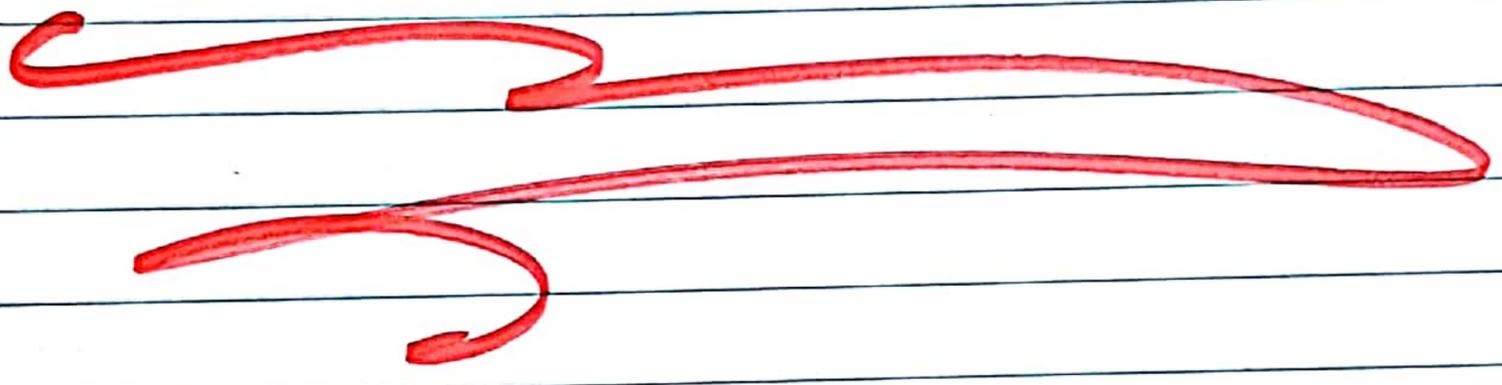


# Grade 9

Module 5

Destinations



announcement

إعلان

clipping

قصاصة

Large

ضخم - واسع - كبير  
= big = huge = immense

expedition

رحلة استكشافية

consist of

يتكون من

equipment

معدات - لوازم

receive

يتلم

progress

تقدم

expect

يتوقع

experienced

ذو خبرة

explorer

مستكشف

decide

يقرر

Continue

يستمر

second-in-command

ساعد القائد

«خاصة في العسكرية»

safe

آمن

settle

يستقر

in charge	مسئول
responsible for	مسئول عن
responsible to	مسئول عن
until	حتى
return	يعود
swamps	مستنقعات
journey	رحلة
near	قريب
far	بعيد
run out of	ينفذ
supplies	مؤن - إمدادات
lose	يفقد
lost	يخسر
lost	
manage to	يتمكن من
disappointed	محبط
exhausted	رهق - منهك - متعب
hope	يأمل - أمل
catch up with	يحقق ب
cross	يعبر
continent	قارة

set off

ينطلق - يبدأ - حلة

Crowd

حشد

Wagon

عربة

Supplies

إمدادات - مؤن

Challenge

تحدي

Unbearable

لا يطاق - لا يمكن تحمله

bury

يدفن

Weak

ضعيف

discover

يكشف

explore

يستكشف

prepare

يعد - يجهز

a brief summary

تلخيص

# Vocabulary

- explore

یسٹکشف

- discover

یکتشف

- invent

یخترع

- arrive

→ in

یصل مکان کبیر

→ at

یصل مکان صغیر

- reach

یصل

- get to

یصل

- manage

to + inf.

یتقارص

- Succeed

in

+ v+ing

ینجح فی

# Vocabulary

Complete the sentences with the words in the boxes.

explored    discovered    invented

1. Percy Spencer ..... the first microwave oven in the 1940s.
2. My friends and I ..... Barcelona on foot.
3. William Herschel ..... the planet Uranus in 1781.

arrived    got    reached

4. When we finally ..... our destination, we were exhausted.
5. The train ..... at the station an hour late yesterday evening.
6. It was past midnight when we ..... to the hotel.

managed    succeeded

7. Fortunately, the rescue team ..... to find the missing girl.
8. In the end, the climbers ..... in reaching the top of the mountain.

# Grammar

53

الماضي التام البسيط  
past perfect simple

had + p.p

\* يتكون من

اثبات: She had cleaned the room.

نفي: She hadn't cleaned the room.

سؤال: Had she cleaned the room?

\* الكلمات الدالة عليه = عارفاً ثم

After  
As soon as  
When

بعد  
بمجرد أن  
عندما

Before  
By the time  
by + } فترة زمنية  
before + }

قبل  
قبل  
قبل  
قبل

till - until حتى

\* لابد من تقديم

عندما يكون هناك حدثين حدثنا في الماضي واحد حدث قبل الآخر  
- حدثت الأخرى - ما في تاسم  
- الحدث الثاني - ما في بسيط

① When I had reached the station, the train left. ②

② When I reached the station, the train had left. ①

5

After } past perfect , past simple  
 As soon as }  
 When }  
 حداث اول had + p.p حداث تاني (تصرف تاني)

\* After I had done my homework, I went to bed.

past simple } after } past perfect  
 حداث تاني } as soon as }  
 حداث اول } when }

\* I went to bed after I had done my homework.

Before } past simple , past perfect  
 By the time } حداث تاني } حداث اول

\* Before I visited my uncle, I had watched the match.

past perfect } before } past simple  
 by the time }

\* I had watched the match before I visited my uncle.

by  
 before + point in time

\* She had finished her homework by eight o'clock.

لم يتركه  
غالباً مني

Unitil

لم يتركه  
had + p.p

didn't + me

\* I didn't leave until he had come.

Exercise: correct.

\* After I ..... [go] out, it began to rain.

\* After she ..... [cooked] lunch, she went out.

\* Before she ..... [sleep], she had done her homework.

\* By the time he ..... [go] to the club, he ..... [had] his lunch.

\* I ..... [sleep] until I had done my homework.

\* After she had watched the film, she ..... [tidy] her room.

\*\*\*

\* After Ali had written the email, he sent it.  
[use: Before]

\* Before she went to school, she had had breakfast.  
[use: before]  
[use: after]  
[use: until]

## Past Perfect Simple

**A** Read the examples and find which actions happened first and which happened second. Then complete the rule.

- They **had gathered** lots of supplies before they **left** Royal Park.
- By the time Burke **arrived** at Cooper's Creek, the others **had left**.

### PAST PERFECT SIMPLE

..... + past participle  
We use the Past Perfect Simple for an action which had happened ..... another action in the past.

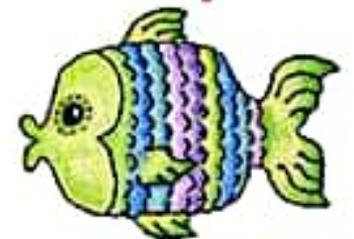
**B** Complete with the **Past Simple** or the **Past Perfect Simple** of the verbs in brackets.

1. By the time the climbers ..... (reach) the top of the mountain, it ..... (start) raining.
2. When I ..... (arrive) at the office, I ..... (realise) that I ..... (not take) my mobile phone with me.
3. My brother ..... (be) angry when he ..... (come) home because his car ..... (break down).
4. The men ..... (load) all the supplies on the ship before they ..... (leave) the port.

# PAST PERFECT TENSE

Complete the sentences using Past perfect tense.

- 1.- The fire ..... (already/reach) the roof by the time the firemen arrived.
- 2.- Joe Smith went to prison because he ..... (steal) a lot of money.
- 3.- Helen went to bed after she ..... (watch) her favourite TV programme.
- 4.- My father bought the new car after he ..... (try) it a few times.
- 5.- By the time Sonia got to the party, everyone ..... (begin) dancing.
- 6.- Lorenzo ..... (eat) all the ice cream before I opened the fridge.
- 7.- There was a lot of snow outside because it ..... (snow) earlier in that day.
- 8.- Beatriz didn't pass the test because she ..... (not study) at all.
- 9.- Look! Somebody ..... (leave) the windows open.
- 10.- By the time the police arrived, the burglar ..... (break) into my neighbour's house.
- 11.- The girl felt guilty because she ..... (drink) all the milk.
- 12.- Our flat was robbed because we ..... (not lock) the front door.
- 13.- My father couldn't find the money because he ..... (hide) it in a drawer.
- 14.- Leonard didn't have money for the bus because he ..... (forget) to ask his mother.
- 15.- My cousin ..... (never/visit) a mine until his father took him one day.
- 16.- Her bicycle wasn't there because a friend ..... (take) it without asking her.
- 17.- Daniel was arrested after he ..... (escape) from prison.
- 18.- When Kathy met Jonathan, he ..... (join) the Navy.
- 19.- Before they arrived at the airport, they ..... (pay) the taxi driver.
- 20.- His dog ..... (die) two weeks ago. He was very sad.



On a plane

على متن الطائرة

a check-in desk

مكتب تسجيل الدخول

a car rental desk

مكتب تأجير السيارات

Dialogue

حوار - محادثة

luggage

أمتعة

a delay

تأخير

boarding pass

جواز المرور على متن الطائرة

make a reservation

يحجز

Vehicle

مركبة

available

متاح - متوفر

airport

مطار

However

ومع ذلك

insurance

تأمين

driving licence

رخصة القيادة

How may I help you?

كيف أستطيع مساعدتك؟

I'd like .....

أريد

Some information

بعض المعلومات

exhibition	معرض
map	خريطة
Service	خدمه
underground	مترو الأنفاق
Yes, of course	نعم بالطبع
Excuse me,	لو سحت
overhead	فوقى - علوى
Compartment	المقصورة - حَبْر
aisle	ممر
seat	مقعد
by = next to by the window	جوار
put ... up	يُقلِق - يضع
take off	تقلع
permission	إذن - تصريح
document	وثيقة
another	آخر
person	شخصى

# Vocabulary

board (v) يركب - يمتطي

arrival (N) وصول

Luggage أمتعة ← تفد

flight attendant مضيئة الطيران

land (v) تهبط

★ ★ ★ ★

fasten يربط

seat belt حزام الأمان

collect يجمع

departure الرحيل

gate بوابة

check in يجل دخول

suitcase حقيبة السفر

conveyor belt سير ناقل - سير متحرك

cabin crew الطاقم

monitor الشاشة

How much كم الكمية

# Vocabulary

Complete the sentences with the words in the

boarded   arrival   luggage   flight attendant   landed

1. The ..... told us to fasten our seat belts.
2. We ..... at Terminal 1 and went to collect our bags.
3. You can see ..... and departure times, and gate numbers on the TV monitors.
4. **A:** How much ..... are you checking in?  
**B:** Just this suitcase.  
**A:** Please put it on the conveyor belt.
5. Members of the cabin crew welcomed us and gave us newspapers as we ..... the plane.

# Pronunciation

- A consonant cluster is a group of two or three consonants that appear together in a word without any vowels between them. When reading, each letter within the cluster is pronounced individually.

\* Listen, repeat and underline the consonant clusters:

- problem
- information desk
- conveyor belt
- attendant
- ground
- compartment

# Grammar

## Modal verbs

[Can - Could - May - Would]

\* Can  
Could  
May } I + ... ?

1. To ask for permission      لطلب الإذن

Can  
Could I go out tonight?  
May

- Yes, you can / may.

- No, you can't

2. To offer help and make requests  
لعرض المساعدة وتقديم الطلبات

Can  
Could I help you?  
May

Can  
Could I have some more cake?  
May

\* Can  
Could  
Will  
Would } you + verb \_\_\_\_\_ ?

□ To make polite requests and ask for a favour.

\* Can / Could / Would you lend me your laptop? - للطلبات اللطيفة به

- طلب معروف "خبرية"

\* Can you open the door?

Could & would → أكثر تادباً  
ماكونظ

Should & ought to

We use → Should  
to ↓ ought to inf.

ينبغي أن

□ Ask for and give advice

\* What should I do?

\* You should study hard.

\* You ought to drive slowly

2 Express an opinion.

\* I think you should tell your dad about it.

B Make a suggestion

\* We should go to the park. It's a beautiful day.

ought to & should ← لاحظ  
تقدم في الحجاج والقبل

had better + inf. ← مع  
الافعل

- We use had better + inf to  
- give a strong advice →

نصيحة قوية تحمل معنى ال threat التحذير  
وال Warning التحذير  
و أقوى من should

تقدم في الحجاج والقبل

\* You'd better ask a doctor about it.

had better not + me \* الفى

\* You'd better not lie to me again.

In spoken English → \* عن القوت  
الصيغة المختصرة الأكثر شيوعاً

\* You'd better see a doctor.

## Giving advice

(should, ought to, had better)

**A** Read the examples. Are the statements 1-5 below true or false?

**Should** we book your holiday at the local travel agency?  
You **ought to** see a doctor about your headaches.  
You **shouldn't** drink so much caffeine. It's bad for you.  
You can borrow my car but you'd **better not** crash it.

1. *Should, ought to and had better* are followed by *to + base form*.
2. *Should, ought to and had better* refer to the past.
3. The negative form of *should, ought to and had better* is formed by adding *not*.
4. We use *should, ought to and had better* to give our opinion or make a suggestion.
5. *Had better* can sometimes imply a warning.

**B** Rewrite the sentences using the words given.

1. Don't forget to set the alarm clock for tomorrow morning. (**had better**)

You .....

2. It's a good idea to take sunscreen with you. (**ought to**)

You .....

3. We have to leave for the station right now because we're going to miss our train. (**had better**)

We .....

4. It's not a good idea to drive when you're feeling dizzy. (**should**)

You .....

- travelling السفر
- means of transport وسائل النقل والمواصلات
- travel يسافر
- Comfortable trip رحلة مريحة
- holiday إجازة
- enjoyable ممتع
- plan يخطط - خطة
- ruin يخرّب
- especially خصوصاً
- jet lag إختلاف التوقيت
- motion sickness داء الحركة - داء السفر
- Cruise رحلة بحرية
- road trip رحلة الطريق "برية"
- prevent يمنع
- suffer from يعاني من
- adjust يتكيف مع
- flight رحلة جوية

plain ill

مریض عادی

feel tired

بیشتر بالتعب

sleepy

بیشتر بالنقاس

deal with

تتفاعل مع

reduce

يقلل

symptoms

أعراضهن

get on

يركب

set the time

يضيء الوقت

according to

مبقاً لـ

Schedule

جدول مواعيد

awake

يقظ

bored

متضايق

avoid

يتجنب

dehydration

الجفاف

nauseous

غثيان - قيء

dizzy

مهاب بدوار

solution

حل

side effects

آثار جانبية

(56)

include

يشتمل على

drowsiness

نعاس

focus on

يركز على

fly

يطير

true

حقيقي

truth

الحقيقة

→ A Compound noun

الكلمة المركبة

→ is a combination of two nouns that

function as one word.

the first noun defines the second one

bust stop - a stop for busses.

- tourist destination

مقصد سياحي

- travel agency

وكالة سفر

- ski resort

منتجع للتزلج

- train station

محطة القطار

- Souvenir shopping

محل بيع الهدايا التذكارية

Iron

حديد

chewing gum

علكة - لبان

towels

فوط

passport

جواز السفر

jewellery

مجوهرات

sunscreen

واقعيه الشمس

mobile phone

هاتف نقال

shoes

أحذية

## Vocabulary (58)

- historic

تاريخي

- unforgettable

لا ينسى

- hospitable

مضياف

- peaceful

هادئ

- breathtaking

ساحر - خلاب - فائن

- unique

مميز - فريد من نوعه

- ideal

مثالي - نموذجي

visitor

زائر

special

خاص

# Expressing opinion

- I think - - -
- personally, I believe - - -
- In my opinion - - -
- They should / shouldn't - - -

# Agreeing

- I agree with you.
- I think so, too.
- You're right about that.
- You have a point.

# Disagreeing

- I don't agree with you.
- I don't think so.
- I'm not so sure about that.

spectacular

رائع - ساحر - خلاب

city

مدينة

world

العالم

because

لأن

Continent

قارة

population

السكان

date back

يرجع تاريخه لـ

fascinating

جميل - ساحر

sights

معالم

architecture

فن العمارة

well-known

مشهور

known as

مشهور بـ - معروف بـ

attractions

عوامل الجذب

worth

تستحق - تستاهل

amazing

مدهش

Colourful

ملون

deserve

يستحق

List of must-visit places قائمة بالاماكن التي يجب زيارتها

# Writing

page 59

## A description of a place

### - Introduction:

- Give some general information about the place.

[name - location - most interesting features]

### - Main part: " 2 paragraphs "

- ① - Mention some of the sights but don't just list them. Try to give some information about each sight. Use phrases like:

- One of the most interesting places is

- There's also

- Another place worth visiting is

- You can also visit

- Don't forget to visit

- ② - Mention what visitors can do there.

Use phrases like:

- You can

- Don't leave without

- Another thing you can do is

- You should also

### - Conclusion:

- Give your general opinion of this place.

20

# Write

**A**  Read the description of Istanbul and find:

1. general information about the city.
2. five sights the writer recommends.
3. examples of factual information describing one of the sights.
4. the place the writer recommends for shopping.
5. some adjectives the writer uses to describe the place.
6. examples of the writer's opinion.

## Istanbul

A EUROASIAN CITY

Istanbul is one of the most spectacular cities in the world. Located on both sides of the Bosphorus, Istanbul is unique because it is a city that is shared between two continents, Europe and Asia. With a population of over 14 million and a rich history which dates back thousands of years ago, it is a chaotic but also a fascinating city.



Istanbul offers many interesting sights for visitors to the city. Because of its Ottoman architecture, Istanbul is well-known for its mosques. The most popular one is Sultanahmet, which is widely known as The Blue Mosque. The second largest is the Süleymaniye Mosque, which has several buildings around it, including a hospital, a school and a soup kitchen. Other attractions worth visiting are the Museum of Turkish and Islamic Arts, Topkapi Palace (*Topkapi Sarayı*) and Galata Tower, where you can get a breathtaking view of the whole city.

The Grand Bazaar is also one of the places that you shouldn't miss. It's an amazing and colourful market with over 60 streets where you can find practically everything. It is more than 500 years old and is one of the largest indoor markets in the world, with about 5,000 shops, sixty restaurants and twelve mosques, among other things.



At the crossroads of the East and the West, Istanbul is a truly impressive city. Indeed, it definitely deserves to be on your list of must-visit places.

**B**  Read the note. Then find and underline the four topic sentences in the description.

### NOTE

#### TOPIC SENTENCES

The sentence that introduces the central idea of a paragraph is called a topic sentence. This is usually the first sentence in the paragraph. The other sentences develop the idea expressed in the topic sentence by expanding on it, giving examples or explaining it.

**C**  Think of an interesting place you have visited and know well. Look at the questions below and make some notes.

- What's the name of this place?
- Where is it?
- What is special about it?
- What are some of the most interesting sights?
- Do you know anything about them?
- Do they attract many tourists?
- What can visitors do there?
- What did you like the most about this place?
- Is this place worth visiting? Why?

**D**  Write a description of an interesting place you have visited and know well for a travel blog. Use your notes from activity C and follow the plan below.

### TIP!

When writing a description of a place:

- try to have well-organised paragraphs with topic sentences.
- use a variety of adjectives (e.g. impressive, breathtaking) to make your description lively.

## Plan

### An article describing a place

#### INTRODUCTION

Give some general information about the place (name, location, most interesting features).

#### MAIN PART (2 PARAGRAPHS)

**1** Mention some of the sights but don't just list them. Try to give some information about each sight. Use phrases like:

- *One of the most interesting/well-known places is...*
- *There's also...*
- *Another place worth visiting is...*
- *... also attracts many tourists.*
- *... is another top attraction.*
- *You can also visit...*
- *Don't forget to visit...*

**2** Mention what visitors can do there. Use phrases like:

- *You can...*
- *Don't leave without...*
- *Another thing you can do is...*
- *You should also...*

#### CONCLUSION

Give your general opinion of this place.

# Grade 9

## Module 6

### A Modern World

- \* No ice cap at the North pole.
- \* A hotel on the moon.
- \* Flying Cars
- \* Robots doing housework
- \* Houses using only solar power
- \* Holographic touchscreen

## دعاء قبل المذاكرة

اللهم إني أسألك فهم النبيين وحفظ المرسلين والملائكة المقربين. اللهم اجعل ألسنتنا عامرة بذكرك، وقلوبنا بخشيتك، إنك على كل شيء قدير وحسبنا الله ونعم الوكيل

## دعاء بعد المذاكرة

اللهم إني أستودعك ما قرأت و ما حفظت و ما تعلمت، فرده عند حاجتي إليه، إنك على كل شيء قدير، حسبنا الله و نعم الوكيل..

## دعاء قبل البدء بالحل

رب اشرح لي صدري، و يسر لي أمري، و احلل عقدة من لساني يفقهوا قولي ، بسم الله الفتاح، اللهم لا سهل إلا ما جعلته سهلا و أنت تجعل الحزن متى شئت سهلا  
يا أرحم الراحمين

- What kind ما نوع

- environmental بيئي

- problem مشكلة

- exist يوجد

- area منطقة

- town مدينة صغيرة

- city مدينة كبيرة

**Life on earth** a hundred years  
from now - - - -

- destroy يدمر

- natural طبيعي

- world العالم

- Cause يسبب

- serious جاد - جدى - خطر

- quantities كميات

- resources موارد

- produce ينتج

- rubbish قمامة - زباله

page 62  
pollution

تلوث

affect

يؤثر على

climate

مناخ

Scientist

عالم

Optimistic

متفائل

Science

علم - علوم

disappear

يختفي

Pessimistic

متشائم

Save

ينقذ

planet

كوكب

Futurologist

عالم المستقبل

view

وجهة نظر - منظر

increase

يزداد

approximately

تقريباً

Temperature

درجة الحرارة

As a result

نتيجة لذلك

rainforest

الغابات المطيرة

Completely

تماماً

[2]

pole	قطب
poles	القطبين
ice	ثلج
melt	يذوب
level	مستوى
rise	يرتفع
Coastal	ساحلي
as well as	بالإضافة إلى
island	جزيرة
flood	يفيض
Air pollution	تلوث الهواء
Suffer from	يعاني من
lung	رئة
diseases	أمراض
polluted	مُلوّث
alternative	بديل
energy	طاقة
Sources	مصادر

such as

مثل

Solar power

الطاقة الشمسية

wind power

طاقة الرياح

However

ومع ذلك

Cold

بارد

Fusion

اندماج - انصهار

Control

يُنظَّم

weather

الطقس

prevent

يُمنَع

disaster

كوارث

Natural disasters

الكوارث الطبيعية

Extensive

واسع - شاسع

take place

يحدث

turn into

يَتحوَّل إلى

forest

غابة

amount

كمية - مقدار

also

أيضاً

produce

يُنتج

Synonym مرادف

Antonym مضاد

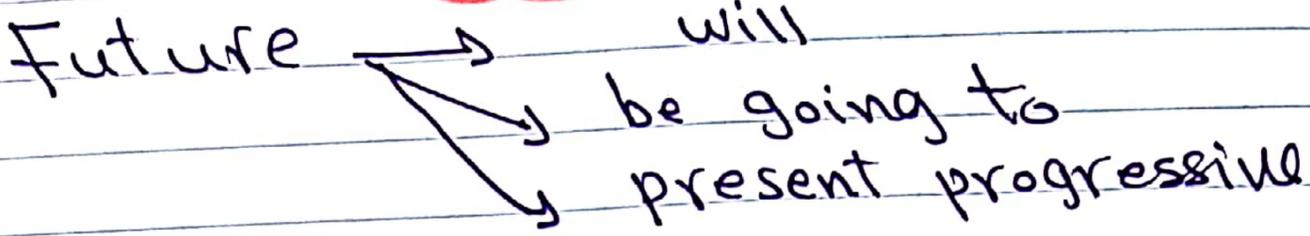
### Synonyms

- amounts = quantities
- waste / litter = rubbish
- Opinions = views
- Worldwide = global
- for example = such as

### Antonyms

- decrease X increase
- exactly X approximately
- low X high
- clean X polluted

# Grammar



Future simple:

الاستقبال البسيط

will + inf

\* يتكون من

\* إيجابيات : - He will travel.

\* نفي : - He won't travel.

\* سؤال : - Will he travel?

am }  
is } going to + inf.  
are }

\* تكون آخر

\* إيجابيات - He is going to buy a villa.

\* نفي - He isn't going to buy a villa.

\* سؤال - Is he going to buy a villa?

\* الكلمات اللامع

- Tomorrow

- next → week  
→ month

- tonight

- soon

- in an hour

- in a week

6

# استخدامات Will + Inf

1 Predictions:

التنبؤات

وعادة مع الأفعال

- think

believe

imagine

expect

\* I think it will rain tomorrow.

2 On-the-spot decisions

القرارات الفورية

\* I'm thirsty, I'll get some water.

3 Promises

الوعود

\* I promise I will help you.

4 Offers

العروض

\* I will go with you if you want.

5 Requests

الطلبات

\* Will you do me a favour?

6 Warning and threats

التحذير والتخويف

\* Be careful, you'll burn yourself.

(am / is / are + going to + inf.)

plans الخطط

\* I'm going to take part in the competition next week.

present progressive

arrangements

الترتيبات

\* We're going to the cinema tonight. We've bought the tickets

7

advertisement اعلات

guess يخمن

product منتج

aim at يهدف الى

enjoy يستمتع بـ

go camping يذهب للتخييم - العسكر

afraid of خائف من

Not mentioned لم يذكر

deliver يسلم

return يعود - يرجع

guarantee يضمن

Useful مفيد

make a mistake يرتكب خطأ

<sup>am</sup>  
<sup>is</sup>  
are > be likely من المحتمل

borrow يستأجر - يستعير

discount خصم

Credit card بطاقة الائتمان

make sure

يتأكد

safe

آمن

safety-guaranteed

ضمان له

ideal

مثالي

accessory

أداة

excursions

رحلات - متنزه

last

(v)

يستمر

a dimmer

باهت - خافت

adjust

يتكيف مع

decision

قرار

mistakes

أخطاء

a decision

قرار

sense

حاسة

make sense

له معنى  
منطقي

sure

يتأكد

doesn't make sense

ليس له معنى

plans

خطة

make sure

يتأكد

a difference

فرق

prediction

تنبؤ

promise

وعد

9

# Grammar

## Time clauses

	Time clause	Main clause
When		
After		
Before	present simple , مضارع بسيط	future simple مستقبل بسيط
As soon as		

\* As soon as he comes, I will leave.

\* After I finish, I will go.

future simple      <sup>حتى</sup> Until      present simple

\* I won't leave until he comes

Space

الفضاء

Space tourism

سياحة الفضاء

expensive

غالي

wealthy

ثري

able to

قادر على

representative

مذوب - مثل  
"رنايبه"

basically

أساساً

type

نوع

orbital

مداري

sub-orbital

available

متاح - متوفر

individual

فرد

opportunity

فرصة

atmosphere

الغلاف الجوي

reason

سبب

Spectacular

رائع - خلاب

Zero gravity

انعدام الجاذبية

imagine

يتخيل

majority

الأغلبية

astronaut

الرائد فضاء

require

يتطلب

training

تدريب

tourist

سائح

medical

طبي

afford

يتحمل - يطيق

improve

يتحسن

introduce

يقدم

public

العامه - الجمهور

risk

خطر

eager to

مستأق

don't mind

لا يمانع

dream

يجلد ب

Come true

يتحقق

necessary

ضروريا



# Grammar

(67)

قادر على [ am  
is  
are

كلمة قادر على [ was  
were

سوف يكون قادر على [ will be

able to + verb

★ ★ ★ ★

Can + inf.

يستطيع

تعبّر عن القدرة في المضارع

\* The baby can walk.

Could + inf.

استطاع

تعبّر عن القدرة في الماضي

\* I could climb trees when I was young.

be able to + inf.

قادر على

تستخدم حينما لا نستطيع، استخدم Can

\* Jack will be able to play football on Friday.  
He is feeling better.

ماكوظ ←

Could →

تعبّر عن القدرة بشكل عام في الماضي

was

were able to + مصدر

كان

تعبّر عن القدرة في الماضي في مواقف محددة

\* I could draw well at the age of five.

\* I was able to draw well at the age of five.

Note

\* The firefighters were able to put out the fire after two hours.

Could

هنا لا يجوز! →

Suffix

لاحقة

مقطع يضاف لآخر الكلمة فيضيف لها معنى جديد

Verb	}	ful	= Adjective
Noun +		less	

beauty beautiful

peace peaceful

home homeless

help help less

Add ful or less

- use

- harm

- skill

- success

- worth

- Harm

- use

How do you - - - - ?

First, open your - - - -

Then what?

Then, put the - - - -

\* How do you - - - - ?

- upload a video onto YouTube
- Start your own blog
- Connect a phone to a TV
- 

### Asking

\* Can you explain to me how you - - - - ?

\* Do you know how to - - - - ?

\* Do you know any ways to - - - - ?

\* What do you do next?

\* Then what

### Explaining

- First

- First of all

- To begin with

- Second, third, then, next, after that

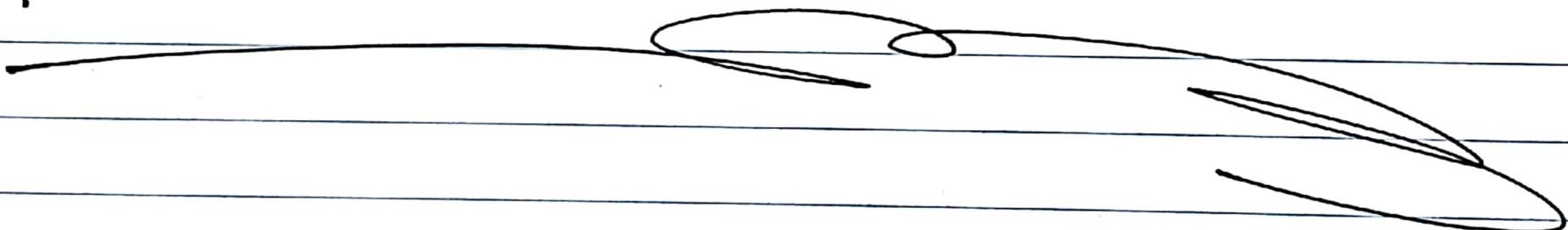
- Finally, last.

# Writing

page

69

Write a short post asking for help with a problem (real or imagined) you have with your computer / phone / internet and give the post to your partner. Your partner will then try to explain what you need to do to solve your problem.



# Grade 9

## Module 7

### Choices

\* Jogging

- gym

\* Book

- video game

\* A night in

- a night out

\* Summer

- winter

\* Theme park

- museum

## Synonyms مرادفات

- 1- I'd rather = I'd prefer
- 2- I'm positive = I'm certain
- 3- make up your mind = decide about something
- 4- I give up = I'm going to stop trying
- 5- do as you please = do whatever you like
- 6- I doubt it = I don't think so
- 7- feel like = want
- 8- drop by = visit someone or place
- 9- It's up to you = It's your choice
- 10- Count me in = include me

decide

يقرر

show

يبين - يوضح

sculpture

فن النحت

sculpture exhibition

معرض المنحوتات

crowded

مزدحم

different

مختلف

**B**  Match the phrases from the dialogues with their synonyms.

- |  |   |
|--|---|
| <b>1.</b> I'd rather <input type="radio"/>           | <b>6.</b> I doubt it <input type="radio"/>        |
| <b>2.</b> I'm positive <input type="radio"/>         | <b>7.</b> feel like <input type="radio"/>         |
| <b>3.</b> make up<br>your mind <input type="radio"/> | <b>8.</b> drop by <input type="radio"/>           |
| <b>4.</b> I give up <input type="radio"/>            | <b>9.</b> it's up<br>to you <input type="radio"/> |
| <b>5.</b> do as you<br>please <input type="radio"/>  | <b>10.</b> count<br>me in <input type="radio"/>   |

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <b>a.</b> I don't<br>think so         | <b>f.</b> want                        |
| <b>b.</b> I'm certain                 | <b>g.</b> include me                  |
| <b>c.</b> it's your<br>choice         | <b>h.</b> do whatever<br>you like     |
| <b>d.</b> I'd prefer                  | <b>i.</b> visit someone<br>or a place |
| <b>e.</b> I'm going to<br>stop trying | <b>j.</b> decide about<br>something   |

perhaps ربما

definitely من المؤكد

flyer نشرة، اعلانية

clumsy آخرق - غير باع  
غير متقن الصنع

How clumsy I am?

step بخطو

fall يقع - يسقط

rink ساحة التزلج

instructor معلم

skate يتزلج

Survive ينجو - يبقى على قيد الحياة

change my mind أغير رأبي

chance فرصة

Conditions ظروف - أحوال

Comfort إاحة

atmosphere الغلاف الجوي - الناخ العام

Case حالة

## may                      might                      could

اثبات,

فاعل

may

might + inf.

could

\* He may go to the park tomorrow.

نفي

فاعل

may

might + not + inf.

could

\* He may not go to the park tomorrow.

سؤال

May

Might + فاعل + inf. .... ?

Could

\* May he go to the park tomorrow?

### الإحتمالية - الإمكانية

\* To express possibility in the present or the future.                      \* الإستخدام:

\* My uncle may travel to London next month.

may not

might not

\* To express improbability in the present or future.                      \* الإستخدام

عدم الإحتمالية

\* We may not / might not go to the park tomorrow.



**B Rewrite the sentences using the words given.**

**1.** Perhaps the Bears will lose this game. **might**

.....

**2.** It's likely that we will go to Spain on holiday. **may**

.....

**3.** It is possible that Ted won't enjoy car racing. **might**

.....

**4.** I'm thinking of buying a car, but I haven't made up my mind yet. **may**

.....

**5.** I don't think Linda will come with us tomorrow. **may**

.....

**6.** The café is likely to be noisy at this time of day. **could**

.....

Information

معلومات

event

حدث

expensive

غالي

win

يکسب - يفوز

good at

جيد في

Cousin

ابن العم - ابنه الخال  
بنت العم - بنت الخال

poetry

شعر

make plan

يخطط

really

حقاً

doubt

يشك

مَنْ طَلَبَ الْعُلَا بِغَيْرِ كَدٍّ  
فَقَدْ طَلَبَ الْمُحَالَّ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Admit يدخل - يعترف

admission الدخول

free مجاني

donation تبرع

Recommend يوصي - يشرح - يمدح

express يعبر عن

allow يسمح

price سعر

valid for صالح لمدة

Cost يكلف

Cause يسبب

fire حريق

Be Careful كن حذر - حريص

delivery توصيل

attention اهتمام - إنتباه

Customer زبون

Remain anonymous بظل مجهول الاسم

# Grammar

## If Conditional type 1

If

لو - إذا

### 1) If

present simple

- معر بدون s
- معر بـ s
- don't + معر
- doesn't + معر

future simple

- will + inf.
- may
- might
- can
- should
- Imperative

+ inf.

\* Something which is likely to happen. - الإستخدام

\* Giving advice and instructions. - شيء من الجمل حدوثه في المستقبل  
! اعطى نصيحة أو تعليمات

\* If you buy two products, you will get a third one for free.

\* If you want to complain, you should fill out the form.

\* If Hamad needs help, tell him to ask at the information desk.

\* I will buy the book for you if I find it.

\* What will you do if you have a lot of money?

عندما  
**When** → is used to refer to the time

Something is going to happen.

\* When I see him, I'll tell him.

= I will definitely see him.

من المؤكد أنني سأراه

\* If I see him, I'll tell him.

= I may not see him.

ربما لا أراه

\*\*\*

- I'll order something if I get hungry.

- I'll order something when I get hungry.

فَمَّا إِلَى الصَّلَاةِ مَتَى سَمِعْتِ

النِّدَاءَ

مَهْمَا تَكُنِ الظَّرُوفُ

# Grammar

## Conditional Sentences Type 1, if vs. when

**A** Read the examples and complete the rule.

- **If** you **buy** two products, you **will get** a third one for free.
- **If** you **want** to complain, you **should fill** out the form.
- **If** Betty **needs** help, **tell** her to ask at the information desk.

We use Conditional Sentences Type 1 for something which is likely to happen in the present or future, and they can also be used to give advice and instructions.

If + ..... {

- Future .....
- can, may, might, should, etc. + base form
- imperative

**B** Read the examples and answer the questions.

- **John:** I'll order something **if** I get hungry.
- **Lisa:** I'll order something **when** I get hungry.

1. Do the sentences refer to the present/future or past?
2. Which tense do we use after 'when'?
3. Who is sure / not sure that he/she will get hungry? Why?

**C** Circle the correct words and complete the boxes with **if** or **when**.

1. **A:** What are you doing tomorrow?

**B:** Well, I'm going on a day trip with my cousin Richard.  the weather **is / will be** good, we **go / may go** hiking too. Do you want to join us?

**A:** I'd love to, but my brother is coming to visit me tomorrow.

**B:** Tell him to come along, too.

**A:** OK, I **ask / 'll ask** him  he arrives, and I'll let you know.

**B:** Sure.

2. **A:** Hi, it's Jamie. Is Danny there?

**B:** No, he isn't. He's in the garage.

he **gets / will get** back, I **tell / 'll tell** him to give you a call. OK, Jamie?

**A:** OK, but  he **tries / will try** to call me and I'm not home, he **calls / should call** me on my mobile phone, because I'm going out later.

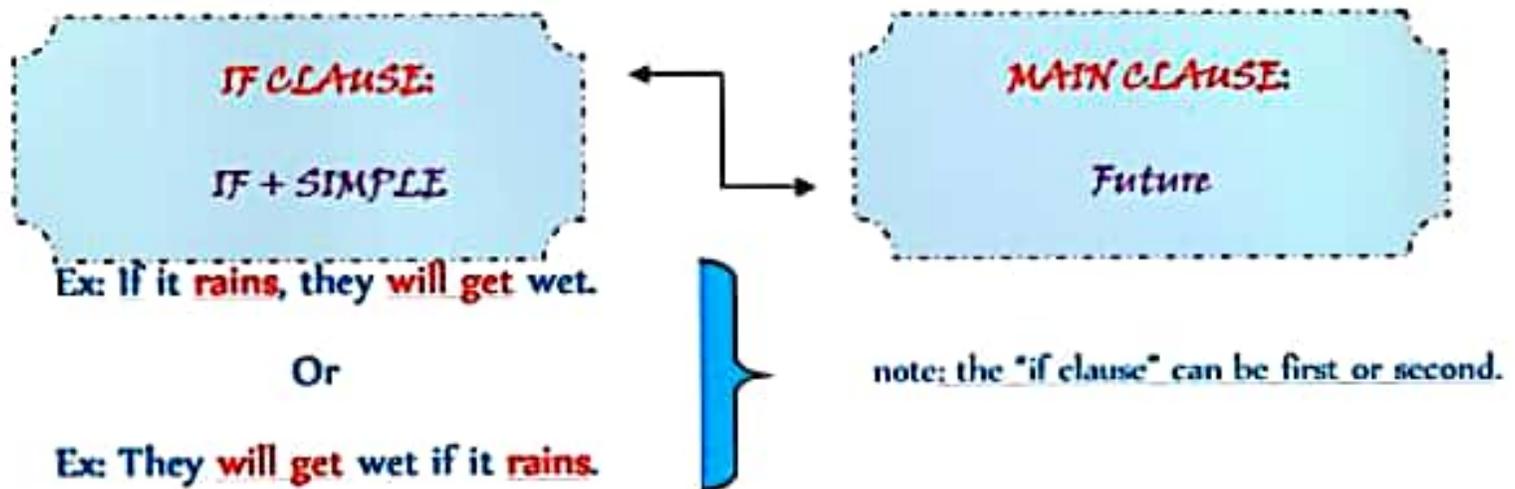
**B:** OK, then.

# Listen

# IF CLAUSE - TYPE 1

## THE FIRST CONDITIONAL - RULES:

In these sentences, the situation may happen or not in the future, but the conditions are realistic, so we think it might occur.



A - Now try to practice what you have just learnt:

1. If he \_\_\_\_\_ (study) hard, he \_\_\_\_\_ (pass) the exam.
2. If you \_\_\_\_\_ (practice) everyday, you \_\_\_\_\_ (play) violin very well.
3. If she \_\_\_\_\_ (eat) too much fast food, she \_\_\_\_\_ (put on) weight.
4. He \_\_\_\_\_ (buy) a farm in Alentejo if he \_\_\_\_\_ (earn) lots of money.
5. They \_\_\_\_\_ (get) drunk if he \_\_\_\_\_ (drink) too much alcohol.
6. If one \_\_\_\_\_ (eat) an apple a day, one \_\_\_\_\_ (keep) the doctor away.
7. If John \_\_\_\_\_ (not/follow) my advice, he \_\_\_\_\_ (get) in trouble.
8. If the court \_\_\_\_\_ (find) them guilty, they \_\_\_\_\_ (go) to jail.
9. If he \_\_\_\_\_ (save) enough money, he \_\_\_\_\_ (buy) a beach house.
10. I \_\_\_\_\_ (go) to university if I \_\_\_\_\_ (pass) this last exam.

Key: 1. Studies/will pass, 2. Practice / will play, 3. Eats / will put, 4. Will buy / earns, 5. Will get / drinks, 6. Eats / will keep, 7. Doesn't follow / will get, 8. finds / will go, 9. Saves / will buy, 10. Will go / pass

name: \_\_\_\_\_ date: \_\_\_\_\_ points: \_\_\_\_\_ mark: \_\_\_\_\_

## Test If-Clauses Type 1

1.) Complete the If-Clauses. Use the simple present and the will-future.

1. If you \_\_\_\_\_ (to dive) into this river, you \_\_\_\_\_ (to hurt) yourself.
2. If the sun \_\_\_\_\_ (to shine), the children \_\_\_\_\_ (to play) outside.
3. Richard \_\_\_\_\_ (to walk) to school if he \_\_\_\_\_ (to miss) the bus.
4. Emily \_\_\_\_\_ (to buy) the cola if you \_\_\_\_\_ (to pack) the picnic basket.
5. If I \_\_\_\_\_ (to be) in Venice, I \_\_\_\_\_ (to not rent) a boat.
6. Michael's teacher \_\_\_\_\_ (to phone) his parents if he \_\_\_\_\_ (to write) text messages during the lesson.
7. If she \_\_\_\_\_ (to not answer) this question correctly, she \_\_\_\_\_ (to not get) an extra point.
8. My sister \_\_\_\_\_ (to be) angry if I \_\_\_\_\_ (to turn) on the music too loud.
9. Your room \_\_\_\_\_ (to not look) much tidier if you \_\_\_\_\_ (to not keep) your hamster in the cage.
10. If we \_\_\_\_\_ (to surf) the Internet, we \_\_\_\_\_ (to find) a lot of information about Loch Ness.

2. Complete the sentences (If-clauses). Use will, won't and can.

Be careful about the sequence of the If-clause and the main clause !!!

Example: He - win the lottery - buy - lots of nice things.

If he wins the lottery, he can buy lots of nice things.

- 1) I - win the competition - buy - a new car  
\_\_\_\_\_
- 2) not save money - I - go out at the weekend  
\_\_\_\_\_
- 3) we - travel to Paris - see the Eiffel Tower  
\_\_\_\_\_
- 4) buy something nice after a while - you - save money -  
\_\_\_\_\_
- 5) the sun - shine - we go to the swimming pool tomorrow  
\_\_\_\_\_

major	أَسَاسِي - رَئِيسِي
changes	تَغْيِيرَات
change	يَغْيِر - يَتَغَيَّر
remember	يَتَذَكَّر
sequence	تَتَابَع - تَتَعَاقَب
pause	يَتَوَقَّف
unexpected	غَيْر مَتَوَقَّع
Career	الحَيَاة المِهْنِيَّة
decision	قَرَار
achieve	يَحْقُق - يَنْجِز
Success	نَجَاح
behind	خَلْف
scene	مَشْهَد
spend	يَقْضِي - يَنْفِق
exhausted	مَرْمَق - مَنهَل
affect	يُؤَثِّر عَلَى
effect	أَثْر

health

الصحة

In addition

بالإضافة

Constantly

بإستمرار

argue with

- يجادل مع

producer

منتج

news bulletins

نشرات الأخبار

issue

قضية

gossip

قيل وقال - بينم

celebrities

مشاهير

disapprove

يرفض - يستنكر

Cope with

يتعامل مع - يتمشى مع

Complicated

معقد

Countryside

الريف

blog

مدونه

give advice

ينصح

stressful

مُجهَد

lifestyle

أسلوب الحياه

energetic

نشط

really حقاً - فعلاً

rely on يعتمد على

realise يدرك

put off يؤجل

## opposites

un - dis

متوقع expected unexpectedسعيد happy unhappyقادر able unableيوافق approve disapprove

صحي healthy

مناسب suitable

طبيعي natural

ضروري necessary

ودود friendly

متأكد certain

ميزة advantage

يظهر appear

يوافق agree

# Grammar

## Adjectives

### Comparative & superlative

تنقسم الصفات إلى ثلاثة أقسام

### 1 الصفات قصيرة المقطع .

tall short big small

hot wide easy cold

### 2 الصفات طويلة المقطع .

dangerous expensive interesting

### 3 الصفات الشاذة .

good

bad

many / much

little

far

11

## \* أولاً: الصفات قصيرة القطف

positive

الوصفية

tall	short	hot	wide
small	big	easy	cold

\* Ali is tall.

Comparative

المقارنة بين اثنين

الصفة + er than

\* Ali is taller than Namad.

- wider than (wide)
- bigger than (big)
- easier than (easy)

Superlative

المقارنة بين أكثر من اثنين

شخصاً واحداً

شيء واحد

the + الصفة + than

\* Ali is the tallest boy in class.

- the widest (wide)
- the biggest (big)
- the easiest (easy)

\* ثانياً:- الصفات طويلة المقطع

positive

dangerous

difficult

expensive

\* The lion is dangerous.

Comparative

more + الصفه + than

\* The lion is more dangerous than the fox.

Superlative

the most + الصفه

\* The lion is the most dangerous animal.

## \* ثالثاً: الصفات الساذجة

Positive	Comparative	Superlative
→ good	better than أفضل من	the best أفضل
← bad	worse than	the worst
many كثير much	more than	the most
Little قليل	less than	the least
Far بعيد	farther than	the farthest
	further than	the furthest

\* Ahmed is a good boy.

\* Ahmed is better than Ali.

\* Ahmed is the best boy.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Comparative and Superlative Adjectives (Sports Themed)

An adjective is a word that describes a noun or pronoun. Adjectives can compare two or more nouns or pronouns. You add *er* to an adjective to make the comparative form. The superlative form of an adjective compares more than two things or people. You add *est* to an adjective to make the superlative form.



Directions: Write each adjective below. Write its **comparative** and **superlative** form.

	<u>Comparative</u>	<u>Superlative</u>
1. angry-	angrier	angriest
2. fast-	_____	_____
3. quick-	_____	_____
4. smart-	_____	_____
5. strong-	_____	_____
6. big-	_____	_____
7. small-	_____	_____
8. heavy-	_____	_____
9. light-	_____	_____
10. large-	_____	_____

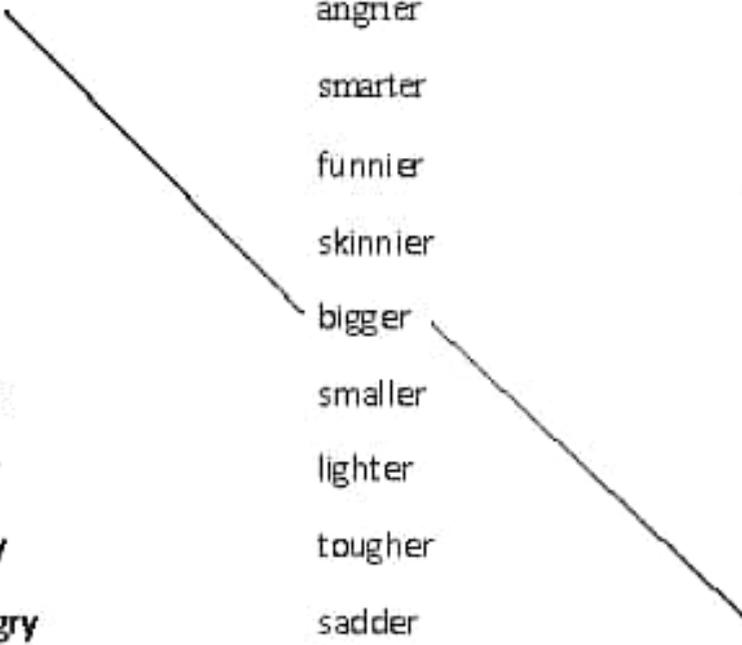
Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Matching Comparative and Superlative Adjectives Worksheet

Adjectives can compare two or more nouns or pronouns. Add *er* to an adjective to make the comparative form. The superlative form of an adjective compares more than two things or people. Add *est* to an adjective to make the superlative form.

**Directions:** Match the adjective in the left column to its comparative form in the middle column. Then, match the comparative adjective in the middle column to its superlative form in the right column.

- |            |          |           |
|------------|----------|-----------|
| 1. big     | angrier  | saddest   |
| 2. small   | smarter  | smartest  |
| 3. tall    | funnier  | tallest   |
| 5. short   | skinnier | hungriest |
| 6. fast    | bigger   | happiest  |
| 7. quick   | smaller  | toughest  |
| 8. angry   | lighter  | fastest   |
| 9. happy   | tougher  | quickest  |
| 10. hungry | sadder   | biggest   |
| 11. smart  | taller   | funniest  |
| 12. funny  | quicker  | skinniest |
| 13. sad    | shorter  | lightest  |
| 14. skinny | faster   | angriest  |
| 15. light  | happier  | smallest  |
| 16. tough  | hungrier | shortest  |
- 

Name \_\_\_\_\_ Period \_\_\_\_\_  
Date \_\_\_\_\_

**Homework Notebook**  
**Periods 1,2,3, & 4**  
**Mr. Austria, room 202**

### Comparative and Superlative Adjectives Worksheet

Directions: Read each sentence. Then decide whether the comparative form (-er) or the superlative form (-est) of the adjective in parentheses fits in the blank space.

1. His shirt is a \_\_\_\_\_ shade of blue than my shirt.  
(dark)
2. That basketball player is the \_\_\_\_\_ one on the team.  
(tall)
3. Jill is the \_\_\_\_\_ girl in the whole school.  
(smart)
4. The cotton pants are much \_\_\_\_\_ than the polyester pants.  
(soft)
5. One of the chair's legs is \_\_\_\_\_ than the others.  
(short)
6. That is the \_\_\_\_\_ blue I have ever seen on a shirt.  
(dark)
7. My older brother is the \_\_\_\_\_ kid in the family.  
(short)
8. These are the \_\_\_\_\_ pajamas I have ever worn.  
(soft)
9. Jack's sister is \_\_\_\_\_ than my sister.  
(tall)
10. I am \_\_\_\_\_ than all of my cousins put together.  
(smart)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Comparative / Superlative Adjectives (Re-Writing Part 1)** [ELA-Literacy.L.3.1g](#)

Adjectives can compare two or more nouns or pronouns. Add *er* to an adjective to make the comparative form. The superlative form of an adjective compares more than two things or people. Add *est* to an adjective to make the superlative form.

Directions: Re-Write each sentence below using the comparative or superlative form of the adjective in parenthesis.

*Example A: You are (tall) than me.*

*Answer A: You are taller than me.*

1. The fish I caught is (big) than the one you caught.

\_\_\_\_\_

2. That is the (small) umbrella I have ever seen!

\_\_\_\_\_

3. She is the (pretty) girl I have ever seen.

\_\_\_\_\_

4. My friend is (fabulous) than yours.

\_\_\_\_\_

5. That building is (large) than the one next to it.

\_\_\_\_\_

6. Who has the (easy) job in our family?

\_\_\_\_\_

7. Do you think a screwdriver is (useful) than a hammer?

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Circling Comparative and Superlative Adjectives Worksheet

Adjectives can compare two or more nouns or pronouns. Add *er* to an adjective to make the comparative form. The superlative form of an adjective compares more than two things or people. Add *est* to an adjective to make the superlative form.

**Directions:** Circle the comparative or superlative form of the adjective that best completes each sentence.

*Example A: You are (taller / tallest) than me.*

*Answer: taller*

1. I have a (bigger / biggest) car than you.
2. That was the (stranger / strangest) thing that I have ever seen!
3. If you look (closest / closer) you can see the ocean from here.
4. That was the (bumpiest / bumpier) car drive ever.
5. You show the (gentler / gentlest) touch when handling the baby.
6. That mouse is the (tinier / tiniest) I have ever seen.
7. My pool is (shallowest / shallower) than yours.
8. The map we printed out is (simplest / simpler) than the one provided at the park.
9. My travel bag is (heavier / heaviest) than yours.
10. That is the (shiniest / shinier) car in the lot.
11. I have the (worse / worst) head cold right now.
12. I had the (best / better) basketball game I've ever played.
13. That test is (more important / most important) than playing video games.
14. You are (most generous / more generous).
15. That is the (happiest / happier) child I have ever seen.

3. She's the ..... girl in the class. (beautiful)
4. You are the ..... person I have ever known. (nice)
5. Summer is ..... than winter. (hot)
6. Horses are ..... than rats. (expensive)
7. This Apple is ..... than that Apple. (red)
8. My grandad is the ..... member in our family. (old)
9. Slovak language is ..... than English. (difficult)
10. You are as ..... as snow. (white)
11. Today was the ..... day in this week. (windy)
12. Yesterday was ..... than today. (cloudy)
13. This tree is ..... than the tree in our street. (big)
14. She's as ..... as her sister. (famous)
15. Elephant is the ..... animal in this ZOO. (heavy)
16. Monday was the ..... day in this week. (sunny)
17. It was raining. He was as ..... as his dog. (wet)
18. Mice are ..... than cats. (small)
19. Scotland is ..... than England. (hilly)
20. This box is the ..... in this room. (large)

Speak

Discuss lifestyle changes you would like to make. think about the ideas in the box and give reasons for your answers.

- Health / exercise

- eating habits

- personality

- social life

- education

- work

- entertainment habits

write

## A Covering Letter

خطاب توضيحي

### Greeting

Dear sir / Madam,

Dear Mr. / Mrs / Miss / Ms + last name

Dear sirs

### Opening paragraph

- I am interested in applying for - - - -

- I am writing to apply for - - - - as advertised  
in / on - - - -

### Main part (2 paragraphs)

- State your qualifications and experience.
- State your present / previous work.
- State why you are interested in this position / internship / scholarship
- Why you are a suitable candidate.
- State your personal qualities.
- State your future plans, goals

### Closing paragraph

- I Look forward to receiving your reply.

### Signing off

Yours faithfully

إذا لم تعرف اسم المرسل إليه

Yours sincerely

إذا تعرف اسم المرسل إليه

اسم المرسل

17

# Write

## A Discuss.

- What fields of study often require students to gain some work experience (do an internship) before graduating?
- How can doing an internship be good for a student?
- What kind of information would you include in a covering letter for an internship?
- Why is it important to refer to related goals, hopes and ambitions when writing a covering letter for an internship?

### NOTE

**internship:** a period of time when a student is working to gain work experience, especially in what they are studying.

## C Read again and tick (✓) the statements below that apply to the covering letter.

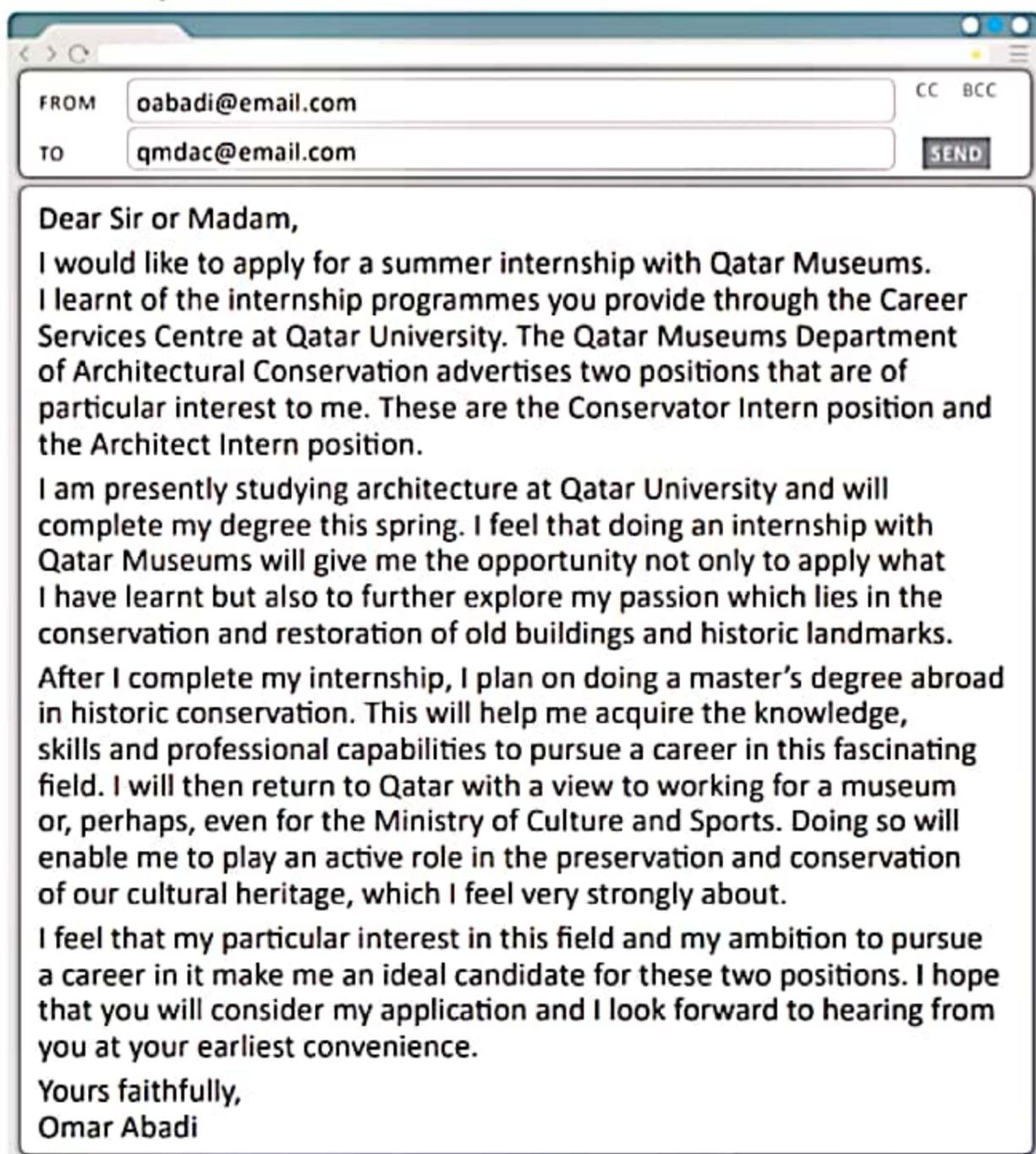
### The writer:

1. uses an informal greeting and ending.
2. uses appropriate set phrases to begin and end the email.
3. states why he is writing.
4. uses linking words to connect his ideas.
5. uses exclamation marks to express his emotions.
6. uses short forms and abbreviations.

## D Read the email again and find the more formal equivalents of the words/phrases below.

1. now (para. 2)
2. to use (para. 2)
3. in a foreign country (para. 3)
4. to get (para. 3)
5. to follow, to work towards (para. 3)
6. very interesting (para. 3)
7. make possible (para. 3)
8. perfect (para. 4)

## B Read the email below. Why is Omar interested in doing an internship with Qatar Museums?



FROM oabadi@email.com CC BCC  
TO qmdac@email.com SEND

Dear Sir or Madam,

I would like to apply for a summer internship with Qatar Museums. I learnt of the internship programmes you provide through the Career Services Centre at Qatar University. The Qatar Museums Department of Architectural Conservation advertises two positions that are of particular interest to me. These are the Conservator Intern position and the Architect Intern position.

I am presently studying architecture at Qatar University and will complete my degree this spring. I feel that doing an internship with Qatar Museums will give me the opportunity not only to apply what I have learnt but also to further explore my passion which lies in the conservation and restoration of old buildings and historic landmarks.

After I complete my internship, I plan on doing a master's degree abroad in historic conservation. This will help me acquire the knowledge, skills and professional capabilities to pursue a career in this fascinating field. I will then return to Qatar with a view to working for a museum or, perhaps, even for the Ministry of Culture and Sports. Doing so will enable me to play an active role in the preservation and conservation of our cultural heritage, which I feel very strongly about.

I feel that my particular interest in this field and my ambition to pursue a career in it make me an ideal candidate for these two positions. I hope that you will consider my application and I look forward to hearing from you at your earliest convenience.

Yours faithfully,  
Omar Abadi

## E You have just been offered a place on a degree course at a university of your choice. You are now interested in applying for a scholarship. Write a covering letter in which you provide any information that may be relevant to your application.

### Mention:

- why you are applying for the scholarship
  - your chosen field of study
  - your future goals and ambitions and how they are related to this particular field of study
  - why you are an ideal candidate for the scholarship
- Before you start, read the tip and refer to the plan and layout on pages 118-119.

### TIP!

When writing a covering letter:

- use the appropriate layout, plan and set phrases.
- use formal language and avoid short forms and abbreviations.
- only provide information that is relevant, for example, to the position/internship/scholarship that you are applying for.
- mention plans, goals and ambitions that show your long-term commitment to a particular line of work or field of study.

# Plan

## A covering letter

### GREETING

Use a formal greeting.

- *Dear Sir/Madam,*
- *Dear Mr/Mrs/Miss/Ms + last name,*
- *Dear Sirs,*

### OPENING PARAGRAPH

Use set phrases to state the position/ internship/scholarship you are interested in applying for and say where/when you came across the relevant information.

- *I am interested in applying for...*
- *I am writing to apply for... as advertised in/on...*
- *I am writing with regard to / in connection with...*

### MAIN PART (2 PARAGRAPHS)

Describe the following if they are relevant to the position/internship/scholarship you are interested in. Include only important information.

- State your qualifications and any experience.
- State your present/previous position/work experience.
- State why you are interested in the position/ internship/scholarship you are applying for and why you are a suitable/ideal candidate.
- State any personal qualities (e.g. *I am well-organised*) that make you a more valuable candidate.
- State any future plans, goals and ambitions that are in any way relevant to the position/ internship/scholarship you are applying for, and that show that you are committed to this line of work or field of study and that you are goal-driven and action-oriented.

Use phrases like:

- *I have been working for/at/in...*
- *I am currently/presently working/learning...*
- *At present I am...*
- *I have previous experience working for/at/in...*
- *It is evident/clear from my marks that...*
- *My marks prove that...*
- *I am presently working towards...*
- *I hope to one day...*
- *I am fulfilling my lifelong dream of...*
- *The goal I have set for myself is...*
- *This year I definitely plan on...*
- *I am determined to...*
- *I am planning to/on...*
- *I would like to...*
- *I am thinking of...*
- *I believe I am suitable for this position/ internship/scholarship because...*

### CLOSING PARAGRAPH

Use set phrases like:

- *I look forward to your response.*
- *I look forward to receiving your reply.*
- *I hope my application will be taken into consideration.*
- *I am available for an interview at your convenience.*

### SIGNING OFF

Use a formal signature ending and print your full name underneath.

- *Yours faithfully*, (when you do not know the name of the person you are writing to)
- *Yours sincerely*, (when you know the name of the person you are writing to)

# 7d

## A FORMAL LETTER

A formal letter is written to someone you don't know personally and it is usually of a business nature. Note the layout below:

**Position of the person you are writing to and/or name of company (start one line below the date).**

**YOUR ADDRESS:** on the right-hand side of the page (without your name).

**DATE:** below the address, leaving a blank line in between.

**Address of the person or company you are writing to.**

**GREETING:** on the left-hand side of the page (leave a blank line before and after the greeting).

**SIGNING OFF:** on the left-hand side of the page, followed by a comma.

**Your signature and your full name clearly written underneath.**

**PARAGRAPHING:** You can indent or write in blocked paragraphs leaving a blank line in between the paragraphs. Note that when using blocked paragraphs, everything begins on the left-hand side of the page, except your address and the date.

92 Park Lane  
Bidston, Lancs.  
LA4 7PL  
18<sup>th</sup> April, 20....

Human Resources Manager  
Tropical Swimming Pool  
72 Albany Road  
Manchester, M11 4LR

Dear Sir or Madam, / Dear Mr Jones,

Yours faithfully, / Yours sincerely,

Jill Thomas (Ms)

# 9d

## THE IMPORTANCE OF COMMUNICATION SKILLS

A recent government report has shown that a large number of young children in the UK are suffering from communication problems. Education professionals suggest that a lot more emphasis has to be placed on the development of communication skills in primary schools. In fact, communication is the key life skill that children need in order to learn all other skills.

To begin with, the report showed that about 50,000 children starting school in the UK have significant speech difficulties and approximately 6,000 have serious communication difficulties. In addition, in some regions of England it was found that up to 50% of school children have communication problems. Although it is not clear what causes these problems, researchers believe that lifestyle plays an important role and factors such as, exposure to video games and television at an early age, are partly responsible.

Consequently, government researchers recommend that parents should spend more time with their children in order to improve their communication skills. For example, families should eat meals together or do fun activities that require conversation. Furthermore, teachers and other education professionals should be better trained to help children with their communication needs.

In summary, parents and teachers should focus on helping children improve their communication skills. Young children need to spend more time interacting verbally with their family and teachers so that they will learn how to communicate effectively.

### TIP!

In a formal letter/email, when you don't know the name of the person you are writing to, begin with **Dear Sir/Madam** and sign off with **Yours faithfully**. If you know the name (e.g. Dear Mr Smith) sign off with **Yours sincerely**. When you are writing to a woman and are unsure of her marital status, begin with **Dear Ms + surname**.