

Reading

Q 1- Read the text then answer the question below (marks)

Have you ever worked for nothing? I don't mean doing the dishes or studying. I mean, doing things you don't have to do without getting paid. If you have, you're not the only one. Volunteer work is more popular today than it's ever been before. A lot of people do it. In the US, about 65 million citizens, that's over 25 percent of the population, do billions of hours of volunteer work every year: an average of about three hours per person per week. But why do people do it? Why do they work for free?

One reason is because they really care about something and want to work for an association that supports it. It could be any organization. For example, many volunteer work with organizations to protect the environment. They spend their weekends planting trees, they organize talks to raise awareness about saving endangered animals or they set up websites for groups that encourage people to use bikes not cars.

Another reason people do unpaid work is to help others. They volunteer to make their communities better: they spend time with sick children in hospitals; they serve meals to the homeless; or they water the plants in neighborhood gardens. Volunteers also help people overseas.

1. How many citizens in the US participate in volunteer work each year?
2. What is the average amount of time people spend volunteering per week?
3. What is the main question the paragraph asks about volunteer work?
4. Why do some people work for organization's voluntarily?
5. What are examples of activities done by volunteers to protect the environment?
6. What motivates people to help others in their communities?
7. What does the underlined pronoun it refer to?
8. Find out a word which means "out of the country".
9. From the text, give one example of the following:-
 - a. Noun: _____
 - b. Verb (Present Perfect): _____
 - c. Pronoun (subject): _____

d. Adjective: _____

e. Phrasal Verb: _____

Q2-

Vocabulary (marks)

A) Complete the statements using the words in the box:-.

(full time - part time - take care of - boss - earn - pay)

1. I've got a _____ job in a restaurant at the weekends.

2. My _____ is a really nice woman.

3. She really _____ the staff.

4. The problem is the _____ is terrible.

5. I don't _____ enough money working part-time.

6. I need a _____ job.

B) Put the words from the box in the correct column.

(agriculture - building site - department store - education - finance - fisherman - health care - manufacturing - miner - nurse)

industries	workplace	professions	sectors

C) Match sentences 1- 6 with jobs a-f.

1. () I help people to choose books to read.

2. () I do operations in a hospital.

3. () I write articles for a newspaper.

4. () I help guests when they arrive at the hotel.

5. () I wash and cut people's hair.

6. () I drive an ambulance and try to save people's lives.

a. journalist

- b. paramedic
- c. receptionist
- d. hairdresser
- e. librarian
- f. surgeon

Q3 -

Grammar

A) Choose the correct answer.

1. I _____ my dinner.

- A) finished B) have already finished C) had already finished

2. She _____ that movie yesterday.

- A) has seen B) saw C) sees

3. We _____ in this house since 2010.

- A) lived B) have lived C) live

4. They _____ to the concert last night.

- A) have gone B) go C) went

5. He _____ his homework.

- A) has just finished B) just finished C) had just finished

6. I _____ in Paris two years ago.

- A) was B) have been C) am

7. She _____ sushi before.

- A) never tried B) tried never C) has never tried

8. They _____ at the airport last night.

- A) have arrived B) arrived C) arrive

9. We _____ that book several times.

- A) read B) have already read C) had read

10. He _____ his leg two weeks ago.

A) broke

B) has broken

C) breaks

11. I _____ her since last summer.

A) haven't seen

B) didn't see

C) don't see

12. The movie _____ at 8 PM yesterday.

A) started

B) has started

C) starts

13. They _____ in New York all their lives.

A) live

B) lived

C) have lived

14. I _____ the project last week.

A) finished

B) have finished

C) finish

15. She _____ her assignment.

A) already completed

B) has already completed

C) completed already

Q4

Writing

Write a formal application email to the following job advert.

Full-time secretary

Required for a big company in Amman

Experience preferred

Excellent English skills

Comfortable work conditions and good pay

Apply to Mr. Ahmad Ali at officialHR@gmail.com

📖 Reading – Q1: Answer the questions

1. How many citizens in the US participate in volunteer work each year?
☞ About 65 million citizens.
2. What is the average amount of time people spend volunteering per week?
☞ Around three hours per person per week.
3. What is the main question the paragraph asks about volunteer work?
☞ "Why do people do it? Why do they work for free?"
4. Why do some people work for organizations voluntarily?
☞ Because they care about something and want to support a cause or organization.
5. What are examples of activities done by volunteers to protect the environment?
☞ Planting trees 🌳, organizing talks 🗣️, setting up websites 🌐.
6. What motivates people to help others in their communities?
☞ They want to make their communities better by helping sick children, serving meals, watering gardens, etc.
7. What does the underlined pronoun "it" refer to?
☞ Refers to "something they really care about", like a cause or issue.
8. Find out a word which means "out of the country".
☞ Overseas 🌍.
9. From the text, give one example of the following:
 - a. Noun: *organization*
 - b. Verb (Present Perfect): *have worked*
 - c. Pronoun (subject): *they*
 - d. Adjective: *popular*
 - e. Phrasal Verb: *set up*

📖 Vocabulary – Q2

A) Complete the sentences:

1. I've got a part-time job in a restaurant at the weekends.
2. My boss is a really nice woman.
3. She really takes care of the staff.
4. The problem is the pay is terrible.
5. I don't earn enough money working part-time.
6. I need a full-time job.

B) Categories:

Industries	Workplace	Professions	Sectors
agriculture	building site	nurse	education
manufacturing	department store	miner	finance
health care		fisherman	health care

C) Match sentences with jobs:

1. (e) I help people to choose books to read. → Librarian
2. (f) I do operations in a hospital. → Surgeon
3. (a) I write articles for a newspaper. → Journalist
4. (c) I help guests when they arrive at the hotel. → Receptionist
5. (d) I wash and cut people's hair. → Hairdresser
6. (b) I drive an ambulance and try to save people's lives. → Paramedic

Grammar – Q3

Choose the correct answer:

1. B – have already finished
2. B – saw
3. B – have lived
4. C – went
5. A – has just finished
6. A – was
7. C – has never tried
8. B – arrived
9. B – have already read
10. A – broke
11. A – haven't seen
12. A – started
13. C – have lived
14. A – finished
15. B – has already completed

Writing – Q4: Application Email

text

نسخة تحرير

Subject: Application for Full-Time Secretary Position

Dear Mr. Ahmad Ali,

I am writing to apply for the full-time secretary position at your respected company in Amman. I have experience in administrative tasks and office management, and I am confident that my skills would be a valuable addition to your team.

I have excellent English communication skills and I am proficient in using Microsoft Office and other office software. I am organized, detail-oriented, and always committed to providing high-quality support in any workplace.

I would be grateful for the opportunity to discuss my application in more detail. Please find my resume attached.

Thank you for considering my application.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]