

Level 4

Level 4

Shiekh Al-Shuhada'a
Omar Al Mukhtar School

English Department

12th Grade

Unit (10)

Career Choices

TEACHER : HANA MUSTAFA



My job as an interpreter

P 72

وظيفتي كمتترجمة

regional (adj.) إقليمي	Relating to a particular region or area . region (n.) إقليم	له علاقة بمنطقة أو إقليم محدد
rewarding (adj.) عمل مجز	giving personal satisfaction reward (n.) جزاء reward (v.) يجزي	إعطاء رضاً شخصياً
headphones (n.) سماعتين للأذنين	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.. جهاز أو أداة تقوم بوضعها في الأذنين لسماع الراديو، الموسيقى، إلخ.. بخصوصية	
Interpreter (n.) مترجم فوري	someone who translates spoken words from one language into another interpret (v.) يترجم interpretation (n.) ترجمة	شخص يقوم بترجمة كلمات محكية من لغة إلى أخرى .
seminar (n.) ندوة	a class on a particular subject, usually given as a form of training درس / حصة لمادة أو موضوع ما، عادةً يعطى كنوع من التدريب .	
secure (adj.) مطمئن	safe ; free from danger secure (v) يومن / يحمي security (n) حماية / أمان	آمن، خال من الخطورة
fond of مغرم بـ	having an affection or liking for someone or something متأثر أو معجب بشخص أو شيء	

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.

اسمي فاطمة موسى، وقد عملت كمتترجمة فورية لمدة خمسة أعوام. قام العديد من الطلاب بإرسال الإيميلات لي للسؤال عن عملي لأنهم أرادوا أن يعرفوا كيف هو الوضع (الحال) عند القيام بعملي. فكان ردي كالآتي.

My / I / me : أينما وردت في النص في النص Fatima Musa.

They : refers to Many students

it : refers to the first trip

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. Therefore, I decided on a career as an interpreter.

لطالما كنت مغرمة باللغات. والدي عمل في العديد من من مختلف الدول عندما كنت صغيرة السن، وكنا عادة نساfer مع. عندما كنا نزرور بلدأ، كنت أرغب بتعلم لغتي. عندما كنت بالمدرسة كنت جيدة بالإنجليزية، لذلك قررت أن أعمل كمتترجمة فورية.

him : refers to **Fatima Musa's father**.

we : refers to **Fatima and her family**.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what **they** 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 تتضمن الذهاب لمؤتمرات وندوات مهمه حول العالم. عندما يتحدث شخص ما بالإنجليزية في مؤتمر، فأني استمع لما يقوله هذا المتحدث عن طريق سماعات الأذن، ومن ثم أترجم إلى العربية في الوقت الذي يتحدث فيه المتحدث، حيث أعطي الترجمة من خلال سماعات الأذن لأناس آخرين متواجدين في المؤتمر، وهذا يعني أن أي شخص في المكان يتحدث العربية يستطيع فهم ما يقوله الناس.

they : refers to **people (persons) who speak English at a conference**.

who : refers to **anyone**

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

هل هي وظيفة سهلة؟ إطلاقاً. اللغة الإنجليزية ليست نفسها في كل الدول الناطقة بها. على سبيل المثال، الكلمات المستخدمة في الهند تختلف أحياناً عن الكلمات المستخدمة في كل من المملكة المتحدة والولايات المتحدة الأمريكية أو أستراليا. وبالإضافة إلى معرفة الإنجليزية المحلية فإنك بحاجة إلى معرفة الإنجليزية المتخصصة، فبعض الكلمات المستخدمة للحديث عن الأعمال والعلوم والقانون – على سبيل المثال – تجعلها لغة مختلفة تقريباً.

it : refers to **language**

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

ما لم تكن حاصلًا على درجة أكاديمية في اللغة فلن تستطع العمل كمترجم فوري، وإذا كنت تحمل مؤهل دراسات عليا فإن ذلك سيجعل - من المحتمل - حصولك على وظيفة مترجم فوري بشكل أسرع. وإذا كان عندك مقابلة لوظيفة مترجم، فإن عليك إظهار أن عندك مهارات استماع وصوت واضح بالحديث، كما عليك أن تظهر أنك تفكر بسرعة وأنت تستطيع التركيز لفترات طويلة من الزمن. وإذا كنت ناجحاً، فإنها وظيفة آمنة ومجزية، ومن المحتمل أن تكون بحاجة إلى السفر كثيراً، إلا أن هذا الأمر ليس بمشكلة في حال أنك تستمتع بزيارة الدول الأخرى.

you : refers to the reader
It : refers to the job

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.

إنه عمل مسؤول ، حيث أدرك أن في حال الترجمة بشكل سيء فإن هذا سيؤثر على قانون هام أو اتفاقية تجارية بين الدول، وعلى أية حال، فإنك ستشعر برضى كبير عندما تدرك أن الناس يفهمون كل شيء تقوم بترجمته .

It : refers to the job
it : refers to translating things badly

Questions

1. At international conferences, how do people from different countries understand each other?
في المؤتمرات الدولية ، كيف يفهم الناس من الدول المختلفة بعضهم ؟

2. Read the talk again and complete the sentences.

اقرأ الحديث مرة أخرى ثم أكمل الجمل :

1 Fatima Musa's job involves going to

عمل فاطمة موسى يشمل الذهاب إلى

2 As well as knowing regional English, you also need to know

بالإضافة إلى معرفتك بالإنجليزية المحلية، عليك معرفة

3 Unless you have a language degree, you will not

ما لم تكن حاصلًا على درجة أكاديمية ، لن

4 Provided that you have a postgraduate qualification, you will probably get

إذا كنت حاصلًا على درجة عليا ، فمن المحتمل حصولك

5 You will probably need to travel a lot, but that is not a problem as long as

قد تكون بحاجة إلى السفر كثيراً ، لكن ذلك لن يكون مشكلة في حال ...

3. Do you think you have the necessary qualifications to be an interpreter? Would you like to be an interpreter? Why/Why not?

هل تعتقد أنك تمتلك المؤهلات الضرورية لتكون مترجماً فورياً؟ هل تريد أن تصبح مترجماً فورياً؟ لم؟ لم لا؟

.....
.....
.....

4. How would the bad translation affect understanding things?

كيف يمكن أن تؤثر الترجمة السيئة على فهم الأشياء؟

5. Quote the sentence which shows the interpreter's name and her practical experience.

اقتبس الجملة التي تبين اسم المترجمة الفورية وخبرتها العملية.

6. Mention three factors which help Fatima Musa to be an interpreter.

اذكر ثلاثة عوامل ساعدت فاطمة موسى لتصبح مترجمة فورية.

7. Write down two kinds of events mentioned in the passage.

اذكر نوعين من الفعاليات وردت في النص.

8. Name two languages mentioned in the text.

سم لغتين وردوا في النص .

9. Which device is used by the interpreter while translation?

ما هو الجهاز الذي يستخدمه المترجم الفوري خلال الترجمة؟

10. Why is interpretation a difficult and challenging job?

لم هي وظيفة المترجم الفوري صعبة وفيها تحدي؟

11. Write down the sentence which indicates that specialist words almost make English another language.

اكتب الجملة الدالة على أن الكلمات المتخصصة تجعل من الانجليزية لغة أخرى تقريباً .

12. What is the advantage of having a postgraduate qualification as an interpreter?

ما هي إيجابية حصولك على شهادة في الدراسات العليا كمترجم فوري؟

13. What skills do you need to show in the meeting for a job as an interpreter?

ما المهارات التي تحتاج أن تظهرها في مقابلتك للعمل كمترجم فوري؟

14. The foreign speakers at the conferences should have many skills while speaking, these skills help the interpreters to translate these speakers statements correctly. Suggest three of these skills .

يجب أن يكون للمتحدثين الأجانب في المؤتمرات مهارات عدة خلال حديثهم، هذه المهارات تساعد المترجمين الفوريين على الترجمة بشكل صحيح. اقترح ثلاث من هذه المهارات.

15. When does an interpreter get highly satisfied?

متى يكون المترجم الفوري راضٍ بشكل كبير؟

Research box



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

Answers

1. At international conferences, people from different countries talk to each other through interpreters, who listen to what is said through headphones and then translate it into the listener's native language.
2. 1 important conferences and seminars around the world.
 - 2 a lot of specialist language.
 - 3 be able to become an interpreter.
 - 4 a job as an interpreter quite quickly.
 - 5 you enjoy visiting other countries.
3. **Suggested answer** : Yes, I'd like to be an interpreter one day because it is a challenging job and by working as an interpreter I will have the chance to learn more about other languages and their skills.
4. If you translate things badly, it could affect an important law or trade agreement between countries.
5. My name is Fatima Musa and I have worked as an interpreter for five years.
6.
 - She has always been fond of languages.
 - When she visited a country with her father, she wanted to learn the language.
 - At school, she was good at English.
7. conferences and seminars
8. English and Arabic
9. headphones
10. Because English is not the same in all English-speaking countries. Also, you need to know a lot of specialist language as well as regional language.
11. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!
12. If you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly.
13. You will need to show that you have 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.
14. There are many skills that an interpreter should have such as: having a clear and a good voice, using the formal language and to think quickly to translate.
15. The interpreter gets a huge feeling of satisfaction when he knows that people understand everything that he translates.

Research box : The six official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. They are the mother tongue or second language of 2.8 billion people, nearly half the world's population.

Adaptable (adj) قابل للتكيف	able to adapt to new conditions or situations أن تكون قابلاً للتكيف مع الظروف الجديدة adapt (v) يتكيف adaptation (n) التكيف
attribute (n) خصال	a quality or feature that is considered to be good or useful (in a person) هي صفة أو خاصية تعتبر جيدة أو مفيدة (في شخص ما) attribute (v) خاصية attribution (n) صفة منسوبة
competent (adj) كفؤ	having enough skill or knowledge to do something to a satisfactory standards أن تمتلك المهارة أو المعرفة الكافية لعمل شيء لمستوى مرضي competence (n) جدارة
conscientious (adj) واعي ومدرك	showing a lot of care and attention (to a task) إظهار الكثير من الاهتمام والانتباه (لمهمة ما) conscience (n) إدراك
curriculum vitae (n) سيرة ذاتية	a short, written description of a person's qualifications, skills and work experience that they send to potential employers هو وصف قصير يتم كتابته عن مؤهلات الشخص ومهاراته وخبرته في العمل التي يتم إرسالها إلى صاحب العمل المحتمل.
enclosed (adj) مرفق	Placed in an envelope with a letter. يوضع في المغلف مع رسالة . enclose (v) يرفق
enthusiastic (adj) متحمس	showing a lot of interest and excitement about something إظهار الكثير من الاهتمام والإثارة عن شيء ما Enthusiasm (n) حماس
keen (adj) شديد الاهتمام	having or showing eagerness or interest (in something) إظهار الكثير من الاهتمام و الحماس (لشيء ما)
Reference (n) مرجع	a person who provides information about your character and abilities شخص يقوم بتزويد المعلومات عن شخصيتك وقدراتك
Voluntary (adj) تطوعي	done or given by choice يتم عمله أو إعطاؤه بشكل تطوعي (اختياري) volunteer (n / v) متطوع / يتطوع
work experience (n) خبرة العمل	a period of time that someone spends working in a particular place هي الفترة الزمنية التي يقضيها أحد ما في العمل في مكان محدد .

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

Contact details Name Personal attributes
Qualifications and training Reference
Skills and achievements Work experience

I Dear Sir/Madam,

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

أعزائي السادة...

أرغب في التقدم لوظيفة باحث في شركتكم الدوائية، وكما يُرى في السيرة الذاتية المرفقة فإنني أحمل درجة في الكيمياء، وعلاوة على ذلك، فقد عملت كصيدلاني مساعد في صيدلية، لذا فإنني أعرف الكثير عن هذه الصناعة.

I : refers to **Tareq Hakim**

your : refers to **the employer (Sir/Madam)**

I also have a qualification in Journalism and have worked previously for a scientific journal. I have excellent research skills. In my spare time, I help elderly people, and I can see the difference that medicines can make to **their** lives. I am very keen to join a company that can really help people.

كما أحمل مؤهلاً في الصحافة، وعملت سابقاً لدى مجلة علمية، كما أن لدي مهارات ممتازة في البحث. وفي وقت فراغي أقوم بمساعدة كبار السن، كما أنني أستطيع أن أرى الفروقات التي تصنعها الأدوية لحياتهم، لذا فإنني مهتم بشدة للانضمام لشركة تساعد الناس بشكل حقيقي.

their : refers to **elderly people**

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

Yours faithfully,

Tareq Hakim

أتطلع بشوق لسماع الرد من حضرتكم بما يتعلق بالمرحلة الثانية من الطلب.

المخلص لكم

طارق حكيم

you : refers to **the employer (Sir/Madam)**

- | | | |
|---|-------------|---|
| 1 | Name | Tareq Hakim |
| 2 | | 5 North Street, Ajloun |
| 3 | | 2009–2012: shop assistant at a chemist's
2012–2014: reporter for <i>Medicine Today</i>
2014–now: editor at a scientific journal |
| 4 | | Degree in Chemistry (graduated 2008); Certificate in Journalism (2011) |
| 5 | | Captain of school basketball team; Voluntary work for a charity that helps elderly people |
| 6 | | I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals. |
| 7 | | Osama Hayek, Chemistry teacher at my secondary school. |

Questions

1. Quote the sentence which shows the purpose of this letter.

اقتبس الجملة التي تبين الهدف من هذه الرسالة.

2. Quote the sentence which indicates the job which the applicant is applying for.

اقتبس الجملة الدالة على الوظيفة التي يتقدم لها .

3. Write down two qualities that Tareq has to work in pharmaceutical company.

اكتب اثنتين من المؤهلات التي يمتلكها طارق للعمل في شركة الأدوية.

4. Replace the underlined word “**chemist’s**” with an American equivalent.

5. What qualification that Tareq have that makes him have excellent research skills?

ما هو المؤهل الذي جعل طارق يمتلك مهارات ممتازة في البحث؟

6. Write the sentence which indicates that Tareq cares about old people.

اكتب الجملة التي تدل على اهتمام طارق بكبار السن.

Answers

- | | | | |
|----------------------------|------------------------|--------------------|--------------------------------|
| 1. Name | 2. Contact details | 3. Work experience | 4. Qualifications and training |
| 5. Skills and achievements | 6. Personal attributes | 7. References | |

1. I would like to apply for the position of researcher at your pharmaceutical company

2. I would like to apply for the position of researcher at your pharmaceutical company

3. a. He has a degree in Chemistry b. He has worked as a shop assistant at a chemist’s

4. drugstore

5. He has a qualification in Journalism and has worked previously for a scientific journal

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

2 Dear Mr Rahhal,

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

عزيزي السيد رحال،

إنني مهتم جداً بوظيفة باحث في شركة الدواء التابعة لكم. سترون في السيرة الذاتية المرفقة أنني قد عملت في مجال المبيعات لدى شركة دواء كبيرة لعدة أعوام. لقد كنت ناجحاً جداً في هذه الوظيفة، وحصلت على لقب رجل المبيعات لعام 2013 م.

I : refers to Hisham Khatib

your / you : refers to the employer (Mr Rahhal)

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

أرغب الآن بخوض تحدٍّ جديد، كما وأجد نفسي مهتماً بمجال البحث. أنا أحمل درجة في الفيزياء.

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

كما أنني موظف كفؤ ومتأقلم ، وأعتقد بأنني قادر على أن أكون ناجحاً في أية وظيفة.

I like reading and camping. I also like travelling.

أحب القراءة والتخييم، وأحب السفر أيضاً.

References are available on request.

يتم إظهار المعرفين حسب الطلب

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

أتطلع بشوق لسماع الرد من حضرتكم

المخلص لكم

you : refers to the employer (Mr Rahhal)

1 Name	Hisham Khatib
2	22 East Way, Irbid
3	2010–now: Sales Representative for a large pharmaceutical company
4	Degree in Physics (graduated 2009)
5	I won Salesperson of the Year Award in 2013 CE.
6	I am a very competent worker. I am also adaptable.
7	Samira Rahhal, the director in my current job

Questions

1. Who is the sender of the letter?

من هو مرسل الرسالة؟

2. What is the aim of this letter?

ما هو الهدف من هذه الرسالة؟

3. Hisham has a previous experience of working in this industry. Explain .

لدى هشام خبرة مسبقة في العمل في هذه الصناعة. وضح

4. Mention two of Hisham's hobbies.

اذكر اثنين من هوايات هشام.

5. Write down the sentence which indicates that Hisham is self-confident in his job.

اكتب الجملة التي تدل على أن هشام يعتمد على نفسه في عمله.

6. Who is the recipient of this letter?

من هو مستقبل هذه الرسالة؟

7. Replace the word "salesperson" with a gender-specific word.

استبدل الكلمة **salesperson** بكلمة مخصصة .

Answers

- | | | | |
|----------------------------|------------------------|--------------------|--------------------------------|
| 1. Name | 2. Contact details | 3. Work experience | 4. Qualifications and training |
| 5. Skills and achievements | 6. Personal attributes | 7. References | |

- Hisham Khatib
- To apply for the position of researcher at a pharmaceutical company.
- He has worked in sales for a large pharmaceutical company for many years.
- He likes reading and camping. He also likes travelling.
- I am a competent and adaptable worker and I believe that I can be successful in any position.
- Mr Rahhal
- Salesman



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

Maya Angelou (1928 CE–2014 CE)



لقد تعلمت أن كسب العيش لا يعني حياة تستحق العيش.

Making a life is creating a way of living that you want. You do the work in order to be able to have that, but it also depends on your friends and family, and how you decide to behave. So, 'making a life' is not totally dependent on the money you earn.

Writing skills: Using linking words

Linking words showing cause
explain the reason for something.

*We couldn't go to the stadium
because / as / since there weren't
any tickets left.*

*As / Since / Because I was tired, I
went to bed.*

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

Linking words showing result
explain the consequences of an
action.

*We were caught in traffic, therefore /
so we missed the start of the play.*

*She worked hard; as a result, /
because of that, / consequently, she
did very well in her exams.*

Stepping into the business world AB. 51 السعي قدما في عالم الأعمال

ambitious (adj) طموح	having a strong desire for success or achievement أن يكون لديك رغبة شديدة في النجاح
full-time (adj) دوام كلي (بوظيفة)	happening or working for the whole of the working week, and not only part of it العمل طوال الأسبوع وليس جزء منه.
intern (n) متمرن (متدرب)	someone who works for a short time in a particular job in order to gain job. شخص ما يعمل لمدة قصيرة في مجال محدد لأجل الحصول على الوظيفة intern (v) يتدرب internship (n) تدريب
surveyor (n) معاين (مساح)	a person whose job is to measure the conditions of a building or to record the details of an area of land. الشخص الذي يقوم بقياس حالة البناء أو الذي يقوم بتسجيل تفاصيل قطعة من الأرض. survey (v) / (n) يبحث / يعاين - بحث / معاينة

Business Studies is a popular choice for students **who** are choosing a degree course in the UK. After graduating, some go on for 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.

إنّ دراسات الأعمال خيار شائع للطلاب الذين يرغبون بالحصول على درجة أكاديمية في المملكة المتحدة، وبعد التخرج، بعضهم يواصل الدراسة، ولكن معظم يدخل في مجال الوظيفة. إن العديد من كبرى الشركات يقدمون برامج تدريبية للخريجين والتي تعد نوعاً من التمهين، وقد ذهبنا لمقابلة " ريكى مايلز " والبالغ من العمر 22 عاماً، وهو على وشك التخرج.

who : refers to **students**
them : refers to **students**
which : refers to **graduate training schemes**
who : refers to **Ricky Miles**

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.

كم الفترة المستغرقة في دراسات الأعمال يا ريكى؟

إن مجال (تخصص) يستغرق أربع سنين من الدراسة، بما فيها فترتان من الخبرة العملية، كل واحدة امتدت ستة شهور، ولكن لم تكونا بنفس العام.

you : refers to **Ricky**
it : refers to **course**
they : refers to **two periods of work experience**

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 to deal with conflict, and a course in Advertising. We all had to do IT, too, because computer skills are essential.

وما الذي درستَه بالضبط خلال الأربع سنوات؟

الكثير الكثير، الرياضيات بالطبع، المحاسبة، والتمويل والاقتصاد، وأيضاً التسويق والمبيعات، كما وقمت بأخذ دورة في الإدارة، والتي تتناول الحديث عن التوظيف وإدارة الموظفين، وكيفية التعامل مع الزراع، إضافة إلى أخذ دورة في الإعلان. يلزمنا جميعاً دراسة تكنولوجيا المعلومات؛ لأن مهارات الحاسوب أمر أساسي.

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. 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!**

وما الذي أمتعتك أكثر بخصوص الدرجة؟

خبرة العمل، قطعاً. تعلمت الكثير، في كلا المرتين، وبالطبع يبدو ذلك رائعاً في سيرتي الذاتية. إحدى الشركات عرضت علي عملاً مدفوع الأجر الصيف الماضي، ولذا حرصت على الحصول على المزيد من الخبرة بتلك الطريقة. كما إنني لم ألتق لأحصل على الكثير من المال لولا حصولي على ذلك العمل.

it : refers to the work experience

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.**

ما نوع تلك الشركة؟ وماذا كنت تعمل هناك؟

لقد كانت شركة تزود بالمنتجات المالية، المدخرات ورواتب التقاعد على الأغلب، حيث أراقب مختلف الناس، أشاهد ماذا يفعلون. ومن ثم أدقق لهم الكثير – كما تعلم، تدقيق حساباتهم. عندما رجعت في الصيف كنت في قسم المبيعات، حيث أن وظيفتي هي متابعة الاستفسارات عبر الإنترنت والتزويد بالمعلومات الإضافية للزبائن الممكنين. حيث كنت مستمتعاً بهذا العمل، وما كنت لأحظى بهذه الفرصة لو أنني لم أقم بالخبرة العملية تلك.

there : refers to the company

It : refers to the company

they / them / their : refers to different people

it: refers to the job

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.**

وما الذي تخطط لعمله بعد ذلك؟

لقد قمت بالتقديم لوظيفة في بنك، حيث أحمل المؤهلات المطلوبة، ولكنني أعلم أنه سيكون هنالك الكثير من المتقدمين الآخرين، وكل ما علي فعله هو الانتظار لتحديد فيما إذا كنت سأحظى بمقابلة، فإن حصل ذلك، فسأستعد لها بكل عناية.

Questions

1 What is the name of Ricky's degree?

ما اسم شهادة (درجة) ريكي؟

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

كيف أمضى ربع وقته كطالب؟

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

ما نوع الشركة التي عمل فيها الصيف الماضي وما كان عمله؟

4 What is he waiting to find out?

ما الذي ينتظر لمعرفته؟

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

هل تود أن تأخذ نفس درجة الدورة التي لدى ريكي؟ لم/لا؟ أكتب ثلاث جمل.

6. Quote the sentence which shows the great popularity of Business Studies in the United Kingdom as a course of study.

اقتبس الجملة الدالة على الشهرة الكبيرة لدراسة الأعمال في المملكة المتحدة

7. In the UK, students are divided into two groups after graduation. Mention these two groups.

في المملكة المتحدة، يقسم الطلاب إلى مجموعتين بعد التخرج. اذكر تلك المجموعتين.

8. Mention the subjects studied in the university by Ricky.

أذكر المواد التي درسها ريكي في الجامعة.

9. Why was it very important to students to do IT?

لماذا من المهم أن يكون يدرسوا تكنولوجيا المعلومات؟

10. What is the course of Management concerned with?

بماذا تتعلق دورة الإدارة؟

11. Ricky worked for a company that offers financial products. Mention two relevant products.

عمل ريكي في شركة تقدم منتجات مالية. أذكر اثنين من المنتجات ذات علاقة.

12. Write down the sentence which shows what Ricky intends to work in the future.

اكتب الجملة الدالة على العمل الذي ينوي ريكي القيام به في المستقبل.

13. Match the words in bold in the text with their meanings. (WB, p.51)

1. money you save over your life time to pay for your old age:
2. online questions:
3. maths; work with numbers:
4. finding suitable employees:
5. promoting your product; finding customers:

Answers

- 1 Business Studies
- 2 doing work experience
- 3 It was a company providing financial products, and his job was to follow up web enquiries.
- 4 whether or not he will get an interview
- 5 **Student's own answer.**
6. Business Studies is a popular choice for students who are choosing a degree course in the UK.
7. a. Some go on to further study. b. Most of them take up employment.
8. Maths , Accounting , Finance and Economics , Marketing and Sales , Management
9. They had to do IT, because computer skills are essential.
10. It is concerned with recruiting and managing staff, and how to deal with conflict.
11. savings / pensions
12. I've just applied for a job with a bank.
13. 1. pensions 2. web enquiries 3. calculations 4. recruiting 5. marketing

AB . Vocabulary activities.:

AB . Vocabulary activities. P 49:

1 Complete the sentences with words or phrases from the box. One word or phrase is not needed. The first one is done for you.

career headphones interpret
seminar regional
rewarding translation

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

2 Circle the correct words.

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

3 Complete the sentences with the correct prepositions from the box. One preposition is not needed.

about (x2) as at in into on

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

Page 49, exercise 1

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

Page 49, exercise 2

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

Page 49, exercise 3

1 as 2 on 3 into 4 about 5 about 6 at

GRAMMAR

CONDITIONALS (If Clauses)

1. ZERO Conditional (If Clause - Type ZERO)

Structure :

If + S + V.1 + comp. , S + V.1 + comp. (.)

Usage الاستخدام :

To describe something that always happens (the inevitable consequence) after a certain action or event.

ويستخدم هذا النوع مع الحقائق والثوابت والعواقب الحتمية . في هذا النوع يمكن استخدام (when) بدلا من (if)

Examples:

1. Plants **don't grow** if it **doesn't rain**.
2. If you **visit** the library, you **find** useful books there.
3. If people **respect** the country laws, you **don't see** these problems.
4. When plants **don't get** enough sunlight, they **die**.
5. Water **turns** to ice if the temperature **falls** below zero.
6. If I **feel** thirsty, I **drink** water.
7. When someone **studies** at a good university, he / she usually **gets** a good job.

2. FIRST Conditional

Structure:

If + S + V.1 + ... , S + will + base form + ... (.)

Usage الاستخدام :

To describe a future outcome of a certain future action or event.

ويستخدم للحديث عن نتيجة محددة لحدث أو أمر مستقبلي محدد.

Examples:

1. If you **get** an interview for a job in Microsoft, you **will need** to show real enthusiasm for electronics.
2. If you **study** hard for the English Exam next week, you'll **get** a high mark.
3. If you **don't drive** more carefully, you **will have** an accident.
4. He **will succeed** easily if he **studies** hard.
5. If it **snows** tomorrow, we **can go** skiing.

3. SECOND Conditional

Structure:

If + S + V.2 + comp. , S + would + base form + complement.

Usage:

To express imaginary situations at present

للحديث عن الحالات غير الواقعية والخيالية في الوقت الحاضر.

Examples:

1. If I **saw** Ali in the mall , I **would give** him the money.
2. If I **were** you, I'd **forgive** him.
3. If I **did** more exercise, I **would be** fitter.
4. I **would tell** him the truth if he **arrived** on time.
5. If the Dead Sea **wasn't** so salty, we **would drink** its water.
6. I'd **buy** a new car if I **had** much money.

4. THIRD Conditional

Structure:

If + S + (had + V.3) + comp. , S + would + have + V.3 + comp. (.)

Usage:

to imagine past situations. These past situations are impossible, and did not happen at all.

ويستخدم النوع الثالث لتخيل حالات في الماضي (مستحيلة الحدوث) ؛ لأنَّ عجلة الماضي لا تعود للخلف.

Examples:

1. If I **had stayed** at home that day, I **would have missed** the celebration.
2. If I'd **studied** harder , I'd **have passed** the exam.
3. If I **had been** there, I **would have got** the job.
4. If she **hadn't driven** so fast, she **wouldn't have had** an accident.
5. I **would have passed** the exam if it **had been** easier.

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

يمكننا استخدام الكلمات المذكورة أعلاه بنفس طريقة استخدامنا لـ (if) ولكن مع فروقات بالمعنى.

Examples:

1. 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.)
2. I'll buy it **unless** it's expensive. (I'll buy it if it isn't too expensive.)
3. I'll buy it **even if** it's expensive. (I will buy it. **The price isn't important.**)

The third conditional with (could) and (might)

When we are talking about the imaginary past, we can use

**(could + have + V.3 OR might + have + V.3)
in place of (would + have + V.3).**

عند الحديث عن الماضي التخيلي نستخدم صيغة

(could + have + V.3 OR might + have + V.3)

بدلاً من الصيغة التقليدية

(would + have + V. 3)

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

نستخدم هذه الأفعال الشكلية الماضية عندما نكون غير متأكدين بشأن نتيجة الحدث الماضي مستحيل الوقوع.

Examples:

1. 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.)
2. 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.)
3. If I'd gone to a different school, I **might not have studied** French. I **could have taken** English.
4. Our team **could have won** the match if they'd trained harder, and then they **might have been** champions now if they'd won.

SB P 73

6 Choose the correct option to complete the sentences.

- 1 Unless you have a language degree, you *do / will* not be able to become an interpreter.
- 2 If you get an interview for a job, you *needed / will need* to show that you have good listening skills.
- 3 If you are successful, it *is / will be* a secure and rewarding job.
- 4 You get a huge feeling of satisfaction when you know that people *understand / understood* everything you translate.




Check if
decide o
in the de
or the m

7 Complete the sentences so that they are true for you.


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

SB P 74

2  Listen to the radio programme again and complete the sentences with expressions from the box that ask for or give advice.

you could if I were you why don't you

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

4  Complete these sentences with the correct form of the verbs in brackets. Listen and check.

- 1 I _____ (have got) the job if I _____ (have) some experience.
- 2 If you _____ (do) the course, you _____ (have) enough experience to apply for the job.

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

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

SB P 75

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

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

AB P 49

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

- 1 When you arrive at the station next Saturday, we will be there to meet you. (arrive/be)
- 2 Nasser _____ out with us tomorrow unless he _____ help his father. (come/have to)
- 3 I _____ you with your homework, as long as you _____ me with mine! (help/help)
- 4 Provided that it _____, we _____ a picnic next week. (not rain/have)
- 5 If you _____ the prize, how _____ you _____ the money? (win/spend)
- 6 Even if Omar _____ his driving test this afternoon, he _____ his own car. (pass/not have)

AB P 50

5 Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets. The first one is done for you.

- 1 *(When)* / *Unless* you heat water to 100°C, it boils. (heat)
- 2 You will not pass your exams *as long as* / *unless* you _____ hard. (study)
- 3 *If* / *Unless* you _____ the plants, they will die. (not water)
- 4 Do you usually go home or meet your friends *when* / *provided that* school _____? (finish)
- 5 Your new computer will last a long time *as long as* / *even if* you _____ careful with it. (be)

6 Join the sentence beginnings 1–5 with their endings a–e, using the words in bold.

1 During Ramadan, we eat	if when even if unless provided that	a it's closed.
2 I'll phone you		b we're tired.
3 We'll go to our favourite restaurant on Friday		c it's part-time – I haven't finished my university studies yet.
4 I will take the job offer		d the sun sets.
5 We have to go to school,		e I miss the bus so that you pick me up.

7 Tick the correct sentences. Rewrite the wrong ones with words from the box. The first two are done for you.

even if if unless when

- 1 Ice cream melts **when** it gets warm. _____
- 2 We need umbrellas **unless** it rains. *We need umbrellas when it rains.*
- 3 The teacher will be pleased **unless** I write a good essay. _____
- 4 Our team will celebrate **if** they win the match. _____
- 5 **Provided that** everyone works hard, we'll all pass our exams. _____
- 6 Babies are usually happy **as long as** they're hungry or cold. _____
- 7 We should always be polite **unless** we feel tired. _____

8 Complete the sentences with your own ideas. Use the zero or first conditional.

- 1 When I get home from school, I usually _____
- 2 Unless we're given a lot of homework tonight, _____
- 3 If there's something I don't understand, I usually _____
- 4 Even if I'm tired tonight, _____
- 5 As long as I have enough money, _____
- 6 Provided that my parents agree, _____

AB P 52

12 Rewrite the advice, using the words in brackets. The first one is done for you.

- 1 You should practise the presentation several times. (were)
If I were you, I'd practise the presentation several times.
- 2 It would be a good idea for you to make a list of questions. (could)

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

- 4 You shouldn't look too casual. (if)

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

13 Read the situations and complete the sentences with the third conditional, using the word in brackets. The first one is done for you.

- 1 Saeed left his camera at home, so he wasn't able to take pictures of the parade. (could)
If Saeed hadn't left his camera at home, he could have taken pictures of the parade.
- 2 I had a headache yesterday, and I didn't do well in the Maths test. (might)

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

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

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

Answers :

SB . 73 ex. 6 : 1 will 2 will need 3 will be 4 understand

Ex. 7 : 1 I have interesting colleagues.

2 I work hard.

3 I will still make time to speak to my friends.

4 it is the only option.

5 I will be very happy.

SB . 74 ex. 2 : 1 why don't you 2 If I were you 3 you could

Ex 4 : 1 would have got; had had 2 had done; would have had

Ex 5 : 1 people would have stopped writing letters by now.

2 they would have been able to communicate more easily.

3 they would have stopped using fossil fuels by now.

AB 49 ex. 4 : 1 *arrive; will be* 2 will come; has to 3 will help; help
4 doesn't rain; will have 5 win; will, spend 6 passes; won't have

AB 50 ex. 5 : 1 *When; heat* 2 unless; study 3 If; don't water
4 when; finishes 5 as long as; are

Ex 6 : 1 **d** when the sun sets

2 **e** if I miss the bus ...

3 **a** unless it's closed

4 **c** provided that it's part-time ...

5 **b** even if we're tired

Ex. 7 : 1 ✓ 2 *We need umbrellas when it rains.*

3 The teacher will be pleased if I write a good essay.

4 ✓ 5 ✓

6 Babies are usually happy unless they're hungry or cold.

7 We should always be polite even if we feel tired.

AB 52 ex. 12 : 1 *If I were you, I'd practise the presentation several times.*

2 You could make a list of questions.

3 Why don't you get some work experience?

4 If I were you, I wouldn't look too casual.

5 I would do a lot of research.

Ex. 13 : 1 *If Saeed hadn't left his camera at home, he could have taken pictures of the parade.*

2 I might have done well in the Maths test if I hadn't had a headache yesterday.

3 I could have been able to contact you if I had known your phone number.

4 If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.

5 I might not have got top marks if I hadn't worked really hard the day before the exam.

The
END

