .
trade agreement was made with the EU, Egypt, Morocco	اتفاقية اخرى تمت مع الاتحاد الاوروبي , مصر , المغرب
and Tunisia. Trade with the EU and North Africa in	و تونس. التجارة مع الاتحاد الاوروبي و شمال افريقيا
particular is likely to grow.	بالتحديد قابلة للنمو .
<u>it</u> ¹ : Jordan	

الأسئلة الوزارية على النص

1. Most of Jordan's exports mainly go to four countries. Write them down.
معظم صادرات الاردن تذهب بالتحديد الى اربعة بلدان. اذكرها.
2. Many of Jordan's fertilisers are made mainly of two minerals. Write these two minerals down.
معظم الاسمدة الاردنية تصنع بالتحديد من معدنين. اذكرهما
3. Quote the sentence which indicates the country that supplied Jordan with nearly a quarter of its imports in 2013.
اقتبس الجملة التي تظهر البلد الذي زود الاردن بربع وارداته في 2013.
4. Find a word in the text which means " things kept back, or set a side, especially for future use."
5. What does the underlined word " it" in the text refer to .
6. Citizens of s country should support the economy by buying their country's own products. Suggest three advantages of buying products from one's own country.
يجب على المواطنين دعم اقتصاد بلدهم بشراء منتجاته. اقترح ثلاث حسانات لشراء المنتجات من بلدك.
7. Exports play an important role in developing the economy of countries. Think of this statement and then, in two sentences, write down your point of view.
الصادرات تلعب دورا مهما في تطوير اقتصاد البلدان. فكّر في هذه الجملة , ثم في جملتين, اكتب وجهة نظرك.
8. Jordan has signed free trade agreements with many countries. Write down three of these countries.
وقعت الاردن اتفاقية تجارة مع العديد من البلدان , اذكر ثلاثة منها.
9. Jordan is rich in two minerals . write them down. اذكرهما.
الاردن غني باثنين من المعادن.
10. Services sector in Jordan is dominated by two things. Write these two things down.
قطاع الخدمات في الاردن يسيطر عليه شيئين , اذكرهما.

الاسئلة الوزارية على النص (تكميلي 2019)

Question Number One (60 points)

- A. 1. The text states the main goods that Jordan has to import from different countries. Write down three of these main goods. (12 points)
2. Jordan trades freely with different countries. Write down two of these countries (8 points)
3. Quote the sentence which indicates the country that supplied Jordan with nearly 25% of its imports in 2013. (5 points)
4. Find a word in the text which means (goods sold to another country). (5 points)
5. What does the underlined word (Its) refer to? (6 points)
6. Many of Jordan's fertilisers are made from two minerals. Write down these two minerals. (6 points)
7. Although we need to import certain goods, we can support our national economy in different ways. Suggest three possible ways to support the national economy. (6 points)
8. It is said that Jordan's trade with certain countries is likely to grow. Think of this statement and in two sentences write down your point of view. (6 points)

SEE PAGE TWO//// ,,

	Word	English	Arabic
1	package holiday	an organised trip رحلة منظمة	رحلة منظمة
2	sales pitch	a presentation made to sell البيع لمحاولة trying a statement or promise to buy لشراء شيء وعد تعهد أو	عملية تسويق
3	target market	possible customers زبائن محتملين	فئة مستهدفة
4	age group	a set of people من مجموعة of similar age مماثل عمر من	فئة عمرية
5	department store	a large shop محل كبير sells different اشياء مختلفة	محل تجاري

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	سواء كنت تبيع نوع جديد من معجون الاسنان الى سلسلة من الصيدليات , احدث برنامج حاسوب لمدرسة او نوع جديد من العطلات المنظمة لوكالة سفريات تحتاج الى معرفة كيف تقوم بعملية تسويق
1. Do your research	قم بعمل بحثك
Don't come away from a sales pitch wishing you had been better prepared. It ¹ is essential to know everything about your product. Do you know when it ² was developed, and where it ² 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 ² .	لا ترجع من عملية التسويق تتمنى لو كنت مستعدا بشكل افضل . من الضروري معرفة كل شيء عن منتجك . هل تعرف متى تم تطويره , و متى تم انتاجه ؟ تحتاج ايضا لمعرفة من هي الفئة المستهدفة – مثلا الفئة العمرية او الدخل للناس اللذين قد يشترونه.
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 ² have better value ?	ليس ذلك فحسب , يجب ان تعرف كل شيء عن السلع المنافسة و هي المنتجات المشابهة في السوق . لماذا سلعتك تتفوق على السلع الاخرى و لماذا لها قيمة افضل؟
It ¹ : a sales pitch it ² : product	reader – readers اينما وردت تعود على you / your

Questions :

- Many examples of products are provided in the text. write down three examples.
في النص العديد من الامثلة على السلع . اكتب ثلاثة منها.
- Write down two things that one should know about product.
اكتب امرين يجب على الشخص معرفتها حول السلع.
- The target market contains two things. Write these two things down.
تتكون الفئة المستهدفة من امرين. اذكر هذين الأمرين.
- You have to know two things about the competition. Write down two things.
عليك معرفة امرين حول السلع المنافسة. اذكر امرين.

In addition, you should know exactly which people you are speaking to, and what their ³ needs are. For example, if they ³ represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who ⁴ do not have lots of money.	بالإضافة عليك معرفة بالضبط من الناس الذين تتحدث معهم و ماهي احتياجاتهم . مثلا , اذا كانوا يمثلون اصحاب محلات تجارية في حي متواضع في تجارية محلات اصحاب متوسطة يمثلون كن مستعدا لتوضيح لهم لماذا سلعتك بالتحديد قد تناسب الزبائن اللذين لا يملكون الكثير من المال
What makes your product perfect for them ⁵ ? Most of all, you need to believe in what you 're selling, and the best way to do that is to use it ⁶ !	ما الذي يجعل سلعتك مناسبة لهم ؟ و الاهم تحتاج للإيمان بما تقوم ببيعه , و افضل طريقة لفعل ذلك هي استخدامه!

their³ **they**³ : people **who**⁴ : customers **them**⁵ : customers **it**⁶ : product

Questions :

- 5) The people you are speaking to are divided into two main parts. Write these two parts down.
الناس اللذين تتحدث معهم ينقسمون الى قسمين . اكتب هذين القسمين.
- 6) Quote the sentence which shows the best way to believe in your product.
اقتبس الجملة التي تظهر افضل طريقة للإيمان بسلعتك.

2 Prepare and practice

Plan your presentation carefully, not just what you will say, but how you will say it ⁷ . Will you read it ⁷ word by word, use notes or memorise it ⁷ ? Whatever you decide, it ⁸ 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 ⁹ happens!). Then practise it ⁷ , if possible in front of colleagues. Make changes and practise it ⁷ again.	استعد و تدرّب خط لكلامك بعناية , ليس فقط ما ستقول لكن كيف ستقوله . هل ستقرأه حرفيا , تستخدم الملاحظات او تحفظه غيبا ؟ مهما قررت , انها فكرة جيدة امتلاك قائمة بالنقاط الرئيسية , في حال قاطعك شيء ما او ببساطة توقفت بلا حراك (هذا يحدث) ! ثم تدرّب عليه , اذا امكن امام زملاءك قم بعمل التغييرات و تدرّب ثانية.
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It⁷ : presentation / **it**⁸ : to have a list of main points / **it**⁹ : something interrupts you / freeze with nerves

Questions

- 7) Planning a presentation carefully contains many steps. Write down two of these steps.
التخطيط للكلام يتكون من خطوات عديدة . اكتب اثنين من هذه الخطوات.
- 8) There are many ways to present what you will say. Write down three ways.
هنالك العديد من الطرق لما ستقوله. اذكر ثلاثة من هذه الطرق.
- 9) There are two reasons of having a lost of main points. What are these reasons.
هنالك العديد من الاسباب لإمتلاك قائمة بالنقاط الرئيسية. ماهي هذه الاسباب.
- 10) Practicing contains two elements. Write these two elements down.
التدرب يتكون من عنصرين . اذكر هذين العنصرين.

3 Be professional محترفا كن	كن محترفا
Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them ¹⁰ , and compliment their ¹⁰ company.	حافظ على كلامك قصيرا و بسيطا . ابدأ ببعض التعليقات الودية . مثلا , اشكر مضيفك للسماح لك بالتحدث معهم , و امتدح صاحبهم.
Remember to speak slowly and clearly. It ¹¹ is important to appear confident (even if you're nervous!).	تذكر التحدث ببطء و وضوح. من المهم ان تبدو واثقا من نفسك (حتى لو كنت مرتبكا).
While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience.	عندما تتحدث , لا تبقي رأسك الى الاسفل. بدلا من ذلك تجول بنظرك في الغرفة و قم بالتواصل البصري مع الجمهور
Smile!	ابتسم!
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 ¹² !).	عندما تنتهي من كلامك , ادعو للاسئلة , اذا لم تعرف الاجابة , لا تتظاهر بالمعرفة , اشكر السائل و عده بإيجاد الإجابة (و قم بذلك) .
Finally, have a summary of your presentation ready to hand out at the end of the session.	اخيرا , احتفظ بملخص لكلامك جاهز للتوزيع في نهاية الجلسة.
I ¹³ wish I had known all this when I ¹³ started out in business!	اتمنى لو عرفت كل هذا عندما بدأت العمل!
Good luck !	حظا طيبا!
their ¹⁰ : hosts it ¹¹ : to appear confident it ¹² : to find out the answer I ¹³ : speaker	
<p>11) There are many examples of friendly comments mentioned in the text. Write down two. هنالك العديد من الامثلة على التعليقات الودية. اكتب اثنين منها.</p> <p>12) Quote the sentence which shows that you might hand out your presentation. اقتبس الجملة التي تظهر انك ربما تحتاج لتوزيع كلامك في النهاية.</p> <p>13) You can deal with the questions you don't know in two ways. Write these two ways down. يمكنك التعامل مع الاسئلة التي لا تعرفها بطريقتين , اكتب هاتين الطريقتين.</p> <p>14) In order to be successful in sales pitch you have to get many skills. Explain this statement. Suggest three skills that you might have. كي تكون ناجحا في عملية التسويق. فسّر هذه الجملة . اقترح ثلاث مهارات يجب ان تمتلكها.</p>	

2. Complete the sentences with collocations from exercise 1. The first one is done for you.
هذا التمرين مهم جدا على المتلازمات .

يرتكب خطأ	يطرح الأسئلة	بصافح	يكسب احترام	ينضم لشركة	يسبب اهانة	يجري حديثا
make a mistake	ask questions	shake hands	earn respect	join a company	cause offence	make a small talk

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

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

3. Complete the sentences with the correct form of the words in brackets. The first one is done for you.

1. Before you apply for a job, check that you have the correct
(qualify , qualification , qualified) الصفات يتبعها اسماء
2. The company is pleased with your work and is happy to give you a
(recommend , recommended , recommendation) الادوات يتبعها اسماء
3. Congratulations on a very business deal.
(succeed , success , successful , successfully) الاسماء يسبقها الصفات
4. We should always be ready to listen to good
(advise , advice , advisable , advisably) الصفات يتبعها اسماء
5. My father often talks about what he did in his
(young , youth , youthful , youthfully) صفات التملك يتبعها اسماء
6. It's important to have an of different countries' customs.
(aware , awareness , awareful , awarefully) الادوات يتبعها اسماء

Answers : 1. qualification 2. recommendation 3. successful 4. advice
5. young / youth 6. awareness

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

يساوم	صراع	يفاوض	صبور	مستعد	سابق	سجل نجاح
compromise	conflict	negotiate	patient	prepared	previous	track record

1. When you talk about business and try to do a deal, you
2. When you are ready for something, you are for it.
3. When you can prove that you have experience, you have a
4. When two sides disagree and argue, there is
5. When each side changes their position a little so that they can agree, they have managed to
6. When you stay calm and take your time, you are being

Answers : 1 negotiate 2 prepared 3 track record 4 conflict 5 compromise 6 patient

	Word	English	Arabic
1	headphones	equipment معدات you wear ترتديها to listen للإستماع	سماعات للمذياع
2	interpreter	someone شخص who translates يترجم spoken المنطوقة words الكلمات	مترجم فوري
3	regional	relating to — مرتبط بـ a particular معينة region منطقة	اقليمي
4	rewarding	giving يعطي personal الشخصي satisfaction الرضا	مرضية
5	secure	safe آمن - free خالي from من danger الخطر	أمنة
6	seminar	a class صف on في a particular محدد subject موضوع	ندوة
7	translation	the process عملية of converting تحويل documents الوثائق	ترجمة
8	fond of	having an affection تأثير or liking حب of something شيء ما	مغرم بـ

My job as an interpreter		عملي كمترجمة فورية
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 ¹ would be like to do my job. So here is my reply.	اسمي هو فاطمة موسى و انا اعمل كمترجمة فورية لخمس سنوات . العديد من الطلاب راسلوني حول عملي لأنهم يريدون ان يعرفوا كيف يكون القيام بعملي. لذلك هذا هو ردي.	اسمي هو فاطمة موسى و انا اعمل كمترجمة فورية لخمس سنوات . العديد من الطلاب راسلوني حول عملي لأنهم يريدون ان يعرفوا كيف يكون القيام بعملي. لذلك هذا هو ردي.
I, me , my Fatima Musa / they : students / it¹ : to do my job		
I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him ² . When we ³ visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.	لقد كنت دوما مغرمة باللغات . والدي عمل في العديد من البلدان عندما كنت صغيرة و عادة نساfer معه. عندما نزرور اي بلد دوما اردت تعلم اللغة. في المدرسة كنت جيدة في الانجليزية. لذلك قررت ان يكون عملي مترجمة	لقد كنت دوما مغرمة باللغات . والدي عمل في العديد من البلدان عندما كنت صغيرة و عادة نساfer معه. عندما نزرور اي بلد دوما اردت تعلم اللغة. في المدرسة كنت جيدة في الانجليزية. لذلك قررت ان يكون عملي مترجمة
him²: Fatima's father / we³ : Fatima's family		
My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they ⁴ say through headphones. 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 ⁵ speaks Arabic can understand what people are saying.	عملي الان يتضمن الذهاب الى المؤتمرات المهمة و الندوات حول العالم. عندما يتحدث اي شخص في المؤتمر , استمع الى ما يقولونه عبر السماعات ثم اترجم الى العربية بينما يتحدث الشخص . اقدم الترجمة عبر السماعات الى الاشخاص الاخرين في الاجتماع. هذا يعني ان اي شخص في الغرفة يتحدث العربية يستطيع ان يفهم ماذا يقول الناس.	عملي الان يتضمن الذهاب الى المؤتمرات المهمة و الندوات حول العالم. عندما يتحدث اي شخص في المؤتمر , استمع الى ما يقولونه عبر السماعات ثم اترجم الى العربية بينما يتحدث الشخص . اقدم الترجمة عبر السماعات الى الاشخاص الاخرين في الاجتماع. هذا يعني ان اي شخص في الغرفة يتحدث العربية يستطيع ان يفهم ماذا يقول الناس.
they⁴ : people at a conference / who⁵ : people at the meeting		

هل هي وظيفة سهلة ؟ على الاطلاق. الانجليزية ليست نفسها في كل البلدان الناطقة بالانجليزية.	هل هي وظيفة سهلة ؟ على الاطلاق. الانجليزية ليست نفسها في كل البلدان الناطقة بالانجليزية.
English-speaking countries. For example, the English words 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!	الكلمات الانجليزية مثلا البلدان الناطقة بالانجليزية المستخدمة في الهند تختلف احيانا عن الكلمات التي يستخدمها الناس في المملكة المتحدة , الولايات المتحدة الامريكية او استراليا . كذلك معرفة الانجليزية المحلية. تحتاج لمعرفة الكثير من اللغة الاختصاصية. بعض الكلمات التي تستخدم للحديث عن الاعمال , العلوم او القانون , مثلا تجعلها تقريبا لغة مختلفة .
It ⁶ : interpreter / you ⁷ : listener / students / reader / it ⁸ : job – interpreter	
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 ¹⁰ 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.	مالم يكن لديك شهادة لغوية , لن تكون قادرا على ان تصبح مترجما . اذا كنت تملك مؤهل علمي عالي على الارجح ستحصل على وظيفة مترجم بسرعة اذا كان لديك مقابلة عمل , ستحتاج الى اظهار انك تمتلك مهارات استماع جيدة و صوت تحدث واضح تحتاج ايضا لإظهار انك تستطيع التفكير بسرعة و انك قادر على التركيز لفترات طويلة من الوقت اذا كنت ناجحا , انها وظيفة مرضية و آمنة . على الارجح الى السفر كثيرا , لكن تلك ليست مشكلة طالما انك تستمتع بزيارة البلدان الاخرى.
You ⁹ : students / reader/ listener - it ¹⁰ : interpreter	
It ¹¹ is a very responsible job. I am aware that if I translate things badly, it ¹² 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.	انها وظيفة تملؤها المسؤولية. فأنا ادرك انني اذا ترجمت الاشياء بشكل سي , هذا قد يؤثر على قانون مهم او اتفاقية تجارة بين البلدان . مع ذلك , تحصل على شعور كبير عندما تعرف ان الناس يفهمون كل شيء تترجمه.
It ¹¹ : interpreter / job - You : students / reader/ listener	

Questions

- 1) Quote the sentence which shows that Fatima worked as an interpreter for years.
اقتبس الجملة التي تظهر ان فاطمة تعمل كمتترجمة منذ سنوات.
- 2) Why have many students emailed Fatima ?
لماذا راسل العديد من الطلاب فاطمة؟
- 3) There are many reasons that make Fatima's decision to work as an interpreter. Write down three of these reasons.
العديد من الاسباب كانت وراء قرار فاطمة للعمل كمتترجمة. اكتب ثلاثة اسباب.
- 4) Quote the sentence which shows that Fatima was very good at English.
اقتبس الجملة التي تظهر ان فاطمة كانت جيدة في المدرسة.
- 5) Fatima's job now involves many things. Write down two things.
يتضمن عمل فاطمة العديد من الاشياء . اذكر شيئين .
- 6) The process of translation comes through many steps. Write down three steps.
تمر عملية الترجمة بالعديد من الخطوات . اكتب ثلاثة خطوات.
- 7) Quote the sentence which shows that anyone who speaks Arabic understands what is said.
اقتبس الجملة التي تظهر ان اي شخص يتحدث العربية يفهم ماذا يقال.
- 8) If Fatima translates thing badly, this can cause two problems. Write these two problems down.
اذا قامت فاطمة بترجمة الاشياء بشكل سيء , فإن ذلك قد يسبب مشكلتين . ماهما.
- 9) Quote the sentence which shows that you might travel a lot.
اقتبس الجملة التي تظهر انك ربما تسافر كثيرا.
- 10) If you have an interview, you need to show that you have many skills. Write down three of these skills.
اذا كان لديك مقابلة عمل , تحتاج لإظهار انك تمتلك العديد من المهارات . اكتب ثلاثة منها.
- 11) There are many benefits of working as an interpreter. Write down two benefits.
هناك العديد من المنافع للعمل كمتترجمة. اكتب اثنتين منها.
- 12) In some jobs, travelling a lot is required. Explain this statement. Suggesting three problems which could be caused by travelling a lot.
في بعض الوظائف , السفر كثيرا مطلوب. فسّر هذه الجملة . اقترح ثلاث مشاكل قد يسببها السفر كثيرا.
- 13) If you have an interview for a job, you need to show many skills. Think of this statement, and then, in two sentences. Write down your point of view.
اذا كان لديك مقابلة عمل , تحتاج لإظهار انك تمتلك بعض المهارات . فكّر في هذه الجملة ثم في جملتين . اكتب وجهة نظرك.
- 14) Do you think that it is more important to be secure, or to be happy in your job? Why?
هل تعتقد ان المهم انه من الاكثر اهمية ان تكون سعيدا او ان تكون آمنا في عملك ؟ لماذا؟

	Word	English	Arabic
1	achievement		انجاز
2	advertising		الاعلانات
3	adaptable	able to adapt to new conditions or situations	متأقلم
4	ambitious	having a strong desire for success or achievement	طموح
5	banking		البنوك
6	career advisor		مستشار الوظائف
7	competent	having enough skill or knowledge to do something	كفو - حريص
8	conscientious	showing a lot of care and attention	ذو ضمير حي
9	contact details		تفاصيل الاتصال
10	doctor		طبيب
11	enclosed	placed in an envelope with a letter	مرققة
12	enthusiastic	showing a lot of interest about something	متحمس
13	full -time	happening or working for the whole of the working week,	وقت كامل
14	ICT		تكنولوجيا المعلومات
15	keen	having or showing eagerness or interest	حريص
16	lawyer		محامي
17	personal attributes	a quality or feature that is considered to be good	صفات شخصية
18	qualifications		مؤهلات
19	reference	a person who provides information about your character	مرفين
20	surveyor	a person whose job is to record the details of an area	مساح
21	teacher		معلم
22	training		التدريب
23	work experience	period of time that someone spends working in a place	خبرة العمل
24	skills		مهارات
25	Curriculum Vitae	a short, written description of a person's qualifications,	السيرة الذاتية
26	keen	having eagerness	مغرم بـ
27	voluntary	done by choice	تطوعي

Student Book (P. 76 - 77)

نموذجين لرسالة التقديم لطلب وظيفة باحث في شركة لصناعة الأدوية .

1

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

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

In my spare time, I help elderly people, and I can see the difference that medicines can make to their lives.

I am very keen to join a company that can really help people.

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

Yours faithfully,
Tareq Hakim

2

Dear Mr Rahhal,

I am very interested in the position of researcher at your pharmaceutical company.

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

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

I am a competent and adaptable worker and I believe that I can be successful in any position.

I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,
Hisham Khatib

	Word	English	Arabic
1	pensions	money نفود you save توفرها over خلال your lifetime حياتك	رواتب تقاعدية
2	web inquiries	online الانترنت questions استفسارات	طلبات الانترنت
3	calculations	maths الرياضيات - work العمل with مع numbers الارقام	حسابات
4	recruiting	finding ايجاد suitable المناسبين employees الموظفين	توظيف
5	marketing	promoting الترويج your product لسلعتك - finding ايجاد customers زبائن	تسويق

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**¹ are a kind of apprenticeship.

دراسة الاعمال تخصص مرغوب للطلاب اللذين يختارون الدراسة الجامعية في المملكة المتحدة. بعد التخرج , البعض يتابعون دراستهم اكثر , و لكن معظمهم يبدوون التوظيف. العديد من الشركات الكبرى تعرض برامج تدريب للخريجين , و هي نوع من التدريب.

them : students / **which**¹ : graduate training schemes

1. Students after graduating choose one of two paths. What are these two paths.

يختار الطلاب بعد التخرج واحدا من مسارين. اكتب هذين المسارين.

2. Quote the sentence which shows what is training schemes.

اقتبس الجملة التي تظهر ما المقصود ببرامج التدريب.

We² went to meet twenty-two-year-old Ricky Miles, **who**³ is about to graduate in the subject.

How long have **you**⁴ been studying Business Studies, Ricky?

It⁵'s a four-year course, including two periods of work experience. Each **one**⁶ lasted six months, but **they**⁷ weren't in the same year

ذهبنا لمقابلة ريكي مايلز , و هو على وشك التخرج في هذا المجال.

منذ متى و انت تدرس الاعمال , ريكي ؟

انها السنة الرابعة , تتضمن فترتين من خبرة العمل . كل واحدة تستمر ستة شهور , لكنها ليست في نفس السنة.

We² : interviewer / **who** – you – me – my – I : Ricky Miles / **it**⁵ : business studies /

one⁶ : work experience / **they**⁷: two periods of work experience

3. How old is Ricky Miles ?

كم عمر ريكي مايلز ؟

4. How long is the work experience ?

ماهي مدة خبرة العمل ؟

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**⁸ is about recruiting and managing staff, and how to deal with conflict, and a course in Advertising. **We**⁹ all had to do IT, too, because computer skills are essential

ماذا درست خلال السنوات الاربع ؟

الكثير! الرياضيات بالطبع , المحاسبة , المال و الاقتصاد . اجل , التسويق و المبيعات ايضا . كذلك اخذت مساقا في الادارة , و هو عن توظيف العمال و ادارة الموظفين , و كيف تتعامل مع الصراع , و مساقا في الاعلان . جميعنا علينا اخذ تكنولوجيا المعلومات أيضا , لأن مهارات الحاسوب ضرورية.

which⁸ : management / **We**⁹ : students

5. Ricky studied quite a lot of courses over those four years. Write down three course.

درس ريكي الكثير من المساقات خلال الثلاث سنوات . اذكر ثلاثة من هذه المساقات.

6. The course in management deals with many things. Write down three.

المساق في الادارة يتعامل مع العديد من الاشياء. اكتب ثلاثة منها.

7. Quote the sentence which shows that computer skills are essential.

اقتبس الجملة التي تظهر ان مهارات الحاسوب ضرورية.

What did **you** most enjoy about the degree?
The work experience, definitely. **I** learnt so much, both times, and of course **it**¹⁰ 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!

ما الذي استمتعت به حول التخصص؟
خبرة العمل بالطبع. لقد تعلمت الكثير، كلتا المرتين، وبالطبع ستبدو رائعة في سيرتي الذاتية. احد الشركات عرضت علي عملا مدفوع الاجر الصيف الماضي، لذلك استطعت الحصول على خبرة اكثر تلك الطريقة. ايضا، لما كنت سأحصل على الكثير من المال السنة الماضية لو لم احصل على تلك الوظيفة.

I – you – me – my : Ricky Miles

8. Paid work provided Ricky with two benefits. Write these two benefits down.

العمل المدفوع الاجر اعطى ريكي فائدتين. اكتبهما.

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

It¹¹ was a company that provides financial products – savings and pensions, mostly. At first I just 'shadowed' different people, watching what **they**¹² were doing. Then I did quite a lot of checking

for **them**¹³ – **you**¹⁴ know, checking **their**¹⁵ 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**¹⁶, and I wouldn't have had that opportunity if I hadn't done the work experience first.

ما نوع تلك الشركة؟ وماذا كان عملك هناك؟

لقد كانت شركة تزود المنتجات المالية – المدخرات و الرواتب التقاعدية، على الاغلب. في البداية، كنت فقط اراقب مختلف الناس، اراقب ماذا يفعلون. ثم اقوم بالكثير من التدقيق لهم – كما تعلم تدقيق حساباتهم. عندما عدت في الصيف، كنت في قسم المبيعات.

كان عملي هو متابعة طلبات الانترنت، و ارسال معلومات اكثر للزبائن المحتملين. لقد استمتعت بها، و لما كنت سأحظى بتلك الفرصة لو لم اقم بخبرة العمل في البداية.

It¹¹ : company / **they**¹² **them**¹³ **their**¹⁵ : people / **you**¹⁴ : interviewer / **it**¹⁶ : my job

9. Financial products consists of two elements. Write these two elements down.

تتكون المنتجات المالية من قسمين. اكتب هذين القسمين.

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

ماذا كانت وظيفة ريكي الاولى في الشركة؟

11. Quote the sentence which shows that Ricky was in the sales department.

اقتبس الجملة التي تظهر ان ريكي كان في قسم المبيعات.

12. Ricky's job at sales department included two things. Write these two things down.

تضمن عمل ريكي في قسم المبيعات امرين. اكتب هذين الامرين.

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

ما الذي تخطط لفعله لاحقا؟

لقد تقدمت للتو للعمل في بنك، فأنا لدي المؤهلات المناسبة، و لكنني اعلم انه سيكون هناك الكثير من المتقدمين الاخرين. يجب علي الانتظار و معرفة اذا كنت سأحصل على مقابلة عمل اذا حدث ذلك، يجب علي الاستعداد بعناية.

10 Read the text again and answer the questions.

1 What is the name of Ricky's degree?

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

3 What kind of company did he work for last summer, and what was his job?

4 What is he waiting to find out?

5 Would you like to do the same kind of degree course as Ricky? Why/Why not? Write two or three sentences.

Answers : 1 Business Studies 2 doing work experience

3 It was a company providing financial products, and his job was to follow up web enquiries.

4 whether or not he will get an interview 5 Students' own answers

Activity Book (P. 49)

Vocabulary

1 Complete the sentences with words or phrases from the box. One word or phrase is not needed.
 أكمل الجمل بالكلمات او العبارات المناسبة من الصندوق.

مهنة	سماعات الرأس	يترجم	ندوة	اقليمي	مرضية	ترجمة
career	headphones	interpret	seminar	regional	rewarding	translation

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

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

2 Circle the correct words.

تمرين مهم على المتلازمات (محتمل ضع دائرة)

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

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

taking a course	يأخذ مساق
feeling of satisfaction	شعور بالرضا
passwords are secure	كلمات سر محمية
responsible person	شخص مسؤول
long meeting	اجتماع طويل

3 Complete the sentences with the correct prepositions from the box. One preposition is not needed.
 تمرين مهم جدا على حروف الجر (ضع دائرة) ورد في الوزارة

about (x2) as at in into on

- Would you like to **work**a teacher in a big school?
- We need to **decide** a place to meet.
- Can you **translate** this ArabicEnglish for me, please?
- I'd like to **talk** the film I've just seen; it was brilliant!
- The teacher **asked** us our favourite books.
- My sister is really **good** drawing and painting.

work as	يعمل بوظيفة
decide on	يقرر
translate into	يترجم الى
talk about	يتحدث عن
asked about	يسأل عن
good at	جيد في

النمط الوزاري على المتلازمات و حروف الجر يكون بالشكل التالي :

- You get a huge feeling ofwhen you know that people understand what you write.
 (satisfaction , secure , responsible)
- My sister is really gooddrawing and painting.
 (in , on , into , at)

Reading

1 Read the first part of a conversation about studying abroad and decide whether these statements are true or false. Correct the false statements.

Saeed: Excuse me, Mr Williams. I'm interested in knowing how the university system works in the UK. I mean, how do you apply?

Mr William: Are you thinking of going to a British university?

Saeed: No, I don't think so, but my cousin might.

Mr William: I see. Well, it's quite a long process actually. The first thing is, you look for courses that you like – you can get all the information you need online but it's best to go and visit the actual universities, of course. They have official open days, but you can arrange to go any time really.

Saeed: Hmmm, and what qualifications do you need?

Mr William: That's one of the things you will find out when you do your research. It's different for each university, and each course. However, international students like your cousin have to prove that their English is good enough.

Saeed: How do they do that?

سعيد: عفواً يا سيد ويليامز. أنا مهتم بمعرفة كيف يعمل النظام الجامعي في المملكة المتحدة. يعني كيف تتقدم للدراسة؟

السيد ويليام: هل تفكر في الذهاب إلى جامعة بريطانية؟

سعيد: لا ، لا أعتقد ذلك ، لكن ابن عمي قد يفعل.

السيد ويليام: فهمت . حسناً ، إنها عملية طويلة بالفعل. أول شيء ، هو البحث عن التخصصات التي تحبها - يمكنك الحصول على جميع المعلومات التي تحتاجها عبر الإنترنت ولكن من الأفضل أن تذهب و تزور الجامعات الفعلية ، بالطبع. لديهم أيام رسمية مفتوحة ، ولكن يمكنك الترتيب للذهاب في أي وقت حقا.

سعيد: اممم ، وما المؤهلات التي تحتاجها؟

السيد ويليام: هذا أحد الأشياء التي ستكتشفها عند إجراء البحث. الأمر مختلف لكل جامعة ولكل تخصص . ومع ذلك ، فإن الطلاب الدوليين مثل ابن عمك عليهم إثبات أن لغتهم الإنجليزية جيدة بما فيه الكفاية.

سعيد: كيف يفعلون ذلك؟

1. Saeed is planning to apply to a British university.
2. You are only allowed to visit universities on specially-arranged days.
3. Everyone applies online through the same website

Answers :

1. False. His cousin might apply.
2. False. They have official open days, but you can arrange to go any time.
3. True

Grammar

5 Choose the correct option, a, b, c or d.

1. If Huda ill yesterday, she wouldn't have missed the exam. شرط ثالث
a wasn't **b** hadn't been **c** hasn't been **d** hadn't
2. I haven't got as much homework..... my brother. المقارنة
a so **b** than **c** as **d** like
3. I couldn't climb Mount Everestsomeone carried my equipment for me! شرطية
a even if **b** as long as **c** provided that **d** when

Answers : 1 b 2 c 3 a

6 Rewrite the sentences with the words in brackets.

1. I wish I'd done more revision. (only) التعبير عن الندم و التمني

2. There's less information on the website than there is in the book. (as much) المقارنة

Answers : 1 If only I'd done more revision.

2 There isn't as much information on the website as in the book.

7 Complete the sentences so that they mean the same as the ones above them.

1. Where's the post office, please? الاسئلة غير المباشرة (الرسمية)
 Do you mind
2. They say that fish is good for the brain. المجهول غير الشخصي (الرسمي / المنقول)
 Fish
3. You shouldn't worry so much. الشرط الثاني (نمط النصيحة)
 If I
4. The cheapest thing on the menu is orange juice. التفضيل (لا يوجد غير هذه الجملة)
 The least

Answers : 1 telling me where the post office is

2 is said to be good for the brain

3 were you, I wouldn't worry so much

4 expensive thing on the menu is orange juice

8 Circle the correct word from each pair of words to complete the sentences.

3. If my father had gone to university, he *can* / *could* have been a teacher.
4. Jameel might not have become a musician if his parents *haven't* / *hadn't* encouraged him.
5. Jaber looked *even* / *as* if he hadn't slept very well.

Answers : 3 could 4 hadn't 5 as

9 Complete the sentences with the words in the box. One word is not needed. تمرين على المقارنة

further - later - least - less - longer - much

1. My sister doesn't eat asas I do. She always putson her plate than I do.
2. I'm tired today because I went to bedthan usual last night.
3. I didn't enjoy the book. In fact it was the.....interesting story I've ever read.
4. The bus is late. We'll have to wait a little

Answers : 1 much; less 2 later 3 least 4 longer

Vocabulary

10. Match the definitions with the words in the box. One word is not needed. كلمات و معاني

proficiency كفاءة vocational مهني negotiate يفاوض

1. relating to an occupation:
2. discuss in order to come to an agreement:
3. skill, experience:

answers : 1. vocational 2. negotiate 3. proficiency

11. Writing

Choose four words from the box and write a short paragraph about education.

اختر اربعة كلمات من الصندوق و اكتب فقرة قصيرة عن التعليم .

come about - come up with - compulsory - concentration - optional - stable - tuition

.....

.....

.....

.....

.....

.....

.....

Student Book (P.79) Revision B .

Reading

1 Read the first part of this article carefully, and then answer the questions which follow.

الزمالة (الفترة التدريبية) Doing an internship

Finding work in a crowded job market can be challenging sometimes, especially for graduates who do not have any work experience. Many employers are looking for people with a proven track record in a particular area of work. However, you need to have a job in order to get experience. Doing an internship is a good way to **get around** this problem.

ايجاد العمل في سوق العمل المزدحم قد يكون تحديا احيانا , خصوصا بالنسبة للخريجين الذين ليس لديهم أي خبرة عمل. العديد من اصحاب العمل يبحثون عن الاشخاص الذين لديهم سجل نجاح مؤكد. مع ذلك , انت تحتاج وظيفة لتحصل على خبرة عمل. القيام بالزمالة طريقة جيدة للتغلب على هذه المشكلة.

Internships provide work experience for university students, graduates and people considering career changes. Although **they** are not usually paid, interns do get many benefits. The most important benefit is considered to be the opportunity to get valuable work experience.

الزمالة تزود خبرة العمل لطلاب الجامعة , الخريجين و الاشخاص الذين يفكرون بتغيير عملهم. مع انهم عادة لا يأخذون اجرا, المتدربون يحصلون على عدة منافع . و المنفعة الأهم تعتبر فرصة الحصول على خبرة عمل ثمينة.

1. Why is it sometimes challenging for graduates to get their first job?

لماذا من الصعب على الخريجين احيانا الحصول على اول وظيفة.

2. What does the phrasal verb 'get around' in line 7 mean?

ما معنى الفعل الظرفي get around

3. What does the pronoun 'they' in bold in line 10 refer to?

على ماذا يعود الضمير الذي تحته خط؟

4. What does the writer feel is the main reason for doing an internship?

ما هو السبب الرئيسي للزمالة؟

Answers :

1 They don't have any work experience and employers are looking for people who can show evidence of what they have done previously. 2 It means *overcome* or *find a solution to*.

3 'They' refers to interns.

4 The main reason is to get valuable work experience.

Read the following text carefully, and then answer all the questions that follow.

There are five medical schools in Jordan, each one based at a university. All five schools offer a six-year programme, which is designed to produce top-quality doctors.

هناك خمس كليات الطب في الأردن ، كل واحد مقرها في جامعة. المدارس الخمسة تقدم برنامجا مدته ست سنوات ، وهو مصمم لإنتاج الأطباء ذوي كفاءة عالية .

For the first three years, the students follow a programme of academic study, which includes compulsory, as well as elective courses. These first three years are known as the 'pre-clinical stage'.

للسنوات الثلاث الأولى ، يتبع الطلاب برنامج الدراسة الأكاديمية ، والذي يتضمن المساقات الإجبارية ، وكذلك المساقات الاختيارية. تُعرف هذه السنوات الثلاث الأولى باسم "مرحلة ما قبل السريرية".

Years four, five and six, or the 'clinical stage', are much more practical, although there is still plenty of theory too. The students spend time in different hospital departments. At this stage, the students deal with patients directly, all the time being supervised by senior doctors.

السنوات الرابعة والخامسة والسادسة أو "المرحلة السريرية" تكون عملية أكثر ، رغم أنه لا يزال هناك الكثير من التطبيق النظري أيضًا. يقضي الطلاب الوقت في أقسام المستشفى المختلفة. في هذه المرحلة ، يتعامل الطلاب مع المرضى بشكل مباشر ، في جميع الأوقات تحت إشراف كبار الأطباء.

The final assessment is a very thorough series of written and practical examinations. Successful students are awarded a Bachelor of Medicine and Surgery degree.

التقييم النهائي عبارة عن سلسلة من الامتحانات الكتابية والعملية. يتم منح الطلاب الناجحين درجة بكالوريوس الطب والجراحة.

Question اسئلة مقترحة

1. The academic stage consists of two stages. Write these two stages down.

تتكون المرحلة الأكاديمية من مستويين ، اكتبهما.

2. The final assessment of a very thorough series of examination contains two levels. Write these two levels down.

الامتحان النهائي هو سلسلة من الامتحان تتكون من مستويين . اكتبهما.

3. How many medical schools are there in Jordan ?

كم كلية طب يوجد في الاردن؟

4. Quote the sentence which shows what are the first three years known.

اقتبس الجملة التي تظهر بماذا تعرف السنوات الثلاثة الاولى.

5. The students spend the time at hospital at clinical stage in two ways. What are they?

يقضي الطلاب وقتهم في المستشفيات في المرحلة السريرية بطريقتين ، ماهما؟

A Decide if these sentences are true or false. Correct the false sentences.

(10 marks)

1 The medical schools in Jordan are based at five different universities.

2 Some courses during the first three years are optional.

3 During the clinical stage, students spend all of their time on their practical skills in hospital departments.

4 Students deal with patients from the very beginning of their course.

5 The tests at the end of the course are practical examinations.

Answers :

1 True 2 True 3 False. There is still plenty of theory, too. 4 False. Students deal with patients during the last three years of the programme. 5 False. They are both practical and written examinations.

B The text has four paragraphs. In which paragraph (A–D) can you find information about the following? (5 marks)

1 the form that the final exams take:

2 the length of a medical degree:

3 the content of the second half of a medical degree:

4 the name of the stage before the clinical stage:

5 the name of the degree that students receive if they succeed:

Answers : 1 paragraph D 2 paragraph A 3 paragraph C 4 paragraph B 5 paragraph D

C. Complete the following summary with words from the text.

(5 marks)

There are five medical schools in Jordan. They all follow the same six-year programme. In the first half, known as the (1)....., students have to take certain courses and can choose others. In the second half, which is the (2), besides continuing to study theory, students spend time practising in different hospital (3)..... (4)guide the students in dealing with the patients. Throughout the period of study, students are (5)in different ways.

Answers : 1 pre-clinical stage 2 clinical stage 3 departments 4 Senior doctors 5 assessed

USE OF ENGLISH (20 marks)

A Complete the text with the correct form of each word in brackets. You may need to use more than one word to fill in the gaps. (10 marks)

A The bullet train or Shinkansen is a highspeed rail system that (1)(serve) as the core of Japan's rail transportation network. Shinkansen (2) (link) the major cities of Japan since it (3) (first introduce) in 1964 CE. At the moment, the network (4) (expand) with newer, faster and more environmentally-friendly trains navigating through the country's mountains.

The London Underground, which (5)..... (know) as *The Tube*, is one of the most famous underground rail systems in the world. *The Tube*, which (6)..... (get) its name from the shape of the system's tunnels, (7)..... (serve) commuters since 1863 CE. It is also one of the biggest networks, as it (8)..... (currently , run) over 408 km and 275 stations across London. There are plans to build at least 10 more stations in the near future!

The Shanghai Maglev Train is one of the fastest trains in the world; its speed (9)..... (record) as 431 km per hour! The train takes only seven minutes and 20 seconds to bring travellers from Pudong International Airport to Longyang Road Station, which (10).....(be) about 30 km away.

Answers :

A 1 serves مزارع بسيط 2 has linked مزارع تام 3 was first introduced مجهول ماضي بسيط

4 is expanding مزارع مستمر 5 is known مجهول مزارع بسيط 6 got ماضي بسيط

7 has served/has been serving مزارع تام / مزارع تام مستمر / مزارع تام

8 currently runs/is currently running مزارع بسيط / مزارع مستمر 9 has been recorded مجهول مزارع تام 10 is

READING (20 marks)

Read the following text carefully, and then answer all the questions that follow.

World Memory Championship بطولة الذاكرة العالمية

The World Memory Championship is an annual three-day event that has been held in different locations all over the world since 1991 CE. There are ten contests, each one testing different uses of short-term memory.

بطولة الذاكرة العالمية حدث سنوي يقام لثلاثة ايام في اماكن مختلفة حول العالم منذ 1991. هنالك عشرة مستويات , كل مستوى يختبر استخدامات مختلفة للذاكرة قصيرة الابد.

The contests include listening to numbers spoken out loud and then recalling them (the world record is 364), memorising a sequence of abstract images in fifteen minutes (the world record is 492), memorising lists of words, etc. A German man achieved a world record of 501 numbers in random order during the 2013 CE championship. At the same event, a Welsh man managed to recall 224 random words, after he had studied them for only 15 minutes.

تتضمن المستويات الى ارقام يتم نطقها بصوت مرتفع ثم تذكرها (الرقم القياسي هو 364) , تذكر مجموعة من الصور في خلال 15 دقيقة (الرقم القياسي هو 492) , تذكر مجموعة من الكلمات , الخ . و لقد حقق رجل الماني الرقم القياسي بتذكره 501 رقم بترتيب عشوائي في بطولة عام 2013 . في نفس الحدث , قام رجل من ويلز بتذكر 224 كلمة بترتيب عشوائي , بعد ان قام بدراستها لمدة 15 دقيقة فقط.

In 2001 CE, the interval between the numbers was shortened from two seconds to one. Even with this change, the records still reveal great achievements. The slogan on the World Memory Championships says 'Human Potential is Infinite'. With the evidence of the championships' results, perhaps that is true.

في عام 2001 , الفترة الزمنية بين الارقام تم تقليلها من ثابنتين الى ثانية واحدة فقط , حتى مع هذا التغيير , الارقام القياسية لازالت تكشف عن انجازات عظيمة . شعار البطولة العالمية للذاكرة يقول " القدرة البشرية لا حدود لها" . مع النتائج التي يتم انجازها في البطولة ربما يكون هذا صحيحا.

A Match the sentence beginnings 1–5 with their endings a–e. (10 marks) صل البدايات مع نهاياتها.

- | | |
|---|---|
| 1 The championships have different contests | a was shortened from two seconds to one in 2001 CE. |
| 2 A man from Germany | b remembered 224 random words. |
| 3 A man from Wales | c could remember 501 numbers in random order. |
| 4 The interval between numbers | d prove the infinite human capacity. |
| 5 The results of the championships | e for different uses of short-term memory |

Answers : 1 e 2 c 3 b 4 a 5 d

B The text has three paragraphs. In which paragraph (A–C) can you find information about the following? (5 marks)

- 1 the kinds of contests that the championships involve:
- 2 the year of the first World Memory Championships event:
- 3 the slogan of the World Memory Championships:
- 4 the duration of the championships:
- 5 a world record in the 2013 CE championship:

Answers : 1 paragraph B 2 paragraph A 3 paragraph C 4 paragraph A 5 paragraph B

C Complete the following summary with words from the text. (5 marks)

The World Memory Championship is an (1)..... that is held every year. It has different contests which test (2)..... - memory. World (3)..... have been broken by participants of different nationalities. The (4)are becoming greater every year. This championship proves how limitless human (5)..... is

Answers : 1 event 2 short-term 3 records 4 achievements 5 potential

USE OF ENGLISH (20 marks)

A Complete the text, writing one word in each gap, so that the text makes sense. (10 marks)

Learning a second language has many benefits. It can help us in the following ways: Firstly, it improves the memory and heightens creativity. (1)..... , it increases cognitive health later in life. Thirdly, it enhances mental flexibility. What is remarkable, though, (2)..... that high communicative ability can still (3)..... found in people who do not have any spoken language at all.

Several decades ago, there was great media attention on a deaf man who could not communicate by either sign language or spoken language, and yet (4).....shown to have remarkably high brain function and recognition skills. He found other ways to communicate, such as giving objects to people or using facial expressions to show that he needed something. His methods of communication were basic but very effective, and his intelligence is thought (5)..... be at least as high (6) an average speaking person. Despite (7)..... , attempts to teach him either sign language or basic speech were all unsuccessful. We could ask what might have happened if he (8)..... taught these skills earlier in life.

So, scientists are now asking (9)this means for those of us who find language learning difficult. Should we carry on, or is it enough to focus instead on becoming expert communicators? Both personal attributes are valuable in the workplace – as (10)..... as they are in life!

Answers : 1 Secondly 2 is 3 be 4 was 5 to 6 as 7 this 8 had been 9 what 10 much/valuable

Activity Book (Ps. 61 -) تمارين الاشتقاق

Entrepreneur: A word meaning someone who sets up a business. In the Middle East today, entrepreneurship is (1)..... important among young people, because of the (2) job market. It is important to give young people the (3)..... so that they can help themselves. If they cannot find jobs, they can create their own and then, (4)..... , generate jobs for others. (5)..... have been set up to guide young people through the process of business (6)..... .

There are training courses and programmes to support this cause. Universities in the region have started (7)..... entrepreneurship courses to students. Even large (8)..... now support young entrepreneurs. The common philosophy is as follows: give young people the opportunity to create their own companies so that they can have control over their own (9)futures. In the Middle East, it is a (10)..... learning experience for young people

**particular
compete
know
ideal
organise
create
teach
business

economy
critic**

**Answers : 1 particularly 2 competitive 3 knowledge 4 ideally 5 Organisations 6 creation 7 teaching
8 businesses 9 economic 10 critical**

Amazing (1) advances are constantly taking place in these days of technological and scientific (2).....people expect instant cures, and prefer to get a (3)..... , but it is worth remembering that our immune systems can fight (4)..... and diseases on their own, too.

Research has been done to find out why some people survive cancer. One hundred people who had survived a serious (5)..... were interviewed twelve years after they had been diagnosed. The (6)..... of the study was to discover if there was anything in common with the ways in which they had acted after their diagnosis. They had all used different treatments such as (7)..... , radiotherapy, acupuncture and special diets. What they had in common, however, was a strong (8)..... that what they were doing would be (9) This survey has limited (10) , but one thing it shows is that a positive attitude can help your immune system to work.

**medicine
discover
prescribe
infect

diagnose
intend

surgeon

believe
succeed
conclude**

**Answers : 1 medical 2 discoveries 3 prescription 4 infections 5 diagnosis 6 intention 7 surgery 8 belief
9 successful 10 conclusions**

A These sentences have the wrong word in bold. Correct them by using one of the words in the box below. (5 marks)

antibodies - artificially-created - blog calculations - desalination

- 1 Textiles plants are becoming a popular method of providing water for people living in areas that have little fresh water.
- 2 Many megaprojects consist of **sceptical** cities, which will be built according to principles of sustainable living.
- 3 I came across a **conventional** post the other day. It was discussing the importance of traditional crafts in our modern-day society.
- 4 Homoeopathy cannot produce **ceramics** needed to protect against childhood diseases.
- 5 One of the earliest computers took as long as 25 minutes to do simple mathematical **demonstrations**.

Answers : 1 Desalination 2 artificially-created 3 blog 4 antibodies 5 calculations

B Choose the correct word to complete the sentences. (5 marks)

- 1 My grandparents gave me a *fountain pen / pedestrian* for my birthday, and I am learning calligraphy now.
- 2 Some *ailments / inoculations* can be treated effectively with homoeopathic remedies.
- 3 When there is not enough rainfall to grow crops, the ground must be *irrigated / publicised*.
- 4 I enjoy painting and sculpture so I decided to do a degree in *Fine Arts / craftsmanship*.
- 5 Elderly people often suffer from *dementia / acupuncture*, which is difficult to treat.

Answers : 1 fountain pen 2 ailments 3 irrigated 4 Fine Arts 5 dementia

C Complete the text below with the correct form of each verb in brackets. You may need to use more than one word. (10 marks) (مهم قواعد)

Some advertisements say that you can (1)(learn) a language in a month; others promise that a basic knowledge (2)(be) yours in 24 hours. There are language-learning courses that promise excellent results with very little effort, and even less time! However, these advertisements gave many people the wrong idea, and after some people (3).....(struggle) for months to achieve a good level, they (4)..... (begin) wondering what had gone wrong. A complaint (5)(recently make) against Learn Assist, a language school chain, and the company (6)(force) to remove its claim that its technique is better than any other method. The

A These sentences have the wrong word in bold. Correct them by using one of the words in the box below. (5 marks)

work experience - undergraduate tailor-made - small talk - tuition

- 1 You need to get a lot of **curriculum vitae** if you want to progress in your chosen career.
- 2 If you would like to learn to play the oud, you can get private **interpreter**.
- 3 At the beginning of a business meeting, it is normal to make **proffi ciency** so that everyone feels comfortable.
- 4 Some universities offer **regional** courses that are able to suit individual needs.
- 5 After doing a(n) **goods** degree, a number of students decide to continue their studies and do a Master's degree or a PhD

Answers : 1 work experience 2 tuition 3 small talk 4 tailor-made 5 undergraduate

B Choose the correct word to complete the sentences. (5 marks)

- 1 You can choose to do *a course / an internship* at a company before settling on a certain career.
- 2 If you keep working hard to improve your English, you will reach a level of *proficiency / multilingual* in a few years.
- 3 Keen university students who are doing their first degree can go on to study *postgraduate / academic* degrees.
- 4 In many schools, studying a foreign language is *competent / optional*, but it is often a good idea to continue learning a second language.
- 5 Most university teaching is done in groups, called *seminars / conferences*, in which all students discuss the subject freely.

Answers : 1 an internship 2 proficiency 3 postgraduate 4 optional 5 seminars

C Complete the text below writing one word in each gap. (10 marks)

In this time of a changing economy, people have to be imaginative and hard-working in order (1)..... find a career that suits them and also pays a good salary. However, for around fifty applicants, NASA (National Aeronautics and Space Administration) is providing a three-month opportunity to earn a bit amount of money! All you have to do is (2)..... lots of rest in bed. It may sound like easy work, but Ben Ingram, (3)..... is one of the few people that is taking (4)in this study, says, 'It's actually exhausting. I have not been allowed to sit up for 64

Managing Director of Learn Assist said "While we still believe that what we say is true, we accept it is best for us to change our advert. However, the fact (7)..... (remain), if you (8)..... (spend) three hours per day for five weeks on our language course you (9)(speak) the language very soon. What we (10)(do) next time is make this clearer in the advert."

Answers :

1 learn **2** will be **3** had struggled **4** began
5 was recently made **6** was forced **7** remains
8 spend/spent **9** will/would speak **10** will do

Complete the text using the correct form of the words in capitals at the end of each line. (10 marks)

On the tiny island of Arran in Scotland, the local people are bringing back an ancient (1)
 This has proved to be (2)..... beneficial to the community.
 The tradition in question is the craft of (3)..... . Until a hundred years ago, weaving was the main profession of the island's women.
 An (4)..... , Arran Textiles, was set up a few years ago to offer classes in traditional weaving skills. It was so popular that the project, which had originally been (5)..... for older women, was extended to include school (6)..... , younger women and men, too. It has also started offering (7)courses to people who do not live on the island. Arran Textiles has helped (8)..... who were previously socially isolated, and it has also (9)..... the added benefits of new business opportunities and support for (10)..... .

traditional
extreme
weave
organise
intend
child
train
person
bring
tourist

answers :

1 tradition **2** extremely **3** weaving
4 organisation **5** intended **6** children
7 training **8** people **9** brought
10 tourism

days, and sometimes my back is very painful. In the end, though, I'm learning a lot (5)..... what I miss from the outside world. For example, I'm very keen on exercising, usually.' He does indeed look very uncomfortable! NASA scientists are doing these tests (6)..... That they can discover how muscles and organs cope with zero gravity. In fact this is one of many medical trials that organisations are carrying (7)..... , in order to look (8) developments in space exploration, medical advances and educational theories. Would you (9).....applied for this opportunity, (10)..... you could have?

Answers : 1 to **2** take / get / have **3** who **4** part
5 about **6** so **7** out **8** into/at **9** have **10** if

Complete the text using the correct form of the words in capitals at the end of each line. (10 marks)

On the day of the exam, you need plenty of time to do everything. Have breakfast but don't drink too much; arrive on time, but not too early, or you may find yourself getting more and more (1)..... while you wait to start. In the exam, you can keep calm by breathing (2)and thinking positively. Read the exam questions (3)..... and underline all of the key (4)..... that tell you how the questions should be (5)..... . If possible, start with the ones that you can do easily to give you (6) Remember what you've learnt from practising questions and doing practice exams (7)..... , and plan your use of time. Don't panic if everyone around you seems to start writing immediately and don't follow their example until you are ready. Finally, after the exam, don't join in on a (8)..... about what everyone else did, unless you want to (9)..... yourself for the next exam. Most importantly, remember that exams are (10)

nerve
deep
care
instruct
answer
confident
previous
Discuss
Fright
design

Answers : 1 nervous **2** deeply **3** carefully **4** instructions **5** answered **6** confidence **7** previously **8** discussion **9** frighten **10** designed