

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

النور في اللغة الانجليزية

(2022 - 2021)

Twelfth Grade



Units 4 - 9 - 10

المستوى 3 & 4 (الثقافات المهنية)



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Comprehension

The article states three (reasons , results , benefits , ways , examples ,)

. Write down these two / three

النص يبين ثلاث (اسباب - نتائج - فوائد - طرق - امثلة -) اكتبهم ..

The text mentions two (factors , effects , advantages , disadvantages ,)

. Mention them. / write them down

النص يذكر اثنان من (العوامل - اثار - ايجابيات - سلبيات) اذكرهم ..

The writer explains some / many (solutions , steps , characteristics , kinds , aspects)

What are they ?

الكاتب يوضح بعض / الكثير من (الحلول - الخطوات - الميزات - الانواع - المجالات) ما هي ؟

1. Write down three . / Mention three . / There are three Write them down . 12 points (and / or / as well as / also / moreover)

2. Write down two . / Mention two . / There are two Write them down . 8 points

3. Write down two . / Mention two . / There are two Write them down . 6 points

4. Quote the sentence which indicates (shows / states / tells) that ----- . / Write down the sentence which

اكتب الجملة ذات الفكرة المطلوبة من النقطة الى النقطة او (!) او (؟)

5. Find a word which means / which have the same meaning of

Replace the underlined word / phrasal verb (-----) with the same meaning .

6. What does the underlined pronoun "it" / he , him , his / they / she , her refer to ?

I , we ----- the speaker / you ----- the reader

7. It is said that ----- . Explain this statement , and in two sentences, write down your point of view.

اطرح سؤال اما ب (How) او (Why)

Answer : I think ----- because + S + V ----- .

Also , ----- .

8. Suggest three possible ----- / Mention three ----- (reasons / results / advantages / disadvantages / ways)

اقترحات عامة

I suggest :

- Thinking positively.
- Dealing with this subject wisely .
- Making a lot of effort
- Trying hard
- Keeping trying
- Preparing
- Increasing awareness
- Developing skills
- Developing abilities
- Decreasing -----
- Increasing -----
- Doing -----
- Using social media
- Saving time and effort
- Being careful
- Helping -----
- Developing -----
- Using the internet

كلمات مهمة في القطع

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

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(2022 - 2021)

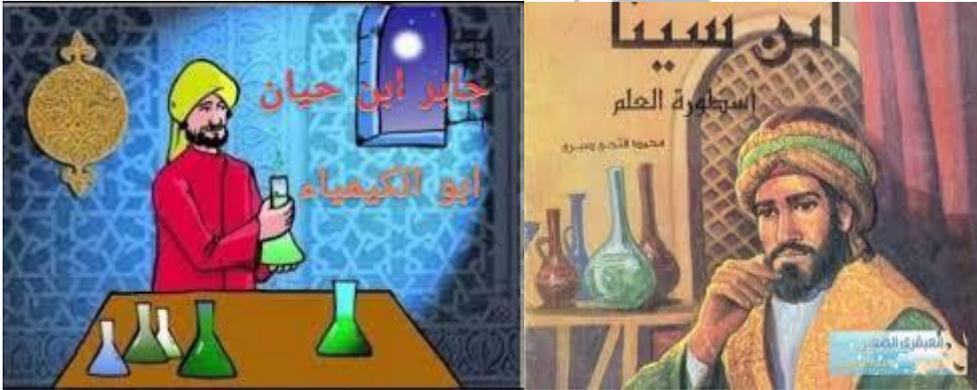
Action Pack 12

Twelfth Grade

Unit 4

Achievements

Success Stories



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The importance of Islamic achievements in history

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

The Arab world has many famous chemists in its history, but the person who is known as the founder of chemistry is probably Jabir ibn Hayyan. He is most well known for **the** beginning of the production of sulphuric acid. **He** also built a set of scales which changed the way in which chemists weighed items in a laboratory: his scales could weigh items over 6,000 times smaller than a kilogram.

جابر بن حيان (ولد 722 م، مات 815 م)

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

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

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

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

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

Fatima al-Fihri (born early 9th century, died 880 CE)

Fatima al-Fihri was the daughter of a wealthy businessman. She used her father's inheritance to build a learning centre in Fez, Morocco. This learning centre became Morocco's top university, and it is where many students from all over the world come to study. Moreover, it was Fatima's sister, Mariam, who supervised the building of the Andalus Mosque, which was not far from the learning centre.

فاطمة بنت محمد الفهري (ولد أوائل القرن 9، مات 880 م)

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

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

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath. He made ground-breaking discoveries in many of these fields, but it is probably his work in arithmetic and geometry that has made him most famous.

الكندي (ولد حوالي 801 م، وتوفي 873 م)

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

| Key Word | Meaning in English | Arabic |
|----------------------|--|---------------|
| Arithmetic | the branch of mathematics concerned with numerical calculations such as addition, subtraction, multiplication and division – (the study of numbers) | الحساب |
| Geometry | the branch of mathematics concerned with the properties, relationships and measurement of points, lines, curves and surfaces | الهندسة |
| Mathematician | a person who studies Mathematics to a very complex level | عالم رياضيات |
| Philosopher | someone who studies and writes philosophy professionally, or an undergraduate student of Philosophy | فيلسوف |
| Physician | someone qualified to practice medicine, especially one who specialises in diagnosis and treatment. (doctor) | فيزيائي |
| Polymath | someone who has a lot of knowledge about many different subjects . (expert in many different subjects) | متعدد الثقافة |
| talent | Special ability | موهبة |
| founder | The person who starts something new | مؤسس |
| scale | An instrument to measure weight | مقياس |
| laboratory | A room for scientific experiment | مختبر |

Answer the following questions :

1. Who is the founder of Chemistry?

Jabir bin Hayyan (A famous Arab chemist)

2. Mention two of Jabir inn Hayyan's achievements .

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

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

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

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

Chemistry

5. Mention two names for Ali bin Nafi' .

1. 'Ziryab'
2. 'Blackbird'

6. Why was Jabir Ibn Hayyan called " Blackbird" ? (or Ziryab)

Because of his beautiful voice .

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

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

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

Teaching musical harmony and composition.

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

His talent for music led him to Cordoba.

10. Who learnt Ali Bin Nafi' music and where ?

A famous musician in Baghdad.

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

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

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

She supervised the building of the Andalus Mosque.

13. How did Fatma build the learning centre ?

She used her father's inheritance.

14. What was AlKindi good at ? (His interests)

Al-Kindi was a physician, philosopher, mathematician, chemist , musician and astronomer.
(doctor , philosophy , Mathematics , Chemistry, music and astronomy)

15. What made AlKindi most famous ?

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

16. What was AlKindi's achievement ?

He made ground-breaking discoveries in many fields.

17. Find a word in the text which means " someone who has a lot of knowledge about many different subjects".
polymath

18. Quote the sentence which indicates that AlKindi has a lot of knowledge about many different subjects.
"Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath."

Ibn Bassel – AB

Ibn Bassal was a writer, a scientist and an engineer who lived in Al-Andalus in the eleventh century CE. He worked in the court of Al-Ma'mun, **who was the king of Toledo**. His great passions were botany, **which is the study of plants and agriculture**. Although he was a great scholar, he was also a practical man and all of his writing came from his own 'hands-on' experience of working the land.

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

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

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

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

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

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

Read the text and answer the questions.

1. Name two of Ibn Bassal's achievements.

1. Writing a book of agriculture
2. Designing water pumps and irrigation systems.

2. What was Ibn Bassal interested in ?

Writing - Science - engineering - botany

3. What is "botany" ?

The study of plants and agriculture.

4. Who was Al-Ma'mun ?

The king of Toledo.

5. Find a word in the text which means "practical" .

hands-on

6. What were the most important two things which Ibn Bassal was interested in ?

1. botany
2. agriculture

7. The writer states two ways for irrigating the land by Ibn Bassal . What are they ?

1. Finding underground water
2. Digging wells

8. The book which Ibn Bassal wrote consisted of sixteen chapters about :

how best to grow trees, fruit and vegetables, herbs and sweet smelling flowers

9. What did the most famous chapter describe ?

How to treat different types of soil.

10. There are two results as farmers down the generations followed Ibn bassal's instructions and advice.

1. The land become fertile
2. The land produced more than enough food for the fast-growing population.

11. Find a verb in the second paragraph that means " supply land with water".

irrigate

12. Guess the meaning of "fertile land" in the third paragraph.

Produced more than enough food

13. Guess the meaning of "legacy" in the third paragraph.

What does the author suggest is Ibn Bassal's legacy to the world?

What someone leaves to the world after his death

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

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

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

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

16. Write three things Ibn Bassel did to improve agriculture.

Success Stories

Masdar City – a positive step?

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

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

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

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

Masdar City, which began its development in 2006 CE, will be the world's first carbon-neutral, zero waste artificially-created city. Covering an area of six square kilometres, when it is completed in 2025 CE, it is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products.

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

The city will run entirely on renewable energy sources. It is built on an advanced energy grid which monitors exactly how much electricity is being used by every outlet in the complex. Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways. .

سيتم تشغيل المدينة بالكامل على مصادر الطاقة المتجددة. لقد بنيت على شبكة الطاقة المتقدمة التي تراقب بالضبط كمية الكهرباء المستخدمة من قبل كل مخرج في المجمع. وعلاوة على ذلك، من أجل الحد من انبعاثات الكربون، ومدينة مصدر منطقة خالية من السيارات، وصممت لتكون صديقة للمشاة وراكبي الدراجات. والسيارات بدون سائق. ستعمل كوسائل النقل العامة، وسيتم ربط المدينة بمواقع أخرى من خلال شبكة من الطرق والسكك الحديدية. .

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A desalination plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled. The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university whose students are fully committed to finding solutions to the world's energy problems.

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

While the project has the support of many global, environmental and conservation Organisations, there is some criticism of it. It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.

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

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

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

| | | |
|--------------|--|--------------------|
| zero-waste | producing no waste | خالى من النفايات |
| desalination | The process of removing salt from sea water so that it can be used again | تحلية |
| criticise | To evaluate or analyse – not approved | ينتقد |
| recycle | reuse | اعادة صناعة, تدوير |

Read the text and answer the questions : page 33

1. What are mega projects (Definition) ?

They are extremely large investment projects

2. The writer states two benefits of creating megaprojects. Write them down.

1. They encourage economic growth.
2. They bring new benefits to cities.

3. What is the difference between all kinds of mega projects ?

They vary in terms of size and cost .

4. What do mega projects have in common ? = disadvantages :

They are expensive, public projects.

5. The text provides many examples of mega projects . Mention two .

Motorways, airports, stations, tunnels, bridges and entire city complexes.

6. Mention two disadvantages of mega projects .

1. They have negative effects on a community and the environment.
2. They are expensive.

7. Why are mega projects criticized ?

Because of their negative effects on a community or the environment.

8. Quote the sentence which shows the main reason to criticize mega projects ?

"However, many megaprojects have been criticised because of their negative effects on a community or the environment."

9. What will run Masdar City ?

The city will run entirely on renewable energy sources.

10. There are many procedures that will be implemented to reduce carbon footprint in Masdar city. Mention two.

1. Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.
2. Electric, driverless cars will operate as public transport vehicles.

11. Mention two ways that will connect Masdar City to other locations :

1. roads
2. railways

12. Certain power resources will supply Masdar City with energy. Write down two of these resources .
 1. Solar power 2. wind farms 3. a hydrogen plant 4. Biological waste.
13. Name two materials that will be recycled in Masdar city . recycle = reuse
 1. water : 80% 2. industrial waste
14. Name two resources that will supply Masdar City with water .
 1. A desalination plant 2. Recycling
15. Quote the sentence which indicates the organisations that support the project (Masdar City) .
 While the project has the support of many global, environmental and conservation Organisations, there is some criticism of it.
16. Quote the sentence which indicates the reason to criticize Masdar City .
 It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.
17. What is Masdar Institute of Science and Technology ?
 A university whose students are fully committed to finding solutions to the world's energy problems.
18. Who is the present inhabitants (residents) of Masdar City ?
 The current residents of Masdar City are all students at the Masdar Institute of Science and Technology.
19. What will happen if the aims of the developers are realized ?
 Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.
20. What does the underlined word "outweigh" mean ?
 To be more important than something else.
21. What are the disadvantages of the creation of Masdar City?
 - It will not be fully environmental clean
 - It is expensive - It costs a lot of money.
22. What are the advantages of the creation of Masdar City?
 - It will be the world's first carbon zero-waste city
 - It will be free from cars.
 - It will bring new technology and modernization.
23. What makes Masdar city environmentally-friendly city ? Masdar City will :
 - be carbon-neutral
 - have electric driverless cars
 - have renewable energy sources
 - have environmentally-friendly products
 - have recycling
 - be zero waste
24. Do you think that Masdar City is a beneficial project or not? Give your reasons.
 I think it is a beneficial project because it will bring modernization to the community.
24. Inhabitants (residents) = 40,000 commuters = 50,000 businesses = 1,500

Words and definitions :

| Key Word | Meaning in English | Arabic |
|------------|--|-----------|
| talent | special ability | موهبة |
| founder | the person who starts something new, such as an organisation or a city | مؤسس |
| scales | an instrument to measure weight | مقياس |
| polymath | an expert in many subjects | عالم شامل |
| arithmetic | the study of numbers | حساب |
| laboratory | a room for scientific experiments | مختبر |

Vocabulary :

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

Complete the sentences with the correct collections :

- When people talk about -----, they can mean either an improvement in the average standard of living, or an increase in the value of a country's products.
 - Pollution has some serious ----- on the environment, such as the death of wildlife and plant life.
 - We can all work hard to reduce our ----- by living a more environmentally-friendly lifestyle.
 - If we take ----- more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
 - Hospitals need to dispose of a lot of -----, and it should be carefully managed because it can be dangerous.
 - The need for more effective ----- is evident when we consider modern day problems like traffic.
1. economic growth 2. negative effects 3. carbon footprint 4. public transport 5. biological waste 6. urban planning

Complete the sentences with the words in the box :

Philosopher - arithmetic - Polymath - chemist - geometry - Mathematician - physician

- My father teaches Maths. He's a -----
 - You must not take in medicine without consulting a -----
 - We learn about shapes, lines and angles when we study -----
 - Mr Shahin is a true -----, working in all kinds of creative and scientific fields.
 - Ramzi is very good with numbers and calculations. He always scores high in -----
 - A ----- is someone who thinks and writes about the meaning of life-----
- 1- mathematician 2- physician 3- geometry 4- polymath 5- arithmetic 6- philosopher

Complete the sentences with words from the box :

benefit – farms - footprint - free - friendly - neutral – pedestrian - power - renewable – waste

- In hot countries, solar ----- is an important source of energy.
 - Green projects are environmentally -----
 - Wind ----- are an example of ----- energy.
 - If a city recycles everything and doesn't throw anything away, it is zero -----
 - We burn carbon whenever we use oil, coal or gas. This is known as our carbon -----
 - If we replace as much carbon as we burn, we are carbon-----.
 - A place where no cars are allowed is a car ----- zone, and it is ----- friendly.
1. power 2. friendly 3. farms; renewable 4. waste 5. footprint 6. neutral 7. free; pedestrian

Listening Words

| | | | | | | |
|--------------|---|-----------------|---|---------|---|-------|
| coffee | – | chess | – | flying | - | clock |
| windmills | – | algebra | - | soap | | |
| fountain pen | – | crystal glasses | | | | |
| inoculation | – | cheques | - | carpets | | 10 |

Cleft Sentences

الجمل المنقسمة / المجزأة : هي عبارة عن جملة معقدة, ويمكننا عادة التعبير عن معناها بجملة بسيطة. وتسمى الجملة المنشقة .

Function : We use cleft sentences in order to emphasize certain pieces of information.

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

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

We can start cleft sentences with the following phrases :

| Phrase | Arabic | Phrase | Arabic |
|-------------------------------|--------------------------|-------------------------|----------------------|
| The thing which / that | الشيء الذي - لغير العاقل | The place where | المكان الذي - للمكان |
| The person who / whose | الشخص الذي - للعاقل | The way in which | الطريقة التي |
| The time when | الزمن الذي - للزمن | What / It | |

| Sameer studied Medicine in Britain in 2012 | | | | | |
|---|--------------|--------------|--------------|----------|---|
| | who | V2 | which | where | when |
| The person ----- | | (is – was) | | | + Sameer |
| The thing ----- | | (is – was) | | | + Medicine |
| The place ----- | | (is – was) | | | + Britain |
| The time / year / day ----- | | (is – was) | | | + 2012 |
| The way in which ----- / The reason why ----- | | | | | |
| Sameer | (is– was) | the person | who | | |
| Medicine | (is– was) | the thing | which / that | | |
| Britain | (is – was) | the place | where | | + باقي الجملة باستثناء الجزء المكتوب / المحدد |
| 2012 | (is –was) | the time | when | | |
| It | (is –was) | Sameer | who | (that) | |
| It | (is –was) | Medicine | which | (that) | |
| It | (is –was) | Britain | where | (that) | + باقي الجملة باستثناء الجزء المكتوب / المحدد |
| It | (is –was) | 2012 | when | (that) | |
| What + ----- | | | | | + (is - was) + الشيء المحدد |

Note : When we start a sentence with **what**, we structure it as follows :

What-clause + be + highlighted word / phrase

1. Sameer studied Medicine in Britain in 2012. للتأكيد على الشيء
What -----
2. I would like to **go** to London next year. للتأكيد على الفعل
What -----

Note : When we begin a cleft sentence with **it**, the relative clause usually begins with **that**.

1. Huda won a prize for art last year.

- The person **who** won a prize for the art last year **was Huda.**
- The prize **that** / which Huda won last year **was for art.**
- The thing **which** Huda won last year **was a prize for art.**
- The time **when** Huda won a prize for art **was last year.**
- **It was** last year that Huda won a prize for art.
- **What** Huda won last year **was a prize for art.**

2. The Olympic Games were held in London in 2012 CE.

- **London** was the place where the Olympic Games were held in 2012 CE.
- **The place** where the Olympic Games were held in 2012 CE was London.
- **The event** that took place in London in 2012 CE **was the Olympic Games.**
- **The time** when the Olympic Games were held in London **was 2012 CE.**
- **It was** 2012 CE that the Olympic Games were held in London.

Emphasise the part of the sentence which is in bold to make cleft sentences :

1. Huda won a prize for art last year.

It -----

2. Huda won a prize for art last year.

It -----

3. Huda won a prize for art last year.

It -----

We want to emphasise the part of the sentence which is in bold :

(SB p.29)

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

(passive)

Abd al-Rahman I -----

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

The mosque -----

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

The year -----

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

(SB p.29)

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

1. The person -----

2. It -----

3. Al-Jazari -----

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

1. The thing -----

2. It -----

3. The mechanical clock -----

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

1. The period/ time -----

2. It -----

3. The twelfth century -----

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

(SB p.29)

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

The person -----

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

The country where -----

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

It was -----

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

It was -----

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

It is -----

Answers:

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

Make cleft sentences, stressing the information in bold.

(AB - p.20)

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

It was -----

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

The year-----

3. I stopped working at 11 p.m.

It was-----

4. My father has influenced me most.

The person-----

5. I like Geography most of all.

The subject-----

6. The heat made the journey unpleasant.

It was-----

Answers:

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

Write one sentence that means the same.

(AB - p.30)

1. The Egyptians built the pyramids.

It was the-----

2. Ali intends to finish his project tonight.

Ali is-----

Answers:

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

Relative clauses الاسماء الموصولة

(**who** / **which** / **that** / **where** / **when** / **whose** / **whom**)

| Relative words | Sentences |
|--|--|
| 1. Who : Ahmad , Salma , the person , the man , the scientist | I told you about the man who lives next door .2019 |
| 2. which / that : the thing , the car , the lion , the event | Do you see the tiger which is lying on the roof . |
| 3. whose : the man whose + n the car whose + n | I met the man whose daughter is a doctor I bought the car whose colour is red. |
| 4. Where : the place where / Amman where + n + v Amman which + V | The city where we met Ali is very beautiful . I live in Amman which is a beautiful city . |
| 5. When : the time / year / day / period / week | I remember the day when we entered the school. |

- Who** : subject or object pronoun for the people .
I told you about the man **who** lives next door .
- which** : subject or object pronoun for non living things (**that**) **place + which + (is , are)**
Do you see the tiger **which** is lying on the roof ?
- Where** : refers to a place **place + where + (he was)**
The city **where** we met Ali is very beautiful .
- When** : refers to time
The city **where** we met Ali is very beautiful .
- That** : subject or object pronoun for people , animals and things .
I don't like the chairs **that** stands in the kitchen .
- Whose** : possessions for (everything) people , animals or things .
He is the man **whose** daughter I met in Jordan.
- Whom** : object pronoun for people .
I was invited by the minister **whom** I met at the conference .

Examples:

- The man **who** is standing there is a famous writer.
- I bought a new car **that** is very fast.
- I read the book **which** is on the table.
- That's the restaurant **where** we met for the first time.
- I remember the day **when** we first met.
- He's the man **whose** daughter I met in Jordan.

Choose the correct answer :

1. A bus driver is a person ----- drives buses. a. which b. who c. when d. where
2. That is the hotel ----- we stayed. a. which b. who c. when d. where
3. I've lost my ring ----- my mother gave me. a. which b. who c. when d. where
4. Ali has a brother ----- plays football . a. which b. who c. when d. where

Choose the correct answer :

1. The students ----- cleaned the street are from our school. (**which** - **who** - **when** - **whose**) 2018
2. The prize ----- Huda won last year was for Art . (**when** - **where** - **which** - **who**) 2018
3. The person ----- has influenced me most is my father. (**when** - **where** - **which** - **who**) 2019
4. I always go to the supermarket ----- sells organic vegetables. (**who** - **which** - **whose** - **whom**) 2019
5. Plastic is the material ----- causes a lot of pollution. (**whose** - **who** - **where** - **which**) 2019

1. Defining relative clauses : جمل الوصل المحدده

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

Function : They are used to identify which particular person, place or thing is being talked about.

- Defining clauses **are necessary** to the meaning of the sentence . (without commas)

- There are many animals **which have four legs** .

main clause

relative clause

2. Non-defining relative clauses: جمل الوصل الغير محددة

تستخدم جمل الوصل الغير محددة لاعطاء تفصيلات أكثر عن الشخص , المكان أو الشيء الذي نتحدث عنه .وجمل الوصل الغير المحدده توصل الجملة الرئيسية مع جملة أخرى بواسطة أحد السماء الموصولة .

Function : They are used to give more detail about a particular person, place or thing that is being talked about.

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

- Ali , **who lives in Aqaba** , is my friend .

relative clause

- The Sahara desert, **which is in Africa**, is very hot.

(the relative pronoun is never omitted)

The Sahara desert is very hot.

Join the following sentences :

1. I bought a car . The car is expensive. -----
2. I saw Ali . Ali works in a factory. -----
3. Sami lived in a house . The house is big. -----
4. The man was happy . His son graduated last year. -----
5. London is a huge city. It's the capital of the UK.
London-----

Complete the text with the correct words . Sometimes, more than one answer is possible.

that - which - where - who

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

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

which-that / which / where / who

Write two sentences about Qasir Bashir

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

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

The Giralda Tower

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

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

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

Non-defining relative clauses:

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

Match the beginning with the correct endings and join them a relative pronoun. (AB - p. 21)

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

Complete the text about Ibn Sina, using the relative pronouns in the box one pronoun is used twice.

Add commas for the non- defining relative clauses. (AB - p. 21)

that / when / which / who

Ibn Sina (1) ----- is also known as Avicenna was a polymath. Ibn Sina was influenced as a young man by the works of the philosopher Aristotle. He wrote on early Islamic philosophy (2) ----- included many subjects, especially logic and ethics.

He also wrote ALQanun fi-Tibb, the book (3) ----- became the most famous medical textbook ever. In the last ten or twelve years of his life,

Ibn Sina started studying literary matters. His friends (4) ----- were worried about his health advised him to relax. He refused and told them 'I prefer a short life with width to a narrow one with length.' It was the month of Ramadan (5) ----- Ibn Sina died, in June 1037 CE.

1. He has written many books , but his final book made him famous all over the world .
He has written many books, but it ----- **2016**
2. Taha Hussein is especially famous for his work in literature .
It is ----- **2017**
3. My neighbours' generosity impresses me more than anything else.
The thing that ----- **2018**
4. The Second World War ended in 1945 in Europe .
The year ----- **2019**
5. I would like to visit Petra next month.
What ----- **2019**
6. The Great Mosque in Cordoba was built in 784 CE.
The year ----- **2019**
7. Meeting new people makes travelling an exciting experience.
The thing ----- **2019**

Derivation

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

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

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

1. The Middle East is famous for the ----- of olive oil. (produce)
2. Ibn Sina wrote ----- textbooks. (medicine)
3. Fatima al-Fihri was born in the ----- century. (nine)
4. My father bought our house with an ----- from his grandfather. (inherit)
5. Scholars have discovered an ----- document from the twelfth century. (origin)
6. Do you think the wheel was the most important ----- ever? (invent)
7. Al-Kindi made many important mathematical ----- . (discover)
8. Who was the most ----- writer of the twentieth century? (influence)

1. production 2. medical 3. ninth 4. inheritance 5. original 6. invention 7. discoveries 8. influential

Choose the correct answer :

1. The Middle East is famous for **the** ----- of olive oil. (produce - productive - production)
2. Ibn Sina wrote ----- **textbooks**. (medicine - medical - medically)
3. Fatima al-Fihri was born in **the** ----- **century**. (nine - ninth)
4. My father bought our house with **an** ----- from his grandfather. (inherit - inherited - inheritance)
5. Scholars have discovered **an** ----- **document** from the twelfth century. (origin - original - originally)
6. Do you think the wheel was the most **important** ----- ever? (invention - invented - invent)
7. Al-Kindi made many important mathematical ----- . (discover - discoveries - discoverer)
8. Who was the **most** ----- **writer** of the twentieth century? (influence - influent - influential)
9. The Giralda Tower **was** ----- **a** minaret. (origin - original - originally)

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

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(2021 - 2020)

Action Pack 12

Twelfth Grade

Unit 9

المستوى الرابع



Emad Abu Alzumar

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عماد ابو الزمر

The world of business

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

Doing business in China

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

'I've been doing business with China for many years.

My first trip there was in 2004 CE, and it (Mr Ghanem's first trip) was not very successful.'

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

Why was it not successful?

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

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

Did you make any mistakes on that visit?

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

We (Mr Ghanem's company) did not do any business deals on that first trip.'

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

When did you learn how to be successful in China?

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

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

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

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

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

Can you tell us about your last meeting in China?

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

هل يمكن أن نخبرنا عن آخر لقاء لك في الصين؟

“بالطبع! وصلت في الوقت المناسب، يجب عليك ألا تصل متأخراً؛ لأن ذلك يعكس عدم الاحترام، وعندما قابلت مدير الشركة، صافحته بلطف، وقد بدأت المقابلة بحديث يسير عن تجاربي الممتعة في الصين، وخلال المقابلة، تأكدت من كون صوتي ولغة جسدي هادئين ومضبوطين، ولم أخبره بأي طرفة (نكتة)؛ ولأنها لربما تترجم بشكل غير صحيح أو تسبب هجوماً“.

I , me, my , you , your = Mr Ghanem

Was it a successful meeting?

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

وهل كانت مقابلة ناجحة؟

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

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

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

1. Who is Mr. Ghanem?

Mr Ghanem is a businessman based in Amman.

2. When was his first trip to China ?

In 2004 CE.

3. Why wasn't Mr Ghanem's first trip to China successful ? - failed

1. Because he was young and didn't have enough experience (knowledge) about China.
2. Because he worked for a small company which doesn't have a track record.

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

1. age
2. experience

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

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

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

6. How could you earn Chinese respect ?

1. You should have experience.
2. You should know the companies success (track record) in the past to talk about it.

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

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

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

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

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

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

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

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

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

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

What did he learn from the course ?

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

12. You mustn't tell jokes (makes people laugh) during the meeting with Chinese ?

Mention 2 reasons.

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

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

Arriving late shows disrespect.

14. Write down two pieces of advice to avoid conflict with Chinese .

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

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

“It is always important to be patient.”

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

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

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

I was prepared for his detailed questions.

18. How could you be successful in China ?

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

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

- Awareness of the culture.
- Preparing
- Listen carefully and negotiating.

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

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

Critical Thinking :

1. Success needs tiredness . Explain .

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

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

Mention three problems you may face.

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

Our country's imports and exports

(SB, p.66)

صادرات وواردات بلدنا

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

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

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

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

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

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

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

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

| Key Word | Meaning in English | Arabic |
|----------------------------|--|----------------------|
| exports (n) | goods sold to another country / export (v) exportation (n) 2019 | صادرات |
| imports (n) | goods bought from other countries / import (v) importation (n) imported (adj) | واردات |
| goods | things that are produced in order to be sold | بضائع |
| extraction (n) | the process of removing and obtaining something from something else extract (v) | استخراج / استخلاص |
| reserve (n) | something kept back or set aside, especially for future use / reserve (v) | مخزون |
| pharmaceuticals (n) | companies which produce drugs and medicine / pharmaceutical (adj) | شركات أدوية |
| domestic (adj) | relating to or happening in one particular country and not involving any other countries / domesticate (v) / domesticity (n) | محلي |
| Gross Domestic Product (n) | the value of a country's total output of goods and services | إجمالي الناتج المحلي |
| dominate (v) | to be the most important feature of something / dominance (n) dominant (adj) | يهيمن - يسيطر |
| mineral (n) | a substance that is present in some foods and is needed for good health ; a substance that is found naturally in the earth / mineral (adj) | معادن |
| fertiliser (n) | a substance that is put on the land to make crops grow fertilise (v) fertilisation (n) fertile (adj) | سماد |
| agreement (n) | an arrangement or promise to do something, made by two or more people, companies or organisations / agree (v) | اتفاقية |

1. There are two aims / reasons / purposes for writing this report . Mention them.

1. Looking at the countries that Jordan trades with.
2. Looking at what goods Jordan exports and imports.

2. What does the article suggest that many of Jordan's fertilisers are made from?

They are made from potash and phosphate, as this is what Jordan is rich in. (two minerals)

3. Jordan is rich in two minerals (natural resources) . What are they ?

1. Potash
2. Phosphate

4. There are many things / materials that Jordan exports. What are they ?

1. Chemical
2. Fertilisers
3. Pharmaceuticals

5. More than half of the economy in Jordan is dominated by services. Mention two of them.

1. Travel
2. Tourism

6. Jordan's exports go to four countries . Mention them.

1. Iraq
2. USA
3. India
4. Saudi Arabia

7. What are the following percentages refer to ?

1. 30 % : Pharmaceuticals and other industries represent 30% of Jordan's Gross Domestic Product(GDP)
2. 75 % : 75% of Jordan's pharmaceuticals are exported.
3. 65 % : 65% of the economy is dominated by services, mostly travel and tourism.

8. What are Jordan's main imports ?

The text states the main goods that Jordan has to import from different countries . What are they ?

1. Oil
2. Gas
3. Cars
4. Medicines
5. Wheat

9. Jordan imports come from different countries . Mention them.

1. Saudi Arabia = 23.6 % (the most)
2. EU = 17.6 %
3. China
4. The United States

10. Why does Jordan have to import oil and gas for its energy needs?

Because Jordan doesn't have large oil and gas reserves.

11. Quote the sentence which indicates the country which supplies Jordan with nearly 25 % of its imports in 2013.

In 2013 CE, 23.6 % of Jordan's imports were from Saudi Arabia.

12. Jordan trades freely with different countries. Write down three of these countries.

USA, Canada and Malaysia

13. Why is trade with the EU and North Africa likely to grow?

Because Jordan has signed trade agreements with both areas.

14. Jordan signed trade agreements with different countries . What are they ?

1. In 1997 : Jordan first signed a trade agreement with the EU in 1997 CE.
2. In 2004 : Jordan signed a trade agreement with the Egypt, Morocco and Tunisian .
3. In 2011 : Jordan signed a trade agreement with the EU , Egypt, Morocco and Tunisia .

15. Why do countries need to export and import goods?

They export goods to increase the economy and make money, and they import goods that are rare in the country.

16. Why should our community buy Jordanian goods?

To support Jordanian economy and industries.

17. How can we decrease or stop importing wheat from other countries. Suggest .

- a. encouraging farmers by offering them money and fertilizers.
- b. Giving deserted lands to farmers freely.
- c. Stopping building in fertile lands.
- d. Helping them by offering new machines.

18. Suggest three ways to decrease Jordan's imports of oil and gas from other countries .

- a. Decreasing the use of electricity in our homes.
- b. Depending more on solar energy and wind farms. (renewable sources)
- c. Using public transports in our travels.

Quotation

“Unless the exchange be in love and kindly justice, it will but lead some greed and others to hunger.”

Do you agree with it? Why? Why not?

Gibran Khalil Gibran

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

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

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

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

1. Do your research قم بإجراء بحثك

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

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

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

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

2. Prepare and practice حضر نفسك وتدرّب

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

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

3. Be professional كن محترفاً

Keep your presentation short and simple. Start with some friendly comments. For example ,thank your hosts for allowing you to speak to them (hosts), and compliment their (hosts) company. Remember to speak slowly and clearly. It is important to appear confident (even if you're nervous!). While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience .Smile!

اجعل عرضك التقديمي قصيراً وبسيطاً، وابدأ ببعض التعليقات الودية، فمثلاً أشكر المستضيفين على السماح لك بالتحدث إليهم، وأثنِ على شركتهم، وتذكر أن تتحدث ببطء ووضوح، ومن الضروري أن تبدو واثقاً بنفسك حتى ولو كنت خائفاً! وحال الكلام، لا تبقِ رأسك للأسفل، وبدلاً من ذلك انظر حول الغرفة واتصل بعينيك بجمهورك وابتسم!

When you've finished speaking, invite questions. If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it (finding out the answers)!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all this (information of experience) when I started out in business! Good luck!.

وعندما تفرغ من الحديث، افتح المجال للأسئلة، وإذا لم تعرف أجوبة ما لا تتظاهر بالمعرفة واشكر السائل، وعدها بالبحث عن الجواب وقم بذلك بحق . وختاماً، احتفظ بملخص لما تم تقديمه لتوزيعه في نهاية الجلسة. أتمنى لو أنني عرفت كل ذلك عندما بدأت العمل في مجال الأعمال! حظاً جيداً

AB – p - 47

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

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

When doing a sales pitch, 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?

Knowing everything about similar products on the market refers to -----. 2021

- a. competition b. value of the product c. target market d. age group

The underlined word “it” refers to -----. 2021

- a. target market b. product c. age group d. income

1. How can we make a sales pitch ?

- Doing our research
- Preparing and practicing
- Being professional

2. What are the things that you should know while doing your research ?

- **know** everything about your product.
 when it was developed and where it is produced
- **know** who the target market is.
 the age group or income of the people who might buy it.
- **know** all about the competition .
 similar products on the market.) (Why \$ Why)
- **know** exactly which people you are speaking to, and what their needs are.

3. Give two examples about the target market .

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

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

The best way is to use it

5. Your presentation should be planned carefully in two ways . Mention them .

- You should know **what** you will say about your presentation.
- You should know **how** you will say it.

6. You can present your presentation in three different ways. Mention them .

1. read it word by word
2. use notes
3. memorise it

7. It is a good idea (recommended) to have a list of your main points ?

Mention two reasons.

1. In case something interrupts you
2. **or** you simply freeze with nerves.

8. Your presentation should have two qualities . Mention them.

1. short
2. simple

9. Mention two examples about making friendly comments before your presentation.

1. Thank your hosts for allowing you to speak to them
2. Compliment their company.

10. What should you do at the end of the session ?

You should make a summary of the presentation.

11. What should sellers do while giving their presentations ? (Recommendations by experts)

- Keep your presentation short and simple.
- Start with some friendly comments
- Speak slowly and clearly
- It is important to appear confident
- Don't keep your head down
- Instead, look round the room and make eye contact with your audience . Smile!
- have a summary of your presentation ready to hand out at the end of the session.

Vocabulary

1. Complete the collocations with the verbs in the box.

| Collocations | Arabic |
|-------------------|----------------|
| make - a mistake | يرتكب خطأ |
| ask - questions | يسأل أسئلة |
| shake - hands | يصافح |
| earn - respect | يكسب الاحترام |
| join - a company | ينضم الى شركة |
| cause - offence | يسبب اساءة |
| make - small talk | يعمل حديث قصير |

2. Complete the sentences with collocations from exercise :

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

3. Complete the explanations with words from the box :

(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 -----.

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

Listening

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

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

Answers : 1 had exported 2 exported 3 were exported

Derivation

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

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

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

Pronunciation : Sentence stress – p-69

The word in **bold** in each sentence indicates the **stress**.

Say the sentences. How does the meaning of each sentence differ?

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

Answers :

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

Wish = If only

1. Unreal past forms for past regrets : (S + wish or If only + Past Perfect - had + V3)
express regrets about the past

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

2. Unreal past forms for present wishes : (S + wish or If only + Past Simple - V2)
express wishes about the present

الماضي غير الحقيقي للتعبير عن اشياء (امنيات في الحاضر) ولكن مستحيل حصولها

NOTE: We usually say (**I wish / If only + were.**)

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

تحويل الافعال

| | | | |
|-----------------------|----------------|-------------|----------------|
| can | couldn't | can't | could |
| will | wouldn't | won't | would |
| have + V3 / has + V3 | hadn't + V3 | must | hadn't to |
| have to / has to = V1 | didn't have to | mustn't | had to |
| have / has = V1 | didn't have | old , tall | older , taller |
| too , very | so | good , well | better |

1. I didn't do much work for my exam.

I wish I -----

2. We didn't catch the earlier bus.

If only -----

3. I slept too long.

I wish -----

4. These shoes hurt my feet.

I wish I ----- these shoes. (**not buy**)

5. I don't know the answer.

I wish

6. We live in a small flat .

I wish in a bigger flat.

7. He is not tall enough.

He wishes

8. We aren't old enough .

If only

9. We don't study hard.

I wish

10. We visited the museum .

I wish

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

1. Ali did not pass his exams.

If only he harder last year. (study)

2. Ziad is not very good at basketball.

He wishes he taller! (be)

3. We didn't catch the earlier bus. We're late.

If only we the earlier bus. (catch)

4. Our flat is very small.

If only we in a big house. (live)

5. Jaber isn't old enough to drive a car.

He wishes he older. (be)

6. I wish I English better when I was younger. (learn)

7. I regret that I made an accident.

I wish I fast. (not drive)

8. Ziad did not know about Chinese culture .

He wishes he a cultural awareness course. (do)

9. It was too hot to go to the beach yesterday.

If only it cooler. (be)

10. I feel ill.

I wish I so many sweets! (not eat)

Read the situations and complete the sentences :

1. Sultan forgot to do his Science homework.
If only he ----- to do it.
2. Nahla could not find her way round the city very easily.
If only she ----- a map.
3. Oh no! I've forgotten my library book. I left it at home.
I wish I ----- .
4. Our team didn't play very well yesterday.
If only they ----- better.
5. I regret going to bed late last night.
I wish I ----- earlier.
6. Samia regrets being angry at breakfast time.
If only -----
7. If only I had concentrated properly in class today. This homework is really difficult.
I -----
8. Nader should have been more careful with his essay. He didn't get a good mark.
Nader wishes -----
9. I wish I had learnt English better when I was younger.
If -----
10. I should have studied hard before the exam.
I wish -----
11. I regret I didn't study English when I was young.
I wish -----
12. I didn't take piano lessons when I was a child.
I wish I -----
13. I didn't visit England last summer.
I wish I -----
14. I didn't read more classic novels in Grade 11.
I wish I -----
15. I didn't visit my grand parents yesterday.
I wish I -----
16. I didn't help my mother more in the kitchen.
I wish I -----

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

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

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

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

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

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

Complete the sentences with words from the box.

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

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

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

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

1. Our flat is very small.
If only -----
2. Jaber isn't old enough to drive a car.
He wishes he -----
3. My brother and I never want to watch the same TV programme.
I wish we -----
4. I'm looking at a beautiful view, and I'd love to take a photo.
If only I -----
5. My cousins don't live near here.
I wish they -----
6. I want to go out this afternoon, but I don't feel well.
If only I -----
7. I am sorry that I didn't read that book.
I wish ----- that book.

1. Nader should have been more careful with his essay. He didn't get a good mark.
Nader wishes ----- 2016
2. I regret living abroad for a long time .
I wish ----- 2016
3. I regret speaking aloud in my class .
I wish ----- 2017
4. Mohammad didn't consult his career advisor, so he felt sorry.
I wish ----- 2017
5. I didn't do much work for my exam.
I wish ----- 2019
6. Jamal didn't prepare well for the exam. He didn't get a good mark.
If only ----- 2019
7. Maha regrets being angry at breakfast time.
If only ----- 2020
8. I ate too much and now I have a stomachache.
I wish ----- 2020

Choose the correct answer :

1. Ziad is not very good at basketball.
He wishes he ----- taller! (is / were / was)
2. I can't do this exercise.
I wish I ----- it. (understood / understand / understanding)
3. Mr Haddad does not understand the Chinese businessman .
If only he ----- Chinese. (speak / spoke / had spoken)
4. Jordan needs to import a lot of oil.
If only it ----- larger oil reserves. (has / had / had had)
5. If only I ----- lost my ticket! (haven't / didn't / hadn't)
6. I always have to get home early . I wish my parents ----- me stay out later. 2018
a. lets b. won't let c. would let d. will let
7. I didn't wake up early and I missed my bus . I wish I ----- early. 2018
a. wake up b. wakes up c. had waken up d. have waken up
8. Rami didn't play basketball very well . He wishes he ----- a professional player. 2019
a. becomes b. will become c. become d. had become
9. I'm sorry I made you angry last night . I wish I ----- at you. 2019
a. hadn't shouted b. hasn't shouted c. am not shouting d. don't shout
10. I wish I ----- my pen. I had to buy one from the library. 2020
a. has forgotten b. hasn't forgotten c. had forgotten d. hadn't forgotten
11. Muna was right and I was wrong . I wish I ----- to her. . 2020
a. has listened b. hasn't listened c. had listened d. hadn't listened

12. I can't do this exercise . I wish I ----- it.. 2021
a. understand b. had understood c. understood d. have understood
13. I feel a bit confused because I stayed late at night . I wish I ----- late at night. 2021
a. hadn't stayed b. haven't stayed c. had stayed d. stayed
14. I wish we had got up earlier. This means : 2021
A. We didn't get up earlier, and now we are not late.
B. We don't get up earlier, and now we were late.
C. We didn't get up earlier, and now we are late.
D. We don't get up earlier, and now we aren't late.
15. I don't know how to use Zoom application for meeting. The similar meaning is ----- : 2021
A. If only I have known how to use Zoom application.
B. If only I had known how to use Zoom application.
C. If only I knew how to use Zoom application.
D. If only I know how to use Zoom application.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(2021 - 2020)

Action Pack 12

Twelfth Grade

Unit 10

المستوى الرابع

Career Choices



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Career choices

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

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

Fatima Musa is talking about her career as an interpreter. Listen and read.

My job as an interpreter

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

وظيفتي كمتريجة

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

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

لقد كنت دائما مولعة ومحبة للغات. كان والدي يعمل في العديد من البلدان المختلفة عندما كنت صغيرا ، ونحن عادة سافرنا معه . عندما كنا نزرور الدول ، أردت دائما تعلم اللغة . في المدرسة كنت جيدة جدا في اللغة الإنجليزية . لذلك ، قررت مهنتي كمتريجة .

My job now involves going to important conferences and **seminars** around the world. When a person speaks in English at a conference, I listen to what they say through **headphones**. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

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

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

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

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to **concentrate** for long periods of time. If you are successful, it is a **secure** and **rewarding** job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

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

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

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

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

Read and answer the questions :

1. Why have many students emailed Fatima about her work ?

Because they want to know what it would be like to do my job. So here is my reply.

2. How long has Fatima worked as an interpreter ?

For five years

3. Quote the sentence which indicates that Fatima likes languages.

I have always been fond of languages.

4. What is the reason which made Fatima wanted to learn the language ?

Her father worked in many different countries when she was young and they usually travelled with him. When they visited a country, she always wanted to learn the language.

5. In which places does Fatima work ?

Conferences and seminars

6. The job of an interpreter is not easy for three reasons. Mention them.

1. English is not the same in all English-speaking countries.
English words used in India are different to the words used in the UK, USA or Australia.
2. An interpreter needs to know the regional English.
3. An interpreter needs to know a lot of specialist language.
The words that are used about business, science or law make it different.

7. What qualifications should you have to become an interpreter ?

You should have a language degree.

8. How can you get a job as an interpreter quite quickly?

By having a postgraduate qualification.

9. There are some qualities an interpreter should have . What are they ? (successful in an interview)

1. Having good listening skills
2. Having a clear speaking voice.
3. Think quickly .
4. Being able to concentrate for long periods of time.

10. Mention two benefits (advantages)for the job of an interpreter.

1. Secure
2. rewarding

11. Is the job of an interpreter a very responsible job ? Why ?

Yes, because if you translate things badly, it could affect an important law or trade agreement between countries.

12. What are the six official languages used at the United Nations ?

Arabic – Chinese – English – French – Russian – Spanish

Read the talk again and complete the sentences.

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

Stepping into the business world

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

الدخول في عالم الأعمال

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

How long have you been studying Business Studies, Ricky?

It's a four-year course, including two periods of work experience.

Each one (period of work experience) lasted six months, but they (two periods of work experience) weren't in the same year.

كم المدة التي قضيتها في دراسة هذا التخصص ؟

انها دورة مدتها أربع سنوات ، بما في ذلك دورتين من الخبرة في العمل . كل واحدة استمرت ستة أشهر ، لكنهما لم تكونا في نفس العام ،

What exactly have you studied over those four years ?

Quite a lot! Maths, of course, Accounting ,Finance and Economics. Oh yes ,**Marketing** and Sales, too. I (Ricky Miles) also did a course in Management, which (a course of management) is about **recruiting** and managing staff, and how to deal with conflict, and a course in Advertising.

We (students) all had to do **IT**, too, because computer skills are essential .

بالضبط ما الذي درسته خلال تلك السنوات الأربع ؟

الكثير جدا ! الرياضيات ، وبطبيعة الحال ، المحاسبة ، المالية والاقتصاد . أوه نعم ، التسويق والمبيعات ، أيضا . كما أنني درست دورة في الإدارة ، وهي عن التعيين و إدارة الموظفين ، وكيفية التعامل مع النزاع ، و دورة في الإعلان . كان علينا جميعا أن نفعل ذلك ، أيضا ، لان مهارات الكمبيوتر ضرورية.

What did you most enjoy about the degree ?

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

بماذا استمتعت أكثر شيء فيما يتعلق بالشهادة الجامعية ؟

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

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

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

ما نوع الشركة وما الذي فعلته هناك ؟

انها شركة توفر المنتجات المالية - الادخار و المعاشات التقاعدية ، في الغالب. في البداية أنا فقط " تعقبت " أشخاص مختلفين ، اراقب ما كانوا يفعلوا . ثم قمت بالكثير جدا من التدقيق وراءهم - كما تعلم ، والتحقق من حساباتهم . عندما عدت في الصيف ، كنت في قسم المبيعات . كانت مهمتي متابعة الاستفسارات التي تأتي على شبكة الإنترنت ، وارسال المزيد من المعلومات للزبائن المحتملين . لقد استمتعت بذلك ، و لم اكن لاحصل على هذه الفرصة لو لم اقم بالخبرة العملية أولا .

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.

ماذا تخطط للقيام به بعد ذلك؟

لقد تقدمت بطلب لوظيفة في البنك الحصول على وظيفة. لدي المؤهلات المناسبة ، لكنني أعرف أنه سيكون هناك الكثير من المتقدمين الآخرين . يجب أن انتظر و ارى ما اذا كان يمكنني الحصول على مقابلة . إذا حصلت عليها ، يجب ان استعد حقا.

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

Read the text and answer the questions.

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

Business studies

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

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

3. What is graduate training schemes ?

They are a kind of apprenticeship.

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

Doing work experience. = The two periods = (6 months + 6 months = 1 year)

5. Ricky has studied many subjects in the university ? Mention them.

Maths, accounting, Finance and Economics, Marketing and sales and IT .

6. Ricky did two courses in the university ? Mention them.

Management and Advertising.

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

- 1- recruiting
- 2- managing staff
- 3- how to deal with conflict

8. Ricky has two benefits as a result of the paid work last summer. Mention them .

- 1- He managed to get more experience
- 2- He had more money

9. There are two benefits for the work experience for Ricky . What are they ?

- 1- It looks great in his curriculum vitae.
- 2- Having the opportunity to work in the company .

10. What kind of company did Ricky work for last summer

It was a company provided financial products – savings and pensions.

11. Mention two examples about financial products .

1. savings
2. pensions

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

1. Watching what people were doing.
2. Checking people's calculations

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

1. Follow up web enquiries.
2. Send out further information to possible clients.

14. What is he waiting to find out?

An interview

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

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

16. What should new graduates do ? Suggest three possibilities .

- Accept the little – paid jobs
- Look for a larger company with a better salary
- Taking different courses in different fields.
- Improving skills and abilities

Reading – Applying for jobs

1. These people are **applying for a job** at a pharmaceutical company.

Read and complete the two curriculum vitae with the headings in the box.

Dear Sir/Madam,

I would like to apply for the position of researcher at your pharmaceutical company. As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry.

Furthermore, I have worked as a shop assistant at a chemist's, so I know a lot about this industry. I also have a qualification in Journalism and have worked previously for a scientific journal. I have excellent research skills.

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

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

Yours faithfully,

Tareq Hakim

سيدي العزيز / سيدتي ،

أود أن اتقدم بطلب للحصول على وظيفة باحث في شركة الأدوية الخاصة بكم . كما يتبين من السيرة الذاتية المرفقة التي تبين ان لدي شهادة جامعية في الكيمياء . وعلاوة على ذلك ، لقد عملت كمساعد بائع في الصيدلية ، لذلك انا اعرف الكثير عن هذه الصناعة . ولدي أيضا مؤهل في الصحافة وعملت سابقا في مجلة علمية . لدي مهارات ممتازة في مجال البحث .

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

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

المخلص لك،

طارق الحكيم

| تفاصيل الاتصال - العنوان contact details | الاسم - Name | السمات الشخصية - Personal attributes | المؤهلات والتدريب - Qualifications and training |
|--|-----------------|---|--|
| المهارات والانجازات skills and achievements | | الخبرة العملية - work experience | المرجع - المعرف - Reference |

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

Dear Mr Rahhal,

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

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics. I am a competent and adaptable worker and I believe that I can be successful in any position. I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

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

| العنوان - تفاصيل الاتصال - العنوان | الاسم | السمات الشخصية | المؤهلات والتدريب |
|------------------------------------|---------------|------------------------------|--------------------------------------|
| contact details | - Name | - Personal attributes | - Qualifications and training |
| المهارات والانجازات | | الخبرة العملية | المرجع - المعرف |
| skills and achievements | | - work experience | - Reference |

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

I am Hisham. 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 conscientious worker I like reading and camping. I also like travelling.

The sentence which gives information about the personal attributes of the writer is ----- . 2021

- I was Salesperson of the Year in 2013 CE.
- I like reading and camping. I also like travelling.
- I have worked for a large pharmaceutical company.
- I am a competent and conscientious worker

You can see the following words in a curriculum vitae.

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

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

Writing

Academic skills:

Formal letter writing :

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

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

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

Curriculum Vitae

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

covering letter

Dear (**Title** (Mr, Mrs, Dr, etc.) + **surname**) ,

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

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

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

Please contact me for a reference.

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

Yours sincerely,

Farida Jabari

Vocabulary

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

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

1. Please listen to the music through -----, 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.

2. Circle the correct words.

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

Prepositions

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

3. Complete the sentences from the box :

(about - as - at - in - into - on - about)

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

Conditional Sentences

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

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

حقائق – نفس النتيجة

Function : We use the zero conditional (if + Present Simple/Present Simple) to describe something that always happens.

| If Clause | Main Clause |
|--|---|
| If (When) + S + simple present - (V1 / V+s es) | Subject + simple present - (V1 / V+s es) (a fact) |
| - he, she , it + Vs-es / he, she , it + doesn't + V-inf. | - he, she , it + Vs-es / he, she , it + doesn't + V-inf. |
| - I , we , you, they + V-inf. / I , we , you, they + don't + V-inf | - I , we , you, they + V-inf. / I , we , you, they + don't + V-inf |

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

2. The first conditional (Type 1) : (For things that will possibly happen)

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

محتمل الحدوث

| If Clause | Main Clause |
|--|--|
| If + S + simple present - (V1 / V+s es) | Subject + will / 'll + V-inf. |
| - he, she , it + Vs-es / he, she , it + doesn't + V-inf. | Subject + will not / won't + V-inf. |
| - I , we , you, they + V-inf. / I , we , you, they + don't + V-inf | |

ادوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

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

حتى لو اذا لم - ما لم طالما بشرط ان

1. **If** Sami studies hard , he ----- all his exams . (pass)
2. **If** you ----- an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
3. I'll buy the book **if / provided that / as long as** it ----- too expensive. (not be)
4. I ----- it **if** it is too expensive . (not, buy)
5. **Unless** you have a language degree, you ----- able to become an interpreter. (not be)
6. **If** you get an interview for a job, you ----- to show that you have good listening skills. (need)
7. **If** you are successful, it ----- a secure and rewarding job. (be)
8. When you arrive at the station next Saturday, we ----- there to meet you. (be)

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

3. The Third conditional (Type 3)

| If Clause | Main Clause |
|-------------------------------------|--|
| If + S + had + P.P (V3) hadn't | S + would have / could have / might have + P.P (V3) wouldn't couldn't mightn't تأكد كان من الممكن - قدرة ربما Sure less sure not sure |

Function : We use the third conditional (If + Past Perfect / would have + past participle) = to imagine past situations.

These past situations are impossible, and did not happen.

- The *if*-clause states one **event** that *did not happen*.
 - The main clause states **the result**, which also *did not happen*:
- If I had stayed at home that day, I would have missed the celebration.
(The person did not stay at home that day)
(The person attended the celebration.)
- I wouldn't have gone to the library if my friend hadn't invited me.
(My friend invited me to the library, so I went.)
- If I'd studied harder, I'd have passed the exam.
(I didn't study very hard, and I didn't pass.)
- If I had prepared better for the competition ,I **might** have won the first prize.
(The speaker is not sure that this would have been true.)

- If I had slept better the night before the exam ,I **could** have concentrated better.
(It is possible that the speaker would have been able to concentrate.)
- If I'd gone to a different school, I **might** not have studied French.
I **could** have taken English.
- Our team **could** have won the match if they'd trained harder,
and then they **might** have been champions now if they'd won.

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

If my friend had come to the party, I wouldn't have been disappointed. 2021

- A. My friend will come to the party, I wasn't disappointed.
- B. When my friend came to the party, so I won't be disappointed.
- C. My friend didn't come to the party, so I felt disappointed.
- D. I didn't feel disappointed because my friend had come to the party

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

| Sentence (Fact) | If Clause (Imagination) |
|--|--|
| 1. S + V2 , so + didn't + V-inf. | 1. If + S + hadn't V3, S + would / could (might) have + V3 |
| 2. S + didn't + V-inf , so + didn't + V-inf. | 2. If + S + had V3, S + would / could (might) have + V3 |
| 3. S + V2 . S + V2 | 3. If + S + hadn't + V3, S + would / could (might) not + have + V3 |
| 4. S + didn't + V-inf. . S + V2 | 3. If + S + had + V3, S + would / could (might) not + have + V3 |

1. Saeed left his camera at home, so he wasn't able to take pictures of the parade. (could)
If Saeed **hadn't left** his camera at home, he **could have taken** pictures of the parade.
If Saeed **hadn't left** his camera at home, he **could have been able to take** pictures of the parade.
2. I had a headache yesterday, and I didn't do well in the Maths test. (might)
3. I didn't know your phone number, so I wasn't able to contact you. (could)
4. You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)
5. I worked really hard the day before the exam. I got top marks. (might not)
6. I didn't stay at home that day, so I didn't miss the celebration. (would)
7. My friend invited me to the library, so I went. (would not)
8. I didn't study very hard, and I didn't pass the exam. (would)

9. I didn't prepare well for the competition , so I didn't win the first prize. (might)
10. I didn't sleep well the night before the exam , I didn't concentrate very well. (could)
11. Our team didn't win the match **because** they didn't train hard. (could)
12. Our team didn't win the match . They weren't champions. (might)
13. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could) 2016
14. I studied really hard the day before the final exams. I achieved the first rank in my class. (might not) 2016
15. Sami didn't apply immedietly for the scholarship, so he didn't get it . (if , could) 2016
16. Marwan worked really hard the day before the exam. He got top marks. (if / might not) 2017
17. The company didn't know your phone number, so they weren't able to contact you. (if / might) 2019

Change the following sentences into facts :

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

1. If I hadn't come to this school, I couldn't have taken English.

2. If I had grown up in this city, I might have learnt French.

2. If I hadn't grown up in this city, I might not have learnt French.

Using "Unless": (Unless = If not)

عدد الأفعال المنفية في جملة السؤال والجواب نفس العدد – (منفي – منفي) (مثبت – مثبت) (نفي النفي اثبات)

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

- I won't buy it **if** it is too expensive
I'll buy it **unless** it is expensive.

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

Unless

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

Unless

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

Unless

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

Unless

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

Unless

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

If

7. Unless you are clever, you will fail.

If

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

I'll buy it **if** it isn't too expensive.

I'll buy it **even if** it's expensive.

= I will buy it. The price isn't important.

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

Even if

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

Even if

1. Unless you have a language degree, you ----- not be able to become an interpreter.
(**will - would – do - does**)
2. If you get an interview for a job, you ----- to show that you have good listening skills.
(**will need - would – needed**)
3. If you are successful, it ----- a secure and rewarding job.
(**will - would – is - be**)
4. You get a huge feeling of satisfaction when you know that people ----- everything you translate
(**understand - understood – understands**)
5. Unless you have a language degree, you ----- not be able to become an interpreter.
(**will - would – do - does**)
6. When you ----- at the station next Saturday, we will be there to meet you.
(**arrive - arrives – arrived – will arrive**)
7. Nasser will come out with us tomorrow unless he -----help his father.
(**have to – has to – had to – has**)
8. If one presses the button , the picture ----- .
(**moved - moves - would move**)
9. ----- you heat water to 100°C, it boils.
(**as long as , unless , when , even if**)
10. You **will not pass** your exams ----- you study hard.
(**as long as , unless , when , even if**)
11. ----- you **don't water** the plants, they will die.
(**If , unless , when , even if**)
12. Do you usually go home or meet your friends ----- school **finishes**.
(**as long as , unless , when , even if**)
13. Your new computer will last a long time -----you **are** careful with it.
(**as long as , unless , when , even if**)
14. Ice cream melts -----it gets warm.
(**as long as , unless , when , even if**)
15. We need umbrellas ----- it rains.
(**as long as , unless , when , even if**)
16. The teacher will be pleased ----- I write a good essay.
(**if , unless , when , even if**)
17. Our team will celebrate ----- they win the match.
(**if , unless , when , even if**)
18. ----- everyone works hard, we'll all pass our exams.
(**Provided that , Unless , When , Even if**)
19. Babies are usually happy ----- they're hungry or cold.
(**as long as – provided that – unless – if**)
20. We should always be polite ----- we feel tired.
(**as long as , unless , when , even if**)
21. During Ramadan, Muslims eat ----- the sun sets.
(**as long as , unless , when , even if**)

22. I'll phone you -----I miss the bus , so that you pick.
(**if , unless , when , even if**)
23. We'll go out to our favourite restaurant ----- it's closed.
(**as long as , unless , when , even if**)
24. I'll take the job offer ----- it's part time – I haven't finished my university studies yet.
(**provided that , unless , when , even if**)
25. We have to go to school ----- we're tired.
(**as long as , unless , when , even if**)
26. I ----- you with your homework, as long as you help me with mine!
(**helps- would help – help – will help**)
27. Provided that it ----- , we will have a picnic next week.
(**rain- don't rain – doesn't rain – won't rain**)
28. If you ----- the prize, how will you spend the money?
(**win- would win – wins – will win**)
29. Even if Omar ----- his driving test this afternoon, he won't have his own car.
(**pass- passed – passes – will pass**)
30. If Huda ----- ill yesterday, she wouldn't have missed the exam.
(**wasn't- hadn't been – hasn't been – hadn't**)
31. If my father had gone to university, he ----- have been a teacher.
(**can - could – will – had**)
32. Jameel might not have become a musician if his parents ----- encouraged him.
(**haven't – hadn't – hasn't – wouldn't**)
33. Jaber looked ----- he hadn't slept very well.
(**even – as if – even if – if**)
34. If there's something I don't understand, I usually----- my teacher.
(**will ask – asks – ask – would ask**)

1. If a city ----- everything and doesn't throw anything away, It's zero waste. (**recycle**) **2016**
2. The bus is late. If it ----- soon, we will get a taxi. (**not, arrive**) **2017**
3. You won't get a job in France unless you ----- French. **2018**
a. speak b. speaks c. is speaking d. spoke
4. During Ramadan, Muslims eat ----- the sun sets. **2018**
a. as long as b. unless c. when d. even if
5. Rasha -----her friend's dictionary if she had her own dictionary. **2021**
a. borrowed b. will borrow c. wouldn't borrow d. will not borrow
6. If you ----- well for the seminar , you would have been able to participate in the discussion. **2021**
a. prepare b. had prepared c. prepared d. have prepared

Giving Advice

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

Rewrite the advice, using the words in brackets.

1. You should practice the presentation several times. (were)

 2. It would be a good idea for you to make a list of questions. (could)

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

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

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

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

-

Complete the following mini-dialogues by giving advice :

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

Complete the sentences with expressions from the box that ask for or give advice.

you could - if I were you - why don't you

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

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

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

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

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

Complete the sentences so that they are true for you.

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

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

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

(because - as - since - because of - due to)

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

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

(therefore - so - as a result, - because of that - consequently,)

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

1. We were late **because of / due to** the traffic.

a. consequently b. due to c. as a result d. therefore 2021

2. The university has managed to attract a lot of students ----- of its excellent reputation.

a. therefore b. because of that c. consequently d. because 2021

Quotation

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

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

Maya Angelou (1928 CE–2014 CE)

لقد تعلمت ان كسب العيش ليس مثل طريقة العيش

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

Derivation

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

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

| الاسماء Nouns | الأفعال Verbs |
|--|---|
| 1. After: (a / an / the) : | 1. After (to) |
| 2. After prepositions (in / on / of / at / with / for / by / from / without) | |
| 3. After the possessives ('s / s') | 2. After : (always / usually / often / seldom / rarely / sometimes / never) |
| 4. After : (my / his / her / their / your / our / its) | |
| 5. After adjectives : | 3. After (would rather / had better / let / make / help) |
| 6. After numbers : one / first / all / every / each / enough / several | |
| 7. After the words (this / these / that / those) | 4. After the (verbs to do) : (do / does / did) |
| 8. After (much / many / few / some / any / little / more) | |
| 9. At the beginning of the sentence as subjects | 5. After (will / would / shall / should / may / might / can / could / must) |
| 10. After (No) | |
| 11. After : (need) – (cause) – (keep) – (see) | 6. Between the subject and the object = (N + V + N) |

| الصفات Adjectives | الظرف / الحال Adverbs |
|--|--|
| 1. Adjectives describe nouns | 1. Adverbs describe verbs - V + adv / V + n + ----- |
| 2. After (verbs to be) | 2. We use the adverbs before adjectives : (be + ly) |
| 3. After adverbs (adverb + adjective) | 3. Adverbs (without verbs) . ----- , |
| 4. " be " + (as adj as) | 4. " verb " + (very / too / so / quite) |
| 5. " be " + (very / too / so / quite / a bit / absolutely / extremely) | 5. " verb " + (as adv as) |
| 6. After these verbs (look / feel / sound / seem / become / find / taste / smell / get / turn) | 6. subject + ly + verb - n+-----v am – is – are + -----ly----- + V3 / am – is – are + V3 + ----ly---- |
| 7. After (be + more / the most) | has / have + -----ly----- + V3 / has / have + V3 + -----ly----- |

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

10. The -----of oil made some countries rich. (discover – discovery – discoverer)
11. When we go to on school trips, we always learn new things because **the trips are** ----- . (education – educational - educate)
12. Photography and painting are two examples of **the** ----- arts. (vision – visual - visually)
13. Sheep's wool, and goat and camel hair are used by Bedouin tribes **to** ----- rugs. (produce – production - productive)
14. There is a particular Bedouin style of ----- . (weave – weaver - weaving)
15. There is a particular Bedouin style of weaving that buyers **find very** ----- . (attraction – attractive – attract).
16. I will be going to university to continue **my** ----- . (education / educate / educational)
17. Thank you for your help, **I really** ----- it. (appreciate / appreciative / appreciation)
18. Many instruments that are still today **in** ----- were designed by Arab scholars. (operational / operate / operations)
19. When **do you** ----- to receive your test results? - (expect / expectedly / expectancy)

20. The newly constructed project use recycled water which helps **the** ----- of the environment. (**sustain - sustainable – sustainability**)
21. Many candy advertisements are usually presented in **an** ----- **manner** in the TV. (**attract - attractive - attraction**)
22. Markets have different types of food which **are** ----- **prepared** from animal products. (**artificial - artificially**)
23. Imagination is the source of ----- . (**create - creative - creation**)
-
1. One of the most important things that we give children is a **good** ----- . (**educate - education - educational - educationally**)
2. If you work hard, I'm sure you **will** ----- . (**success - succeed - successful - successfully**)
3. Congratulations ! Not many **people** ----- such high marks. (**achievement - achieve - achieved**)
4. My father works for **an** ----- that helps to protect the environment. (**organize - organization - organised**)
5. Before you apply for a job, check that you have **the correct** ----- . (**qualify - qualified - qualification**)
6. Congratulations on a **very**----- **business** deal. (**succeed - success - successful**)
7. We should always be ready to listen to **good** ----- (**advise - advice - advisable**)
8. My father often talks about what he did in **his** ----- . (**young - youth**)
9. It's important to have **an** ----- of different countries' customs (**aware - awareness**)
10. The graduation ceremony was a **very** ----- **occasion** for everyone. (**memory - memorise - memorable**)
11. Nuts contain **useful** ----- such as oils and fats. (**nutritious - nutrition - nutrients**)
12. Have you had **any** ----- of learning another language ? (**experienced - experience**)
13. Remembering the past ----- on the experience you had. (**dependence - depends - dependent**)
14. I'm confused. Could you give me **some** -----, please ? (**advisable - advice - advise**)
15. Before an exam, you **must** ----- everything you have learnt. (**revision - revise - revisable**)
16. In hot weather our bodies are in danger of ----- . (**dehydrate - dehydration - dehydrated**)
17. Don't talk to the driver. He **must** ----- . (**concentration - concentrate – concentrated**)
18. How quickly **does blood** ----- round the body ? (**circulation - circulate - circulated**)
19. Services, mostly travel and **tourism** ----- **the majority** of our economy. (**dominant - dominate - dominance**)
20. ----- **have** been set up. (**organize – organized - organizations**)
-
21. Doing lots of exercise won't keep you healthy if you don't eat ----- **food** as well. (**nutrients - nutritious - nutrition**) 2016
22. Language ----- **is** becoming an important requirement for many jobs. (**proficient - proficiency**) 2017
23. My grandfather often tells us about what he did in **his** ----- . (**young - youth**) 2017
24. Olives which **are**----- **grown** in the world, have been cultivated for over 6.000 years. (**extend - extensive - extensively**) 2017
25. It is important to have **an** ----- **of** different countries' customs. (**aware - awareness**) 2017
26. Maha shows **great** ----- for her new job as a lawyer in the court . (**enthusiasm , enthusiastic , enthusiastically**) 2018
27. Our national team is now **well**- ----- for the second round of the competition . (**qualify , qualification , qualified**) 2018
28. With children, it is important **to** ----- the right balance between love and discipline. (**achieve , achieved , achievable**) 2018
29. **It's**----- to take regular breaks when revising. (**benefit – beneficial – beneficially**) 2018
30. You **need** ----- at language to work fast. (**proficient - proficiently - proficiency**) 2018
- 31- Another way of saying that something could be successful is to say **it is** ----- . (**viable / viably / viability**) 2018
- 32- -----, a man proposes to a woman, not the other way round. (**Tradition / Traditional / Traditionally**) 2018
- 33- Artists usually **meets** to discuss ideas **and** ----- each other's work. (**criticise / criticism / critic**) 2018
- 34- Madaba has **a** ----- as a fascinating place to visit . (**reputation / reputational / reputationally**) 2018
- 35- Khalid received **an** ----- **letter** from the manager for his hard work. (**appreciate / appreciation / appreciatively**) 2018
- 36- Manal always presents **her** ----- **work** in literature clearly. (**create / creative / creatively**) 2018
37. Bank costumers can ----- their checking accounts instantly. (**access - accessible - accessibly**) 2019
38. Hospitals have a ----- to provide the best medical care. (**commit - committed - commitment**) 2019
39. The prices of some items are not ----- in some shops (**negotiate - negotiable - negotiably - negotiation**) 2019
40. This training job will ----- you for a better job. (**qualify - qualification - qualifying – qualified**) 2019
41. The recycling project has been ----- carried out in my school. (**success - successful - successfully - succeed**) 2019
42. The ----- of the internet has changed the world. (**invent - invention – inventive – invented**) 2019
43. Majed has ----- passed the final exam. (**success - successful - successfully - succeed**) 2019
44. Experts have proved that exercise is good for ----- . (**concentrate - concentration - concentrated - concentratedly**) 2019
45. Students ----- to receive their results very soon. (**expect - expectation - expectancy - expectantly**) 2019
46. Is one side of the brain more ----- than the other ? (**dominate - dominance - dominant - dominantly**) 2019

الكتابة الموجهة Guided Writing

| | | |
|---|--|--------------------|
| The | Ways to foster creativity in children | 2017 - 2018 |
| <ul style="list-style-type: none"> - create a creative atmosphere - allow children the freedom to explore their ideas - encourage children to read for pleasure. - give children the opportunity to disagree with you | | |

There are many ways to foster creativity in children **such as** creating a creative atmosphere, allowing children the freedom to explore their ideas and encouraging children to read for pleasure, **too**. **Also, another way is** giving children the opportunity to disagree with you .

| |
|---|
| Characteristics of traditional education |
| <ul style="list-style-type: none"> - students attend classes in person - students have more opportunities to join clubs - students need more guidance and more direct contact with teachers - students attend classes in a specific time and in a specific location |

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

| |
|--|
| What should happen to motorists who break the speed limits ? |
| <ul style="list-style-type: none"> Ban from driving Fine for driving fast Put in prison |

There are many things that **should** happen to motorists who break the speed limits **such as** banning them from driving **and** fining them for driving fast, too. **Also, another thing is** putting them in prison.

| |
|---|
| How to improve your English language ? |
| <ul style="list-style-type: none"> Listen to English programs Read English newspapers and magazines Join English courses regularly |

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

| |
|---|
| Why do people use the internet websites ? |
| <ul style="list-style-type: none"> Buy goods Book holidays Pay bills |

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

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

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

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

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

Write two sentences about Qasir Bashir

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

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

| Advantages – The Internet of Things | | Disadvantages– The Internet of Things | |
|--|--|--|--------------------------------|
| Health | - monitor health and activity. - fridges advise on healthy eating - more time to relax | Privacy | - everything you do is tracked |

There are many advantages of the Internet of Things for health such as monitoring health and activity, advising on healthy eating by fridges and having more time to relax. On the other hand , there are many disadvantages for privacy. For example, everything you do is tracked.

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

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

| Successful people |
|--|
| work hard - communicate openly - welcome change - learn new skills- |

1. There are many qualities for successful people such as working hard , communicating openly and welcoming change ,too . Another quality is learning new skills.
2. Successful people work hard, communicate openly and welcome change, too.

| Watching sports on TV | Watching sports live |
|---------------------------------------|--|
| - exciting - comfortable and cheap | - noisy - uncomfortable and expensive |

1. Watching sports on TV is exciting but watching sports live is noisy. Also, watching sports on TV is comfortable and cheap . On the other hand, watching sports live is uncomfortable and expensive.
2. In comparison with watching sports on TV which is exciting, watching sports live is noisy. Moreover, watching sports on TV is comfortable and cheap but watching sports live is uncomfortable and expensive .

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

1. There are many advantages of email . For example, it is easy to use and fast. However, there are many disadvantages. For example, it has less hand-writing practice and lack personal touch.
2. There are many advantages of email such as being easy to use and fast. However, there are many disadvantages such as having less hand-writing practice and lack personal touch.

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

Najeeb Mahfouth, who is a great novelist, was born in Cairo in 1911. He was awarded Nabel Prize for Literature and considered the father of modern Arabic Literature. Also, he died in Cairo in 2006.

| 2019 خطة | Tips for studying long hours without getting tired |
|----------|--|
| | - prioritise your schedule - take regular breaks - study in daylight - find a suitable place to study |

| 2019 شتوي | Benefits of walking |
|-----------|--|
| | - improves heart health - aids weight loss - strengthens muscles - regulates blood pressure |

| 2019 تكميلي | Benefits of attending summer classes |
|-------------|---|
| | - increase self-confidence - develop social skills - develop academic skills - promote physical activity |

Editing :

1. b-p / c-k / j-g / s-t / i-e / s-z / o-u / f-v

ركز على تبديل الحروف التالية في الكلمات

2. Capital letters , commas, full stops, question marks (a-A / , / ? / : / ;)

3. One grammar mistake . (will have helped = will help)

Edit the following text. There are two grammar mistakes and three spelling mistakes. Find and correct them.

In the near future, a new 'bionic eye' will **have helped** people with failing **eyesite** to see again. A device inside the eye picks up an image from a small camera attached to a pair of sunglasses and **send** it to the **brian**, which interprets it as vision.

1. help 2. eyesight 3. sends 4. brain

Edit the following text . There are two grammar mistakes and three punctuation mistakes

Scientists **will say** that exercise is not only important for general fitness ; but that it also good for the brain , It **helped** us concentrate better ? As a result , we perform better in exams .

1. say 2. Fitness , but 3. brain . It 4. helps 5. better . As

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have five mistakes. Correct these five mistakes and write the answers down in your ANSWER BOOKLET.

Jordan is rich in potash and phosphate, and the **extraktion** industry for these minerals **are** one of the largest in the world. Jordan doesn't have large oil or gas **riserves**. For that reason ? Jordan has to **imports** oil and gas for its energy needs.

1. extraction 2. is 3. reserves 4. reason , Jordan 5. import

Al-Kindi was a physician, philosopher, mathematician, **chimist**, musician and astronomer – a true **polimath**. He made ground-breaking discoveries in many of these fields ? but it is probably his work in **arithmetik** and geometry that has **make** him most famous.

1. chemist 2. polymath 3. , but 4. Arithmetic 5. made

I think a **tablit** is useful because it's small and light ; you can **took** it out with you and you can use it for different activities , e.g. surfing the net ; listening to music , reading a book , watching a film and keeping up-to-date with **sozial** media .

1. tablet 2. take 3. net , listening 4. Social 5. -----

Writing an essay / article.

(about / discussing ... / mentioning..)

Title

Introduction

I think -----this subject----- is very important in our daily life which we should talk about and discuss all its aspects because it has a great effect on our life / at school / in the society / in the world .

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

Body

In my point of view , Let us consider (3 paragraphs) الافكار حسب الاسئلة او الكلمات المساعدة او الموضوع

Firstly,

Secondly,

Conclusion

Finally , I'd like to say that I hope I have discussed useful information that expresses the main aspects about -----

(اسم الموضوع او المطالب من الموضوع)

Informal / Personal letter : Write a letter to your friend in USA telling him about your last holiday.
Your name is Jehad .
Your address is P.O Box 242 , Amman , Jordan .

P.O Box
Amman,
Jordan
Date, 4 July. 2020

Dear,

How are you ? fine, I hope ? How is your family ? I hope that all of you are very well.

I'm sorry I haven't written to you for three months, and that's because I'm having Tawjihi exams.

I'm writing to tell you about ----- (**subject**)-----

Well , I have to finish now as I've got too much work to do. Please write back and let me know more about your latest news.

Hope to hear from you soon.

With love.

Yours sincerely,

(**Name** : ----- as written in the exam)

Writing A Report

Write a report for your school magazine about the advantages and disadvantages of using the Internet , suggesting ideas for it .

To : My school magazine

From : a student

Date : 4 July , 2020

Subject : Using the internet

reasons and results

The **aim** / purpose of this **report** is to discuss the **advantages and the disadvantages of using the internet .**

In my opinion, there are many advantages :

- Finding information
- searching information
- Keeping in touch with friends
- listening to music

On the other hand , there are many disadvantages :

- Making people unsocial
- wasting lots of time for students.
- causing eye diseases
- Decreasing creative thinking .

To sum up , I'd like to say that I hope I have given enough and useful information about ----- suggesting that using the internet should be under control and in specific times .

In conclusion , you should take my suggestions into consideration to find the best effective solutions for it . .

It's recommended that

Irregular Verbs

1. الأفعال التي تصاريفها الثلاثة متشابهة :

| | | | | | | | | |
|------|------|------|------|--|--------|--------|--------|------------|
| cost | cost | cost | يكلف | | hurt | hurt | hurt | يصيب, يؤذي |
| hit | hit | hit | يضرب | | spread | spread | spread | ينتشر |
| let | let | let | يسمح | | bet | bet | bet | يراهن |
| cut | cut | cut | يقطع | | put | put | put | يضع |
| set | set | set | تغرب | | shut | shut | shut | يغلق |

2. الأفعال التي يتشابه تصريفها الثاني والثالث ويختلف مصدرها :

| | | | | | | | | |
|-------|--------|--------|-----------|--|------------|------------|------------|-------|
| bleed | bled | bled | ينزف | | sit | sat | sat | يجلس |
| keep | kept | kept | يحفظ | | spill | spilt | spilt | يسكب |
| meet | met | met | يقابل | | build | built | built | يبني |
| feed | fed | fed | يغذي | | catch | caught | caught | يمسك |
| feel | felt | felt | يشعر | | bring | brought | brought | يحضر |
| sleep | slept | slept | ينام | | buy | bought | bought | يشترى |
| spend | spent | spent | يقضي | | teach | taught | taught | يعلم |
| lend | lent | lent | يقرض | | fight | fought | fought | يحارب |
| send | sent | sent | يرسل | | think | thought | thought | يفكر |
| bend | bent | bent | ينحني | | find | found | found | يجد |
| spell | spelt | spelt | يهجي | | have | had | had | يمتلك |
| smell | smelt | smelt | يشم | | hang | hung | hung | يعلق |
| leave | left | left | يغادر | | burn | burnt | burnt | يحرق |
| lead | led | led | يقود | | shoot | shot | shot | يطلق |
| deal | dealt | dealt | يتعامل مع | | hold | held | held | يمسك |
| learn | learnt | learnt | يتعلم | | lose | lost | lost | يخسر |
| mean | meant | meant | يعني | | win | won | won | يربح |
| dream | dreamt | dreamt | يحلم | | shine | shone | shone | يشع |
| get | got | got | يحصل على | | make | made | made | يعمل |
| tell | told | told | يخبر | | understand | understood | understood | يفهم |
| sell | sold | sold | يبيع | | stand | stood | stood | يقف |
| hear | heard | heard | يسمع | | dig | dug | dug | يحفر |
| stick | stuck | stuck | يلصق | | read | read | read | يقرا |
| say | said | said | يقول | | | | | |
| pay | paid | paid | يدفع | | | | | |

3. الأفعال التي تختلف تصريفاتها الثلاث :

| | | | |
|---------|---------|-----------|----------|
| come | came | come | يحضر |
| become | became | become | يصبح |
| sink | sank | sunk | يغرق |
| drink | drank | drunk | يشرب |
| ring | rang | rung | يرن |
| begin | began | begun | يبدأ |
| swim | swam | swum | يسبح |
| sing | sang | sung | يغني |
| draw | drew | drawn | يرسم |
| eat | ate | eaten | ياكل |
| give | gave | given | يعطي |
| ride | rode | ridden | يركب على |
| forget | forgot | forgotten | ينسى |
| run | ran | run | يركض |
| go | went | gone | يذهب |
| know | knew | known | يعرف |
| sew | sewed | Sewn | يخيط |
| show | showed | shown | يري |
| shake | shook | shaken | يهز |
| | | | |
| | | | |
| see | saw | seen | يرى |
| shake | shook | shaken | يهز |
| tear | tore | torn | يدمع |
| wake up | woke up | waken up | يستيقظ |

| | | | |
|--------|-------|---------|--------|
| speak | spoke | spoken | يتكلم |
| wake | woke | woken | يستيقظ |
| break | broke | broken | يكسر |
| drive | drove | driven | يقود |
| take | took | taken | ياخذ |
| steal | stole | stolen | يسرق |
| write | wrote | written | يكتب |
| blow | blow | blown | ينفخ |
| choose | chose | chosen | يختار |
| beat | bet | beaten | يهزم |
| fall | fell | fallen | يسقط |
| fly | flew | flown | يطير |
| freeze | froze | frozen | يتجمد |
| grow | grew | grown | يزرع |
| do | did | done | يعمل |
| throw | threw | thrown | يرمي |
| wear | wore | worn | يرتدي |

| | | | |
|---------|-----------|----------|----------------|
| be | was/ were | been | يكون |
| forgive | forgave | forgiven | يسامح |
| hide | hid | hidden | يختبئ |
| lie | lay | lain | يكذب يستلقي |
| lay | laid | laid | يضع |
| get | got | got | يحصل على |
| rise | rose | risen | يشرق |

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تمنياتي لكم بالتوفيق والنجاح

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AL-Noor in English

(2022 - 2021)

Twelfth Grade



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