

ALNAWRAS

النورس

في اللغة الانجليزية

Level 4

Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway.

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Level 4

ALNAWRAS



ENGLISH LANGUAGE GRADE 12

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الاسم..... انت ناجح/ه ابدأ الان وفرحني بنجاحك

6- سادسا... في حال اذا جاء مفعول به **obj** في بداية الحل وكان يختلف عن المفعول به **obj** الموجود داخل الجملة نقوم بالاجابة دائما على الاثبات حسب رقم 2 في الجملة.

* I missed the bus

- I wish I _____ Earlier

(hadn't come, come, didn't come, had come)

7- سابعا.... في حال وجد في الجملة **is, are, am** عند الاجابة دائما نقوم بتحويلها الى **were** بشرط وجودها رقم 2 في الجملة.....نمط ضع دائرة غالبا

• I am short, he wishes.....taller

(was, didn't, were, hadn't)

• ملاحظة اذا وجد في جملة السؤال كل من

-1 **Should** تحذف ونضع مكانها **had**

-2 **Shouldn't** تحذف ونضع مكانها **hadn't**

I shouldn't have eaten too much.

I wish _____.

Raneem shouldn't have eaten so much chocolate.

Raneem wishes _____.

• تلخيص جميع الافكار في الجداول في الاسفل:

تحذف من الجملة	ثم نكتب مكانها
V1 (s, es, ies)	didn't (1)
don't/ doesn't + v1	V2
Am / am not	Wasn't / weren't
Is / is not	Wasn't, weren't // was, were
Are / aren't	Were // weren't
Will, wont / can, can't	Wouldn't, would // couldn't, could
have/ has	Didn't + have
have/ has + v3	Hadn't + v3
haven't / hasn't +v3	Had + v3
have to / has to	Didn't + have to
V2 مثبت	Hadn't + v3
V2 منقي	Had + v3
played , left	Hadn't + played // hadn't + left
Didn't play , didn't leave	Had + played // had + left
Was , were	Hadn't + been
Wasn't, weren't	Had + been
Had	Hadn't had
Did	Had done
Didn't have	Had had

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

• I don't have a camera, so I can't take any Picture.

I wish I _____.

• I don't work in a big company.

I wish _____.

• My coach isn't very good.

I wish _____.

I don't know the answers. The exam is very difficult. I wish.....

- A. I don't know the answers.
- B. I know the answers.
- C. I knew the answers.
- D. I didn't know the answers.

* We live in a small flat so I have to share the room with my brother. I wish.

- A. we lived in a bigger flat.
- B. we lived in a small flat.
- C. we didn't live in a bigger flat.
- D. we hadn't lived in a small flat.

* My family is going to Aqaba tomorrow but I can't swim. I wish.....

- A. I can't swim.
- B. I can swim.
- C. I couldn't swim.
- D. I could swim.

* She wants to phone Paul but she doesn't know his number. She wishes...

- A. she didn't know his number.
- B. she knows his number.
- C. she knew his number.
- D. she doesn't know his number.

* Tom wants to read more but he doesn't have much time. If only

- A. he doesn't have more time.
- B. he had less time.
- C. he didn't have more time.
- D. he had more time.

* It is very crowded here. There are a lot of people. If only.....

- A. there weren't so many people.
- B. there were so many people.
- C. there are so many people.
- D. there aren't so many people.

* The book is too expensive, so I am not going to buy it. I wish.....

- A. it is cheaper.
- B. it was too expensive.
- C. it were too expensive.
- D. it were cheaper.

* I have to work tomorrow but I like to stay in bed. I wish.....

- A. I have to work tomorrow.
- B. I didn't have to work tomorrow.
- C. I had to work tomorrow.
- D. I don't have to work tomorrow.

* I bought these shoes, they hurt me.

I wish



•I didn't do much revision for my exam.

- I wish

•I ate too much cake. I feel sick. I wish.....

The sentence that has a similar meaning to the one above is:

- A. I hadn't eaten so much cake.
- B. I had eaten so much cake.
- C. I eat so much cake.
- D. I don't eat so much cake.

* The weather was cold while we were away. If only.....

- A. it hadn't been warmer
- B. it has been warmer.
- C. it had been warmer.
- D. it had been colder

* When Sami was younger, he didn't learn to play a musical instrument. He wishes

- A. he has learnt to play a musical instrument.
- B. he hadn't learnt to play a musical instrument.
- C. he didn't learn to play a musical instrument.
- D. he had learnt to play a musical instrument.

* My father painted the gate red. Now he thinks it doesn't look very nice. He wishes

- A. he hadn't painted it red.
- B. he hasn't painted it red.
- C. he had painted it red.
- D. he doesn't paint it red.

* I regret eating noisily in the restaurant.

I wish

•Samira regrets being angry at breakfast time.

If only.....

• I regret not studying hard.

I wish.....

Rashid regrets buying a new car. It is too expensive.

The sentence that has a similar meaning to the one above is:

- A. If only Rashid had bought a new car.
- B. If only Rashid hasn't bought a new car.
- C. If only Rashid hadn't bought a new car.
- D. If only Rashid has bought a new car.

* My friend regrets not immigrating to the USA.

The sentence that has a similar meaning to the one above is:

- A. My friend wishes he has immigrated to the USA.
- B. My friend wishes he hadn't immigrated to the USA.
- C. My friend wishes he had immigrated to the USA.
- D. My friend wishes he doesn't immigrate to the USA.

•I shouldn't have eaten too much.

I wish.....



* Raneem shouldn't have eaten so much chocolate. Raneem wishes.....

- A. she hadn't eaten so much chocolate. B. she had eaten so much chocolate.
C. she has eaten so much chocolate. D. she doesn't eat so much chocolate.

* My brother should have gone to bed earlier. He wishes.....

- A. he hadn't gone to bed earlier. B. he has gone to bed earlier.
C. he had gone to bed earlier. D. he goes to bed earlier.

Sultan forgot to do his science project. If only he..... to do it.

- (haven't forgotten , hadn't forgotten , didn't forget)

* Our flat is very small. If only we..... in a big house.

- (live , lived , had lived , hadn't lived)

• I am looking at a beautiful view, and I'd love to take a photo If only I..... a camera with me.

- (had , have , had had , has)

• I regret going to bed late last night, I wish I..... earlier.

- (has gone , go , went , had gone)

• I didn't study enough for the exam. I wish I..... more revision.

- (do , would do , had done , am doing)

• My cousins don't live near here. I wish theyso far away.

- (aren't , wasn't , hadn't been , weren't)

• Nahla couldn't find her way round the city very easily. If only she.....a map.

- (had had , has , had , have)

• My brother and I never want to watch the same TV program. I wish we.....the same.

- (had liked , like , liked , likes)

• It was too hot to go to the beach yesterday. If only it.....cooler.

- (is , am , was , had been)

• Mr. Haddad does not understand the Chinese businessman. If only heChinese.

- (speak , spoke , speaks , has spoken)

• Jordan needs to import a lot of oil. If only it.....larger reserves.

- (has , had , had had , has had)

* I wish I had known the answers. This means:

- A. I didn't know the answers, so I could pass the exam. B. I don't know the answers, so I can't pass the exam.
C. I knew the answers, so I could pass the exam. D. I didn't know the answers, so I couldn't pass the exam.

* If only Jordan had larger oil reserves. This means:

- A. Jordan had large oil reserves. B. Jordan doesn't have large oil reserves.

C. Jordan didn't have large oil reserves.

D. Jordan has large oil reserves.

* I wish I hadn't forgotten my pencil case. This means:

A. I didn't forget my pencil case; I had to borrow pens all day.

B. I didn't forget my pencil case; I don't have to borrow pens all day.

C. I forgot my pencil case; I had to borrow pens all day.

D. I don't forget my pencil case; I don't have to borrow pens all day.

* If only we were older. This means:

A. We aren't older to travel alone.

B. We are older to travel alone.

C. We were older to travel alone.

D. We weren't older to travel alone.

* My father wishes he drank much water. This means:

A. My father drink much water.

B. My father doesn't drink much water.

C. My father didn't drink much water.

D. My father hadn't drunk much water.

* The streets in Amman are noisy. If only.....

A. The streets in Amman were noisy.

B. The streets in Amman are noisy.

C. The streets in Amman weren't noisy.

D. The streets in Amman was noisy.

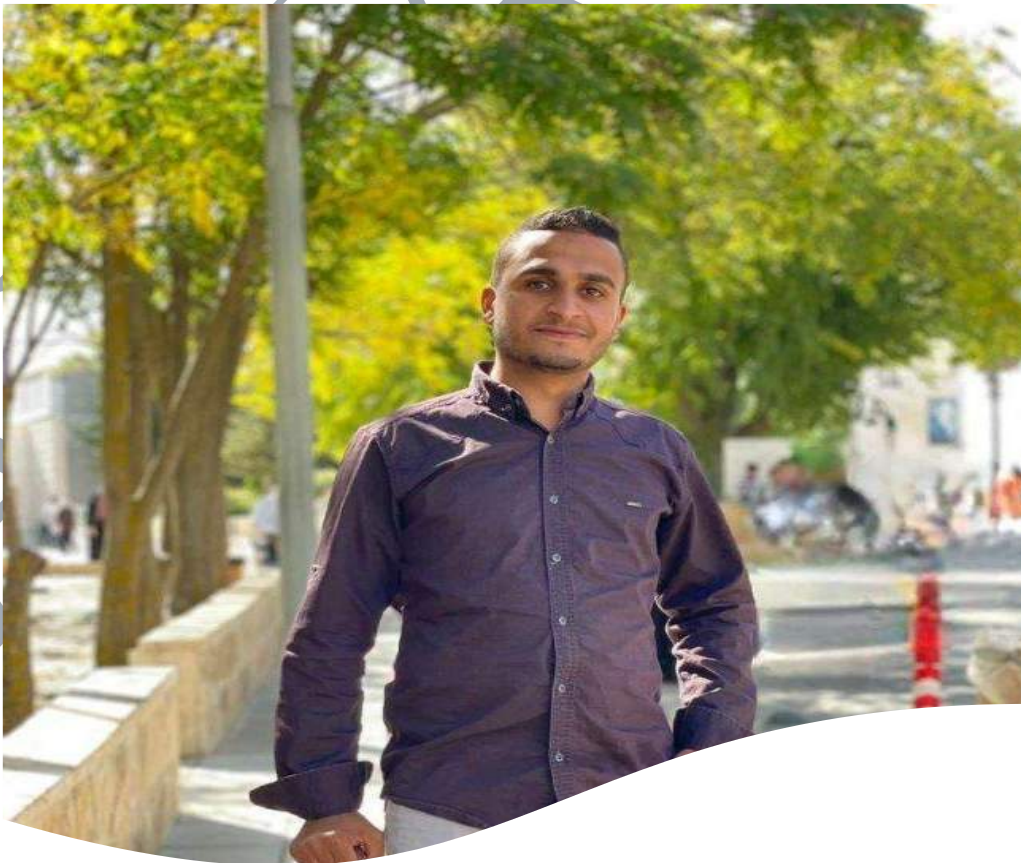
* We were on the beach when it rained. We wish.....

A. we were on the beach when it rained.

B. we have been on the beach when it rained.

C. we hadn't been on the beach when it rained.

D. we had been on the beach when it rained.



Grammar

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

had (x2) hadn't if only wish

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

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

- 1 Sultan forgot to do his Science homework.
If only he hadn't forgotten to do it.
- 2 I regret going to bed late last night.
I wish I _____ earlier.
- 3 Nahla could not find her way round the city very easily. If only she _____ a map.
- 4 Oh no! I've forgotten my library book. I left it at home.
I wish I _____.
- 5 Our team didn't play very well yesterday.
If only they _____ better.

7 Rewrite the underlined sentences using *I wish* and *If only*. The first one is done for you.

- 1 I didn't bring a coat, and now I'm cold.
If only I'd brought a coat.
I wish I'd brought a coat.
- 2 We didn't get up earlier, and now we're late.

- 3 I feel ill because I ate so many sweets.

- 4 Fadi keeps losing his wallet. He should be more careful.

- 5 Huda was too busy yesterday. She wasn't able to come.

- 6 I've broken my watch because I dropped it.

8 Rewrite the sentences with the words in brackets.

- 1 Samia regrets being angry at breakfast time. (if only)

- 2 If only I had concentrated properly in class today. This homework is really difficult. (wish)

- 3 Nader should have been more careful with his essay. He didn't get a good mark. (wish)

- 4 I wish I had learnt English better when I was younger. (if only)

Page 45, exercise 5
1 If 2 had 3 wish; only 4 had 5 hadn't

Page 45, exercise 6
1 hadn't forgotten 2 had gone 3 had had/had brought 4 hadn't forgotten it/hadn't left it at home 5 had played

Page 45, exercise 7
1 If only I'd brought a coat./I wish I'd brought a coat.
2 If only we'd got up earlier./I wish we'd got up earlier.
3 If only I hadn't eaten so many sweets./I wish I hadn't eaten so many sweets.
4 If only he had been more careful./I wish he'd been more careful.
5 If only she'd been able to come./I wish she'd been able to come.
6 If only I hadn't dropped it./I wish I hadn't dropped it.

Page 45, exercise 8
1 If only Samia hadn't been angry at breakfast time.
2 I wish I had concentrated properly in class today.
3 Nader wishes he had been more careful with his essay.
4 If only I had learnt English better when I was younger.

Reading purposes in Unit Nine

Topic's name: The world of business

(9) Doing business in China



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

اليوم ، نتحدث إلى السيد غانم ، رجل الاعمال الموجود في عمان والذي غالبا ما يزور الصين. سألناه متى بدأ العمل مع الصين لأول مرة. لقد كنت أعمل مع الصين لسنوات عديدة. كانت رحلتي الاولى في عام 2004 م ، ولم تكن ناجحة.

Why was **it** not successful? 'I worked for a **small computer company** in Amman. **They** sent **me** to China when **I** was still quite young. If only the company had realized that the Chinese respect age and experience more than youth!'

لماذا لم تكن ناجحة؟ عملت في شركة حاسوب صغيرة في عمان. أرسلوني إلى الصين عندما كنت لا تزال صغيرا. لو أن الشركة أدركت أن الصيني يحترم العمر و الخبرة أكثر من الشباب .

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

هل ارتكبت أية أخطاء في تلك الزيارة؟ نعم فعال! أتمنى لو كنت قد بحثت في الثقافة الصينية قبل زيارتي للبلد. لكي تكون ناجحا في الصين ، عليك أن تكسب احترامهم. سوف يسأل رجال الاعمال الصينيون دائما عن نجاحات الشركة في الماضي. ومع ذلك ، ولأنني كنت أعمل في شركة جديدة ، لم أتمكن من التحدث عن سجلها. لم نعمل أي صفقات تجارية في تلك الرحلة الاولى."

When did **you** learn how to be successful in China? 'I joined a **larger company** and **they** sent **me** on a cultural awareness course. On **my next visit** to China, **it** felt as if **I** hadn't known anything on **my** first visit!'

متى تعلمت أن تكون ناجحا في الصين؟ انضمت إلى شركة أكبر وأرسلتني في دورة توعية ثقافية. في زيارتي التالية للصين، شعرت وكأنني لم أكن أعرف أي شيء في زيارتي الاولى!

What advice can **you** give to people wanting to do business in China? 'Before **I** visit a company, **I** send recommendations from previous clients. **I** also send **my** business card with **my** job position and qualifications translated into Chinese.'

ما النصيحة التي تستطيع أن تقدمها للناس الذين يريدون أن يقوموا بأعمال في الصين؟ قبل أن أقوم بزيارة شركة، أرسل توصيات من العملاء السابقين. كما أرسل أي أضا بطاقتي التجارية مع منصب وظيفي ومؤهلات مترجمة إلى اللغة الصينية.

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

هل تستطيع أن تخبرنا عن اجتماعك الاخير في الصين؟ بالطبع بكل تأكيد! وصلت في الوقت المحدد. يجب ألا تصل متأخرة ، لان هذا يدل على عدم الاحترام. ثم، عندما قابلت مدير الشركة ، صافحته بلطف. لقد بدأت الاجتماع بحديث قصير عن تجربتي المثيرة للاهتمام في الصين. خلال الاجتماع، تأكدت من أن صوتي ولغة الجسد كانت هادئة ومسيطر عليها. لم أخبر نكتة ، لأن هذا قد لا يترجم بشكل صحيح أو يمكن أن يسبب استياء.

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

هل كان اجتماعا ناجحا؟ نعم لقد كان . كنت أعلم أن المدير قد أجرى أبحاث على نشاطي التجاري بشكل كامل قبل الاجتماع، لذلك كنت على استعداد لاسئلته التفصيلية. عندما بدأت التفاوض ، بدأت بالقضايا المهمة. يؤمن الصينيون في تجنب الخالف. من المهم دائما التحلي بالصبر. كنت على استعداد للحل الوسط ، لذلك في النهاية ، كان الاجتماع ناجحا.

Word	Means	المعنى
detailed questions	to be ready to understand complicated questions and respond to them	الاسئلة التفصيلية
do a deal	to arrange an agreement in business	يرتب صفقة
a business card	to give someone a card that shows business person's name position and contact details	بطاقة اعمال
make small talk	to have an informal chat with someone in order to start a conversation	يعمل حوار صغير
negotiate	to discuss something to reach an agreement	يفاوض
shake hands	to move some someone's hand up and down in a greeting	يصافح
corporate	relating to corporation, a big company or group of companies acting together as a single organization.	مشاركة
tell a joke	to say something to make people laugh.	يقول نكتة
track record	all of a person's or organization's past achievements, success and failure which show how well they have done something.	سجل اداء

Dear student, go back to the previous paragraph and read it carefully and then answer the following questions.

- Quote the sentence which indicates to the time of Mr. Ghanem's first visit to China.
اقتبس الجملة التي تشير إلى زمن أول رحلة للسيد غانم إلى الصين.
- Quote the sentence that shows that the first trip for Mr. Ghanem to China was not successful.
اقتبس الجملة التي تبين أن زيارة السيد غانم الأولى للصين لم تكن ناجحة.
- Mention the reason why Mr. Ghanem's first business trip to China was not successful.
اذكر سبب عدم نجاح رحلة السي غانم الأولى إلى الصين.
- The article states that Chinese respect two things more than youth in business. Mention them.
يقر النص بأن الصينيين يحترمون شيئين أكثر من الشباب في الاعمال. اذكرهما.
- Write down the mistake that Mr. Ghanem made during the first visit to China.
اكتب الخطأ الذي ارتكبه السيد غانم خلال زيارته الأولى للصين.
- What does arriving late mean for the Chinese people?
ماذا يعني الوصول متأخرا بالنسبة للصينيين ؟
- According to Mr. Ghanem, what do you need to be successful in China?
وفقا للسيد غانم ما الذي تحتاجه لتكون ناجحا ؟
- According to Mr. Ghanem, Chinese business people always ask you about something. Mention it.
وفقا للسيد غانم, رجال الاعمال الصينيين دائما يسألوا عن شيء. اذكره .
- Why didn't he have a track record?
لماذا لم يكن لديه سجل اداء
- Mention the things that made his next visit successful.
اذكر الاشياء التي جعلت زيارته التالية ناجحة.

11. Something has changed when Mr. Ghanem visited China for the second time. Mention it.

شيء تغير عندما زار السيد غانم الصين للمرة الثانية. اذكره .

12. What advice can Mr. Ghanem give to people wanting to do business in China?

ما النصائح التي يمكن أن يعطيها السيد غانم للأشخاص الراغبين بالقيام بأعمال في الصين ؟

13. According to Mr. Ghanem, mention the points that you have to do to make a successful meeting in China.

اذكر الاشياء التي عليك أن تقوم بها لعمل اجتماع ناجح في الصين. وفقا للسيد غانم.

14. In China you shouldn't tell a joke in business meetings. Mention the reason for this.

في الصين ليس عليك قول مزحة خلال اجتماع العمل. اذكر السبب.

15. Find a word in the text that means (to discuss something to reach an agreement)

جد كلمة في النص بمعنى أن تناقش شيء للوصول إلى اتفاق

16. What does the underlined pronoun (my) line 20 refer to?

على من يعود الضمير المخطوط تحته سطر 20 ؟

17. The sentence which shows Mr. Ghanem's regret for not researching Chinese culture before visiting China is

- A. I wish I had researched Chinese culture before I visited the country.
- B. In order to be successful in china, you need to earn their respect.
- C. Chinese business people will always ask about a company's successes in the past.
- D. We did not do any business deals on the first trip.

18. Mr. Ghanem did not do any business deals on his first trip to China because he.....

- A. couldn't talk about the track record of his company.
- B. couldn't speak Chinese.
- C. didn't meet the company director.
- D. didn't send recommendations from previous clients.

19. What could cause offence during a business meeting in china is

- A. arriving late
- B. telling jokes
- C. shaking hands
- D. making a small talk.

20. According to Mr. Ghanem, one mustn't arrive late at a meeting in China because this.....

- A. shows disrespect
- B. causes offence
- C. may not cause offence
- D. may not be translated correctly

21. the two reasons which prevented Mr. Ghanem from telling jokes during his last meeting are.....

- A. arriving late and shaking hands
- B. causing offence and not being translated correctly
- C. arriving late and causing offence
- D. meeting the company director and shaking hands with him.

Dear student, do not look at the following answer until you answer the questions above yourself.

1. My first trip there was in 2004 CE, and it was not very successful.
2. My first trip there was in 2004 CE, and it was not very successful.
3. Because he had no experience and he was too young. OR because he worked for a small company in Amman and Chinese respect age and experience more than youth.
4. Age and experience

5. He didn't research about Chinese culture.

6. Disrespect

7. You need to earn their respect.

8. They will ask about the company successes in the past (track record)

9. Because he worked for a small company.

10.He joined a larger company and they sent him on a cultural awareness course.

11.He took a cultural awareness course, so he knew how to do business in China.

12. Before visiting a company, you should:

A-Sending recommendations from previous Client's.

B- Sending your business card with your job position and qualifications translated into Chinese.

13. A. You must arrive on time B. You should shake hands gently

C. Making small talk at the beginning

D. Your voice and body language must be calm and controlled

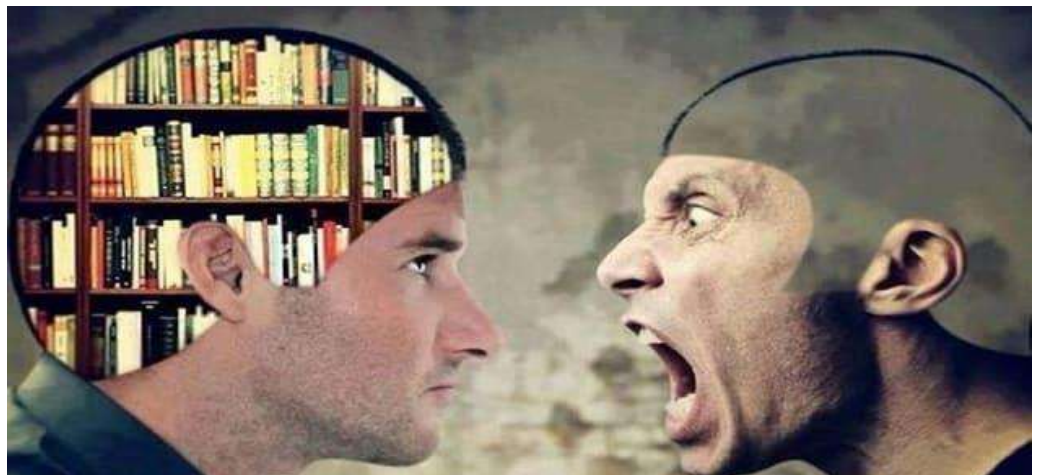
E. Starting with important issues F. Be patient

G. You mustn't tell a joke H. You have to be prepared for detailed questions.

14.This may not be translated correctly or could cause offence.

15.Negotiate.

16.Mr. Ghanem



(10) Our country's imports and exports

In this report, we will look at **the countries that Jordan** trades with and what goods **it** exports and imports. First, let's look at exports. Jordan is rich in **potash and phosphate**, and the **extraction industry** for **these** minerals is one of the largest in the world. Not surprisingly, two of Jordan's largest exports are chemicals and fertilizers. 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.

في هذا التقرير، سننظر إلى الدول التي يتاجر معها الأردن و ما هي البضائع التي يصدرها و يستوردها. أولاً، دعونا ننظر إلى الصادرات. الأردن غني بالبوتاس و الفوسفات، و الصناعة الاستخراجية لهذه المعادن من الأكبر في العالم. ليس من المستغرب اثنتين من أكبر صادرات الأردن هي الكيماويات و الأسمدة. الصناعات الدوائية والصناعات الأخرى تمثل 30% من الناتج المحلي الأردني و 75% من الصناعات الدوائية الأردنية يتم تصديرها. من ناحية أخرى أغلبية الاقتصاد 65% مسيطر عليه من قبل الخدمات خاصة السياحة و السفر. أكثر صادرات الأردن تذهب إلى العراق، الولايات المتحدة الأمريكية، الهند و السعودية.

Now let's look at imports. Unlike some **other countries** in the Middle East, Jordan doesn't have large oil and gas reserves. For that reason, **Jordan** has to import oil and gas for **its** energy needs. **Its other main imports** are cars, medicines and wheat. In 2013 CE, 23, 6% of **Jordan's imports** were from Saudi Arabia. **This** was followed by the EU with 17,6% of its imports. **Other imports** have come from China and the United States.

الآن دعونا ننظر للمستوردات. على خلاف بعض الدول في الشرق الأوسط، الأردن ال يمتلك مخزونات كبيرة من النفط و الغاز. لذلك السبب، الأردن عليه أن يستورد النفط و الغاز من أجل احتياجات الطاقة. و مستورداته الرئيسية الأخرى هي السيارات، الأدوية و القمح. في عام 2013، 23, 6% من مستوردات الأردن كانت من السعودية. يتبعها الاتحاد الأوروبي بـ 17,6% من مستورداته. مستوردات أخرى أتت من الصين و الولايات المتحدة.

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 1997CE. **It** signed a free trade agreement with Egypt, Morocco and Tunisia in 2004 CE. In 2011 CE **another trade agreement** was made with the EU, Egypt, Morocco and Tunisia. Trade with the EU and North Africa in particular is likely to grow.

الأردن يمتلك العديد من اتفاقيات التجارة الحرة أكثر من أي بلد عربي، و يتاجر بحرية مع العديد من البلدان، تشمل الولايات المتحدة، كندا و ماليزيا. ما هي المناطق الأخرى المهمة لتجارة الأردن؟ الأردن وقع أولاً مع الاتحاد الأوروبي في عام 1997. و وقع اتفاقية تجارة حرة مع مصر، المغرب و تونس. في عام 2011 اتفاقية تجارة أخرى حرة وقعت مع الاتحاد الأوروبي، مصر، المغرب و تونس. التجارة مع الاتحاد الأوروبي و شمال أفريقيا خصوصاً من المتوقع لها أن تنمو.

Word	Means	المعنى
agreement	an arrangement or promise to do something, made by two or more people, companies or organizations	اتفاقية
export	goods sold to another country.	صادرات
extraction	the process of removing and obtaining something from something else.	استخراج
gross domestic products	the value of a country's total output of goods and service.	اجمالي الناتج المحلي
dominate	to be the most important feature of something.	يسيطر
Reserve*	something kept back or set aside for future use .	مخزون
import	goods bought from other country	واردات
fertilizer	put on the land to make crops grow.	أسمدة
mineral	present in some food	معادن
pharmaceuticals	produce drug and medicine	شركات الأدوية
domestic	happening in one particular country	محلي
goods	produced in order to be sold	بضائع
knitwear	Clothing made from wool	حياكة الملابس
Machinery	Machines, especially large ones	الالات

Dear student, go back to the previous paragraph and read it carefully and then answer the following questions.

1. What is the subject of the report?

ما هو موضوع هذا التقرير

2. Jordan is rich in two minerals. Write down them.

الاردن غني بمعدنين اذكرهم

3. Mention two of Jordan's largest exports.

اذكر اثنين من صادرات الاردن

4. Many of Jordan's fertilizers are made mainly of two minerals. Write down these two minerals.

العديد من الأسمدة الاردنية مصنوعة بشكل رئيسي من معدنيين . اكتب هذان المعدنيين

5. Mention two examples of extraction industry in Jordan.

اذكر مثالين على الصناعات الاستخراجية في الاردن.

6. There are two examples of minerals in the report. Mention them.

هناك مثالان على المعادن في التقرير. اذكرهما النص

7. What is the percentage of Pharmaceuticals and Other industries that represent of Jordan's Gross Domestic Product?

ماهي نسبة المئوية التي تمثلها الصناعات الدوائية والصناعات الاخرى من الناتج الاردني ؟

8. What is the percentage of Jordan's pharmaceuticals that are exported?

ماهي النسبة المئوية من الصناعات الدوائية الاردنية المصدرة ؟

9. What does (GDP) stand for? () (GDP)

10. Most of Jordan exports mainly go to four countries. Write them down.

معظم صادرات الاردن تذهب بشكل رئيسي إلى أربع بلدان. اكتبهم

11. Quote the sentence that shows that Jordan is poor with Oil and gas.

اقتبس الجملة التي تشير أن الاردن فقير بالغاز والنفط.

12. The majority of Jordanian economy is dominated by services. Write down two examples of these services.

أغلبية الاقتصاد الاردني مسيطر عليه من قبل الخدمات. اكتب مثالين على هذه الخدمات

13. Quote the sentence that shows the majority of Jordan economy is dominated by services.

اقتبس الجملة التي تشير بأن أغلبية الاقتصاد الاردني مسيطر عليه من قبل الخدمات .

14. Jordan imports a lot of oil and gas. Write down the reason for that

الاردن يستورد الكثير من الغاز و النفط. اكتب سبب ذلك.

15. The text states the main goods that Jordan has to import from different countries. Write down three of these main goods.

النص حدد السلع الرئيسية التي يجب على الاردن استيرادها من بلدان مختلفة. اكتب ثالث سلع رئيسية.

16. Which country supplies Jordan with most of its imports?

أي بلد يزود للاردن بأكثر مستورداته؟

17. Jordan imports from many countries. Write down three of these countries.

18. Trade with the EU and North Africa is likely to grow. Mention the reason.

التجارة مع الاتحاد الاوروبي وشمال أفريقيا محتمل أن تزداد . أذكر السبب.

19.Quote the sentence which indicates the country that supplied Jordan with nearly 25% of its imports in 2013.

اقتبس الجملة التي تشير إلى الدولة التي زودت الاردن تقريبا بـ 25% من مستورداته عام 2013

20.Jordan trades freely with different countries. Write down two of these countries.

الاردن يتاجر بشكل حر مع بلدان مختلفة. اذكر ثالث من هذه البلدان .

21.Find a word in the text that means (goods bought from other country)

جد كلمة في النص بمعنى بضائع تشتري من بلدان أخرى

22.What does the underlined pronoun (it) line 2 refer to?

على من يعود الضمير المخطوط تحته سطر 2 ؟

23.Trade with the EU and north Africa is likely to grow because.....

- A. Jordan doesn't trade freely with many countries.
- B. Jordan first signed a trade agreement with the EU in 1997 CE.
- C. Jordan signed a free trade agreement with Egypt, Morocco and Tunisia in 2004CE.
- D. Jordan has signed trade agreement with both areas.

24.The extraction industry forin Jordan is one of the largest in the world.

- A. potash and phosphate
- B. fertilizers and phosphate
- C. chemicals and fertilizers
- D. chemicals and phosphate

25.What represents 30% of Jordan Gross Domestic Products are.....

- A. chemicals and fertilizers
- B. travel and tourism
- C. pharmaceuticals and other industries
- D. travel and chemicals

26.Jordan has free trade agreements with

- A. Iraq, the USA , India and Saudi Arabia
- B. Iraq, the USA , India and Malaysia
- C. Malaysia , the USA and Canada
- D. The USA , India and Saudi Arabia

27.In 2013 CE, nearly 18% of Jordan's main imports came from.....

- A. Saudi Arabia B. EU C. China D. the United States

28. The country which supplies Jordan with most of its imports is

- A. Saudi Arabia
- B. EU
- C. China
- D. the United States

29. Jordan imports for its energy needs.

- A. gas and wheat
- B. cars and wheat
- C. oil and gas
- D. medicines and wheat

30. Jordan's two largest exports are.....

- A. pharmaceuticals and fertilizers
- B. minerals and chemicals
- C. chemicals and fertilizers
- D. potash and phosphate



ALNAWRAS

Dear student, do not look at the following answers until you answer the questions above yourself.

1. The countries that Jordan trades with and what goods it exports and import.
2. Potash and Phosphate.
3. Chemicals and fertilizer.
4. Potash and Phosphate.
5. Potash and Phosphate.
6. Potash and Phosphate.
7. 30%
8. 75%
9. Gross Domestic Product
10. Iraq, the USA, India and Saudi Arabia.
11. Unlike some other countries in the Middle East, Jordan doesn't have large oil and gas reserves.
12. Travel and tourism.
13. However, the majority (65%) of the economy is dominated by services, mostly travel and tourism.
14. Because Jordan doesn't have large oil and gas reserves.
15. Oil, gas, Cars, wheat, wheat, and medicines.
16. Saudi Arabia
17. Saudi Arabia, E.U., China
18. Because Jordan has signed trade agreements with both areas.
19. In 2013 CE, 23, 6% of Jordan's imports were from Saudi Arabia.
20. USA , Canada , Malaysia
21. Imports.
22. Jordan



(11) How to make a sales Pitch?

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

سواء كنت تبيع نوعا جديدا من معجون الأسنان إلى سلسلة من الصيدليات ، أو أحدث برامج الحاسوب إلى مدرسة أو نوع جديد من العطالت الجماعية إلى وكالة سفر - فأنت بحاجة إلى معرفة.....كيف تعمل عرض مبيعات

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

قم ببحثك، لا تخرج من عرض البيع متمنيا إعادته بشكل أفضل. من الضروري معرفة كل شيء عن منتجك. هل تعرف متى تم تطويره ، وأين يتم إنتاجه عليك أن تعرف أيضا السوق المستهدفة - على سبيل المثال ، الفئة العمرية أو الدخل لأشخاص الذين قد يشترونه. ليس هذا فقط ، يجب أن تعرف كل شيء عن المنافسة - وهذا هو ، منتجات مماثلة في السوق. لماذا يتفوق منتجك على الآخرين ولماذا له قيمة أفضل؟

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

إضافة إلى ذلك، يجب أن تعرف بالضبط الأشخاص الذين تتحدث معهم، وما هي احتياجاتهم. على سبيل المثال ، إذا كانوا يمثلون متجرا للطبقة الوسطى في منطقة متواضعة ، فكن مستعدا لتوضيح سبب مناسبة منتجك الخاص مع العملاء الذين ال يمتلكون الكثير من المال. ما الذي يجعل منتجك مثاليا لهم؟ الأهم من ذلك كله ، عليك أن تؤمن بما تبيعه ، وأفضل طريقة لفعل ذلك هي استخدامه!

2. Prepare and practice: Plan **your presentation** carefully, not just what you will say, but how you will say **it**. Will you read **it** word by word, use notes or memorize **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 practice **it**, if possible in front of colleagues. Make changes and practice **it** again.

خطط و مارس خطط للعرض بعناية، ليس فقط ما ستقوله، ولكن كيف ستقوله. هل ستقرأه كلمة كلمة، استخدام الملاحظات أو احفظه؟ مهما كان قرارك، فمن الجيد دائما أن تكون لديك قائمة بنقاطك الرئيسية، في حالة ما إذا كان هناك شيء يقاطعك، أو أنك ببساطة تتجمد أعصابك يحدث ذلك! ثم مارسه، إذا كان ذلك ممكنا أمام زملاء. أعمل تغييرات ومارسه مرة أخرى.

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

كن محترفا ابق العرض قصير وبسيط. ابدأ ببعض التعليقات الودية. على سبيل المثال ، أشكر المضيفين على السماح لك والثقا حتى لو كنت بالتحدث إليهم ، وأمدح شركتهم. تذكر أن تتحدث ببطء و وضوح. من المهم أن تبدو متوترا! بينما تتحدث، ال تبقي رأسك للأسفل. بدلا من ذلك ، انظر حول الغرفة واجرى اتصال بصري مع جمهورك. ابتسم! عندما تنتهي من التحدث ، اطلب الاسئلة. إذا كنت لا تعرف الاجابات ، فال تتظاهر! أشكر السائل و عده بياجاد الاجابة وافعل ذلك ! أخيرا، امثلك ملخص لعرضك وكن مستعد لتسليمه في نهاية الجلسة. أتمنى لو كنت أعرف كل هذا عندما بدأت في العمل! حظا سعيدا

Word	Means	المعنى
package holiday	an organized trip	احازة شاملة التكاليف
target market	people who are identified as possible customers.	السوق المستهدف
sales pitch	a presentation made by someone who is trying to sell a product	عرض تسويقي
age group	a set of people of similar age	فئة عمرية
department store	a large shop	متجر كبير

Dear student, go back to the previous paragraph and read it carefully and then answer the following questions.

1. Mention the things that you need to know about your product.

اذكر الاشياء التي يجب أن تعرفها عن منتجك.

2. What do you need to know about the target market (customer)?

ما الذي تحتاج أن تعرفه عن السوق المستهدف الزبون؟

3. What do you need to know about the similar products in the markets?

ما الذي تحتاج أن تعرفه عن المنتجات المماثلة في السوق؟

4. What should you do in case of dealing with a middle-class department store in a humble neighborhood?

ماذا عليك أن تفعل اذا كنت تتعامل مع متجر متوسط في منطقة متواضعة؟

5. Mention the best way to believe in what you are selling.

أذكر احسن طريقة للايمان بما تبيعه.

6. There are many things you should know about them when you prepare for a sales pitch. Mention three things.

هناك عدة أشياء عليك المعرفة عنها عندما تحضر لعرض مبيعات. أذكر ثلاثة منها.

7. Quote the sentence which indicates that you need to believe in what you are selling.

أقتبس الجملة التي تشير بأن عليك الإيمان بما تبيع.

8. There are many steps for planning a successful presentation. Write them down.

هناك عدة خطوات للتخطيط لعرض مبيعات ناجح. اكتبهن.

9. How can you plan your presentation carefully?

كيف تستطيع أن تخطط لعرضك بحذر؟

10. It always a good idea to have a list of your main points. Mention the reason.

أنها فكرة جيدة لتمتلك قائمة بالنقاط الرئيسية. اكتب السبب.

11. How can you practice your presentation?

كيف يمكن لك أن تتمرن على عرضك؟

12. In order to be a professional salesperson you should do certain things during your sales pitch. Write them down.

لتكون مندوب مبيعات محترف عليك القيام بعدة أشياء خلال عرض مبيعاتك. اكتبهن

13. You can do many things to appear confident while the presentation. Mention them.

تستطيع القيام بعدة أشياء لتبدو واثقا من نفسك. اذكرهن .

14. Give examples on friendly comments.

أعط امثله على عبارات ودوده .

15. What should you do if you don't know the question?

ماذا عليك أن تفعل اذا لم تعرف السؤال؟

16. You have to do something at the end of the session. Mention it.

عليك أن تفعل شيء في نهاية الجلسة. اذكره .

17. According to the text, you should start your presentation with friendly comments. Give two examples from the text

18. How can you make a sales pitch?

كيف تستطيع عمل عرض مبيعات؟

19. Find a phrase in the text that means (a large shop).

جد كلمة في النص بمعنى متجر ضخم

20. What does the underlined pronoun it line 13 refer to?

على من يعود الضمير it سطر 13 .

21. While making a sales pitch, one should speak.....

- A. slowly and clearly
- B. shortly and simply
- C. sadly and nervously
- D. humbly and complicatedly

31. knowing everything about similar products on the market refers to the.....

- A. competition
- B. value of the products
- C. target market
- D. age group

People with
the greatest
advice
usually have
the most
problems.

Dear student, do not look at the following answers until you answer the questions above yourself.

1. **A-** When it was developed **B-** Where it is produced
2. **A-** The age group **B-** The income of the people who might buy the product
- C-** Which people you are speaking to **D-** Their needs
3. **A-** Why is your product superior to others?
- B-** Why does it have better value?
4. **A-** Be ready to explain why your particular product would suit customers who don't have lots of money.
- B-** What makes your product perfect for them?
5. The best way to do that is to use it.
6. **A.** your product **B.** Target market **C.** Competition
7. Most of all, you need to believe in what you're selling, and the best way to do that is to use it!
8. **A.** Plan your presentation carefully.
- B.** Have a list of main points.
- C.** Practice it
9. By planning what you will say, and how you will say it read it word usenotes and memories it.
10. In case something interrupts you or you simply freeze with nerves.
11. In front of colleagues.
12. **A-** Keep your presentation short and simple
- B-** Start with some friendly comments
- C-** Remember to speak slowly and clearly
- D-** Be confident
- E-** Invite questions
- F-** Have a summary of your presentation ready to hand out at the end of the session.
13. **A-** Don't keep your head down
- B-** Look around the room
- C-** Make eye contact
- D-** Smile
14. **A-** Thank your hosts for allowing you to speak to them.
- B-** Compliment their company.
15. Don't pretend thank the questioner and promise to find the answer.
16. Have a summary of your presentation ready to hand out.
17. With some friendly comments.
18. **a.** Doing your research **b.** Preparing and practicing **c.** Being professional
19. Department store. 20. your product



Preservation purposes in Unit Nine

Collocations

Collocation	المعنى
Make a mistake	يقترف خطأ
Ask question	يطرح سؤال
Shake hands	يصافح
Earn respect	يكسب احترام
Join a company	ينظم الى شركة
Cause offence	يسبب استياء
Make small talk	يعمل حوار قصير

1. Be very careful when you **answer the questions**, and try not to.....
2. If you are **polite**, you won't.....or **upset anybody**.
3. By working hard, you will theof **your boss**.
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. **Before the serious discussion** starts, we always....., It's often about the weather.
7. After the talk, there will be **a chance for you** to..... about anything you **don't understand**.
8. **Polite children** **don't**.....
9. You can**the respect** of your colleagues through your hard work and honesty.
10. Salem **began the meeting** by makingabout his interesting experiences in Egypt.

Answers (1-Make a mistake, 2-Cause offence, 3- Earn / respect, 4- Join / a company, 5- Shake hands, 6- Make small talk, 7- Ask question, 8- Cause offence, 9- Earn, 10- small talk)

Patient	Compromise	Conflict	track record	Prepared	Negotiate
---------	------------	----------	--------------	----------	-----------

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

Answers (1- Negotiate, 2- Prepared, 3- track record, 4- Conflict, 5- Compromise, 6- Patient)

Unit Ten

Grammar/ Comprehension purposes in Unit Ten

If clause

اعزائي الطلبة نتذكر معا في المستوى الثالث انه تم اخذ (النوع الزيرو/ الصفري " الاول والثاني ونمط اعادة الكتابة) في هذه الوحدة سوف نتكلم عن النوع الثالث ونعرف ايضا على اشكاله وطرق استخدامه. يرجى الانتباه لما تم شرحه في المستوى الثالث.
تذكر ان الجملة الشرطية تتكون من عبارتين اثنتين عبارة تبدأ بـ if جملة الشرط وعبارة اخرى هي النتيجة.

If + s + had+v3 , S + would / should/ could/ might + have + v3

S+ would / should/ could/ might have + v3+obj, If+s+had+v3+obj

If+ s + hadn't +v3+obj, s + might, could, would+ not + have+v3+obj

-If I **had studied** harder, I **would have passed** the exam.

-If he **had come** with us, he **would have had** a lot of fun.

-If you **had read** the book, you **would have understood** what I am talking about.

-If I **had proposed** to her, she **might have refused** me.

إذا جاءت جملة وطلب إعادة كتابتها باستخدام (النوع الثالث) عند الحل نقوم بترتيب الجملة كما ذكرت بالأعلى

• عند ترتيب الجملة تكون مقسومة الى قسمين بفاصلة فان كان القسم الاول (منفي) ينحل على الاثبات (had) واذا كان القسم الثاني (مثبت) ينحل على النفي (wouldn't , couldn't, might not) والعكس صحيح.

I **had done** my exam yesterday, and I **didn't do** well in test math's. (**might**)

-If I hadn't had done my....., I **might** have done well.....

-I had proposed to her, and she didn't refuse me. (**might**)

-you had read the book, you didn't understand what I am talking about. (**would**)

-I hadn't studied harder, I did pass the exam. (**would**)

• إذا جاءت جملة والجملة فيها (if) وطاب منك إعادة كتابتها باستخدام unless عند الحل نستبدل unless بـ if مع اثبات القسم الذي فيه unless كما هو موجود في الأسفل:

-If we didn't work together, global warming will destroy the world. (**unless**)

-Unless we worked together, global.....world.

-If you didn't understand what I said, your minds will be scattered. (**unless**)

-If you didn't study for an exam tomorrow, you will find the questions very difficult. (**unless**)

• طريقة اثبات اللقسم:

- Didn't تحذف وينحول الفعل الذي بعدها الى تصريف ثاني v2

- Don't/doesn't تحذف وينحول ما بعدها مجرد

- في حال كان الفاعل مفرد نضيف للفعل (s,es,ies)

إذا جاءت جملة وفيها unless وطلب إعادة الكتابة باستخدام if عند الحل نستبدل if بـ unless مع نفي قسم if

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

-Unless we worked together, global warming will destroy the world. (**if**)

-If we didn't work, global warming.....world.

-Unless you studied for an exam tomorrow, you will find the questions very difficult. (**if**)

-Unless you understood what I said, your minds will be scattered. (**if**)

- إذا جاء جملة على **if** وجاء في الجملة كلمة **when** الحل او الاجابة دائما تكون **v1** مجرد للجمع وينتهي الفعل ب **s/es/ies** اذا كان الفاعل مفرد اما في حالة النفي يكون الجواب **don't / doesn't**
- اذا جاء جملة ضع دائرة على جملة **if** وكان ضمن الخيارات **unless / if** تكون الاجابة واحدة منهم ولكن بشرط:
- **If** : اذا كان ما بعدها منفي مع **not**
- **Unless** : اذا جاء بعدها مثبت اي بدون **not**

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

-..... You don't study hard, you wouldn't pass the exam.

(even if , unless , if, provided that)

-.....we didn't work together, global warming will destroy the world.

(even if , unless , if, provided that)

-.....we worked together, global warming will destroy the world

(even if , unless , if, provided that)

-.....you didn't understand what I said, your minds will be scattered.

(even if , unless , if, provided that)

- نستخدم **when** بدلا من **if** للتحدث عن حقائق عامة والفعل يكون بصيغة المضارع **v1** مجرد للجمع وينتهي الفعل ب **es / ies / s** اذا كان الفاعل مفرد اما في حالة النفي يكون الجواب **don't / doesn't**

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

-When you _____ the button, the washing machine turns off.

a-Pressed b- press c-presses d- pressing

-When you _____ the button, the washing machine turns on.

a-Didn't press b-isn't pressing c-doesn't press d-don't press

-When she _____ harder on her exam, her marks will be so low.

a-Isn't studying b-don't study c- doesn't study d- didn't study

-When water _____ 100% c, it boils.

a-Reaches b- reach c-reaching d- reached

• ملاحظة مهمة في اسئلة الوزارة تركز دائما على **if / unless** ولم ترد اي اسئلة سابقة على **provided that / as long as / even if** الاسفل اسئلة الكتاب على القاعدة

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

1-You will not pass your exams _____ you study hard.

(when / even if / as long as / unless)

2-Do you usually go home or meet your friends _____ school finishes?

(when/ even if/ as long as/ unless)

3-Your new computer will last a long time as long as you _____ careful with it.

(were , is , was, are)

4-_____ you don't water the plants, they will die .

(unless, if, even if, as long as)

5-I'll phone you _____ I miss the bus so that you pick me up.

(unless, even if, if, when)

6-We'll go to our favorite restaurant on Friday _____ it's closed.

(unless, if, when, even if)

7-You should practice the presentation several times. (if)

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

9-You should do a lot of research. (would)

10-I had a headache yesterday, and I didn't do well in the Maths test. (might)

11-I didn't know your phone number, so I wasn't able to contact you. (could)

-You had a brightly-colored T-shirt on. That's how I noticed you in the crowd. (might not)

-I worked really hard the day before the exam. I got top marks. (might not)

1-If Salma had been wearing her seatbelt, she might have survived the car accident.

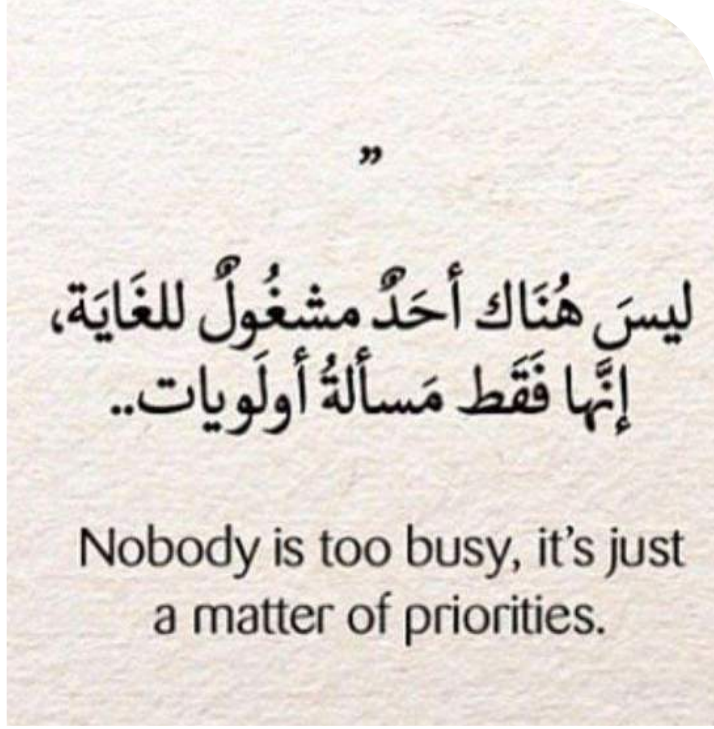
-The third conditional in the above sentence is used to

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.



ALNAWRAS

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

(I will buy it. The price isn't important.)

The third conditional

- We use the third conditional (*if* + Past Perfect/*would have* + past participle) to imagine past situations. These past situations are impossible, and did not happen.

- The *if*-clause states one event that did not happen.

If I had stayed at home that day, I would have missed the celebration.

(The person did not stay at home that day.)

- 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 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.)

The third conditional with *could* and *might*

- When we are talking about the imaginary past, we can use *could have* or *might have* + past participle in place of *would have* + past participle.

- We use these past modals when we are less sure of the result of the impossible past situation.

If I had prepared better for the competition, I might have won the first prize.

(The speaker is not sure that this would have been true.)

If I had slept better the night before the exam, I could have concentrated better.

(It is possible that the speaker would have been able to concentrate.)

If I'd gone to a different school, I might not have studied French. I could have taken English.

Our team could have won the match if they'd trained harder, and then they might have been champions now if they'd won.

The second conditional (revision)

- We use the second conditional (*If* + Past Simple, *would/wouldn't* + infinitive) to talk about imaginary or unlikely events.

If we were in London today, we would be able to go to the British Museum.

Module 6

UNIT 10

Zero and first conditionals with future time phrases

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

If plants don't get enough sunlight, they die.

Water turns to ice if the temperature falls below zero.

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

If you get an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry.

- We can use *provided that*, *as long as*, *unless*, *when* and *even if* in the same way as *if*, but they don't all mean the same thing.

I'll buy the book if/provided that/as long as it isn't too expensive.

(I won't buy it if it is too expensive)

I'll buy it unless it's expensive.

(I'll buy it if it isn't too expensive.)

Topic's name: Career choices

(12) My job as an interpreter

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

اسمي فاطمة موسى وقد عملت مترجمة لمدة خمس سنوات. أرسل لي العديد من الطلاب بريداً إلكترونيًا حول عملي لأنهم يريدون معرفة ما سيكون عليه القيام بعملي. لذا ها هو ردي. لطالما كنت مولعةً باللغات. عمل والدي في العديد من البلدان المختلفة عندما كنت صغيرًا وكنا عادة نساfer معه. عندما زرنا بلدًا، كنت أرغب دائمًا في تعلم اللغة. في المدرسة كنت جيدًا في اللغة الإنجليزية. لذلك، قررت العمل كمترجم فوري.

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.

وظيفتي الآن هي الذهاب إلى المؤتمرات والندوات الهامة حول العالم. عندما يتحدث شخص ما باللغة الإنجليزية في مؤتمر، أستمع إلى ما يقولونه من خلال سماعات الرأس. ثم أترجم إلى اللغة العربية بينما يتحدث المتحدث. أعطي الترجمة من خلال سماعات الرأس لأشخاص آخرين في الاجتماع. هذا يعني أن أي شخص في الغرفة يتحدث العربية يمكنه فهم ما يقوله الناس.

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

هل هو عمل سهل؟ مطلقًا لا. اللغة الإنجليزية ليست هي نفسها في جميع البلدان الناطقة باللغة الإنجليزية. على سبيل المثال، تختلف الكلمات الإنجليزية المستخدمة في الهند أحيانًا عن الكلمات التي يستخدمها الأشخاص في المملكة المتحدة أو الولايات المتحدة أو أستراليا. بالإضافة إلى معرفة اللغة الإنجليزية الإقليمية، تحتاج أيضًا إلى معرفة الكثير من اللغات المتخصصة.

Some of **the words that** are used to talk about business, science or law, for example, make it almost a different language! Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as **an interpreter** quite quickly.

فبعض الكلمات المستخدمة في الحديث عن الأعمال أو العلوم أو القانون، على سبيل المثال، تجعلها لغة مختلفة تقريبًا! لن تكون قادرًا على أن تصبح مترجمًا ما لم تكن حاصلًا على شهادة في اللغة. شريطة أن يكون لديك مؤهل للدراسات العليا، فمن المحتمل أن تحصل على وظيفة كمترجم فوري بسرعة كبيرة.

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.

إذا حصلت على مقابلة عمل، فستحتاج إلى إظهار أن لديك مهارات استماع جيدة وصوتًا واضحًا في التحدث. ستحتاج أيضًا إلى إظهار أنه يمكنك التفكير بسرعة وأنك قادر على التركيز لفترات طويلة من الوقت. إذا كنت ناجحًا، فهي وظيفة آمنة ومجزية.

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. إنها وظيفة مسؤولة. لكن هذه ليست مشكلة طالما أنك تستمتع بزيارة البلدان الأخرى. أدرک أنني إذا قمت بترجمة الأشياء بشكل سيئ، فقد يؤثر ذلك على قانون مهم أو اتفاقية تجارية بين البلدان. ومع ذلك، ينتابك شعور كبير بالرضا عندما تعلم أن الناس يفهمون كل ما تقوم بترجمته.

Word	Means	المعنى
Headphone	To listen privately to the radio, music	سماعة رأس
Interpreter	Who translates spoken words from one language to another	مترجم
Regional	Particular region or area	اقليمي
Rewarding	Giving personal satisfaction	يكافئ
Secure	Safe / free from danger	يؤمن
Seminar	A class on a particular subject	ندوة

Dear student, go back to the previous paragraph and read it carefully and then answer the following questions.

- 1-What is the work of Fatima Musa and for how long?
- 2-Quote the sentence that shows that the students sent an email to inquire about the nature of Fatima Musa's work.
- 3-Why did the students send mail to Fatima Musa?
- 4-What did Fatima's father do?
- 5-Why did Fatima decide to work as an interpreter?
- 6-Quote the sentence that indicates that Fatima decided to work as an interpreter.
- 7-Mention how long Fatima worked as an interpreter.
- 8-What is Fatima's response to the students who asked about the nature of her work?
- 9-mentioned in the text that Fatima now works in several places, mention two of them.
- 10-Why was Fatima using headphones at the conference?
- 11-What language did Fatima translate into at the conference?
- 12-What was Fatima listening to at the conference?
- 13-Why was Fatima Musa translating into Arabic at the conference?
- 14-Why is Fatima's job not easy?
- 15-Quote the sentence showing that the English words used in India are different from other languages.
- 16-Why should a translator know specialized languages?
- 17-Mentioned in the text many places in which the use of languages differs, mention them.
- 18-Mentioned in the text that the words used during the conversation were used for three things, mention three of them.
- 19-Quote the sentence indicating that the translator must have a degree in the language.
- 20-Quote the sentence that indicates that the translator must have an academic qualification.
- 21-How can a translator get a job quickly?
- 22-Mention the things that you need to do when the translator has an interview, mention of them.
- 23-When is the job secure and rewarding?
- 24-Quote the sentence showing that the interpreter is able to focus for long periods of time.
- 25-What would happen if the translator translated things badly?
- 26-How does the interpreter feel when he sees that people understand what he is telling them?
- 27-Quote the sentence showing that the translator will travel a lot.
- 28-Mentioned in the text that traveling a lot is not bad, why?

29-According to Fatima Musa, an interpreter needs to know.....

- A-Regional English and a lot of specialist language
- B-The words that are used to talk about education
- C-The English words that are in India
- D-The words that are used in the UK and the USA

30-Fatima Musa decided to be an interpreter because

- A-Her father didn't work in many countries
- B-Many students have emailed her about her work
- C-She was very good at English at school
- D-She has worked as an interpreter for five years

- 1- ما هو عمل فاطمة موسى وكم المدة؟
- 2- اقتبس الجملة التي توضح أن الطلاب أرسلوا بريداً إلكترونياً للاستفسار عن طبيعة عمل فاطمة موسى.
- 3- لماذا أرسل الطلاب بريداً إلى فاطمة موسى؟
- 4- ماذا عمل والد فاطمة؟
- 5- لماذا قررت فاطمة العمل مترجمة؟
- 6- اقتبس الجملة التي تشير إلى أن فاطمة قررت العمل مترجمة.
- 7- اذكر مدة عمل فاطمة كمترجمة.
- 8- ما هو رد فاطمة على الطلاب الذين سألوا عن طبيعة عملها؟
- 9- ورد في النص أن فاطمة تعمل الآن في عدة مواضع ، اذكر اثنين منها.
- 10- لماذا كانت فاطمة تستخدم السماعات في المؤتمر؟
- 11- إلى أي لغة ترجمت فاطمة في المؤتمر؟
- 12- ما هو الشيء الذي كانت تستمع إليه فاطمة في المؤتمر؟
- 13- لماذا كانت فاطمة موسى تترجم إلى العربية في المؤتمر؟
- 14- لماذا وظيفة فاطمة ليست سهلة؟
- 15- اقتبس الجملة التي تبين أن الكلمات الإنجليزية المستخدمة في الهند تختلف عن اللغات الأخرى.
- 16- لماذا يجب أن يعرف المترجم اللغات المتخصصة؟
- 17- ذكر في النص مواضع كثيرة يختلف فيها استخدام اللغات ، اذكرها.
- 18- ورد في النص أن الكلمات التي استخدمت أثناء الحديث استخدمت لثلاثة أمور ، اذكر ثلاثة منها.
- 19- اقتبس الجملة التي تشير إلى أن المترجم يجب أن يكون حاصلاً على شهادة جامعية في اللغة.
- 20- اقتبس الجملة التي تشير إلى أن المترجم يجب أن يكون مؤهلاً علمياً.
- 21- كيف يمكن للمترجم الحصول على عمل بسرعة؟
- 22- اذكر الأشياء التي يجب عليك القيام بها عندما يكون لدى المترجم مقابلة ، اذكرها.
- 23- متى تكون الوظيفة آمنة ومجزية؟
- 24- اقتبس جملة تبين أن المترجم قادر على التركيز لفترات طويلة من الزمن.
- 25- ماذا سيحدث لو ترجم المترجم الأشياء بشكل سيء؟
- 26- كيف يشعر المترجم عندما يرى أن الناس يفهمون ما يقوله لهم؟
- 27- اقتبس الجملة التي تبين أن المترجم سيسافر كثيراً.
- 28- يذكر في النص أن السفر كثيراً ليس سيئاً ، لماذا؟

إِبْقَ قَوِيًّا؛
فَقِصَّتْكَ لَمْ تَنْتَهِي بَعْدَ.
STAY STRONG,
YOUR STORY
ISN'T
OVER YET.

Dear student, do not look at the following answers until you answer the questions above yourself.

- 1-worked as an interpreter for five years
 - 2-Many students have emailed me about my work because they want to know what it would be like to do my job
 - 3-to know what it would be like to do my job
 - 4-My father worked in many different countries
 - 5-Because she was very good at English at school
 - 6-Therefore, I decided on a career as an interpreter
 - 7-for five years
 - 8-I have always been fond of languages
 - 9-going to important conferences and seminars around the world
 - 10-because she listen to what they say through headphones.
 - 11-She translated into Arabic while the speaker is talking
 - 12-she listen to what they say through headphones
 - 13-she give the translation through headphones to other people at the meeting
 - 14-because English is not the same in all English-speaking countries
 - 15-the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia
 - 16-because the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia
 - 17-the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia
 - 18-business, science or law
 - 19-Unless you have a language degree, you will not be able to become an interpreter
 - 20-Provided that you have a postgraduate qualify cation, you will probably get a job as an interpreter quite quickly.
 - 21-that you have a postgraduate qualify cation
 - 22-to show that you have good listening skills and a clear speaking voice
 - 23-If you are successful
 - 24-You will also need to show that you can think quickly and that you are able to concentrate for long periods of time.
 - 25-it could affect an important law or trade agreement between countries
 - 26-you get a huge feeling of satisfaction when you know that people understand everything that you translate.
 - 27-You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.
 - 28-A-but that is not a problem as long as you enjoy visiting other countries.
- B- Regional English and a lot of specialist language
- C- She was very good at English at school

(13) Stepping into the business world

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

تعد دراسات الأعمال خيارًا شائعًا للطلاب الذين يختارون دورة للحصول على شهادة علمية في المملكة المتحدة. بعد التخرج ، يذهب البعض إلى مزيد من الدراسة ، لكن معظمهم يعملون. تقدم العديد من الشركات الكبيرة خطط تدريب للخريجين ، وهي نوع من التدريب المهني. ذهبنا للقاء ريكي مايلز البالغ من العمر 22 عامًا ، والذي على وشك التخرج في هذا الموضوع.

How long have you been **studying business studies**, Ricky? **It's** a four-year course, including **two periods of work experience**. Each one lasted six months, but **they** weren't in the same year.

منذ متى وأنت تدرس دراسات الأعمال يا ريكي؟ إنها دورة مدتها أربع سنوات ، بما في ذلك فترتان من الخبرة في العمل. تستمر كل واحدة ستة أشهر ، لكنهم لم يكونوا في نفس العام.

What exactly have you studied over those four years? Quite a lot! Maths, of course, Accounting, Finance and Economics. Oh yes, Marketing and Sales, too. **I** also did a course in **Management, which** is about recruiting and managing staff, and how deal with conflict, and a course in Advertising. We all had to do (Information Technology) **IT**, too, because computer skills are essential.

ما الذي درسته بالضبط خلال تلك السنوات الأربع؟ كثيرا نوعا ما! الرياضيات ، بالطبع ، المحاسبة والمالية والاقتصاد. أوه نعم ، التسويق والمبيعات أيضًا. قمت أيضًا بعمل دورة في الإدارة ، والتي تتعلق بتعيين وإدارة الموظفين ، وكيفية التعامل مع النزاعات ، ودورة في الإعلان. كان علينا جميعًا القيام بتكنولوجيا المعلومات أيضًا ، لأن مهارات الكمبيوتر ضرورية.

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

ما أكثر شيء استمتعت به حول الشهادة؟ تجربة العمل بالتأكيد. لقد تعلمت الكثير ، في المرتين ، وبالطبع تبدو رائعة في سيرتي الذاتية. عرضت علي إحدى الشركات عملاً مدفوع الأجر في الصيف الماضي ، لذلك تمكنت من اكتساب المزيد من الخبرة بهذه الطريقة. أيضًا ، لم يكن لدي الكثير من المال العام الماضي لو لم يكن لدي هذه الوظيفة!

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

أي نوع من الشركات كان ذلك ، وماذا فعلت هناك؟ كانت شركة تقدم المنتجات المالية - المدخرات والمعاشات ، في الغالب. في البداية ، "ظللت" أشخاصًا مختلفين ، أشاهد ما كانوا يفعلونه. لقد قمت بالكثير من التحقق من أجلهم - كما تعلمون ، فحص حساباتهم. عندما عدت في الصيف ، كنت في قسم المبيعات. كانت وظيفتي هي متابعة استفسارات الويب وإرسال المزيد من المعلومات للعملاء المحتملين. لقد استمتعت بها ، ولم تكن لدي هذه الفرصة إذا لم أنتهي من تجربة العمل أولاً.

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

ماذا تخطط للقيام بعد ذلك؟ لقد تقدمت للتو للحصول على وظيفة في أحد البنوك. لدي المؤهلات الصحيحة ، لكنني أعلم أنه سيكون هناك الكثير من المتقدمين الآخرين. سأضطر فقط إلى الانتظار ومعرفة ما إذا كنت سأحصل على مقابلة. إذا فعلت ذلك ، فسيتعين علي الاستعداد جيدًا.

Word	Means	المعنى
Curriculum vitae (CV)	A short, written description of a person's qualifications, skills and work experience that they send to potential employers	السيرة الذاتية
Work experience	Period of time that someone spends working in a particular place	خبرة العمل
Pensions	Money you save over your lifetime to pay for your old age	معاش / ضمان
Web enquiries	Online questions	استفسارات الويب
Calculations	Maths; work with numbers	العمليات الحسابية
Recruiting	Finding suitable employees	تجنيد / تعيين
Marketing	Promoting your products; finding customers	تسويق

Dear student, go back to the previous paragraph and read it carefully and then answer the following questions.

1-According to the text, what does business studies means for students?

ماذا تعني دراسة إدارة الأعمال بالنسبة للطلاب حسب النص؟

2-Quote the sentence that studying business was a popular choice for students.

اقتبس الجملة التي تشير الى ان دراسة الاعمال كانت خيارا شائعا للطلاب

3-Quote the sentence that shows what the students do or do after graduation.

اقتبس الجملة التي تبين ما هو الشيء الذي يقوموا به او يفعلوه الطلاب بعد التخرج.

4-According to the text there are many students after graduation who are categorized into two groups, write them down.

وفقا للنص هناك العديد من الطلاب بعد التخرج يصنفون في مجموعتان، اكتبهم.

5-What do large companies offer to graduates?

ماذا تقدم الشركات الكبيرة للخريجين؟

6-What kind of plans do large companies offer to graduates?

ما هي نوع الخطط التي تقدمها الشركات الكبيرة للخريجين؟

7-How old is Ricky Miles?

كم يبلغ ريكى مايلز من العمر؟

8-Quote the sentence that indicates that companies offer training schemes for graduates.

اقتبس الجملة التي تشير الى ان الشركات تقدم خطط تدريب للخريجين.

9-Quote the sentence showing that graduate training plans are a type of vocational training.

اقتبس الجملة التي تبين ان خطط تدريب الخريجين هي نوع من التدريب المهني.

10-How long does it take to study business?

كم طول مدة دراسة الاعمال؟

11-How long does the work experience course take?

كم المدة التي تحتاجها فترة دورة خبرة العمل؟

12-Quote the sentence indicating that the two periods of the work experience course were not in the same year.

اقتبس الجملة التي تبين ان الفترتان من دورة خبرة العمل لم يكونوا في نفس العام.

13-According to Ricky Miles, he took a course in management, what is that course related to?

14-Mentioned in the text that business studies students should take a course in information technology. Why is it essential to take this course?

ذكر في النص انه يجب على طلاب دراسات الاعمال ان يأخذوا دورة في تكنولوجيا المعلومات. لماذا من الضروري اخذ تلك الدورة؟

15-What does the following abbreviation (IT) mean?

على ماذا يدل الاختصار التالي (IT)

16-Quote the sentence that shows the topics the students have been doing in business studies during the four years.

اقتبس الجملة التي تبين المواضيع التي يقوموا فيها الطلاب في دراسات الاعمال خلال السنوات الاربع.

17-Quote the sentence showing that Ricky Miles has taken a course related to hiring and managing employees.

اقتبس الجملة التي تبين ان ريكي مايلز قام بأخذ دورة تتعلق في تعيين وإدارة الموظفين.

18-Quote the sentence stating that business studies students should take a course in information technology.

اقتبس الجملة التي تبين ان طلاب دراسات الاعمال يجب ان يأخذوا دورة في تكنولوجيا المعلومات.

19-Mentioned in the text that Ricky Miles, during his four years of study, took many important courses. Write four of them.

ذكر في النص ان ريكي مايلز خلال دراسته في السنوات الاربع قام بأخذ العديد من الدورات المهمة. اكتب اربعة منها.

20-What did Ricky Miles enjoy most about his business degree?

ما هو اكثر شيء استمتع به ريكي مايلز حول شهادته في دراسة الاعمال؟

21-Mentioned in the text that the companies made a bid for Ricky Miles. What is this offer?

ذكر في النص ان الشركات وفرت عرض ل ريكي مايلز. ما هو هذا العرض؟

22-According to Ricky Miles, something made him earn more experience during his job. What is this thing?

وقال ريكي مايلز شيئا ما جعله يكسب المزيد من الخبرة اثناء وظيفته. ما هو هذا الشيء؟

23-Quote the sentence that shows that the courses seem very important to the Curriculum Vitae (CV), in other words, they help in developing the CV.

اقتبس الجملة التي تبين ان الدورات تبدو مهمة جدا للسيرة الذاتية، بمعنى اخر تساعد في تطوير السيرة الذاتية.

24-Quote the sentence that companies offered paid employment to Ricky Miles.

اقتبس الجملة التي تشير الى ان الشركات عرضت عمل مدفوع الاجر ل ريكي مايلز.

25-Quote the sentence that Ricky Miles has a lot of money because of his job.

اقتبس الجملة التي تشير الى ان ريكي مايلز اصبح لديه الكثير من المال بسبب وظيفته.

26-Mentioned in the text that the company where Ricky Miles worked was doing three things. Mention two of them.

ذكر في النص ان الشركة التي كان يعمل فيها ريكي مايلز كانت تقدم ثلاثة اشياء. اذكر اثنين منها.

27-What was the nature of the job of Ricky Miles in the company where he was working?

ماذا كانت طبيعة وظيفة ريكي مايلز في الشركة التي كان يعمل فيها؟

28-What department did Ricky Miles work in during the summer inside the company?

ما هو القسم الذي كان يعمل فيه ريكي مايلز في الصيف داخل الشركة؟

29-What was Ricky Miles' summer job inside the company?

30-According to Ricky Miles and his summer guest when he was working in the sales department, there were many tasks involved, mention two of them.

وقال ريكي مايلز وضيافته في الصيف عندما كان يعمل في قسم المبيعات كانت تتضمن العديد من المهام، اذكر اثنين منها.

31-Quote the sentence that shows that Ricky Miles' job was to check clients' accounts within the company.

اقتبس الجملة التي تبين ان وظيفة ريكي مايلز كانت تتضمن فحص حسابات العملاء داخل الشركة.

32-Quote the sentence that shows that Ricky Miles applied for a job in a bank.

اقتبس الجملة التي تبين ان ريكي مايلز تقدم للحصول على وظيفة في احد البنوك.

33-Ricky Miles has many of the right qualifications but he has a big obstacle that makes him wait a long time to get a job in a bank, what is that obstacle?

ريكي مايلز لديه العديد من المؤهلات الصحيحة لكن امامه عائق كبير يجعله ينتظر كثيرا للحصول على وظيفة في احد البنوك، ما هو ذلك العائق؟

34-Quote the sentence showing that Ricky Miles had many of the right qualifications to get a job in a bank.

اقتبس الجملة التي تبين ان ريكي مايلز كان لديه العديد من المؤهلات الصحيحة للحصول على وظيفة في احد البنوك.



Dear student, do not look at the following answers until you answer the questions above yourself.

- 1-Business Studies is a popular choice for students who are choosing a degree course in the UK.
- 2-Business Studies is a popular choice for students who are choosing a degree course in the UK.
- 3-After graduating, some go on to further study, but most of them take up employment.
- 4-After graduating, some go on to further study, but most of them take up employment.
- 5-Many large companies offer graduate training schemes.
- 6-which are a kind of apprenticeship.
- 7-twenty-two-year-old.
- 8-Many large companies offer graduate training schemes, which are a kind of apprenticeship.
- 9-Many large companies offer graduate training schemes, which are a kind of apprenticeship.
- 10-a four-year course.
- 11-two periods of work experience
- 12-It's a four-year course, including two periods of work experience. Each one lasted six months, but they weren't in the same year.
- 13-which is about recruiting and managing staff.
- 14-because computer skills are essential.
- 15-Information Technology.
- 16-Quite a lot! Maths, of course, Accounting, Finance and Economics. Oh yes, Marketing and Sales, too.
- 17-I also did a course in Management, which is about recruiting and managing staff, and how deal with conflict, and a course in Advertising.
- 18-We all had to do (Information Technology) IT, too, because computer skills are essential.
- 19-Maths, Accounting, Finance, Economics, Marketing, Sales, Management, Advertising and IT.
- 20-the work experience, definitely.
- 21-One of the companies offered me paid work last summer, so I managed to get even more experience that way.
- 22-One of the companies offered me paid work last summer.
- 23-I learnt so much, both times, and of course it looks great on my curriculum vitae CV.
- 24-One of the companies offered me paid work last summer, so I managed to get even more experience that way.
- 25-Also, I wouldn't have had much money last year if I hadn't had that job!
- 26-provides financial products – savings and pensions, mostly.
- 27-watching what they were doing. Then I did quite a lot of checking for them – you know, checking their calculations
- 28-in the sales department.
- 29-He was in the sales department, and his job was to follow up web enquiries, and send out further information to possible clients.
- 30-He was in the sales department, and his job was to follow up web enquiries, and send out further information to possible clients.

31-Then I did quite a lot of checking for them – you know, checking their calculations.

32-I've just applied for a job with a bank.

33-but I know there will be a lot of other applicants.

34-I have the right qualifications, but I know there will be a lot of other applicants.



ALNAWRAS



Preservation purposes in Unit Ten

Collocations

Collocation	المعنى
Decide.....on	يتخذ قرار
Translate.....into	يترجم الى
Good.....at	جيد في
Talk.....about	يتحدث عن
Work.....as	يعمل ك
Ask.....about	يسأل عن / يستفسر عن

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

1- Alia found a **work** _____ a secretary in an insurance company.

(on, as , at, in)

2- We were asked to **translate** a list of sentences _____ Arabic.

(to, as, at, into)

3- The police **asked** me many detailed questions _____ the crime.

(to, for, about, into)

4- Ali always **talks** _____ his ex-wife

(into, on, as, about)

5- I can't **decide** _____ who to invite.

(on, into, about, to)

6- Would you like to **work** _____ a teacher in a big school?

(into, as, on, at)

7- We need to **decide** _____ a place to meet.

(as, at, on, about)

8- Can you **translate** this Arabic _____ English for me.

(into, as, on, at)

9- My sister is really **good** _____ drawing and painting.

(as, at, about, on)

10- The teacher **asked** us _____ our favorite books.

(as, on, at, about)

Derivation

تبدأ الرحلة الى عالم الاشتقاق.... لا شيء يصعب عليك... تعلم... كافح.... ابدل كل ما تملك... لتتجح

● ملاحظات عامة حو الاشتقاق

● اذا جاء الفراغ....

- اذا جاء الفراغ في بداية الجملة وينتهي الفراغ بفاصله فانه يحتاج لظرف ly
- اذا جاء الفراغ في بداية الجملة ومتبوع باسم فانه يحتاج لصفة
- اذا جاء الفراغ في بداية الجملة ومتبوع بفعل فانه يحتاج لاسم
- اذت جاء الفراغ في نهاية الجملة مسبوق باسم وفعل فان الفراغ يحتاج لظرف
- 1- افعال be الرئيسيه الغير متبوعه ب ing تتبعها صفة اذا سبقها اسم او ضمير
- 2- الكلمة التي تنتهي ب s في جمل الاشتقاق غالبا ما تكون اسم
- 3- اول واخر كلمة في الجملة غالبا ما تكون اسم
- 4- اذا خلت الكلمة من اية لاحقه من لواحق الاسم والصفة والفعل والظرف فهي غالبا ما تكون فعل
- 5- الصفة عندما يضاف لها ly تصبح ظرفاً والظرف عندما يحذف منه ly يصبح صفة
- 6- a , an, the قبل الفراغ والفراغ غير متبوع باسم... نشق اسم
- 7- a, an, the قبل الفراغ والفراغ متبوع باسم... نشق صفة
- الفرق بين الصفة والاسم للاحق ing
- 1- ما ينتهي ب ing / ed يكون قبل الاسماء... صفات interesting film / interested man
- 2- ما ينتهي ب ing قبل وبعد الافعال..... اسماء smoking is unhealthy . I hate smoking
- ادوات العطف and, or, as well as تعطف كلمتين من نفس الجنس اي ان ما يتبعها يكون من جنس ما سبقها مثلا
- اسم and اسم
- ((((((((((((((((((ترتيب جمل الاشتقاق)))))))))))))) فهم + حفظ
- قبل الاسماء صفات وبعد الصفات اسماء وبعد الاسماء والضمائر افعال وقبل الافعال اسماء وبعد الافعال ظروف وبعد الظروف صفات وقبل الصفات ظروف

Noun – Verb – Adverb – Adjective – Noun

Great things never come
from comfort zones.

الأشياء العظيمة لا تأتي من
مناطق الراحة.

Noun

Noun suffixes لواحق الاسم

ion, ment, ity, nce, ness,
ess, y, tude, ist, ure, age,
ship, ice, er, or, dom, ism,
ing

- يقع الاسم او يشتق بعد الادوات التالية
- 1 بعد الادوات a, an, the اذا لم يكن بعد الفراغ اسم
- 2 بعد اسماء الاشارة this, these, that, those
- 3 بعد s' وصفات الملكية my, his, her, our, your, its, their
- 4 بعد الصفات remarkable, beautiful, great, terrible, tall, big, الخ
- 5 قبل الافعال
- 6 بعد احرف الجر for, from. To, at, in, on, of
- 7 بعد محددات الكمية مثل any, many, much, little, few, a few, only, other, another, no, all,
- 8 بعد most / more بشرط ان لا يسبقها احدا افعال ال be وخاصة في بداية الجملة

- **The journey** was long and difficult.
- Scott lost his life in **that expedition**.
- We lost the goal of **our ambition**.
- Scott showed **great responsibility**.
- **Success takes** time.
- A latter full of **sadness**

adjective

Adjective suffixes لواحق الصفة

ble, al, ive, ful, ic, ous,
ant, ent, ary, ory, an,
less, ect, ing, ed,

- مواقع الصفة:
- 1 قبل الاسماء
- 2 بعد وقبل افعال مثل get, become, look, feel, grow, find
- 3 بعد افعال be الرئيسية ليست مساعدة/ المقصود هنا لا يتبعها v ing
- 4 بعد مقويات الكلمات مثل so, very, too, quite
- 5 بعد the most
- 6 بعد الضروف التي تنتهي ب ly مثل definitely / extremely
- 7 بين as.....as
- 8 بعد be more بشرط ان تسبق باحد افعال ال be

- Mr Mahmoud had **terrible frostbite**.
- We are **getting weaker** and weaker.
- The **more rich** he became.
- The **more angry** he grew.
- You **look tired**.
- The weather was **too cold**.
- It was **the most difficult** task.
- Then he was **extremely exhausted**.
- She is **as strong as** a horse.
- Gold **is more expensive**



verb

Verb suffixes
لواحق الفعل

- مواقع الفعل!
- 1 بعد to- infinitive / to وبعد افعال ال / models وبعد افعال do did dose
- 2 بعد الفاعل, سواء كان اسم او ضمير مثل khalid..... He .. ibn basal

Fy, ise/ ize, ate,
ieve, en, ide

- The campaign aimed **to introduce**
- Did the **al-Khwarizmi leave** anything behind
- It **will change** the concepts of the society
- **Al-Khwarizmi introduce** algebra to Europe
- **He supported** the use of Hindu numerals

Adverb

Adverb
suffixes لواحق
الصفة (الحال)
ly

- يقع الظرف او الحال بعد الفعل واصل الضرف يتكون من صفة مضاف لها ly
- بعد الافعال
- قبل الصفات
- اول الجملة وقبل الفاصلة
- في نهاية الجملة بشرط ان يقع الفراغ بعد اسم او ضمير مسبق بفعل او بعد فعل

- She **wrote bitterly** in her diary
- They were **extremely exhausted**
- **Finally**, they reached the summit
- He **greeted the guests**.....(warm, warming, warmly)
- في المثال الاخير نلاحظ ان الفراغ في نهاية الجملة ومسبوق باسم لذلك نشق ضرف (حال)

قال سيدنا عمر ابن الخطاب :
" لو علم المؤمنون فضل الصلاة على النبي ﷺ
لما كفت ألسنتهم عنها كل حين "

Q- Dear student, read the following questions carefully and then choose the correct answer, or rewrite the answer appropriately.

1. It is amazing to watch **the** of a baby in the first year of life.
(develop , developer , developed , development)
2. I **am** confused . Could you give me **some** , please?
(advise , advice , advisedly , advisor)
3. Before an exam, you **must** everything you have learnt.
(revised , revising , revise , revision)
4. In hot weather our bodies are in danger **of**
(dehydrating , dehydrate , dehydrated , dehydration)
5. Don't talk to the driver. He **must**
(concentrate , concentrated , concentration , concentrating)
6. How quickly does **blood** round the body?
(circulate , circulation , circulating , circulated)
7. Have you had **any** of learning another language?
(to experience , experienced , experience)
8. **Is** one side of the brain **more** than the other?
(dominate , dominantly , dominant , dominance)
9. Whether or not you remember something that you have learnt **in the past** on the experience you had while you were learning it.
(depends , dependence , dependent , depended)
10. One of the most important things that we give children is a **good**
(educate , educated , education , educational)
11. If you work hard, I am sure you **will**
(succeed , successful , successfully , success)
12. Congratulations! Not many **people** such high marks.
(achievability , achieve , achievement , achievable)
13. My father works for **an** that helps to protect the environment.
(organize , organizing , organized , organization)
14. It is amazing to watch **the** of a baby in the first year of life.
(developed , develop , developer , development)
15. **gives** people the ability to resist infection temporarily and permanently.
(Immunize , immunized , Immunization , immune)
16. Trees absorb **carbon dioxide and** oxygen.

(producing , productive , production , produce)

17. Many people had to **be**after being exposed to the diseases.

(immunity , immune , immunisation , immunised)

18. Scientists **have****invented** a prosthetic hand with a sense of touch.

(success , successfully , successful , succeed)

19. How many cars does this **factory**every year?

(produce , production , productive , produced)

20. **The doctors****prevented** the spread of the virus.

(success , succeed , successful , successfully)

21. I'd like you **to**this document into English.

(translate , translation , translated , translator)

22. A lot of cancers can **be treated**

(successful , successfully , succeed , success)

23. The company is pleased with Ali's work and is happy to give **a**.....

(recommended , recommendation , recommend , recommendable)

24. Eating sensibly and taking regular exercise is a **fairly**method of losing weight.

(reliability , reliable , reliably , reliance)

25. We should **priorities**in already existing cities, rather than creating new ones.

(sustainability , sustained , sustain , sustainable)

26. There are many ways to keep our **children**.....**engaged** when stuck at home.

(academically , academy , academic , academies)

27. I think the rich industrial **nations**the global economy.

(domination , dominance , dominate , dominant)

28. Experienced Jordanian doctors can **easily**human bodies using ultrasound devices.

(scan , scanned , scannable , scanner)

29. Which of these is **an** - TV or gravity?

(invent , inventively , invented , invention)

30. **I'd**you to think deeply before quitting your job.

(advising , advisable , advise , adviser)

31. The successful people in this life seem to be the ones who **are**to change.

(adapt , adaptation , adaptable , adaptability)

32. Anyone with heart, **lungs or blood**problems should ask for medical advice before flying.

(circulate , circulation , circulated , circulates)

33. The.....of the new aircraft will start next year.

- (production , productive , productional , productively)
34. Scientists around the world are working **to**a remedy for cancer.
(discovery , discoverable , discoverer , discover)
35. Ahmad **is** a**journalist**, he has worked for many journals.
(qualify , qualifying , qualified , qualification)
36. Suha studies hard. I am sure she **will**.....
(success , successful , successfully , succeed)
37. **Our country's field**fine crops.
(produce , production , productive , producing)
38. **The students** **completed** their science project.
(success , succeed , successful , successfully)
39. Fadi has now learned English well enough that he can perform interviews without **an**.....
(interpret , interpreted , interpretable , interpreter)
40. Is the employee going **to**the rest of the report?
(translate , translation , translated , translator)

Dear student, do not look at the following answers until you answer the questions above yourself.

- الاسم (1-D / 2-D / 4-D / 7-C / 10-C / 13-D / 14-D / 15-C / 16-C / 22-D / 23-B / 33-A / 39-D)
- الصفة (8-C / 17-D / 24-B / 28-C / 29-C / 35-B)
- الفعل (3-C / 5-A / 6-A / 9-A / 11-4 / 12-B / 18-A / 19-A / 20-A / 21-A / 26-D / 27-C / 30-C / 34-D / 36-A / 37-A / 38-A / 40-A)
- الظرف 25-A

الإنسان الفاضل لا يقهر



الفرق بين المثقف والجاهل أن الحكيم منهما يعرف أن الفضيلة لا تُقهر. فلا يمكن أن ينخدع الإنسان الفاضل ويُستفز بظاهر الأمور.

ويحترم المثقفون العلاقة التي تربطنا بالخالق، ومن ثم يواسون أنفسهم بقولهم إنهم مواطنون عاطفيون وواعون ذاتياً في هذا الكون. ويدركون أن الحياة الحكيمة، التي تؤدي إلى السكينة، تأتي من التوافق مع الطبيعة والعقل.

الأفعال المنتظمة والشاذة

أولاً ، الأفعال المنتظمة ((القياسية)) Regular verbs

هي أفعال تضاف لها ((d أو ed أو ied)) عند تحويلها إلى صيغة الماضي ويتم ذلك بالقواعد أو الشروط الآتية

1. نضيف d أو ed للأفعال التي يراد تحويلها من المضارع إلى الماضي وحيث أن هذه الأفعال يكون فيها اسم المفعول نفسه التصريف الثاني أي الماضي ، وفي هذه الأفعال إذا كانت الكلمة منتهية بحرف e فنقوم بأضافة حرف d فقط مثل فتح

المعنى The meaning	المضارع Present	الماضي Past	اسم المفعول Past participle
يفتح	Open	Opened	Opened
يغلق	Close	Closed	Closed
يضيف	Add	Added	Added
يمشي	Walk	Walked	Walked
ينظر	Look	Looked	Looked
يقفل	Lock	Locked	Locked
يستخدم	Use	Used	Used
يقبل	Accept	Accepted	Accepted
يصل	Arrive	Arrived	Arrived
يلعب	Play	Played	Played
يتمتع	Enjoy	Enjoyed	enjoyed
يعيش	Live	Lived	Lived

2. نضيف ied عندما تكون الكلمة منتهية بحرف y وقبله حرف ساكن وفي هذه الحالة نقوم بحذف حرف y ونضيف ied مثل درس

المعنى The meaning	المضارع Present	الماضي Past	اسم المفعول past participle
يدرس	Study	Studied	Studied
ينسخ	Copy	Copied	Copied

3. عندما تكون الكلمة ذات مقطع صوتي واحد نقوم بتكرار الحرف الأخير ونضيف ed مثل توقف

المعنى The meaning	المضارع Present	الماضي Past	اسم المفعول Past participle
يتوقف	Stop	Stopped	Stopped

تأدياً ، الأفعال الخاطئة Irregular verbs

سميت بالأفعال الخاطئة لأنها أفعال لا تضاف لها ed وإنما تتغير تغير مختلف وهذه الأفعال يجب أن تحفظ حفظ لأنها ليست لها قاعدة خاصة .

	المعنى the meaning	المضارع Present	الماضي Past	اسم المفعول Past participle
1	يكون	Be	was / were	been
2	يضرب	Beat	Beat	beaten
3	يصبح	become	Became	become
4	يبدأ	Begin	Began	Begun
5	إنظر	Behold	Beheld	Beheld
6	يرهن	Bet	Bet	Bet
7	يربط	Bend	Bent	Bent
8	يعض	Bite	Bit	Bitten
9	ينزف	Bleed	Bled	Bled
10	ينفخ	Blow	Blew	Blown
11	يجلب	Bring	Brought	Brought
12	يحرق	Burn	Burnt	Burnt
13	يبني	Build	Built	Built
14	يشترى	Buy	Bought	Bought
15	يمسك	Catch	Caught	Caught
16	يختار	Choose	Chose	Chosen
17	يأتي	Come	Came	Come
18	قص	Cut	Cut	Cut
19	يستطيع	Can	Could	Been able
20	يعمل	Do	Did	Done
21	يقود	Drive	Drove	Driven
22	يشرب	Drink	Drank	Drunk
23	يأكل	Eat	Ate	Eaten
24	يطير	Fly	Flew	Flown
25	يسقط	Fall	Fell	Fallen
26	يشعر	Feel	Felt	Felt
27	يبحث	Find	Found	Found
28	يقتل	Fight	Fought	Fought
29	ينسى	Forget	Forgot	Forgotten
30	يذهب	Go	Went	Gone
31	يعطي	Give	Gave	Given
32	يحصل	Get	Got	Got
33	يملك	Have , Has	Had	Had
34	يسمع	Hear	Heard	Heard
35	يضرب	Hit	Hit	Hit
36	يعرف	Know	Knew	Known
37	يعيش	Keep	Kept	Kept

38	يتعلم	Learn	Learnt	Learnt
39	يفقد	Lose	Lost	Lost
40	يغادر	Leave	Left	Left
41	يصنع	Make	Made	Made
42	يقابل	Meet	Met	Met
43	يشترى	Pay	Paid	Paid
44	يركب	Ride	Rode	Riden
45	يجري	Run	Ran	Run
46	يرسل	Send	Sent	Sent
47	يبيع	Sell	Sold	Sold
48	يقول	Say	Said	Said
49	يعني	Sing	Sang	Sung
50	يجلس	Sit	Sat	Sat
51	يتكلم	Speak	Spoke	Spoken
52	ياخذ	Take	Toke	Taken
53	يعتقد , يفكر	Think	Thought	Thought
54	يخبر	Tell	Told	Told
55	يفهم	Understand	Understood	Understood
56	يصحو	Wake	Woke	Woken
57	يكتب	Write	Wrote	Written
58	يفوز	Win	Won	Won

4. وهناك بعض من الأفعال لا تتغير عند استعمالها بالماضي أو المضارع وإنما تبقى كما هي مثل (تفكر)

المعنى	المضارع	الماضي	اسم المفعول
The meaning	Present	Past	Past participle
يقص	Cut	Cut	Cut
يغلق	Shut	Shut	Shut
يضع	But	But	But
يضرب	Hit	Hit	Hit
يقرا	Read /ri:d/	Read /red/	Read /red/ *

ملاحظة: كلمة Read يختلف نطقها في المصدر عن التصريف الثاني والثالث حيث يكون نطقها في التصريف الأول /ri:d/ وتنتطق في التصريف الثاني والثالث /red/ .

ويوجد العديد من الأفعال الشاذة الأخرى ولاكن تعتبر هذه الأفعال شاذة الاستخدام.

STOP
KILLING
توقف عن قتل
الوقت
TIME

اسماء الطلبة المتفوقين من الاجيال السابقة في مادة اللغة الانجليزية

الرقم	اسم الطالب او الطالبة	الرقم	اسم الطالب او الطالبة
1	حسن جلال المجاغة	34	عرين حسن ابو صيام
2	مجدولين احمد الديات	35	هبة محمد جاد الله
3	مجد مخلد الشطي	36	اماني عايد الشطي
4	فرح ضيف الله المشاهرة	37	خليل عبد الله ابو صليح
5	براءة حسن الشطي		
6	هنادي غالب الشرايعة		
7	ثراء محمد الجبور		
8	طه محمد الديات		
9	صالحة اسماعيل الطعيمات		
10	نصرة اسماعيل الطعيمات		
11	فاطمة محمد الشطي		
12	دينا موفق اليونس		
13	تسنيم محمد الشطي		
14	ايات فتحي المناصير		
15	نغم زياد بني هاني		
16	ايمان محمد الشطي		
17	رنا عادل الشطي		
18	صفاء يعقوب ابو شنين		
19	عمار خيرى خويلدي		
20	رحاب محمد عنيزات		
21	سلطان صيتان النعيمات		
22	سوار علي الصلاحات		
23	عبد الرزاق ناصر ابو صلاح		
24	دانية عيد الشطي		
25	وجدان محمد ابو الزاغ		
26	لجين شريف الديات		
27	رضا محمد سليمان		
28	عرين عايد الشطي		
29	محمد فوزي الغراغير		
30	اية ايمن العارضة		
31	قيصر ابراهيم الشطي		
32	نور بسام العزام		
33	عبد الرحمن عادل الغراغير		

☺ تم بحمد الله

مع تمنياتي لي ولكم بالتوفيق والنجاح

تم تثبيت التحديث الاخير في عام 2024 ولا تنسواوني من صالح دعائكم. ➔ T. Ahmad E. Alshatti لا



انت الذي تقرا كلماتي... لا اعلم في اي بقعة ارضك... لكن اعلم ان الله خلق مع العسر يسرا... ومع الحزن فرحا... ومع الالم حياة انهض اليوم هذه رساله لقلبك الجميل... ابدأ من جديد واستعن بالله وافرح وكانك تملك الكون بما فيه... فالله عند ظنك به... فافراحك قادمه... ابتهج " قل لاحلامك المستحيلة.

وكان الله على كل شيء مقتدرا... وقل لامنياتك التي طال انتظارها... يات بها الله ان الله لطيف خبير" ... واذا ضاعت فرصه واحترق قلبك عليها... اطفئ لهيبها بهذه الآيه " عسى ربنا ان يبدلنا خيرا منها" صدق الله العظيم. مع تمنياتي للجميع بالتوفيق والنجاح احبتي. للتواصل معي لاي غرض كان بامكانكم التواصل من خلال جميع الحسابات التي تم ذكرها في غلاف الدوسية...

أ. احمد عيد الشطي

English
Language

