

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

النور في اللغة الانجليزية

(2023 - 2022)

Twelfth Grade



Units 4 - 9 - 10

المستوى الثالث والرابع (الثقافات المهنية)



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مخيم حطين - السوق الرئيسي

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

Collocations	Arabic	Collocations	Arabic
make - a mistake	يرتكب خطأ	join - a company	ينضم الى شركة
ask - questions	يسأل اسئلة	cause - offence	يسبب اساءة
shake - hands	يصافح	make - small talk	يعمل حديث قصير
earn - respect	يكسب الاحترام	(take a course) (drop a course) (get a job)	

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

Complete the collocations with the verbs in the box.

1. Be very careful when you answer the questions, and try not to ----- . (2020)
 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.
 8. Be very careful when you answer the questions, and try not to shake hands. -----
- Replace the underlined misused collocation with the correct one.

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 , 2021

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

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

Giving Advice

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

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. (function) 2018
2. **As / Since / Because** I was tired, I went to bed.
3. We were late **because of / due to** the traffic.
a. consequently b. due to c. as a result d. therefore 2021
4. 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

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.

Function (express / indicate)

Giving advice النصيحة	1- You could + V-inf. ... 2. Why don't you + V-inf. 3. If I were you, I would 2. should 4. It would be a good idea for you to.... 5. ought to
Showing cause السبب (reason)	because / as / since + S + V = because he went because of / due to + N = because of the traffic
Showing result النتيجة (consequence)	,therefore / , so / as a result, / because of that, / consequently,

1- cleft sentence : Ahmad is the person who study in the USA.
to emphasize certain pieces of information

2 - Defining relative clauses : There are many animals which have four legs.
to identify which particular person, place or thing is being talked about

3- Non-defining relative clauses : The Sahara desert, which is in Africa, is very hot
to give more detail about a particular person, place or thing that is being talked about

1. To express regrets about the past.	I wish I <u>had done</u> more work for my exam.
2. To express wishes about the present.	I wish I <u>knew</u> the answer.
3. Describe something that always happens. (facts)	If you boil water , it evaporates.
4. Describe a future outcome of a certain future action or event.	If you study hard, you will succeed.
5. To imagine past situation (imagination)	If I had stayed at home , I would have celebrated.

Philosopher – arithmetic – Polymath – chemist – geometry – Mathematician – physician

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

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

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

chemist - Physician - Mathematician - planets - arithmetic

1. A ----- is someone who works with numbers.
2. Geometry and ----- are subjects which are studied by mathematicians.
3. ----- is an old-fashioned word which means 'doctor'.
4. A ----- is a person who works in a laboratory.
5. The stars and ----- are things which astronomers study.

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 -----.

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.

successful - **nutrients** - **qualification** - **youth**
advice - **awareness** - **memorable** - **recommendation**

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

(**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.

ninth - **medical** - **production** - **invention** - **influential** - **discoveries** - **inheritance**

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

Choose the correct words to complete the text about exports from Jordan to the European Union.

(**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.

Cleft Sentences

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

الجملة المنقسمة / المشقوقة : نستخدم الجملة المنقسمة من محدد من أجل التأكيد على جزء محدد من المعلومات

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

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

1. He has written many books , but his final book made him famous all over the world .

He has written many books, but it -----

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

The event -----

The time -----

The place -----

London -----

3. The Egyptians built the pyramids.

It -----

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

(passive)

The person -----

The mosque -----

Abd AlRahman I -----

The year -----

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

It was -----

7. Huda won the prize for art last year.

The prize-----

The person -----

It -----

8. I stopped working at 11 p.m.

It was-----

9. My father has influenced me most.

The person-----

10. I like Geography most of all.

The subject-----

11. The heat made the journey unpleasant.

It was-----

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

The person -----

Al Jazari -----

It -----

The thing -----

The mechanical clock -----

The period -----

The twelfth century -----

13. Al-Kindi contributed to the invention of the oud.

The person -----

14. Jabir Ibn Hayyan did his research in a laboratory in Iraq.

The country -----

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

It was -----

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

It was -----

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

It is -----

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

The year -----

19. Ali intends to finish his project tonight.

Ali is -----

20. I would like to **go** to London next year.

What -----

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

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

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

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

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

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

London-----

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

The Giralda Tower,-----

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

Ibn Sina's friends,-----

Complete the text with the correct word from the box.

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 it is thought 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.

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

The Giralda

The Giralda tower, ----- is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. The person ----- is believed to be responsible for the design of the tower, ----- was originally a minaret, is the mathematician and astronomer Jabir ibn Aflah. The architect of the tower was Ahmad Ben Baso, ----- 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, ----- is in Marrakesh, Morocco, and the Hassan Tower in Rabat .

Complete the text about Ibn Sina, using the relative pronouns in the box one pronoun is used twice. defining relative clauses. -Add commas for the non-defining relative clauses

that / when / which / who

Ibn Sina ----- 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 ----- included many subjects, especially logic and ethics. He also wrote ALQanun fi-Tibb, the book ----- 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 ----- 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 ----- Ibn Sina died, in June 1037 CE.

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 <u>regrets</u> 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. 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)

Conditional Sentences

تتكون الجملة الشرطية من اسمين : الأول **If clause** وتسمى جملة الشرط , وتحتوي على أداة 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

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	

provided that - as long as - unless - Even if
بشرط ان طالما اذا لم – ما لم حتى لو

ادوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

3. The Second conditional (Type 2) :

(If + V2 / would + V-inf.) (For advice - impossible action)

مستحيل الحدوث

If Clause	Main Clause
If + S + V2 - (didn't + V-inf.)	Subject + would + V-inf.
were	would't

4. The Third conditional (Type 3)

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

Function : We use the third conditional (If + (had + V3) , would have + V3) to imagine past situations.

• 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.)

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)
12. **If** Sami studies hard , he ----- all his exams . (pass)
13. **If** you ----- an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
14. I'll buy the book **if / provided that / as long as** it ----- too expensive. (not be)
15. I ----- it **if** it is too expensive . (not, buy)
16. **Unless** you have a language degree, you ----- able to become an interpreter. (not be)
17. **If** you get an interview for a job, you ----- to show that you have good listening skills. (need)
18. **If** you are successful, it ----- a secure and rewarding job. (be)
19. When you arrive at the station next Saturday, we ----- there to meet you. (be)
20. Nasser will come out with us tomorrow **unless** he ----- help his father. (have to)
21. I ----- you with your homework, **as long as** you help me with mine! (help)
22. **Provided that** it ----- , we will have a picnic next week. (not rain)
23. **If** you win the prize, how ----- you ----- the money? (spend)
24. **Even if** Omar ----- his driving test this afternoon, he won't have his own car. (pass)
25. You will not pass your exams **unless** you ----- hard. (study)
26. Your new computer will last a long time **as long as** you ----- careful with it. (be)
27. I ----- you **if** I miss the bus. (phone)
28. We'll go to our favourite restaurant on Friday **unless** it ----- closed. (be)
29. I will take the job offer **provided that** it----- part-time – I haven't finished my university studies yet.. (be)
30. We have to go to school even **if** we ----- tired. (be)
31. We ----- umbrellas **if** it rains (need)
32. The teacher ----- pleased **if** I write a good essay. (be)
33. **Provided that** everyone ----- hard, we'll all pass our exams.. (work)
34. Babies ----- usually happy **unless** they're hungry or cold. (be)
35. We should always be polite **even if** we ----- tired. (feel)
36. Rawan always takes her mobile **when** she ----- (go out) 2017
37. Ali will be upset, **If** you ----- him to your party. (not, invite) 2018

38. I ----- the job **if** I had had some experience. (get)
39. **If** you had done the course, you ----- enough experience to apply for the job. (have)
40. **If** Huda ----- ill yesterday, she wouldn't have missed the exam. (not be)
41. **If** my father had gone to university, he ----- a teacher. (be)
42. Jameel might not have become a musician **if** his parents ----- him. (not encourage)
43. If I'd gone to a different school , I ----- French. (might , study)
I ----- English. (could , take)
44. Our team ----- the match if they'd trained harder, (could , win)
and then they ----- champions now if they'd won. (might , be)

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 immediately 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.

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

Provided that it -----, we will have a picnic next year. 2023

- A) doesn't rain B) didn't rain C) won't rain D) don't rain

We'll go to our favourite restaurant on Tuesday ----- it closed. 2023

- A) when B) if C) as long as D) unless

If I were you, I ----- more exercise to get fit. 2023

- A) would have done B) would do C) will do D) did

If I had stayed at home that day, I ----- the celebration 2023

- A) would have missed B) would miss C) will miss D) has missed

I might have won the prize if I ----- better for the competition. 2023

- A) prepared B) have prepared C) had prepared D) prepare

If plants ----- enough water, they die. 2023

- A) don't get B) didn't get C) hadn't got D) doesn't get

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)

If only I concentrated in class today. This homework is really difficult .

2023

- A) had concentrated B) concentrated C) have concentrated D) concentrate

I regret the deal now . I wish we ----- it .

2023

- A) didn't do B) hasn't done C) haven't done D) hadn't done

I don't know how to get to the festival . I wish I ----- the way to it .

2023

- A) know B) had known C) knew D) knows

If I were you , I ----- more exercise to get fit .

2023

- A) would have done B) would do C) will do D) did

Derivation

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

verb	ate	ise	ize	en	ed	fy			
noun	ion / ness	ity	ment	ence	ency	gy / ure/	ing / dom	ist / isme	er ,or, age
adjective	al	ive	ant	ent	ful / less	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	الحال / الظرف 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.

- The Middle East is famous for **the** ----- of olive oil. (produce - productive - production)
- Ibn Sina wrote ----- textbooks. (medicine - medical - medically)
- Fatima al-Fihri was born in **the** ----- century. (nine – ninth)
- My father bought our house with **an** ----- from his grandfather. (inherit – inherited - inheritance)
- Scholars have discovered **an** ----- document from the twelfth century. (origin – original – originally)
- Do you think the wheel was the most important ----- ever? (invention – invented - invent)
- Al-Kindi made many important mathematical ----- . (discover – discoveries – discoverer)
- Who was the **most** ----- writer of the twentieth century? (influence – influent – influential)
- The Giralda Tower **was** ----- a minaret. (origin – original – originally)
- The** ----- of oil made some countries rich. (discover – discovery – discoverer)
- When we go to on school trips, we always learn new things because **the trips are** ----- . (education – educational - educate)
- Photography and painting are two examples of **the** ----- arts. (vision – visual - visually)
- Sheep's wool, and goat and camel hair are used by Bedouin tribes **to** ----- rugs. (produce – production - productive)
- There is a particular Bedouin style **of** ----- . (weave – weaver - weaving)
- There is a particular Bedouin style of weaving that buyers **find very** ----- . (attraction – attractive – attract).
- I will be going to university to continue **my** ----- . (education / educate / educational)
- Thank you for your help, **I** really ----- it. (appreciate / appreciative / appreciation)
- Many instruments that are still today **in** ----- were designed by Arab scholars. (operational / operate / operations)
- When **do you** ----- to receive your test results? - (expect / expectedly / expectancy)
- The newly constructed project use recycled water which helps **the** ----- of the environment. (sustain - sustainable – sustainability)
- Many candy advertisements are usually presented in **an** ----- manner in the TV. (attract - attractive - attraction)
- Markets have different types of food which **are** ----- prepared from animal products. (artificial - artificially)
- 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 - dependant)
 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 - organisation)
-
1. Doing lots of exercise won't keep you healthy if you don't eat ----- **food** as well. (nutrients - nutritious - nutrition) 2016
 2. Language ----- **is** becoming an important requirement for many jobs. (proficient - proficiency) 2017
 3. My grandfather often tells us about what he did in **his** ----- . (young - youth) 2017
 4. Olives which **are**----- **grown** in the world, have been cultivated for over 6.000 years. (extend - extensive - extensively) 2017
 5. It is important to have **an** ----- **of** different countries' customs. (aware - awareness) 2017
 6. Maha shows **great** ----- for her new job as a lawyer in the court . (enthusiasm , enthusiastic , enthusiastically) 2018
 7. Our national team is now **well-** ----- for the second round of the competition . (qualify , qualification , qualified) 2018
 8. With children, it is important **to** ----- the right balance between love and discipline. (achieve , achieved , achievable) 2018
 9. **It's**----- to take regular breaks when revising. (benefit - beneficial - beneficially) 2018
 10. You **need** ----- at language to work fast. (proficient - proficiently - proficiency) 2018
 - 11- Another way of saying that something could be successful is to say **it is** ----- . (viable / viably / viability) 2018
 - 12- -----, a man proposes to a woman, not the other way round. (Tradition / Traditional / Traditionally) 2018
 - 13- Artists usually **meets** to discuss ideas **and** ----- each other's work. (criticise / criticism / critic) 2018
 - 14- Madaba has **a** ----- as a fascinating place to visit . (reputation / reputational / reputationally) 2018
 - 15- Khalid received **an** ----- **letter** from the manager for his hard work. (appreciate / appreciation / appreciatively) 2018
 - 16- Manal always presents **her** ----- **work** in literature clearly. (create / creative / creatively) 2018
 17. Bank costumers **can** ----- their checking accounts instantly. (access - accessible - accessibly) 2019
 18. Hospitals have a ----- to provide the best medical care. (commit - committed - commitment) 2019
 19. The prices of some items are not ----- in some shops (negotiate - negotiable - negotiably - negotiation) 2019
 20. This training job will ----- you for a better job. (qualify - qualification - qualifying - qualified) 2019
 21. The recycling project has been ----- carried out in my school. (success - successful - successfully - succeed) 2019
 22. The ----- of the internet has changed the world. (invent - invention - inventive - invented) 2019
 23. Majed has ----- passed the final exam. (success - successful - successfully - succeed) 2019
 24. Experts have proved that exercise is good for ----- . (concentrate - concentration - concentrated - concentratedly) 2019
 25. Students ----- to receive their results very soon. (expect - expectation - expectancy - expectantly) 2019
 26. Is one side of the brain more ----- than the other ? (dominate - dominance - dominant - dominantly) 2019
 27. Many people had to be ----- after being exposed to the diseases. (immunity - immune - immunization - imunised) 2020
 28. Scientists have ----- invented a prosthetic hand with a sense of touch. (success - successfully - successful - succeed) 2020
 29. ----- gives people the ability to resist infection temporarily (immunise - immune - immunization - imunised) 2020
 30. Trees absorb carbon dioxide and ----- oxygen. (producing - produce - production - productive) 2020
 31. How many cars does this factory ----- every year ? (immunise - immune - immunization - imunised) 2020
 32. The doctors ----- prevented the spread of the virus. (success - successfully - successful - succeed) 2020
 33. I'd like you to ----- this document into English. (translate - translation - translated - translator) 2020

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.

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.

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 (2020) was not far from the learning centre.

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.

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

1. Who is Jabir bin Hayyan ?

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

2. Mention two of his achievements :

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

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

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

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

Chemistry

5. Mention two names for Ali bin Nafi' "

- a. 'Ziryab' b. 'Blackbird'

6. Why was he called " Blackbird" ?

Because of his beautiful voice .

7. Mention two of his achievements :

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

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

Teaching musical harmony and composition.

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

His talent for music

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

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

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

She supervised the building of the Andalus Mosque.

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

She used her father's inheritance.

13. What was AlKindi good at ?

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

14. What made him most famous ?

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

15. What is his achievement ?

He made ground-breaking discoveries in many fields.

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

polymath

17. 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.

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, to entire city complexes. etc.

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.

Masdar City, which began its development in 2006 CE, will be the world's first carbon-neutral, zero waste artificially-created city. Covering an area of six square kilometres, when it is completed in 2025 CE, it is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products. The city will run entirely on renewable energy sources. It is built on an advanced energy grid which monitors exactly how much electricity is being used by every outlet in the complex.

Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways.

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A desalination plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled. The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university whose students are fully committed to finding solutions to the world's energy problems. While the project has the support of many global, environmental and conservation Organisations, there is some criticism of it. It is felt that, instead of building an Artificial sustainable city, sustainability should be made a priority of existing cities.

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

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

1. What are mega projects (Definition) ?

They are extremely large investment projects

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

- They encourage economic growth.
- 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. What are the two disadvantages of mega projects ?

They have negative effects on a community and the environment.

2. 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.

a. Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly.

b. Electric, driverless cars will operate as public transport vehicles.

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

a. roads b. 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. Where does the city's water come from ?

A desalination plant

4. Who support the project ?

Many global, environmental and conservation Organisations.

15. Why is the Masdar City criticised?

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

16. What is Masdar Institute of Science and Technology ?

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

17. 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

18. 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.

19. 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.

20. 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

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

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

Ibn Bassal

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

One of the many things which Ibn Bassal achieved was A Book of Agriculture. The book consisted of sixteen chapters which explain how best to grow trees, fruit and vegetables, as well as herbs and sweet smelling flowers; perhaps the most famous chapter of all was the one that described how to treat different types of soil. 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.

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.

word	Meaning	Arabic
irrigate	supply land with water	يسقي
fertile land	produced more than enough food	ارض خصبة
hands on	field working – working by hand (practical)	عمل يدوي
legacy	what someone leaves to the world after his death	تركة

1. What was Ibn Bassal interested in ? Writing - Science - engineering - botany
2. Who was Al-Ma'mun ? The king of Toledo.
3. Mention the two great things that Ibn Bassal interested in .
a. plants b. agriculture
4. Name two of Ibn Bassal Achievements ?
Writing a book of agriculture – designing water pumps and irrigation systems.
Finding underground water - digging wells
5. The book consisted of sixteen chapters . What do they talk about ?
They talk about how best to grow trees, fruit and vegetables, herbs and sweet smelling flowers
6. What does the most famous chapter describe ?
It describes how to treat different types of soil.
7. Mention two results for following the instructions and advice of Ibn Bassal by farmers .
a. the land became fertile.
b. the land produced more than enough food for the fast-growing population. ?
8. 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 Bassal's irrigation system.
9. The word which means “ agriculturally productive “ is ----- 2021
a. legacy b. irrigation c. growing d. fertile
10. The word which means “ the study of plants “. is ----- 2021
a. experience b. agriculture c. botany d. scholar

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.'

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!'

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.'

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!'

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

'Before I visit a company, I send recommendations from previous clients.

I also send my business card with my job position and qualifications translated into Chinese.'

Can you tell us about your last meeting in China?

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

Was it a successful meeting?

'Yes, it was. I knew that the director had researched my business thoroughly before the meeting, so I was prepared for his (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.'

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.

Our country's imports and exports

(SB, p.66)

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

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

Now let's look at **imports**. Unlike some other countries in the Middle East, Jordan does not have large oil or gas **reserves**. For that reason, Jordan has to import oil and gas for **its** (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.

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 Tunisian 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.

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 .**
 - b. Giving deserted lands , fertilisers and new machines to farmers freely.
 - c. Stopping building in fertile lands.
- 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 and using public transport.
 - b. Depending more on solar energy and wind farms. (renewable sources)

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

How to make a sales pitch

1. Do your research 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?

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!

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.

3. Be professional كن محترفا

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

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

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

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.

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

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.

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.

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

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

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

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

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

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

Stepping into the business world

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

How long have you 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.

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 .

What did you most enjoy about the degree ?

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

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

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

What are you planning to do next ?

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

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

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 أطلع إلى الاستماع منكم (الرد) بشأن المرحلة المقبلة من طلبي .
المخلص لك،
طارق الحكيم

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

Headings	curriculum vitae
Name	- Tareq Hakim
	- 5 - North Street , Ajloun.
	- 2009 – 2012 : shop assistant at a chemist's 2012 – 2014 : reporter for 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

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

تفاصيل الاتصال - العنوان	الاسم	السمات الشخصية	المؤهلات والتدريب
contact details	- Name	- Personal attributes	- Qualifications and training
المهارات والإنجازات		الخبرة العملية	المراجع - 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

- A. I was Salesperson of the Year in 2013 CE.
B. I like reading and camping. I also like travelling.
C. I have worked for a large pharmaceutical company.
D. 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

Critical Thinking (Why – How)

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

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

Suggestions :

- | | | | |
|-------------------------|----------------------------|--------------------------------------|----------------------|
| 1. Increasing awareness | 2. Saving time and effort | 3. improving skills | 4. being careful |
| 5. sharing information | 6. Preparation | 7. Decreasing | 8. increasing |
| 9. Trying hard . | 10. working hard | 11. Developing abilities | 12. Decreasing |
| 13. Thinking positively | 14. Making a lot of effort | 15. Dealing with this subject wisely | |

Writing an essay / article

Write an essay **about**

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

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

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

In my point of view , ----

الافكار من عندك حسب الاسئلة او الموضوع

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

Informal / Personal letter Write a letter to your friend in USA telling him about your last holiday.

P.O Box
Amman,
Jordan
Date, 14 July. 2018

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 / to invite you ----- (**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)

Formal letter - Applying for a job

Receiver Address

.....
Amman,
Jordan

Sender Address

P.O Box
Amman,
Jordan
Date, 14 July. 2018

Dear (Mr, Mrs, Dr, etc),

I'm writing to apply for the job of ----- (position)----- at ----- (name / school , company).....

You will see from my curriculum vitae that I have a Bachelor's degree in -----, as well as ----- experience at -----.

I am now looking at a new challenge as ----- (position)-----,

I am (personal attributes) = dedicated , enthusiastic , adapted , competent in my career.

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

Yours faithfully,

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

1. The need for more effective ----- is evident when we consider modern day problems. 2021
a. negative effects **b. carbon footprint** **c. urban planning** **d. wind farms**
 2. Our country's field ----- fine jobs. 2021
a. produce **b. production** **c. productive** **d. producing**
 3. The Giralda tower which was originally ----- is one of the most important buildings in Spain. 2021
a. growth **b. minaret** **c. planning** **d. footprint**
 4. The Gulf countries contain most of the world's oil ----- . 2021
a. reserves **b. youth** **c. qualify** **d. negotiate**
 5. The students ----- completed their science project. 2021
a. success **b. succeed** **c. successful** **d. successfully**
 6. Ahmad's newspaper article is more interesting than the ----- one. 2021
a. previous **b. export** **c. gas** **d. vegetables**
 7. In the United Kingdom, there is a central government, but there are also ----- councils. 2021
a. interpret **b. career** **c. interpreter** **d. regional**
 8. Is the employee going to ----- the rest of the report? 2021
a. translate **b. translation** **c. translated** **d. translator**
 9. My father's job is a very ----- one. 2021
a. seminar **b. career** **c. headphones** **d. responsible**
 10. Lana is a very ----- student who asks lots of questions. 2021
a. headphones **b. teacher** **c. keen** **d. effect**
 11. Women are traditionally supported to be good ----- multitasking. 2021
a. about **b. at** **c. as** **d. into**
-
1. Taha Hussein is especially famous for his work in literature .
It is ----- 2016
 2. My neighbours' generosity impresses me more than anything else.
The thing that ----- 2017
 3. The Second World War ended in 1945 in Europe .
The year ----- 2018
 4. I would like to visit Petra next month.
What ----- 2018
 5. The Great Mosque in Cordoba was built in 784 CE.
The year ----- 2019
 6. Meeting new people makes travelling an exciting experience.
The thing ----- 2019
 6. Nader should have been more careful with his essay. He didn't get a good mark.
Nader wishes ----- 2016
 7. I regret living abroad for a long time .
I wish ----- 2016
 8. I regret speaking aloud in my class .
I wish ----- 2017
 9. Mohammad didn't consult his career advisor, so he felt sorry.
I wish ----- 2017

10. I didn't do much work for my exam.
I wish ----- 2019
11. Jamal didn't prepare well for the exam. He didn't get a good mark.
If only ----- 2019
12. Maha regrets being angry at breakfast time.
If only ----- 2020
13. I ate too much and now I have a stomachache.
I wish ----- 2020
-
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. 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
- 43
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 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

15. 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.
16. 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.
17. If Salma had been wearing her seatbelt, she might have survived. 2021
 The third conditional in the above sentence is used to -----
 A. describe something that always happens.
 B. express wishes about the present
 C. imagine a past situation
 D. describe a future outcome of a certain future action
18. I am unemployed because I resigned from my job. 2021
 The above underlined sentence can be rewritten as -----
 A. If only I hadn't resigned from my job
 B. If only I had resigned from my job
 C. If only I resigned from my job
 D. If only I resign from my job
-
1. We learn about shapes, lines and angles when we study ----- 2021
 a. geomtry b. geometry c. jeometry d. jemetry
2. Ibn basal was a writer --- a scientist and an engineer who lived in AlAndalus in the twelfth century CE ----- 2021
 a. , / . b. , / ; c. , / , d. , / ?
3. I feel ill ----- I wish I hadn't eaten so many sweets ----- 2021
 a. , / , b. , / ? c. , / ! d. . / .
4. You should listen to the ----- of your elders. 2021
 a. edvice b. advice c. advaec d. advac
5. If I were you ----- I'd find out about training cources. 2021
 The correct punctuation marks for the above sentence are -----
 a. . / , b. , / ? c. , / . d. . / !
6. I have a ----- in journalism and I have worked previously for a scientific journal. 2021
 The correct spelling for the missing word is -----
 a. qualification b. kualification c. qualefication d. qualifecation
7. We were late ----- the traffic. 2021
 a. consequently b. due to c. as a result d. therefore
8. We were late ----- the traffic. 2021
 a. consequently b. due to c. as a result d. therefore
9. Please listen to the music through headphones ----- so that you don't disturb anybody. 2021
 The correct punctuation mark for the above sentence are -----
 a. , b. ? c. . d. !
10. Ramzi is very good with numbers and calulations. He always scores high in ----- 2021
 The correct spelling for the missing word is -----
 a. arithmetik b. arethmetic c. arithmetic d. arithmatic

11. on / a / successful / very / deal / congratulations / business

The correct order of the above words that makes a complete order is -----

2021

- a. on a business deal very successful congratulations
- b. successful business deal congratulations on a very
- c. congratulations on a very successful business deal
- d. congratulations very successful deal on a business

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

2021

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

13. When you write a curriculum vitae , you should -----

2021

- a. use formal language and make sure there is a dequate line space
- b. use informal language and make sure there is a dequate line space
- c. make sure there is a dequate line space and that the headings aren't in bold
- d. make sure that you haven't included any relevant information for the application

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.

الأسباب الخمسة للنجاح

التركيز، التميز، التنظيم، التطوير، والتصميم

Emad Abu Alzumar

Al-Noor in English

(2023 - 2022)

Units 4 - 9 - 10

Level 3 & 4

الثقافات المهنية



Emad Abu Alzumar

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مركز ابو الزمر الثقافي

مخيم حطين - السوق الرئيسي