

الأسطورة

THE LEGEND



الوحدة 4+9+10
الفروع المهنية

- الصناعي + الزراعي
- الفندقي + الاقتصاد المنزلي -

الأستاذ : بهاء شنك

0785284585



Bahaa Shannk

الكلمات والتي غالباً ما تتكرر في أسئلة القطع الاستيعابية والقواعدية لأسئلة الوزارة لكلا المستويين

<u>N</u>	<u>الكلمات</u>	<u>معناها</u>
<u>1</u>	Mention	أذكر
<u>2</u>	Apart from	بغض النظر
<u>4</u>	Characteristics	خصائص / مميزات
<u>5</u>	Features	مميزات
<u>6</u>	Advantages	حسناً
<u>7</u>	Disadvantages	سئناً
<u>8</u>	Refer to	يشير الى
<u>9</u>	Quote the sentence which indicate that	اقتبس الجملة التي تشير الى أن
<u>10</u>	Write down	اكتب
<u>11</u>	Give the evidence that	اعط الدليل على أنه
<u>12</u>	Which shows that	الذي يظهر أن
<u>13</u>	Express your opinion	عبر عن وجهة نظرك
<u>14</u>	Describe	صف
<u>15</u>	In the text	في النص
<u>16</u>	The pros and cons	الإيجابيات والسلبيات
<u>17</u>	According to the text the writer thinks that justifying your answer .	حسب النص الكاتب يعتقد أن اشرح هذه الجملة مبيناً اجابتك
<u>18</u>	According to the text the writer states that explain this statement suggesting..... .	حسب النص الكاتب ذكر أن اشرح هذه الجملة مقترحاً
<u>19</u>	As mentioned in the text	كما ذكر في النص
<u>20</u>	It is said that	يقال انه
<u>21</u>	concerning	فيما يتعلق ب
<u>22</u>	Is he justified in this ? explain	هل كلامه مبرر في ذلك؟ اشرح (هل كلامه مبرر)
<u>23</u>	Think of this statement then write down your point of you	فكر بهذه الجملة ثم اكتب وجهة نظرك
<u>24</u>	Pieces of advice	نصائح
<u>25</u>	Impact	تأثير
<u>26</u>	Improve	يتحسن
<u>27</u>	Tips	نصائح
<u>28</u>	Aspect	مجال
<u>29</u>	Consequence	نتيجة
<u>30</u>	Side effects	آثار جانبية
<u>31</u>	Benefits	فوائد
<u>32</u>	Obviously	من الواضح أنه
<u>33</u>	What is the function of this statement?	ما الوظيفة اللغوية لهذه الجملة

34	Write these two reasons down	اكتب هذان السببان
35	Find a word in the text which means "" "	جد الكلمة في النص والتي تعني "" "
36	What does the underlined word means?	ماذا تعني الكلمة التي تحتها خط
37	What does the underlined pronoun refer to?	إلى ماذا يشير الضمير الذي تحته خط
38	Find a word which has the opposite meaning of "" "	جد الكلمة التي لها معنى معاكس لـ "" "
39	Choose the suitable items from those given in the box to complete the following paragraph .	اختر العناصر المناسبة من تلك المعطاة في الصندوق لتكملة الفقرة التالية
40	Write the answers down in your answer BOOKLET	اكتب الإجابات في دفتر الإجابة
41	Study the following sentence and answer the question that follows	ادرس الجملة التالية ثم اجب عن السؤال التالي
42	There is a word missing in the above sentence	هناك كلمة مفقودة في الجملة أعلاه
43	Complete the following sentences with the suitable words derived from the words in the box below	أكمل الجمل التالية بالكلمات المناسبة المشتقة من الكلمات في المربع أعلاه
44	Correct the verbs between brackets in the following dialogue	صحح الأفعال بين الأقواس في الحوار التالي
45	Use the right word or phrase in the box below each pair of sentences	استعمل شبه الجملة أو الكلمة الصحيحة في المربع الذي تحت كل زوج من الجمل
46	Write sentences which explain possibilities of the following situations using the suitable modal verbs from the box .	اكتب الجمل والتي تشرح الاحتمالية للمواقف التالية مستعملا الأفعال الناقصة التالية من الصندوق .
47	What is the function of using present perfect in the above sentence	ما الوظيفة اللغوية من استعمال المضارع التام في الجملة أعلاه
48	Read the information in the table below , and then in your ANSWER BOOKLET , write two sentences about	اقرأ المعلومات في الجدول أدناه . وبعد ذلك اكتب جملتين عن في دفتر الإجابة
49	Use the appropriate linking word such as : and , moreover , in addition to , also , tooetc	استعمل أدوات الربط المناسبة مثل : و , وعلاوة على ذلك , بالإضافة إلى , أيضا , أيضا الخ

The importance of Islamic achievements in history أهمية الانجازات الاسلامية عبر التاريخ

Jabir ibn Hayyan (born 722 CE, died 815 CE)

(توفي سنة 815 م , ولد سنة 722 م) جابر ابن حيان

The Arab world has many famous chemists in *its* history, but the person *who* is known as *the* founder of chemistry is probably Jabir ibn Hayyan. *He* is most well known for the beginning of the production of sulphuric acid. *He* also built a set of scales which changed the way in *which* chemists weighed item in a laboratory, *his* scales could weigh items over 6,000 times smaller than a kilogram.

Ali ibn Nafi ' (Ziryab) (born 789 CE, died 857 CE)

(توفي سنة 857 م , ولد سنة 789 م) (زرياب) علي بن نافع

Ali ibn Nafi ' is also known as 'Ziryab' (or 'Blackbird', because of *his* beautiful voice). *He* was a gifted pupil of a famous musician from Baghdad, and it was *his* talent for music *that* led him to Cordoba in the ninth century CE. *He* was the guest of the Umayyad ruler there. *He* is the person *who* established the first music school in the world in Cordoba, Al-Andalus, teaching musical harmony and composition. *He* revolutionised musical theory, and is also the person *who* introduced the oud to Europe.

Fatima al-Fihri (born early 9th century, died 880 CE)

(توفت سنة 880 م , ولدت أوائل القرن التاسع) فاطمة الفهري

Fatima al-Fihri was the daughter of a wealthy businessman. *She* used *her* father's inheritance to build a learning centre in Fez, Morocco. This learning centre became Morocco's top university, and *it* is *where* many students from all over the world come to study. Moreover, it was Fatima's sister, Mariam, *who* supervised the building of the Andalus Mosque, *which* was not far from the learning centre.

Al-Kindi (born around 801 CE, died 873 CE)

(توفي سنة 873 م , ولد سنة 801 تقريبا) الكندي

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath. *He* made ground-breaking discoveries in many of these fields, but it is probably *his* work in arithmetic and geometry that has made *him* most famous.

الضمائم

الضمير	السطر	يعود على	الضمير	السطر	يعود على
it's	line 2	<i>The arab world</i>	he	line 12	<i>Ali bin Nafi'</i>
who	line 2	<i>Jaber ibn hayyan</i>	who	line 13	<i>Ali bin Nafi'</i>
he	line 3	<i>Jaber ibn hayyan</i>	she	line 15	<i>Fatima al-Fihri</i>
he	line 4	<i>Jaber ibn hayyan</i>	her	line 15	<i>Fatima al-Fihri</i>
which	line 4	<i>The way</i>	it	line 17	<i>The learning centre</i>
his	line 5	<i>Jaber ibn hayyan</i>	where	line 17	<i>The learning centre</i>
his	line 8	<i>Zriyab</i>	who	line 18	<i>Mariam</i>
his	line 8	<i>Ali bin Nafi'</i>	which	line 19	<i>Andalus Mosque</i>
his	line 9	<i>Ali bin Nafi'</i>	he	line 22	<i>Alkindi</i>
that	line 9	<i>Musical talent</i>	his	line 23	<i>Alkindi</i>
he , he	line 10	<i>Ali bin Nafi'</i>	him	line 23	<i>Alkindi</i>
who	line 11	<i>Ali bin Nafi'</i>			

المعاني (Vocabulary)

revolutionise	To completely change the way people do something or think about something	بغير جذريا
musical harmony	a pleasant sound in music, made by playing or singing a group of different notes together	الايقاع الموسيقي
inheritance	money or things that you get from someone after they die	ميراث
physician	someone qualified to practise medicine, especially one who specialises in diagnosis and treatment	طبيب
philosopher	someone who studies and writes philosophy professionally, or an undergraduate student of Philosophy	فيلسوف
mathematician	a person who studies Mathematics to a very complex level	مختص بالرياضيات
polymath	someone who has a lot of knowledge about many different subjects	علامة , موسوعي
ground-breaking	new, innovative	ابتكار
arithmetic	the branch of mathematics concerned with numerical calculations such as addition, subtraction, multiplication and division	الحساب
geometry	the branch of mathematics concerned with the properties, relationships and measurement of points, lines, curves and surfaces	الهندسة

أسئلة الاستيعاب (Comprehension)

- 1 Do you think that our today's life has to be grateful for early Muslims scientists? why ?
هل تعتقد أن حياتنا اليوم يجب أن تكون ممتنة للعلماء المسلمين الأوائل؟ ولماذا؟
- 2 What is the advantage that distinguishes the ancient Muslim scientists ? justifying your answer with an example from the text .
ما هي الصفة التي تميز العلماء المسلمين القدماء؟ برر اجابتك بأمثلة من النص.

- 3 Match between the achievement and it's scientist.

Scientist	Acheivement	Solution
1 Alkindi	A Introduced aloud to europe	1 D
2 Fatima al-fihri	B The founder of chemistry	2 C
3 Ali ibn nafi'	C Built a learning center in fes	3 A
4 Jaber ibn hayyan	D Was a true polymath	4 B

صل بين الانجاز ومن قام به

- 4 What does the pronoun " it's " line (2) refer to ?
على ماذا يعود الضمير (it's) السطر (2) ؟
- 5 Do you think that it was easier or more difficult in those days to reach such high levels of achievement in comparison with the present day? Give a reason for your opinion.
هل تعتقد أنه كان من السهل أو من الصعب الوصول لمثل هذا المستوى من الانجاز بالمقارنة مع يومنا هذا؟ علل وجهة نظرك.
- 6 What does the pronoun " he " line (4) refer to ?
على ماذا يعود الضمير (he) السطر (4) ؟
- 7 What does the pronoun "his" line (8) refer to?
على ماذا يعود الضمير (his) السطر (8) ؟
- 8 What does the demonstrative "that" line (9) refer to?
على ماذا يعود اسم الإشارة (that) السطر (9) ؟
- 9 What does the relative pronoun "who" line (11) refer to?
على ماذا يعود الضمير الموصول (who) السطر (11) ؟
- 10 Find a word in the text which means "money or things that you get from someone after they die"
جد كلمة في النص تعني " money or things that you get from someone after they die"
- 11 Find a word in the text which means " new, innovative "
جد كلمة في النص تعني " new, innovative "
- 12 What does the word " inheritance" line 5 mean?
ماذا تعني كلمة " inheritance " السطر (5) ؟
- 13 The Islamic history is rich of popular polymaths. Mention three of them and what they did.
العالم الاسلامي غني بالعلماء الموسوعيين. اذكر ثلاثة منهم مع ذكر ماذا قدموا.

أجوبة أسئلة الاستيعاب (Comprehension)

- 1 I think we have to thank them due to their many scientific contributions in many fields such as Geography, physics, mathematics, astronomy and medicine.
أعتقد أننا يجب أن نكون ممتنين لهم لإسهاماتهم العلمية في مختلف النواحي مثل الجغرافيا، الفيزياء، الرياضيات، علم الفضاء والطب.
- 2 The ancient scientist like AlKindi or Ibn Hayyan were a polymath who has interests in multiple fields of science .For example, Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer. He made discoveries in many of these fields
العلماء القدماء مثل الكندي أو ابن حيان كانوا علماء موسوعيين لهم اهتمامات في مجالات علمية مختلفة. مثلاً، الكندي كان طبيباً، فيلسوفاً، مختص في الرياضيات، كيميائي، موسيقي ومختص بعلم الفضاء. وقدم الكثير من الاختراعات في هذه المجالات.
- 3 The Arab world
العالم العربي
- 4 I think that it was more difficult for people in the past to reach such high levels of achievement in comparison with the present day. There was less access to information in the past, so scientists like Al-Kindi had to be truly revolutionary and creative in their thinking in order to succeed.
أعتقد أنه كان من الصعب للناس سابقا الوصول الى مثل هكذا مستويات من الانجاز بالمقارنة مع يومنا هذا. كان الوصول الى المعلومة أقل، لذلك العلماء مثل الكندي وجب عليه ان يكون مبدع وأن يفكر بشكل جذري حتى يتمكن من النجاح.
- 5 Jaber ibn hayyan
جابر ابن حيان
- 6 Ali ibn nafi'
علي ابن نافع
- 7 Musical talent
موهبة موسيقية
- 8 Ali ibn nafi
علي ابن نافع
- 9 artificial
صناعي
- 10 Inheritance
ميراث
- 11 ground-breaking
غير مسبوق
- 12 money or things that you get from someone after they die
المال أو الأشياء التي يحصل عليها الشخص بعد وفاة أحدهم.
- 13 1- Abbas Ibn Firnas , invented the early model of Parachute in the ninth century.
2- Ibn Alnafees , discovered the pulmonary circulation.
3- Ibn Alsaghani, invented Astrolabe.
1- عباس ابن فرناس , اخترع النموذج الاولي للمظلة في القرن التاسع.
2- ابن النفيس, مكتشف الدورة الدموية الصغرى.
3- ابن الصاغاني, اخترع الاسطرلاب.

Masdar City - a positive step مدينة مصادر - هل هي خطوة ايجابية ؟

Megaprojects are extremely large investment projects, *which* are designed to encourage economic growth and bring new benefits to cities. Although megaprojects **vary** in terms of size and cost, *they* are all, by definition, expensive, public projects that attract a high level of interest and media coverage. Projects range from motorways, airports, stations, tunnels, bridges, etc. to entire city complexes.

The concept of a megaproject is always based on the benefits *it* brings to a community. However, many megaprojects have been **criticized** because of *their* negative effects on a community or the environment. This essay will look at these issues with regard to Masdar City, a megaproject in Abu Dhabi.

10 Masdar City, *which* began *its* development in 2006 CE, will be the world's first **carbon-neutral**, zero waste **artificially-created** city. Covering an area of six square kilometres, when *it* is completed in 2025 CE, *it* is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products.

The city will run entirely on renewable energy sources. *It* is built on an advanced energy **grid** *which* monitors exactly how much electricity is being used by every outlet in the complex.

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

20 Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A **desalination** plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled.

The current residents of Masdar City are all students at the Masdar Institute of Science and

25 technology, a university **whose** students are fully committed to finding solutions to the world's energy problems.

While the project has the support of many global, environmental and conservation organisations, there is some criticism of **it**. It is felt that, instead of building an artificial sustainable city, sustainability should be made a priority of existing cities. In conclusion, the benefits of Masdar City for the community and the environment greatly **outweigh** any disadvantages.

If the aims of the developers are realised, Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

الضمير			الضمير		
الضمير	السطر	يعود على	الضمير	السطر	يعود على
which	Line 1	Megaproject	It	Line 12	Masdar city
they	Line 3	Megaprojects	It	Line 14	Masdar city
It	Line 6	Megaproject	Which	Line 15	The advanced energy grid
Their	Line 7	Megaprojects	It's	Line 16	Masdar city
which	Line 10	Masdar city	Whose	Line 25	the Masdar Institute of Science and technology
It's	Line 10	Masdar city	it	Line 28	Masdar city
It	Line 11	Masdar city			

المعاني (Vocabulary)

megaproject	a very large, expensive, ambitious business project	مشروع عملاق
vary	to differ according to the situation	يتراوح , يتفاوت
carbon-neutral	Not affecting the total amount of carbon dioxide in Earth's atmosphere	خالي من الكربون
artificially-created	not real or not made of natural things but made to be like something that is real or natural	مُعد صناعياً
grid	a system of wires through which electricity is connected to different power stations across a region	شبكة
pedestrian	Someone who is walking, especially along a street or another place that is used by cars	مشاة
desalination	The process of removing salt from sea water so that it can be used	تحلية المياه
outweigh	to be more important than something else	يفوق
criticise	to judge (something) with disapproval; to evaluate or analyse (something)	ينتقد
sustainability	the state of being able to continue forever, or for a very long time; for example, the sustainability of the environment involves emitting less pollution and using less water	الاستدامة
zero-waste	Producing no waste, or having parts that can be reused	خالي من النفايات

أسئلة الاستيعاب (Comprehension)

- 1 What examples of megaprojects are provided in the essay?
ما الأمثلة المعطاة في النص على المشاريع العملاقة ؟
- 2 What are the advantages of the creation of Masdar City? What are the disadvantages?
ما هي ايجابيات إنشاء مدينة مصدر ؟ وما هي سلبياتها ؟
- 3 Do you think that Masdar City is a beneficial project or not? Give your reasons.
هل تعتقد ان مدينة مصدر مشروع مفيد أم لا ؟ أعط أسباب لإجاباتك.
- 4 The writer stated that “ the advantages of Masdar city outweigh it’s disadvantages “ do you agree him ? justifying your answers .
بين الكاتب أن ايجابيات مدينة مصدر تفوق سلبياتها , هل تتفق معه في ذلك ؟ برر اجابتك.
- 5 What does the pronoun " they " line (3) refer to ?
على ماذا يعود الضمير (they) السطر (3) ؟
- 6 What does the pronoun " it’s " line (10) refer to ?
على ماذا يعود الضمير (it’s) السطر (10) ؟
- 7 What does the relative pronoun " which " line (15) refer to ?
على ماذا يعود الضمير الموصول (which) السطر (15) ؟
- 8 Find a word in the text which means " The process of removing salt from sea water so that it can be used "
جد كلمة في النص تعني " The process of removing salt from sea water so that it can be used "
- 9 Find a word in the text which means " to be more important than something else "
جد كلمة في النص تعني " to be more important than something else "
- 10 Find a word in the text which means " Producing no waste, or having parts that can be reused "
جد كلمة في النص تعني " Producing no waste, or having parts that can be reused "
- 11 What does the word “vary “line 2 mean?
ماذا تعني كلمة " vary " السطر (2) ؟
- 12 What does the word " grid” line 14 mean?
ماذا تعني كلمة " grid " السطر (14) ؟
- 13 What does the word " pedestrian” line 17 mean?
ماذا تعني كلمة " pedesrian " السطر (17) ؟
- 14 There is no megaproject around the world doesn’t have any disadvantage .think of this statement and in two sentences express your point of you.
لا يوجد مشروع عملاق ليس له مساوئ. فكر في هذه الجملة وفي جملتين عبر عن وجهة نظرك.
- 15 The article mentions many advantages for Masdar city. Suggest other two advantages that could convince people who argue against it.
يذكر النص أن هناك العديد من مزايا مدينة مصدر. اقترح اثنتين اضافيتين من المزايا التي قد تُقنع المعارضين لفكرة مدينة مصدر.

أجوبة أسئلة الاستيعاب (Comprehension)

- 1 Motorways, airports, stations, tunnels, bridges and entire city complexes.
طرق السيارات , مطارات , محطات ركاب , جسور ومدن سكنية كاملة.
- 2 The advantages include the fact that it will be the world's first carbon-neutral, zero-waste city. It will also be a car-free zone, although there will be excellent public transport. The disadvantage is that existing cities are nowhere near as environmentally clean, and many people think the money should have been spent on cleaning up existing places and making them more.
المزايا تشمل أنها ستكون أول منطقة في العالم خالية من الكربون, مدينة خالية من النفايات. كما أنها ستكون منطقة خالية من السيارات, بالرغم من أنه سيكون هناك نقل عام ممتاز. السلبية أن المدن الحالية أشبه ما تكون نظيفة بيئياً, والكثير من الناس يعتقدون أنه يجب أن نكون قد أنفقنا على تطوير المدن الحالية وتكثيرها.
- 3 I think it is so beneficial for its contributions to maintain the environment. It plays important roles in supporting local economy. Although each project has its advantages and disadvantages, but the benefits of "Masdar city" outweigh its disadvantages.
أعتقد أنه مفيد جداً لإسهاماته في حماية البيئة. ويلعب أدواراً مهمة في دعم الاقتصاد المحلي. بالرغم من أن كل مشروع له مزاياه وسلبياته, إلا أن مزايا مدينة مصدر فاقت سلبياته.
- 4 I really agree with him, when we compare the advantages/disadvantages of Masdar project, we find that the project's plants aim to reduce global environmental issues (energy consumption, air pollution ... etc.)
أتفق تماماً معه, عندما نقارن مزايا وسلبيات مدينة مصدر, نجد أن مرافق المشروع تهدف الى الحد من القضايا البيئية العالمية (استهلاك الطاقة, تلوث الجو .. إلخ)
- 5 Megaprojects
المشاريع العملاقة
- 6 Masdar city
مدينة مصدر
- 7 The advanced energy grid
شبكة متطورة للطاقة
- 8 Desalination
تحلية المياه
- 9 Outweigh
يفوق
- 10 Zero-waste
خالي من النفايات
- 11 To differ according to the situation
يختلف اعتماداً على حدث ما
- 12 A system of wires through which electricity is connected to different power stations across a region
نظام من الأسلاك من خلاله تصل الكهرباء الى مختلف محطات الكهرباء في منطقة ما.
- 13 Someone who is walking, especially along a street or another place that is used by cars
شخص ما يمشي بجانب الشارع أو مكان يستخدم للسيارات
- 14 This is completely true, megaprojects usually are huge, expensive and long run projects. It's normal to have some drawbacks or critics during building.
هذا صحيح 100%, المشاريع العملاقة عادةً ضخمة, مكلفة ومشاريع طويلة الامد. من الطبيعي أن يكون بها بعض السلبيات أو الانتقادات أثناء التشييد
- 15 1- It will be a successful example that will inspire other similar projects in the region.
2- It will be a solution to face increasing gas prices.
1- ستكون مثلاً ناجحاً سيحفز مشاريع أخرى في المنطقة.
2- سوف تكون لحل لمشكلة نضوب مصادر الطاقة.

الفقرة وردت في الامتحان الوزاري (2016/1/9) – (دورة شتوية)

- 1 There are many procedures that will be implemented to reduce carbon footprint in Masdar city. Write down two of these procedures.
- 2 The writer states two benefits of creating megaprojects. Write them down.
- 3 What does the underlined word "outweigh" mean?
- 4 Quote the sentence which shows who are the present inhabitants of Masdar city.
- 5 What does the underlined word "their" refer to?
- 6 "Making use of renewable energy sources has its own positive impacts on community and environment". Suggest three positive impacts on community and environment to show how far you agree with this statement.
- 7 Some people argue that we should prioritise sustainability in already existing cities rather than, creating new one. Think in this statement and, in two sentences, write down your point of view.

الإجابات

- 1 - Masdar city will be a car free zone, designed to be pedestrian and cycle-friendly.
- Electric cars will operate as public transport vehicles.
- 2 - Designed to encourage economic growth.
- Bringing new opportunities to cities.
- 3 To be more important something else.
- 4 The current residents of Masdar city are all students at the Institute of Science and Technology.
- 5 many projects
- 6 - *Stabilizes the energy prices and cost*
- *Doesn't require a lot of maintenance*
- 7 In my view, government has to do its best to develop the current infrastructure of cities. Outstanding cities have a priority over making a new sustainable city.

A founding father of farming

الأب المؤسس للزراعة

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

5 . خبرته اليدوية في العمل في الزراعة .

One of the many things which Ibn Bassal achieved was A Book of Agriculture. The book consisted of sixteen chapters which explain how best to grow trees, fruit and vegetables, as well as herbs and sweet-smelling flowers; perhaps the most famous chapter of all was the one that described how to treat different types of soil . Ibn Bassal also worked out how to irrigate the land by finding underground water and digging wells. He designed water pumps and irrigation systems. All of these things were passed on through his writing.

The influence of Ibn Bassal's book was enormous. As farmers down the generations followed his instructions and advice, the land became wonderfully fertile and produced more than enough food for the fast-growing population. The irrigation systems that he and his followers put in place are still in evidence in Spain. Although his name is not widely known, Ibn Bassal's legacy to the world has been great.

الضمير	السطر	يعود على	الضمير	السطر	يعود على
who	line1	Ibn albassal	his	all	Ibn albassal
which	line3	botany	he	all	Ibn albassal
which	line 6	Many things	which	line 8	Sixteen chapters

أسئلة الاستيعاب (Comprehension)

- 1 Name two of Ibn Bassal's achievements.
سم اثنين من انجازات ابن البصال.
- 2 Find a verb in the second paragraph that means 'supply land with water'.
جد فعل في الفقرة الثانية يعني "تزويد الأرض بالماء"
- 3 Guess the meaning of 'fertile land' in the third paragraph. Which part of the text illustrates its meaning?
خمن معنى "الأرض الخصبة" في الفقرة الثالثة. ما هو الشيء الذي في النص الذي يدل عليها؟
- 4 Guess the meaning of 'legacy' in the third paragraph. What does the author suggest is Ibn Bassal's legacy to the world?
خمن معنى كلمة "إرث". ما الذي ذكره الكاتب على انه إرث ابن البصال الى العالم؟
- 5 Which paragraph suggests that Ibn Bassal was a polymath? Give examples of his areas of knowledge.
ما الفقرة التي تبين ان ابن البصال كان علامة موسوعي؟ أعط امثلة على مجالات معرفته.
- 6 Why do you think the area around Toledo had a 'fast-growing population'?
لماذا برأيك أن المنطقة المحيطة لطليطلة كان بها نمو سكاني متزايد؟

أجوبة أسئلة الاستيعاب (Comprehension)

- 1 Writing A Book of Agriculture; designing water pumps and irrigation systems .
تأليف كتاب الزراعة / تصميم مضخات وأنظمة للري.
- 2 Irrigate
يروي
- 3 Agriculturally productive; 'the land became wonderfully fertile and produced more than enough food for the fast-growing population.'
زراعيًا منتجة , الأرض تصبح خصبة وتنتج غذاء أكثر للنمو السكاني المتزايد.
- 4 'Legacy' means what someone leaves to the world after their death. Ibn Bassal's legacy is his agricultural instructions and advice.
الإرث يعني ان احدهم ترك شيئاً ما بعد وفاته. إرث ابن البصال كان تعليماته ونصائحه في مجال الزراعة.
- 5 The first paragraph: writing, science, engineering, botany, agriculture.
في الفقرة الاولى – الكتابة , العلوم , الهندسة , على النباتات والزراعة.
- 6 Suggested answer: I think that the area around Toledo had a fast-growing population for two reasons. Firstly, I think that many people would want to live around Toledo, and Al-Andalus in general, at that time because Al-Andalus was a very prosperous place. Secondly, because the area was producing a lot of food as a result of Ibn Bassal's irrigation systems, people would be healthier and more able to provide for more children than they could before.

أعتقد أن المنطقة حول طليطلة شهدت نمو سكاني مرتفع لسببين: أولاً , أعتقد ان الكثير من الناس كانوا يرغبون بالعيش قريباً من طليطلة والاندلس عموماً لما لها من موقع مزدهر. ثانياً , كون المنطقة كانت تنتج الكثير من الطعام كنتيجة لأنظمة الري التي اخترعها ابن البصال أصبح الناس يرغبون في العيش بشكل أكثر صحةً.

Vocabulary exercises**student Book / page 33 Exercise 4**

■ **Make pairs of words with similar meanings and match them with the correct definitions.**

growth effect transport footprint waste planning

1- urban 2- public 3- biological 4- carbon 5- negative 6- economic

1 Urban planning

3 Public transport

5 Biological waste

2 Carbon footprint

4 Negative effects

6 Economic growth

student Book / page 33 Exercise 5

■ **Complete the sentences with the correct collocations from exercise 4.**

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

Activity Book / page 20 Exercise 1

■ **Complete the sentences with the words in the box. One word is not needed.**

philosopher arithmetic polymath chemist
geometry mathematician physician

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

Activity Book / page 20 Exercise 2

■ Match the words with the correct definitions. One definition is not needed.

- | | | |
|--------------|---|--|
| 1 Talent | G | a an expert in many subjects |
| 2 Founder | C | b a room for scientific experiments |
| 3 Scales | D | c the person who starts something new, such as an organisation or a city |
| 4 Polymath | A | d an instrument to measure weight |
| 5 Arithmetic | F | e an engineer |
| 6 laboratory | B | f the study of numbers |
| | | g special ability |

Activity Book / page 21 Exercise 7

■ Complete the sentences with words formed from the words in brackets. مهم

- 1 The Middle East is famous for the production of olive oil. (produce)
- 2 Ibn Sina wrote medical textbooks. (medicine)
- 3 Fatima al-Fihri was born in the ninth century. (nine)
- 4 My father bought our house with an inheritance from his grandfather. (inherit)
- 5 Scholars have discovered an original document from the twelfth century. (origin)
- 6 Do you think the wheel was the most important invention ever? (invent)
- 7 Al-Kindi made many important mathematical discoveries. (discover)
- 8 Who was the most influential writer of the twentieth century? (influence)

Activity Book / page 23 Exercise 10

■ Complete the sentences with the words in the box. One word is not needed.

benefit farms footprint free friendly neutral
pedestrian power renewable waste

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

Cleft sentences

(Who , Which , Where , When , Whom , That , Whose) * ضمائر الوصل هي :

**ملاحظة 1 استخدامات ضمائر الوصل :

Who

- بمعنى الذي , التي , اللذان , اللتان , الذين , اللواتي
- تستخدم مع الفاعل والمفعول به (العاقل) المفرد والجمع ويحل محل الضمير (He)
- The woman who lives next door is a doctor.
- We know a lot of people who live in the country.

which

- بمعنى الذي , التي , اللذان , اللتان , الذين , اللواتي
- تستخدم مع الفاعل والمفعول به (غير العاقل) المفرد والجمع ويحل محل الضمير (it)
- The car which is damaged is expensive.
- Rami bought his house which he built by himself.

Whom

- بمعنى الذي , التي , اللذان , اللتان , الذين , اللواتي
- تستخدم مع المفعول به (العاقل) فقط المفرد والجمع ويحل محل الضمير (He)
- The woman whom I met was Nada.
- The Spanish tourist whom they saw kidnaped yesterday.

That

- بمعنى الذي , التي , اللذان , اللتان , الذين , اللواتي
- تستخدم مع الفاعل والمفعول به (العاقل وغير العاقل) المفرد والجمع ويحل محل (who , which . whom).
- بشرط أن تكون الجملة (جملة موصولة محددة) "
- The woman who (that) lives next door is a doctor.
- The woman whom (that) I met was Nada.

where

- بمعنى المكان الذي فيه
- تستخدم بعد الأماكن .
- Syria is the place where I was born .
- The university of Jordan where we have studied .

when

- بمعنى الوقت الذي فيه
- تستخدم بعد التواريخ والمناسبات المرتبطة بزمان .
- 2005 the year when Facebook was founded.
- I'll meet you on Friday when she will arrive.

Whose

- بمعنى الذي له
- تستخدم للملكية وتعود على العاقل والغير عاقل المذكر والمؤنث.
- The horse whose leg is broken is in a good health.
- A widow is a woman whose husband is died.

****ملاحظة 2 الضمائر (Who , Which , Whom , That) يمكن كتابتها أو الاستغناء عنها بشرطين :**

1- أن تكون محل مفعول به .

The person who I visited yesterday was Omer. = The person I visited yesterday was Omer.
The cake that I prepare is the most delicious ever. = The cake I prepare is the most delicious ever.
The person who buys the umbrella is Fadi. = ~~The person buys the umbrella is Fadi.~~

2- أن تكون الجملة " جملة موصولة محددة .

**** الفرق بين الجملة الموصولة المحددة و الجملة الموصولة الغير محددة**

:

The story which we read is amazing.
 The certificate which he showed is fake.
 My friend whose dog has been killed is sad.

- لا نستخدم فيها الفواصل مطلقاً

The boy who (**that**) broke the window is waiting outside.
 The villa which (**that**) we bought is fantastic.
 I met the worker whom (**that**) dismissed in the downtown..

- يمكن استبدال ضمائر الوصل التالية
 (who , which , whom ,) بـ (**that**)

The person who I visited yesterday was Omer. ✓
 The person I visited yesterday was Omer. ✓
~~The person bought the umbrella is Fadi~~

- يمكن استخدام ضمائر الوصل فيها ويمكن
 حذفها إذا كانت محل مفعول به فقط .

:

The story , which we read , is amazing.
 The certificate , which he showed , is fake.
 My friend , whose dog has been killed , is sad.

- نستخدم فيها الفواصل دائماً

The boy , who broke the window , is waiting outside.
~~The villa , which (**that**) we bought , is fantastic.~~
~~I met the worker , whom (**that**) dismissed , in the downtown.~~

- لا يمكن استبدال ضمائر الوصل التالية
 (who , which , whom ,) بـ (**that**)

The person , who I visited yesterday , was Omer.
~~The person , I visited yesterday , was Omer.~~
~~The person , bought the umbrella , is Fadi~~

- لا يمكن حذف ضمائر الوصل فيها حتى
 وإن كانت محل مفعول به .

Cleft sentences : هي جملة تتكون من قسمين (جملة رئيسية وجملة تابعة) الهدف منها التركيز على جزء معين من الجملة.

* الجملة الرئيسية (main sentence) : هي جملة تتكون من فعل وفاعل وغالباً مفعول به وتعطي معنى كامل.

* الجملة التابعة (dependent sentence) : هي جملة تتكون من فعل وفاعل وغالباً مفعول به ولا تعطي معنى كامل وغالباً ما تبدأ بضمير وصل (who , which , whom , whose , where , when , that).

The player has just arrived. (جملة رئيسية) He won the golden medal (جملة تابعة)
The player who won the golden medal has just arrived.

**** هناك عدة طرق لكتابة جملة الـ Cleft sentence , منها :**

What - باستخدام جملة

it - باستخدام جملة

- باستخدام بعض التعابير الجاهزة (The person who , The place where , The time when , The thing that)

**** أولاً : - باستخدام جملة What**

- نقطة الانطلاق في الحل هي الجزء المضلل من الجملة المراد حلها. فإذا كان الجزء المضلل إسم (noun) فتكون الطريقة كما يلي :

الإسم المضلل + (be) + V + S + What

ملاحظة: (be) هو الفعل المساعد (is , are , am , was , were) ويستخدم حسب زمن الجملة المراد تحويلها وحالة الإسم المضلل فيما إذا كان مفرداً أو جمع.

*We need **actions** rather words.*

What we need are actions rather than words.

*I liked **his brave** so much.*

What I liked so much was his brave.

*We have experienced **lack of money** recently.*

What we have experienced recently was lack of money.

- وإذا كان الجزء المضلل فعل (verb) فتكون الطريقة كما يلي :

الفعل المضلل + (be) + do* + S + What

ملاحظة: (do) تستخدم دائماً وينطبق عليها زمن الفعل الموجود في الجملة المراد تحويلها.

*The boy **is playing** football now.*

What the boy is doing now is playing football.

*Sami **repaired** the engine yesterday.*

*What Sami **did** Yesterday **was repairing** the engine.*

*They **had painted** their room.*

What they had done was painting their room.

** ثانياً - باستخدام جملة it

- إذا كان الإسم المفضل عاقل ← + (be) + It الإسم المفضل V .. Who (that) +
- إذا كان الإسم المفضل هو غير عاقل ← + (be) + It الإسم المفضل S + V .. Which (that) +
- إذا كان الإسم المفضل هو زمن ← + (be) + It الإسم المفضل S + V .. When +
- إذا كان الإسم المفضل هو مكان ← + (be) + It الإسم المفضل S + V .. Where +
- ملاحظة: (be) هو الفعل المساعد (is , are , am , was , were) ويستخدم حسب زمن الجملة المراد تحويلها وحالة الإسم المفضل فيما إذا كان مفرداً أو جمع.

Mark founded Facebook in 2005 in the USA.

It was **Mark** who (that) founded Facebook in 2005 in the USA.

Mark founded **Facebook** in 2005 in the USA.

It was Facebook which (that) **Mark** founded in 2005 in the USA.

Mark founded Facebook in **2005** in the USA.

It was 2005 when Mark founded in Facebook in the USA.

Mark founded Facebook in 2005 in the **USA**.

It was the USA where Mark founded in Facebook in 2005.

** ثالثاً باستخدام بعض التعابير الجاهزة

- للحديث عن العاقل الإسم المفضل + V + be + The person who
- للحديث عن غير العاقل الإسم المفضل + V + be + The thing that
- للحديث عن الزمن الإسم المفضل + V + be + The time when
- للحديث عن المكان الإسم المفضل + V + be + The place where
- للحديث عن السبب الإسم المفضل + V + be + The reason why
- للحديث عن الطريقة أو الكيفية الإسم المفضل + V + be + The way in which

The telephone was invented by **Graham bill** .

The person who invented the Telephone was **Graham bill**.

They write **seven reports** weekly .

The thing that they write are seven reports.

I will go to London **next year**.

The time when I will go to London is next year.

Real Madrid will beat Barcelona in **Munich**.

The place where Real Madrid will beat Barcelona in is Munich.

I failed because of **my careless**.

The reason why I failed was my careless.

I can improve my English by practicing.

The in which I can improve my English is by practicing.

Rewrite the sentences so that they have the same meaning as the sentences before them.

- 1 *I came to discuss my future with you.*
The reason why I came was to discuss my future with you.
- 2 *Ali Ibn Nafi' introduced AlOud to Europe.*
It was Ali Ibn Nafi who introduced AlOud to Europe.
- 3 *Mary works harder than anybody else in this organisation.*
The person who works harder than anybody else in this organisation is Mary.
- 4 *I'm going to travel to Turkey in 2017.*
The time when I'm going to travel to Turkey is 2017.
- 5 *We now need **actions** rather than words.*
What we now need are actions rather than words.
- 6 *The company dismissed 1000 employees for **the lack of money**.*
The reason why the company dismissed 1000 employees was for the lack of money.
- 7 *The government **is planning** to expand the international road now.*
What the government is doing now is planning to expand the international road.
- 8 ***Our performance** impresses them more than anything else.*
The thing which (that) impresses them more than anything else is Our performance.
- 9 *They were sleeping when **their house** were stolen.*
It was their house that was stolen when they were sleeping.
- 10 *The Second World War ended on **7 May 1945** in Europe.*
The time when the Second World War ended in Europe was 7 May 1945

¹ ² ³ ⁴
My brother bought his new car from Aqaba last Saturday.

- It was my brother who bought his new car from Aqaba last Saturday.
- It was his new car that my brother bought from Aqaba last Saturday.
- It was Aqaba where my brother bought his new car from last Saturday.
- It was last Saturday when my brother bought his new car from Aqaba .

¹ ² ³ ⁴
Farid reads a magazine at the Café at 08:00 every morning.

- * It was Farid who reads a magazine at the Café at 08:00 every morning.
- * It was a magazine that Farid reads at the Café at 08:00 every morning.
- * It was at the Café where Farid reads a magazine at 08:00 every morning.
- * It was at 08:00 when Farid reads a magazine at the Café every morning.

Complete each gap with one of the words in the box.

time , person , place , reason , thing , way

- 1 The person who I need to see is Rami.
- 2 The reason why I went there was to call off the treatment.
- 3 The thing that they had purchased before they left were two big cakes.
- 4 The way in which the machine works is by pressing the red button.
- 5 The time when I got married in was 1955.
- 6 The place where I'll never forget is Niagara falls.
- 7 The way in which we could help poor people is by donating unused clothes.
- 8 The place where I have excited most was Petra.
- 9 The person who I admired most was my Grandfather.
- 10 The reason why I failed the exams was my careless.

The following underlined words are not used correctly. Replace it with the correct ones.

- 1 The boy , that broke the window, is waiting outside.
The boy , who broke the window, is waiting outside.
- 2 The villa when I spent my boyhood in is still standing.
The villa where I spent my boyhood in is still standing.
- 3 The man whom visited us yesterday is a doctor.
The man who visited us yesterday is a doctor.
- 4 The reason which the policeman fined the driver was his irresponsible driving.
The reason why the policeman fined the driver was his irresponsible driving.
- 5 I met Samer , won the silver medal , last night at the club.
I met Samer , who won the silver medal , last night at the club.
- 6 The time where we booked a room was last Friday.
The time when we booked a room was last Friday.
- 7 It is for his selfishness which we don't like him.
It is for his selfishness why we don't like him.
- 8 I like the city , that is full of noise, more than a calm country.
I like the city , which is full of noise, more than a calm country.

Cleft sentences' exercises

Student Book / page 29 Exercise 6

■ We want to emphasise the part of the sentence which is in bold in sentences 1–3. Match each one to an appropriate cleft sentence a–c.

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

b Abd al-Rahman I was the person who built the Great Mosque in Cordoba in 784 CE.

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

c The mosque that was built by Abd al-Rahman I in 784 CE was the Great Mosque in Cordoba.

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

a The year when the Great Mosque in Cordoba was built was 784 CE.

Student Book / page 29 Exercise 7

■ Write this sentence in three different ways, emphasising the parts underlined in each case.

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

1 The person who invented the mechanical clock in the twelfth century was Al-Jazari.
OR

It was Al-Jazari who/that invented the mechanical clock in the twelfth century.

2 The thing that Al-Jazari invented in the twelfth century was the mechanical clock.
OR

It was the mechanical clock that Al-Jazari invented in the twelfth century.

3 The period/time when Al-Jazari invented the mechanical clock was the twelfth century.
OR

It was in the twelfth century that Al-Jazari invented the mechanical clock.

Student Book / page 29 Exercise 8

■ Rewrite these sentences, emphasising the part in bold, and using the structure as shown.

1 Ali Ibn Nafi contributed to the invention of the oud.

The person who contributed to the invention of the oud was Al-Kindi.

2 Jabir ibn Hayyan did his research in a laboratory in Iraq.

The country where Jabir ibn Hayyan did his research in a laboratory was Iraq.

3 Ali ibn Nafi ' established the first music school in the world.

It was Ali ibn Nafi' who established the first music school in the world.

4 Jabir ibn Hayyan also invented ink that can be read in the dark.

It was Jabir ibn Hayyan who/that also invented ink that can be read in the dark.

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

It is for his work in geometry that Al-Kindi is especially famous.

Student Book / page 30

Exercise 4

■ Read the passage below and answer the questions.

The Giralda tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall. The person who is believed to be responsible for the design of the tower, which was originally a minaret, is the mathematician and astronomer Jabir ibn Aflah. The architect of the tower was Ahmad Ben Baso, who began work in 1184 CE. He died before the tower was completed in 1198 CE. The design of the tower is believed to be based on the Koutoubia Mosque, which is in Marrakesh, Morocco, and the Hassan Tower in Rabat.

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

* defining relative clause :

who is believed to be responsible for the design of the tower

* Non-defining relative clause :

- The Giralda tower, which is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall.
- the design of the tower, which was originally a minaret, is the mathematician and astronomer Jabir ibn Aflah.
- The architect of the tower was Ahmad Ben Baso, who began work in 1184 CE.
- the Koutoubia Mosque, which is in Marrakesh, Morocco, and the Hassan Tower in Rabat.

2 What relative pronouns do we use for the things in the box?

People	animals and things	places
--------	--------------------	--------

People : who / that

animals and things : which / that

places : where / which / that

Student Book / page 31 Exercise 5

■ Complete the text with the correct word from the box. Sometimes, more than one answer is possible.

That	which	where	who
------	-------	-------	-----

Qasr Bashir is an extremely well-preserved Roman castle **which/that** is situated in the Jordanian desert, and is about eighty kilometres south of Amman. The walls and

huge corner towers of the castle, **which** was built at the beginning of the fourth century CE, are still standing. It is thought that Qasr Bashir was built to protect the Roman border. Apart from the rooms in the castle, there are also about twenty-three

stables **where** horses may have been kept. People **who/that** love exploring historical Roman ruins will certainly find a visit to Qasr Bashir very rewarding. Once inside the building, one can imagine very vividly what it would have been like to live there during the times of the Roman Empire.

Activity Book / page 20 Exercise 3

■ Make cleft sentences, stressing the information in bold. The first one is done for you.

- 1 **Queen Rania** opened the Children's Museum of Jordan in 2007 CE.
It was Queen Rania who opened the Children's Museum of Jordan in 2007 CE.
- 2 Petra was made a World Heritage Site **in 1985 CE**.
The year when/in which Petra was made a World Heritage Site was 1985 CE
- 3 I stopped working **at 11 p.m.**
It was 11 p.m. when I stopped working
- 4 **My father** has influenced me most.
The person who/that has influenced me most is my father
- 5 I like **Geography** most of all.
The subject that/which I like most of all is Geography
- 6 **The heat** made the journey unpleasant.
It was the heat that/which made the journey unpleasant

Activity Book / page 21 Exercise 4

■ Match the beginnings with the correct endings and join them with a relative pronoun. Then, write the sentences out in full. The first one is done for you.

- | | |
|--|----------------------------------|
| 1 A mathematician is someone ... | A are studied by mathematicians. |
| 2 Geometry and arithmetic are subjects ... | B means 'doctor'. |
| 3 'Physician' is an old fashioned word ... | C works with numbers. |
| 4 A chemist is a person ... | D Astronomers study. |
| 5 The stars and planets are things ... | E works in a laboratory. |

- 1 c: A mathematician is someone who works with numbers.
- 2 a: Geometry and arithmetic are subjects that/which are studied by mathematicians.
- 3 b: 'Physician' is an old-fashioned word that/which means 'doctor'.
- 4 e: A chemist is a person who/that works in a laboratory.
- 5 d: The stars and planets are things that/which astronomers study.

Activity Book / page 21 Exercise 5

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

That when which who

Ibn Sina (1) Is also known as Avicenna was a polymath. Ibn Sina was influenced as a young man by the works of the philosopher Aristotle. He wrote on early Islamic philosophy (2)..... Included many subjects, especially logic and ethics. He also wrote Al Qanun fi-Tibb, the book (3) became the most famous medical textbook ever. In the last ten or twelve years of his life, Ibn Sina started studying literary matters. His friends (4) were worried about his health advised him to relax. He refused and told them 'I prefer a short life with width to a narrow one with length.' It was the month of Ramadan (5) Ibn Sina died, in June 1037 CE.

1- who 2- which 3- that 4-who 5- when

Activity Book / page 21 Exercise 6

■ 'I prefer a short life with width to a narrow one with length.' Do you agree with Ibn Sina's quote? Why/Why not? Try to use cleft sentences with defining and non-defining relative clauses in your answer.

Yes, I agree with Ibn Sina; he is a famous polymath who has influenced me significantly. He shows that if you work hard you can achieve so much in a short space of time.

*** كيف يأتي السؤال وزارياً على موضوع الجمل المجزأة (Cleft senrence)

الطريقة الأولى : نمط الـ Rewrite

“Complete each of the following items so that the new item has a similar meaning to the one before, and then write your answers down in your **ANSWER BOOKLET**.”

أكمل الجمل التالية بحيث تعطي الجملة الجديدة المعنى ذاته واكتب اجاباتك في دفتر الاجابة.

- 1 The first athletic event for disabled athletes took place in 1948 CE.
The year when the first athletic event for disabled athletes took place was in 1948 CE. (شتوية 2016)
- 2 Taha Hussien is especially famous is for his work in literature.
It is Taha Hussien who is especially famous for his work in literature.
It is for his work in literature why Taha hussien is especially famous. (ص م 3 2016)
- 3 My neighbours' generosity impresses me more than anything else. (شتوية 2017)
The thing that impresses me more than anything else is my neighbours' generisty.
- 4 Petra was made a World Heritage Site in 1985 CE. (صيفية 2017)
The year when Perta made a World Heritage Site was in 1985 CE.

الطريقة الثانية : نمط ايجاد الخطأ وتصحيحه

“The underlined words in the following sentence are not used correctly. Replace these words with the correct ones, and, and write your answers down in your **ANSWER BOOKLET**.”

الكلمات التي تحتها خط في الجملة التالية لم تستخدم بالشكل الصحيح. استبدل هذه الكلمات بالكلمات الصحيحة واكتبها في دفتر اجابتك

- 1 Most Jordanians used to the hot weather where we have in summer. (ش م 3 2016)
Most Jordanians used to the hot weather **which** we have in summer.
- 2 Qasr bashir is an extremely well preserved Roman castle who is situated in an Jordanian desert, and is about eighty kilometres south of amman.
Qasr bashir is an extremely well preserved Roman castle which is situated in an Jordanian desert. and is about eighty kilometres south of amman.

ملحق التعبير

<i>discursive essay</i>	المقال المنطقي	الوحدة الاولى
<i>report</i>	التقرير	الوحدة الثانية
<i>descriptive essay</i>	المقال الوصفي	الوحدة الثالثة
<i>summary of an article</i>	كتابة ملخص لمقال	الوحدة الرابعة
<i>argumentative essay</i>	المقال الجدلي	الوحدة الخامسة
<i>blog post</i>	منشور في منتدى	الوحدة السادسة
<i>persuasive letter</i>	رسالة إقناع	الوحدة السابعة
<i>competition entry</i>	طلب اشتراك	الوحدة الثامنة
<i>review [of a hotel]</i>	كتابة تقييم (لفندق مثلا)	الوحدة التاسعة
<i>curriculum vitae</i>	السيرة الذاتية	الوحدة العاشرة

Writing
A summart of article

ملخص لمقال ما ***

ملخص المقال (A summary of article) : هو عمل ايجاز لمقال معين وذلك بذكر النقاط الرئيسية التي ركز عليها الكاتب في مقاله .

يتكون ملخص المقال من ثلاث أجزاء رئيسية :

- 1 الفقرة الأولى تبدأ بذكر موضوع المقال وتعطي مقدمة بسيطة عنه ونختم المقدمة بالفكرة الرئيسية التي ركز عليها كاتب المقال (
- 2 الفقرة الثانية (تبدأ بسرد أبرز الأفكار الرئيسية التي ذكرها كاتب المقال وإن أمكن تعلق على كل نقطة بجملته أو اثنتين (
- 3 الفقرة الثالثة تحاول إبراز الرأي الشائع عن موضوع المقال أو حتى رأيك فيما كُتب (

**** أمثلة عامة على ادوات الربط التي تساعد في تكوين جمل موضوع الكتابة :**

<u>Addition</u>	<u>الإضافة</u>	<u>Sequence</u>	<u>تسلسل الكلام</u>	<u>Conclusion</u>	<u>الخلاصة</u>
In addition to	بالإضافة الى	Firstly	بداية..	In conclusion	في الختام
And	و	Initially	أولا ..	In summary	في الخلاصة
Similarly	وبالمثل	The first point	النقطة الأولى	To sum up	لنلخص الـ
Likewise	كذلك	To begin with	لنبداً بـ	To conclude	لنختم الـ
As well as	مثله مثل	Secondly	ثانيا	Condition	الشرط
Besides	بالإضافة الى	then	بعد ذلك	If	إذا
Another	الآخر	After that	بعد ذلك	Unless	ما لم
Also	أيضا	The final point	النقطة الأخيرة	Whether	فيما اذا
Moreover	علاوة على ذلك	Finally	في النهاية ..	Provided that	بشرط أن
And then	ومن ثم	Example	اعطاء المثال	Based on	بناءا على
Too	أيضا	Such as	مثل :	Depending on	يعتمد على
Not only .. but also	ليس فقط ... بل أيضا	For instance	على سبيل المثال	As long as	طالما

• جمل مقترحة للفقرة الأولى (المقدمة)

- 1 “ the article discusseswhich is one of the most important “
- 2 “ the writer admitted that “
- 3 "The author stated that .. “
- 4 “ the write believes that .. “
- 5 “ the writer want to say “

هنا نستمر بسرد ما أورده كاتب المقال من نقاط

• جمل مقترحة للفقرة الثانية (صلب الموضوع)

- 1 “ the writer goes on to say ... “
- 2 “ the author is focusing on .. “

• جمل مقترحة للفقرة الثالثة (الخاتمة)

- 1 “ the writer concluded the article by ... “
- 2 “ Whatever the opinion is , it's clear that .. “

The article discusses Masdar City, which is an example of a 'megaproject'. A megaproject is a large-scale investment project designed to stimulate the economy and benefit the population.

The author states that this project is currently being undertaken in Abu Dhabi and has attracted a lot of both positive and negative attention.

The author goes on to say that, whilst it has been praised for its environmentally-friendly status, some people argue that we should prioritise sustainability in already existing cities, rather than creating new ones.

Whatever the opinion, it is clear that the project is a landmark of urban planning and a precursor of megaprojects to come.

مثال / 2 موضوع جاهز عن كتابة ملخص لمقال عن "البطالة" :

The article defined the unemployment rate is as the percentage of the labor force that is unemployed.

The writer said that the Economists have said the rise of the unemployment rate can almost always be contributed to by a recession. Even as the economy rises and jobs are added to the economy the unemployment rate may still rise as well.

The author stated that the unemployment rate comes from a survey of households, whereas the payrolls data comes from a survey of businesses. Also, that payroll data is subject to dramatic revision.

The writer goes on to say that the unemployment has an harmful effect on all aspects of economy.

The writer declared that the heart of the unemployment problem is capitalism.

Whatever the opinion , it's clear that no country can avoid the unemployment 's effects .

Doing business in China

التجارة في الصين

Today, we talk to Mr Ghanem, a businessman based in Amman who often visits

هذا اليوم، نتناقش مع السيد غانم، رجل الأعمال الذي انطلق من عمان والذي عادة ما يزور

China. We asked him when he first started doing business with China.

الصين. سألناه متى بدأ القيام بالأعمال التجارية في الصين.

'I've been doing business with China for many years. My first trip there was in 2004,

" أنا بدأت المتاجرة في الصين منذ عدة سنوات. رحلتي الأولى هناك كانت في عام ٢٠٠٤ "

CE and it was not very successful.'

والتي لم تكن ناجحة جداً.

5 Why was it not successful?

لماذا لم تكن ناجحة؟

'I worked for a small computer company in Amman. They sent me to China when I was

" عملت لدى شركة حاسوب صغيرة في عمان. وقد أرسلوني الى الصين عندما كنت "

still quite young. If only the company had realised that the Chinese respect age and

لا تزال شاباً صغيراً. وفقط لو انهم أدركوا أن الصينيين يحترمون العمر

experience more than youth!

والخبرة أكثر من الشباب

Did you make any mistakes on that visit?

هل ارتكبت أية أخطاء أثناء تلك الزيارة؟

10 'Yes! I wish I had researched Chinese culture before I visited the country. In order to be

" نعم، يا ليت لو انني بحثت عن الثقافة الصينية قبل ما أزور البلد. لكي تصبح "

successful in China, you need to earn their respect. Chinese business people will always

ناجحاً في الصين، تحتاج ان تكسب احترامهم. رجال الأعمال الصينيون سوف سيألون دانماً

ask about a company's successes in the past. However, because I worked for a new

عن نجاحات الشركة في الماضي. وحيث انني أعمل لدى شركة جديدة

company, I could not talk about its track record. We did not do any business deals on that

لم اتمكن من الحديث عن سجل الشركة. ولم نقم بأي صفقة تجارية في تلك الزيارة الأولى. "

first trip.'

15 When did you learn how to be successful in China?

متى تعلمت ان تصبح ناجحاً في الصين؟

'I joined a larger company and they sent me on a cultural awareness course. On my next

" انضممت الى شركة اكبر وأرسلوني الى دورة في "الاطلاع على الثقافات". وفي زيارتي القادمة

visit to China, it felt as if I hadn't known anything on my first visit!

الى الصين، كان الإحساس كأنني لم أعرف على أي شيء في زيارتي الأولى "

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

ما هي النصيحة التي يمكن أن تقدمها الى أولئك الذين يرغبون في المتاجرة داخل الصين؟

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

" قبل ان أزور الشركة هناك، أرسل توصيات من عملاء سابقين. وأرسل أيضاً "

20 business card with my job position and qualifications translated into Chinese.'

بطاقتي التجارية ومركزتي الوظيفي ومؤهلاتي، وكلها مترجمة الى الصينية.

Can you tell us about your last meeting in China?

هل يمكنك ان تخبرنا عن اجتماعك الأخير في الصين؟

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then,

" بالطبع! لقد وصلت على الوقت. يجب أن لا تصل متأخراً كون هذا يعكس قلة احترام. بعدها، "

when I met the company director, I shook hands with him gently. I began the meeting by

عندما قابلت مدير الشركة، صافحته بشكل لطيف. بدأت الاجتماع

making small talk about my interesting experiences in China. During the meeting, I made

بالبقاء نبذة قصيرة عن تجاربي الممتعة في الصين. خلال الاجتماع تأكدت

25 sure that my voice and body language were calm and controlled. I never told a joke,

ان صوتي ولغة الجسد كانت هادئة ومنضبطة. لم أقم بالتكثيف مطلقاً

as this may not be translated correctly or could cause offence.'

والتي يمكن ان تترجم بشكل غير صحيح أو ان تسبب إهانة.

Was it a successful meeting?

هل كان هذا اللقاء ناجحاً؟

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

” نعم، لقد كان كذلك. علمت أن مدير الشركة قد قام بالبحث بشكل موسع عن تجارتي قبل الاجتماع، لذلك قمت بالإعداد والتحضير لأسئلته المفصلة. وعندما بدأت بالتفاوض، بدأت

بالمقضايا المهمة. المعتقد الصيني هو تجنب الصدام والنزاع. ومن المهم دائماً

أن تبقى صبوراً. كنت متجهزاً للقيام بالتسوية، لذلك في النهاية الاجتماع كان ناجحاً.

المعجم (Vocabulary)

be able to answer detailed questions	to have the ability to understand complicated questions and respond to them appropriately	يكون قادراً على إجابة الأسئلة بالتفصيل
do a deal	to arrange an agreement in business	يعقد صفقة
give a business card	to give someone a card that shows a business person's name, position and contact details	يعطي "الكارت التجاري"
make small talk	to have an informal chat with someone in order to start a conversation	دردشة خفيفة
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاوض
shake hands	to move someone's hand up and down in a greeting	يصافح
tell a joke	to say something to make people laugh	يقول نكتة
track record	all of a person's or organisation's past achievements, successes or failures which show how well they have done something	سجل الانجازات

الضمائر وعلی من تعود (Pronouns)

الضمير	السطر	يعود على	الضمير	السطر	يعود على
I	All over the text	Mr. Ghanem	it	Line 5	The first trip
My	All over the text	Mr. Ghanem	they	Line 6	The small company
me	All over the text	Mr. Ghanem	Their	Line 11	Chinese
Who	Line 1	Mr. Ghanem	they	Line 16	The larger company
him	Line 2	Mr. Ghanem	him	Line 23	The company director
he	Line 2	Mr. Ghanem	his	Line 29	The company director

أسئلة الاستيعاب (Comprehension)

1. Why was Mr Ghanem's first business trip to China not successful?

لماذا لم تكن زيارة السيد غانم الأولى إلى الصين أول مرة ناجحة؟

2. What do you think is a 'track record' (line 18)?

ما هو الـ (track record)؟

3. It's beneficial for businessmen to do research about possible dealers. Suggest three ways could help to know some details about them.

من المفيد لرجال الأعمال القيام بالبحث عن المتعاقدين المحتملين. اقترح ثلاث طرق يمكن أن تساعدكم للحصول على بعض المعلومات عنهم.

4. What changed when Mr Ghanem visited China for the second time?

ما الذي تغير عندما زار السيد غانم الصين للمرة الثانية؟

5. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?

ما هي نقاط التشابه برأيك بين الصين والأردن فيما يتعلق بالتوقعات في المقابلة؟

6. Do you think that you would be a successful business person in China? Why/Why not?

هل تعتقد أنك ستكون ناجحاً كرجل أعمال في الصين؟ لماذا؟ لماذا لا؟

7. Quote the verb that expresses the act of greeting.

اقتبس الفعل الذي يدل على التحيّة

8. Quote the sentence that expresses Mr. Ghanem's regret about the first visit to china.

اقتبس الجملة التي تعبر أن السيد غانم ندم على زيارته الأولى إلى الصين.

9. What does the pronoun "him" line (2) refer to ?

على ماذا يعود الضمير (him) السطر ١١؟

10. What does the phrase "do a deal" line 13 mean?

ماذا تعني عبارة (do a deal) السطر ١٣؟

11. What does the phrase "tell a joke" line 25 mean?

ماذا تعني عبارة (tell a joke) السطر ٢٥؟

12. What does the pronoun "their" line (11) refer to?

على ماذا يعود الضمير (their) السطر ١١؟

أجوبة أسئلة الاستيعاب (Comprehension)

1. It wasn't successful because he didn't have enough knowledge about the culture of China, and he was too young.

لم تكن ناجحة بسبب أنه لم تكن لديه المعرفة الكافية بالثقافة الصينية وأنه كان صغيراً جداً.

2. A 'track record' is your reputation based on the things you have done or not done in the past.

سجل الانجازات: هو سمعة الشخص المبنية على الأشياء التي عملها أو التي لم يعملها في الماضي.

3. a. Attending some businesses conferences and forums./ b. consulting some experts businessmen/ c. contacting them via the available contact details.

أ. حضور بعض المؤتمرات والندوات التجارية/ ب. استشارة بعض الخبراء في المجال التجاري/ ج. التواصل معهم بواسطة بيانات التواصل المتوفرة.

4. He had been on a cultural awareness course and so he knew how to do business in China.

أخذ دورة في التوعية الثقافية ولذلك عرف كيف يمارس التجارة في الصين.

5. The need to be culturally aware, the need for preparation, the need to listen carefully and negotiate.

الحاجة لأن تكون واعياً ثقافياً ، الحاجة للتحضير ، الحاجة للاستماع بإنصات وللتفاوض.

6. My answer is based on the background that I have about the components of the Chinese society. I think I will do, in case I will be well-prepared for doing business there.

اجابتي تعتمد على الخلفية التي امتلكها عن مكونات المجتمع الصيني . أعتقد أنني سوف أنجح في حال كنت متجهزاً بشكل جيد للقيام بالتجارة في الصين.

7. " I shook hands with him gently صافحته بشكل لبق "

8. "If only the company had realised that the Chinese respect age and experience more than youth!" فقط لو أن الشركة أدركت أن الصينيين يقدرّون العمر والخبرة أكثر من الشباب

9. Mr. Ghanem السيد غانم

10. To arrange an agreement in business ترتيب اتفاق تجاري

11. To say something to make people laugh قول شيء يضحك الناس

12. Chinese الصينيون

Our country's imports and exports

صادراتنا ... و ... وارداتنا

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

في هذا التقرير، سوف نلقي الضوء على الدول التي تتعامل تجارياً مع الأردن وما هي البضائع التي تستوردها منها وتصدرها إليها

First, let's look at exports. Jordan is rich in potash and phosphate, and the extraction

أولاً، هيا لنلقي نظرة على الصادرات. الأردن غني بالفوسفات والبوتاس، وصناعة التنقيب

industry for these minerals is one of the largest in the world. Not surprisingly, two of

عن هذه المعادن واحدة من ضمن الأكبر في العالم. ليس مفاجئاً أن اثنين

5 Jordan's largest exports are chemicals and fertilisers. Pharmaceuticals and other industries

من أكبر صادرات الأردن هي الكيماويات والأسمدة. المستحضرات الصيدلانية وصناعات أخرى

represent 30% of Jordan's Gross Domestic Product (GDP), and 75% of Jordan's

تمثل ما نسبته ٣٠% من الناتج المحلي الإجمالي، و٧٥% من المستحضرات الصيدلانية الأردنية

pharmaceuticals are exported. However, the majority (65%) of the economy is dominated

يتم تصديرها. من ناحية أخرى، وتهيمن الخدمات على غالبية الاقتصاد بنسبة ٦٥%

By services, mostly travel and tourism. Most of Jordan's exports go to Iraq, the USA,

خصوصاً السياحة والسفر. أغلب صادرات الأردن تذهب إلى العراق، الولايات المتحدة الأمريكية، الهند والسعودية.

India and Saudi Arabia.

10 Now let's look at imports. Unlike some other countries in the Middle East, Jordan does

والآن لنلقي نظرة على الواردات، ليس كمثل الدول الأخرى في الشرق الأوسط، الأردن لا يملك

not have large oil or gas reserves. For that reason, Jordan has to import oil and gas for **its**

احتياطيات كافية من النفط والغاز. لذلك السبب، يتوجب عليه أن يستورد النفط والغاز

energy needs. **Its** other main imports are cars, medicines and wheat. In 2013 CE, 23.6%

لسد احتياجاته من الطاقة. و وارداته الرئيسية الأخرى هي السيارات، الدواء والقمح. في عام ٢٠١٣، ٢٣.٦%

of Jordan's imports were from Saudi Arabia. This was followed by the EU, with 17.6%

من واردات الأردن كان من السعودية. ثم من الاتحاد الأوروبي بنسبة ١٧.٦% من وارداته.

of **its** imports. Other imports have come from China and the United States.

وارداته الأخرى تأتي من الصين والولايات المتحدة الأمريكية.

15 Jordan has more free trade agreements than any other Arab country, and **it** trades freely

الأردن لديه اتفاقيات تجارة حرة أكثر من أي بلد عربي آخر. فهو يتعامل بالتجارة الحرة

with many countries, including the USA, Canada and Malaysia.

عدة دول من بينها الولايات المتحدة الأمريكية، كندا وماليزيا.

Which other areas are important for Jordan's trade? Jordan first signed a trade agreement

ما هي المناطق الأخرى التي تعتبر مهمة للتجارة الأردنية؟ الأردن بدأ اتفاقية تجارة

with the EU in 1997CE. **It** signed a free trade agreement with Egypt, Morocco and Tunisia

مع الاتحاد الأوروبي في عام ١٩٩٧. ووقع اتفاقية تجارة حرة مع مصر، المغرب وتونس في عام ٢٠٠٤.

in 2004 CE. In 2011 CE, another trade agreement was made with the EU, Egypt, Morocco

في عام ٢٠١١، اتفاقية تجارة أخرى وقعت مع الاتحاد الأوروبي، مصر، المغرب وتونس.

20 and Tunisia. Trade with the EU and North Africa in particular is likely to grow.

التجارة مع الاتحاد الأوروبي وشمال أفريقيا من المرجح أنها سوف تنمو.

الضمائر وعلى من تعود (Pronouns)

الضمير	السطر	يعود على	الضمير	السطر	يعود على
that	Line 1	The countries	Its	Line 14	Jordan
it	Line 1	Jordan	Its	Line 15	Jordan
Its	Line 11	Jordan	It	Line 18	Jordan
Its	Line 12	Jordan			

المعجم (Vocabulary)

agreement	an arrangement or promise to do something, made by two or more people, companies or organisations	اتفاق
domestic	relating to or happening in one particular country and not involving any other countries	محلي
export	goods sold to another country	تصدير
extraction	the process of removing and obtaining something from something else	استخراج
fertiliser	a substance that is put on the land to make crops grow	سماد
goods	things that are produced in order to be sold	بضائع
Gross Domestic Product	the value of a country's total output of goods and services	الناتج المحلي الإجمالي
import	goods bought from other countries	استيراد
knitwear	clothing made from wool	ملابس صوف
mineral	a substance that is present in some foods and is needed for good health; a substance that is found naturally in the earth	معادن
pharmaceuticals	companies which produce drugs and medicine	
reserve	something kept back or set aside, especially for future use	احتياطي

أسئلة الاستيعاب (Comprehension)

1. What does the article suggest that many of Jordan's fertilisers are made from?

من ماذا يُصنع السماد في الأردن كما يقترح النص؟

2. Why does Jordan import a lot of oil and gas?

لماذا يستورد الأردن كميات كبيرة من النفط والغاز؟

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

ما هي الدولة التي تزود الأردن بأكبر كمية من وارداتها؟

4. Why is trade with the EU and North Africa likely to grow?

لماذا من المرجح أن ينمو التبادل التجاري مع الاتحاد الأوروبي وشمال أفريقيا؟

5. Jordan depends highly on importing oil and gas from other countries for its energy needs. Suggest two alternatives to fill the need for oil and gas locally.

الأردن يعتمد بشكل كبير على استيراد النفط والغاز من الدول الأخرى لسد احتياجاته من الطاقة. اقترح بديلين لسد الحاجة من النفط والغاز محلياً.

6. Do you think Jordan has to be full-dependent on itself sources to fill its needs from products and services. Justify your answer.

هل تعتقد أن الأردن يتوجب عليه أن يكون معتمداً على نفسه بشكل كلي لإشباع حاجاته من السلع والخدمات؟ برر إجابتك.

7. Quote the sentence that indicates Jordan has a lot of natural resources.

اقتبس الجملة التي تقول أن الأردن لديه الكثير من الموارد الطبيعية.

8. What does the pronoun "its" line (11) refers to?

على ماذا يعود الضمير (its) السطر (١١) ؟

9. What does the pronoun "it" line (18) refer to?

على ماذا يعود الضمير (it) السطر (١٨) ؟

10. What does the word "import" line 13 mean?

ماذا تعني كلمة (import) السطر (١٣) ؟

11. What does the pronoun "its" line (14) refers to?

على ماذا يعود الضمير (its) السطر (١٤) ؟

12. What does the word "extraction" line 13 mean?

ماذا تعني كلمة (extraction) السطر (٣) ؟

أجوبة أسئلة الاستيعاب (Comprehension)

1 They are made from potash and phosphate, as this is what Jordan is rich in.

إنها مصنوعة من البوتاس والفوسفات التي يعتبر الأردن غني فيها

2 Jordan imports a lot of oil and gas because it does not have enough of its own reserves for the needs of the country

الأردن يستورد كميات كبيرة من النفط والغاز بسبب أنه لا يملك ما يكفي من احتياطياته لسد حاجات البلد منها.

3 Saudi Arabia السعودية

4 Trade with these areas is likely to grow because Jordan has signed trade agreements with both areas.

التبادل التجاري من المرجح أن ينمو مع هذه الدول كون الأردن قد وقع معها اتفاقيات تجارية

5. A. taking advantage of nuclear power. / B. extraction from the rich local areas.

أ. الاستفادة من الطاقة النووية / ب. الاستخراج من المناطق الغنية محليا.

6. I think it doesn't have to. There is no country in the world can fulfill its demands on goods and services by itself. So, it needs to import from and export to others.

أعتقد أنه لا يتوجب عليه. كونه ليس هناك دولة في العالم يمكنها اشباع الطلب على السلع والخدمات بالاعتماد على نفسها لذلك تحتاج أن تستورد وتصدر الى الآخرين.

7. " Jordan is rich in potash and phosphate

الأردن غني بالبوتاس والفوسفات "

8. Jordan

الأردن

9. Jordan

الأردن

10. Goods bought from other countries.

البضائع التي يتم شراؤها من الدول الأخرى

11. Jordan

الأردن

12. The process of removing and obtaining something from something else.

عملية استخلاص شيء ما من شيء آخر.

- 1 Most of Jordan's exports mainly go to four countries. Write them down. (4 points)
الصادرات الاردنية تذهب بشكل رئيسي الى اربعة دول. اذكرها.
- 2 Many of Jordan's fertilisers are made mainly of two minerals. Write these two minerals down. (2 points)
العديد من الأسمدة الاردنية تُصنع بشكل أساسي من معدنين. اذكرهما.
- 3 Quote the sentence which indicates the country that supplied Jordan with nearly a quarter of its imports in 2013. (2 points)
اقتبس الجملة التي ذكرت الدولة التي زودت الاردن بحوالي ربع وارداته عام ٢٠١٣.
- 4 Find a word in the text which means "things kept back or set aside, especially for future use". (2 points)
جد كلمة في النص تعني " things kept back or set aside, especially for future use".
- 5 What does the underlined word "it" refer to? (2 points)
على ماذا يعود الضمير الذي تحته خط (it) ؟
- 6 Citizens of a country should support the economy by buying their country's own products. Suggest three advantages of buying products from one's country. (3 points)
يجب على مواطني أي دولة دعم اقتصادها بشراء المنتجات المحلية. اقترح ثلاثة مزايا لشراء المنتج المحلي.
- 7 Exports play an important role in developing the economy of countries. Think of this statement and, in two sentences, write down your point of view. (2 points)
الصادرات تلعب دورا مهما في تطور اقتصاد الدولة. فكر في هذه الجملة وبجملتين، اكتب وجهة نظرك.

الإجابات

- 1 1- Iraq 2- The USA 3- India 4- Saudi Arabia
- 2 1- Potash 2- Phosphate
- 3 " in 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia"
- 4 Reserves
- 5 Jordan
- 6 1- Helping to be self-dependent 2- support local manufacturers 3- getting products and services at reasonable prices.
- 7 In my point of view, the strength of an economy estimated by the amount of exports. Exports could produce foreign currency that reflects on the whole economy of the country positively.

How to make a sales pitch?

كيف تصنع إعلان البيع؟

1 Do your research

قم ببحثك!

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when it was developed, and

لا تترك إعلان البيع متميماً أنك قد أعدته بأفضل شكل . من الضروري

أن تعرف كل شيء عن سلعتك. هل تعرف متى تم تطويرها

where it is produced? You also need to know who the target market is – for example,

ومتى تم إنتاجها ؟ كما يجب عليك أن تعرف من هو المستهدف بسلعتك – مثلاً،

5 the age group or income of the people who might buy it. Not only that, you should know

أعمار ودخول الأشخاص الذين قد يشترونها. ليس هذا فقط، بل يجب عليك أن تعرف

all about the competition – that is, similar products on the market. Why is your product

كل شيء عن منافسيك، والتي هي السلع المشابهة في السوق. لماذا تتفوق سلعتك

superior to others and why does it have better value?

على الآخرين وما القيمة التي تصنعها؟

In addition, you should know exactly which people you are speaking to, and what their

بالإضافة إلى ذلك ، يجب عليك أن تعرف بالضبط ما هي نوعية وحاجات الناس الذين تخاطبهم

needs are. For example, if they represent a middle-class department store in a humble

مثلاً، إذا كانوا يمثلون طبقة متوسطة في حي متواضع

10 neighbourhood, be ready to explain why your particular product would suit customers

كن مستعداً لتفسير لماذا سلعتك بالتحديد قد تلائم المستهلكين

who do not have lots of money. What makes your product perfect for them?

الذين لا يملكون المال الوفير. وما الذي يجعل سلعتك مثالية لهم؟

Most of all, you need to believe in what you're selling, and the best way to do that is to

والأهم من كل ما سبق، تحتاج أن تؤمن بما تباع وأفضل طريقة لفعل ذلك هو القيام باستخدامها.

use it!

2 Prepare and practise

قم بالإعداد والتمرن!

15 Plan your presentation carefully, not just what you will say, but how you will say it.

فكر في شرحك بحذر، ليس فقط ما ستقوله، بل كيف ستقول ذلك.

Will you read it word by word, use notes or memorise it? Whatever you decide, it is

هل ستقرأها كلمة كلمة باستخدام بعض مسودة أو أنك ستتكلمها؟ بغض النظر عن قرارك.

always a good idea to have a list of your main points, in case something interrupts you, or

فإنها فكرة جيدة أن يكون لديك قائمة بالأفكار الرئيسية التي ستستخدمها في حال قام أحدهم بمقاطعة كلامك

you simply freeze with nerves (it happens!).

أو ترتبك (عادة ما تحدث!)

Then practise it, if possible in front of colleagues. Make changes and practise it again.

بعد ذلك، تمرن على ذلك، وإذا كان ممكناً أما زملائك. قم ببعض التغييرات وتمرن مراراً.

20 3 Be professional

كن محترفاً !

Keep your presentation short and simple. Start with some friendly comments. For example,

أبقى شرحك قصير وبسيط. ابدأ ببعض العبارات الودية. مثلاً،

thank your hosts for allowing you to speak to them, and compliment their company.

اشكر المضيفين لمسامحتهم لك بالتحدث إليهم وامدح شركتهم.

Remember to speak slowly and clearly. It is important to appear confident (even if

تذكر أن تتحدث ببطء وبوضوح. من المهم أن تظهر أنك واثق من نفسك (حتى إن كنت متوتر)

you're nervous!). While you're speaking, don't keep your head down. Instead, look round

أثناء حديثك، لا تبق رأسك موجهاً للأسفل. بل، قم بتفحص

25 the room and make eye contact with your audience. Smile!

المكان وتواصل بعينيك مع المستمعين . ابتسم!

When you've finished speaking, invite questions. If you don't know the answers, don't pretend!

عندما تنتهي حديثك، ادعهم للسؤال. إذا لم تكن تعرف الإجابة لا تدعي ذلك!

Thank the questioner and promise to find out the answer (and do it!).

قم بشكر السائل وعده أن تجد الإجابة (وقم بذلك)

Finally, have a summary of your presentation ready to hand out at the end of the session.

أخيراً، فليكن لديك ملخص لشرحك جاهزاً لتوزيعه في نهاية الجلسة.

I wish I had known all this when I started out in business! Good luck!

كنت أتمنى لو كنت أعرف هذه المعلومات عندما بدأت العمل! حظاً طيباً!

Student Book / page 67 Exercise 6

Choose the correct word(s) to complete the text about exports from Jordan to the European Union.

exported had exported imported
was exported was imported were exported

Jordan has sold goods to the EU for many years. In fact, it (1) many products to the EU even before the 1997 CE trade agreement was made. The chart shows goods that Jordan (2)..... to the EU in 2011 CE. Chemicals accounted for about 37.2% of its exports. Jordan also exported a lot of metals (16.8%) as well as manufactured goods (11.2%). Smaller amounts of food, live animals and machinery (3) to the EU. The section called 'other' included sales of goods related to forestry and mining.

1 had exported 2 exported 3 were exported

Student Book / page 66 Exercise 6

The word in bold in each sentence indicates the stress. Say the sentences. How does the meaning of each sentence differ?

- | | |
|---|--|
| a. I retired when I was 60, which was in 1999 CE. | a It was I, not someone else, who retired. |
| b. I retired when I was 60, which was in 1999 CE. | b I did other things when I was 60, but this is when I retired. |
| c. I retired when I was 60 , which was in 1999 CE. | c I was 60 when I retired, not another age. |
| d. I retired when I was 60, which was in 1999 CE. | d It was in 1999 CE when I retired, not another year in the 1990s. |

Activity Book / page 44 Exercise 1

Complete the collocations with the verbs in the box. One verb is not needed. The first one is done for you.

ask cause do earn join make (x2) shake

- | | |
|-------------------------|--------------------|
| 1 <u>make</u> a mistake | 5 a company |
| 2 questions | 6 offence |
| 3 hands | 7 small talk |
| 4 respect | |
- 1 make 2 ask 3 shake 4 earn 5 join 6 cause 7 make

Activity Book / page 44 Exercise 2

Complete the sentences with collocations from exercise 1. The first one is done for you.

- Be very careful when you answer the questions, and try not to
- If you are polite, you won't or upset anybody.
- Before the serious discussion starts, we always..... ; it's often about the weather!
- Nasser has applied to the where his father works.
- In business, when you meet someone for the first time, it's polite to.....
- After the talk, there will be a chance for you to..... about anything you don't understand.
- By working hard, you will the..... of your boss.

1 make a mistake 2 cause offence 3 make small talk 4 join, company 5 shake hands 6 ask questions 7 earn, respect

Activity Book / page 44 Exercise 3

■ *Complete the sentences with the correct form of the words in brackets.*

- 1 Before you apply for a job, check that you have the correct _____. (qualify)
- 2 The company is pleased with your work and is happy to give you a _____. (recommend)
- 3 Congratulations on a very _____ business deal. (succeed)
- 4 We should always be ready to listen to good _____. (advise)
- 5 My father often talks about what he did in his _____. (young)
- 6 It's important to have an _____ of different countries' customs. (aware)

1 qualifications 2 recommendation 3 successful 4 advice 5 youth 6 awareness

Activity Book / page 44 Exercise 4

■ *Complete the explanations with words from the box. One word is not needed.*

compromise	conflict	negotiate	patient
prepared	previous	track	record

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

1 negotiate 2 prepared 3 track record 4 conflict 5 compromise 6 patient

Activity Book / page 47 Exercise 10

■ *Find the expressions 1–5 in the text, then match them with their meanings.*

- | | |
|-------------------------|---|
| 1 package holiday | a people who are identified as possible customers |
| 2 sales pitch..... | b a set of people of similar age |
| 3 target market..... | c a large shop that sells many different types of things |
| 4 age group..... | d a presentation made by someone who is trying to sell a product |
| 5 department store..... | e an organised trip with everything included in the price (travel, accommodation, food) |

1 e 2 d 3 a 4 b 5 c

I wish / If only

Wish / if only : تستخدمان للتعبير عن الندم عن القيام بفعل معين أو عن أشياء نتمنى أن نغيرها سواءً في الماضي أو الحاضر ويعتبر أسلوب If only أكثر تأكيداً (بالمناسبة wish : تعني "يا ريت لو .." / ومعنى If only : "بس لو ما ..")

Ex.

I wish I weren't a teacher. (تعني يا ريت لو ما كنت استاذ!) (تعني : بس لو إني ما سافرت بره!)

If only I hadn't travelled abroad. (تعني : بس لو إني ما سافرت بره!)

I wish I hadn't studied Economics. (ياريت لو ما درست اقتصاد)

If only she didn't start smoking. (بس لو انو ما بلشت التدخين)

القاعدة الذهبية في قاعدة (Wish / if only) هو ارجاع الزمن دائماً الى الماضي (backshift) وإذا كانت الجملة مثبتة نفيها وبالعكس .

First, We use **wish or If only + Past Simple** to express wishes about the present that are impossible or unlikely to happen. (مهم حفظ الوظيفة المستفادة من الجملة)
أولاً : إذا أردنا التعبير عن الندم أو الحسرة في الحاضر بمعنى ان الفعل يستحيل أن يحدث أو أنه من غير المرجح حدوثه ، فدائماً يتبع (Wish or If only) ماضي بسيط (past simple) :

$S + V1$

$S (\text{wish or If only}) + S + V2$

Ex.

I don't know the correct answer.

I wish I knew the correct answer

I feel so tired.

If only I didn't feel so tired.

I am a very difficult person.

If only I weren't a very difficult person.

I am not a hard-working man.

I wish I were a hard working man.

لاحظ أننا استخدمنا were مع ضمير الفاعل I بدلاً من Was

Second, We use **wish or If only + Past perfect** to express regrets about the past or to reflect on past actions if we are trying to improve our work/behaviour (مهم حفظ وظيفة الجملة)

ثانياً : إذا أردنا التعبير عن الندم أو الحسرة في الماضي أو لتذكر أحداث في الماضي بذلنا جهداً لتحسينها ، يكون زمن الجملة المراد تحويلها ماضي بسيط ويصبح ماضي تام فدائماً يتبع (Wish or If only) ماضي تام (past perfect) :

$S + V2$

$S (\text{wish or If only}) + S + \text{had} + V3$

Ex.

I went to Scotland for my weekend.

If only I hadn't gone to Scotland for my weekend.

I didn't play well.

I wish I had played well.

There wasn't enough time for English exam.

If only there had been enough time for English Exam.

I didn't know why he was sad

I wish I had known why he was sad.

S + wish/ if only + S + V2

I wish I knew the answer.

I wish we lived in a bigger flat.

He wishes he were taller.

If only we were older.

S + wish/ if only + S + had V3

I wish I had done more work for my exam.

I wish I hadn't bought these shoes. They hurt my feet.

If only we'd caught the earlier bus.

If only she hadn't told me so many lies.

*** I'd → I had not I would

ملاحظة : أولا وثانيا (أعلاه) هما مطلوب الكتاب، القواعد التالية هي لإكمال الصورة فقط !!		
شكل الجملة باستخدام Wish/if only		شكل الجملة
I wish/ If only S + didn't V1 ...	←	S + V(s, es) ...
I wish/ If only S + V2 ...	←	S + doesn't/don't V1 ...
I wish/ If only S + hadn't V3 ...	←	S + V2 ...
I wish/ If only S + had V3 ...	←	S + didn't V1 ...
I wish/ If only S + wasn't, weren't Ving ...	←	S + is,are,am Ving ...
I wish/ If only S + was, were Ving ...	←	S + isn't,aren't,am not Ving ...
I wish/ If only S + hadn't V3 ...	←	S + has,have V3 ...
I wish/ If only S + had V3 ...	←	S + hasn't, haven't V3 ...
I wish/ If only S + didn't has, have V1 ...	←	S + has to, have to V1 ...
I wish/ If only S + had had ...	←	S + didn't has, have V1 ...
I wish/ If only S + couldn't V1 ...	←	S + can V1 ...
I wish/ If only S + could V1 ...	←	S + can't V1 ...
I wish/ If only S + wouldn't + V1 ...	←	S + will + V1 ...
I wish/ If only S + would + V1 ...	←	S + won't + V1 ...

Expresses inability

Expresses complaints

التمارين الإضافية

Correct

- * Nader should have been more careful with his essay. He didn't get a good mark. (wishes)
Nader wishes he had been more careful with his essay.. (شتوية 2016)
- 1 I wish and missed my meeting. (not, sleep)
 - 2 If only I more time for hobbies. (have)
 - 3 I wish you So horrible to your brother. (be, not)
 - 4 If only we a HP printer. The parts were so expensive. (not, buy)
 - 5 I wish the government the old house. It was a part of the town's heritage. (not, demolish)
 - 6 If only I all my money. Now I'm broke. (lose)
 - 7 Bruce wishes he more money so he could buy a new sweater. (have)
 - 8 If only they a crime and now they have to face justice. (commit, not)

1 hadn't slept 2 had 3 weren't 4 hadn't bought 5 hadn't demolished 6 hadn't lost
 7 had 8 hadn't committed

Rewrite

- 1 You have to work tomorrow but you'd like to stay in bed.
If only I didn't have to work tomorrow.
- 2 It's a pity you didn't work harder during the term.
I wish I had worked harder during the term.
- 3 I am going to close the factory.
If only I weren't going to close the factory.
- 4 I can't stop smoking.
I wish I could stop smoking.
- 5 I'm sorry that I said that.
If only I hadn't said that.
- 6 She didn't give me her phone number.
If only she had given me her phone number.

“Complete each of the following items so that the new item has a similar meaning to the one before, and then write your answers down in your **ANSWER BOOKLET**.”

أكمل الجمل التالية بحيث تعطي الجملة الجديدة المعنى ذاته واكتب اجاباتك في دفتر الاجابة.

- 1- Nader should have been more careful with his essay. He didn't get a good mark. (شتوية ٢٠١٦)

Nader wishes he had been more careful with his essay.

- 2- I regret living abroad for a long time. (wish) (صيفية ٢٠١٦)

I wish I hadn't lived abroad for a long time.

- 3- I regret speaking aloud in my class. (wish) (شتوية ٢٠١٧)

I wish I hadn't spoken aloud in my class.

I wish I had spoken quietly in my class.

- 4- Mahmoud didn't consult his career advisor, so he felt sorry. (صيفية ٢٠١٧)

Mahmoud wishes he had consulted his career advisor.

- 5- I always have to get home early, I wish my parents would let me stay out later.

(lets, won't let, would let, will let) شتوية ٢٠١٨

- 6- I didn't wake up early and I missed my bus. I wish I had waken up early.

(wakes up, wake up, had waken up, have waken up) صيفية ٢٠١٨

- 7- Zaid didn't know about Chinese culture. He wishes he had read a book about it.

(has read, reads, had read, have read)

تمارين إضافية

I will never forget speaking loudly to my mom. (wish)

.....

I can't meet you tomorrow - I have to work late. (I wish)

.....

I have to get up early tomorrow {but I'd like to sleep late}.

.....

I will never forget paying money before the items being delivered. (wish)

.....

I don't know anything about cars (and my car has just broken down).

.....

If I hadn't gone to the party last night, I wouldn't have been tired. (if only)

.....

I wanted to send you an email, but I didn't have your email address. (if only)

.....

I will never forget playing on the slippery surface. I hurt my legs. (wish)

.....

تمارين الكتاب (Student & Activity)

Student's book / page 65 Exercises 5

■ Complete the sentences with the correct form of the verbs in brackets.

- 1 Ali did not pass his exams. If only he harder last year. (study)
- 2 Ziad did not know about Chinese culture when he went on a business trip to China. He wishes he a cultural awareness course. (do)
- 3 It was too hot to go to the beach yesterday. If only it cooler. (be)
- 4 I feel ill. I wish I so many sweets! (not eat)

Answers : 1 had studied 2 had done 3 had been 4 hadn't eaten

Student's book / page 68 Exercises 4

■ Choose the most suitable verb form to complete these sentences.

- 1 Ziad is not very good at basketball. He wishes he taller! (is / were / was)
- 2 I can't do this exercise. I wish I it. (understood / understand / understanding)
- 3 Mr Haddad does not understand the Chinese businessman. If only he Chinese. (speak / spoke / had spoken)
- 4 Jordan needs to import a lot of oil. If only it larger oil reserves. (has / had / had had)

Answers : 1 were 2 understood 3 spoke 4 had

Activity's book / page 45 Exercises 5

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

Had(x2) hadn't if only wish

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

Answers : 1 If 2 had 3 wish; only 4 had 5 hadn't

Activity's book / page 45 Exercises 6

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

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

Answers : 1 hadn't forgotten 2 had gone 3 had had/had brought 4 hadn't forgotten it/hadn't left it at home 5 had played

Activity's book / page 45 Exercises 7

■ Use the prompts and write sentences with I wish and If only. The first one is done for you.

- 1 I'm cold. (bring a coat)
If only I'd brought a coat. I wish I'd brought a coat.
- 2 We're late. (get up earlier)
If only we'd got up earlier. / I wish we'd got up earlier.
- 3 I feel ill. (not eat so many sweets)
If only I hadn't eaten so many sweets. / I wish I hadn't eaten so many sweets.
- 4 Fadi has lost his wallet. (be more careful)
If only he had been more careful. / I wish he'd been more careful.
- 5 Huda was too busy to visit us yesterday. (be able to come)
If only she'd been able to come. / I wish she'd been able to come.
- 6 I've broken my watch. (not drop it)
If only I hadn't dropped it. / I wish I hadn't dropped it.

Activity's book / page 45 Exercises 8

■ Rewrite the sentences with the words in brackets.

- 1 Samia regrets being angry at breakfast time. (only)
If only Samia hadn't been angry at breakfast time.
- 2 If only I had concentrated properly in class today. This homework is really difficult. (I)
I wish I had concentrated properly in class today.
- 3 Nader should have been more careful with his essay. He didn't get a good mark. (wishes)
Nader wishes he had been more careful with his essay. (وزاري حربي 2016)
- 4 I wish I had learnt English better when I was younger. (if)
If only I had learnt English better when I was younger.

ملاحظة : قد يطلب السؤال الوظيفة التي تؤديها الجملة .

Ex. Which sentences that **expresses regrets in the present**?

- A - *If only I didn't feel so tired.*
B - *I wish I had done more work for my exam.*

Ex. Which sentences that **expresses regrets about impossibility in the present**?

- A - *I wish I were younger.*
B - *If only I hadn't come late.*

Ex. "Omer wishes he hadn't studied French" , what does the sentence indicate?

- A - Omer wants to study French.
B - Omer regrets about studying French.

Ex. *If only I didn't have to leave soon.*

- A - This sentence talks about regret in the present tense .
B - This sentence talks about regret in the past tense .
C - This sentence talks about regret in the future tense .

Ex. " I wish I had learnt English better when I was younger " , what does the sentence indicate?

- A - The speaker learnt English when he was younger.
B - The speaker didn't learn English when he was younger.
C - The speaker was studying English when he was younger.

ملحق التعبير

في هذا المستوى مطلوب منك تعلم الكتابة عن الأساليب التالية :

<i>blog post</i>	منشور في منتدى	الوحدة السادسة
<i>persuasive letter</i>	رسالة إقناع	الوحدة السابعة
<i>competition entry</i>	اشتراك في مسابقة	الوحدة الثامنة
<i>review [of a hotel]</i>	كتابة تقييم (لفندق مثلا)	الوحدة التاسعة
<i>curriculum vitae</i>	السيرة الذاتية	الوحدة العاشرة

**** أمثلة عامة على ادوات الربط التي تساعد في تكوين جمل موضوع الكتابة :**

Addition الإضافة	Sequence تسلسل الكلام	Conclusion الخلاصة
in addition to بالإضافة الى	firstly بداية..	i n conclusion في الختام
and و	initially أولا ..	i n summary في الخلاصة
similarly وبالمثل	the first point النقطة الأولى	to sum up لنلخص الـ
likewise كذلك	to begin with لبندأ بـ	to conclude لنختم الـ
as well as مثله مثل	secondly ثانيا	Condition الشرط
besides بالإضافة الى	then بعد ذلك	if اذا
another الآخر	after that بعد ذلك	unless ما لم
also أيضا	the final point النقطة الأخيرة	whether فيما اذا
moreover علاوة على ذلك	finally في النهاية ..	provided that بشرط أن
and then ومن ثم	Example اعطاء المثال	based on بناء على
too أيضا	such as مثل :	depending on يعتمد على
not only .. but also ليس فقط ... بل أيضا	for instance على سبيل المثال	as long as طالما

Review (a hotel)
كتابة تقييم (لفندق ما)

Review: وهو كتابة تقييم لفندق ما أو مطعم معين، وذلك بذكر بعض الايجابيات أو السلبيات التي واجهتها أثناء تواجدك هناك وتختتم بتوجيه بعض النصائح والاقتراحات لعلاج بعض السلبيات إن وجدت.

مثال على كتابة تقييم لفندق تشارلز، باريس

Charles Hotel, Paris ●●●○○

المقدمة : نبذة عن
الوضع الذي لاحظته

I recently stayed at this hotel for a few nights during a conference, and it did not entirely live up to expectations. On its website it is billed as 'stylish, state-of-the-art and chic', which was true, but the service was not quite as high a standard as it could have been.

صلب الموضوع:
تفصيل إيجابيات
وسلبات الفندق

Since I arrived fairly late in the evening my first night, there was nobody at Reception to check me into my room. However, someone came to help me immediately after I rang the bell on the desk. Throughout my stay, I experienced some negative aspects of service, such as a lack of towels and delayed room service, but I was met with excellent responses to requests made in the restaurant, as well as an atmosphere of general helpfulness and politeness. I was happy to deal with the few oversights as I know that hotel staff work hard for long hours.

الخاتمة: توجز
الموضوع وتقدم
بعض التوصيات

I would very much like to visit Paris again, and I enjoyed the view, architecture and atmosphere of the hotel very much. The service could be improved, but it didn't detract from a fairly pleasant stay. I recommend this hotel to anyone interested in Parisian architecture.

Martin Hotel, Washington DC •○○○○

المقدمة : نبذة عن
الوضع الذي لاحظته

At first, this hotel looks like very good until you wake up in the middle of night at 03:00 and find your bed full of "bed bugs"!, but this wasn't the worst problem.

صلب الموضوع:
تفصيل إيجابيات
وسلبات الفندق

What a n nightmare was their slow and irresponsible response . When I reported the situation to the managing staff, there were no emergency to handle the situation because the decision maker wasn't available during the weekend . They staff suggested transferring my son and me to a nearby hotel where a room was available.

When the supervisor arrived, he offered to investigate the room despite the 4 bed bugs I found and the pictures and videos I took. Then, he suggested staying one more night but I refused and transferred to the nearby hotel.

الخاتمة: توجز
الموضوع وتقتصر
بعض التوصيات

In future, be aware of this critical problem. You could increase the room service's teams as well as consulting the specialists of rodents-fighting. The most important issue is the urgent response in case of someone find it.

The universal motel, California ●●●○○

المقدمة : نبذة عن
الوضع الذي لاحظته

Last year, I had one of the most exciting experiences when I booked a room in the universal motel in California. This three-stars motel provides services as much professional as the most luxury hotels in the city.

صلب الموضوع:
تفصيل ايجابيات
وسلبات الفندق

When you arrive, the smiling receptionist greets you and describes all you want to know about options and prices for the available rooms. Although the motel isn't classified as the high class hotels, but you can notify that all things are handled professionally. From the elegance of the steward persons to the strict systematical performance .

All of these issues are important, but the most is the high level an modernised technology the y use.

الخاتمة: توجز
الموضوع وتقترح
بعض التوصيات

I would very much like to visit it again, and I suggest the management to enlarge the capacity and to move to another place with more population. Your integrated service system needs a spread transportation grid in order to reach more areas.

Quotation

Read the quotation. Do you agree with it? Why/Why not?

*Unless the exchange be in love and kindly justice,
it will but lead some to greed and others to hunger.*
Gibran Khalil Gibran (1883 CE-1931 CE)

ما لم تتعاملوا مع بعضكم البعض بالمحبة والعدل، فإن الجشع سيطر على بعضكم والبعض الآخر سيتضورون جوعاً!

This quotation for the famous Lebanese poet " Gibran Khalil Gibran ". I totally agree with him. He urges people to treat each other not just based on the physical benefits, they need to interact in more human manner and being cooperative and friendly. And avoiding selfishness.

My job as an interpreter مهنتي كمترجم

My name is Fatima Musa and **I** have worked as an interpreter for five years. Many students have emailed me about my work because **they** want to know what it would be like to do **my** job.

So here is **my** reply.

I have always been fond of languages. **My** father worked in many different countries when **I** was

5 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.

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

10 to other people at the meeting. This means that anyone in the room **who** speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example,

the English words **that** are used in India are sometimes different to the words **that** people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot

15 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!

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

20 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.

25 **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.

المعجم (Vocabulary)

<i>ambitious</i>	having a strong desire for success or achievement	طموح
* <i>career advisor</i>	someone who provides information to help people to make choices about their training and work	المرشد الوظيفي
<i>fond of</i>	having an affection or liking for someone or something	مُغرم بـ
<i>full-time</i>	happening or working for the whole of the working week, and not only part of it	دوام كامل
<i>headphones</i>	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات
<i>intern</i>	someone who works for a short time in a particular job in order to gain experience	متدرب
<i>interpreter</i>	Someone who translates spoken words from one language into another	مترجم
<i>regional</i>	relating to a particular region or area	اقليمي
<i>rewarding</i>	Giving personal satisfaction	مكافأة
<i>secure</i>	safe; free from danger	آمن
<i>seminar</i>	a class on a particular subject, usually given as a form of training	ندوة

الضمائر وعلى من تعود (Pronouns)

الضمير	السطر	على من يعود	الضمير	السطر	على من يعود
I	All the text	Fatima	They	Line 8	Persons who speak at conference
My	All the text	Fatima	who	Line 10	anyone
They	Line 2	Many students	That (x2)	Line 13	The English words
We (x2)	Line 5	Fatima and her father	it	Line 22	Her job (interpreter)
him	Line 5	Fatima's father	It (x2)	Line 25	Her job (interpreter)

أسئلة الاستيعاب (Comprehension)

- Read the talk again and complete the sentences.
 - 1 Fatima Musa's job involves going to ... اقرأ المناقشة مرة أخرى وأكمل الجمل.
 - 2 As well as knowing regional English, you also need to know ... 1. مهنة فاطمة موسى تتضمن الذهاب لـ
 - 3 Unless you have a language degree, you will not 2. بالإضافة إلى اللغة الإقليمية، فإنك تحتاج إلى ...
 - 4 Provided that you have a postgraduate qualification, you will probably get ... 3. ما لم يكن لديك درجة علمية في اللغة، سوف لن
 - 5 You will probably need to travel a lot, but that is not a problem as long as ... 4. شريطة أن يكون لديك دراسات عليا في اللغة، فإنك من المحتمل أن تحصل
 5. سوف تحتاج أن تسافر كثيراً، لكن هذه ليست مشكلة طالما أنك
- 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 لتكون مترجماً؟ هل ترغب أن تكون مترجماً؟ لماذا/ لماذا لا؟
- Quote the sentence that states each English-speaking country has its own English.
 اقتبس الجملة التي تقول أن كل بلد ناطق بالانجليزية لديه اللغة الانجليزية الخاصة به.
- Fatima and other interpreters could be employed in many jobs, suggest two opportunities for interpreter.
 فاطمة والمترجمون الآخرون يمكن أن يوظفوا في مهن متعددة، اقترح مهنتين للمترجم
- " Interpretation is a very responsible job". What did Fatima mean?
 " الترجمة مهنة ذات مسؤولية كبيرة" ما الذي قصدته فاطمة بذلك؟
- What does the word "fond of" line 4 mean?
 ماذا تعني كلمة (fond of) السطر (4) ؟

7. What does the pronoun "him" line (5) refers to?

على ماذا يعود الضمير (him) السطر (5) ؟

8. What does the pronoun "who" line (10) refer to?

على ماذا يعود الضمير (who) السطر (10) ؟

9. What does the word "interpreter" line 6 mean?

ماذا تعني كلمة (interpreter) السطر (6) ؟

10. What does the pronoun "it" line (22) refers to?

على ماذا يعود الضمير (it) السطر (22) ؟

11. Find a word in the text which means "free from danger"?

جد كلمة في النص تعني " خالي من الخطر"؟

أجوبة أسئلة الاستيعاب (Comprehension)

1. 1 important conferences and seminars around the world. مؤتمرات وندوات مهمة حول العالم

2 a lot of specialist language. الكثير من اللغة المتخصصة

3 be able to become an interpreter. لتكون قادراً أن تصبح مترجماً

4 a job as an interpreter quite quickly. وظيفة كمترجم بشكل سريع جداً

5 you enjoy visiting other countries. تستمتع بزيارة الدول الأخرى

2. I think I don't have the true qualifications and skills to be a successful interpreter. I am poor in using words and phrases correctly as well as I need to be a good listener. So, It's better firstly to improve my English and then consider this option.

أعتقد أنني لا أمتلك المؤهلات والمهارات اللازمة لأكون مترجماً ناجحاً. أنا ضعيف في استخدام الكلمات والعبارات بشكل صحيح بالإضافة إلى أنني أحتاج لأن أكون مستمعاً جيداً. لذلك، من الأفضل أولاً أن أحسن لغتي ومن ثم أفكر في هذا الخيار.

3. " English is not the same in all English-speaking countries "

" الانجليزية ليست متشابهة في كل الدول الناطقة بالانجليزية "

4. 1. Certified interpreter for public and private agencies.

2. Establishing an own translation centre.

1. مترجم معتمد لجهة حكومية أو خاصة / 2. انشاء مركز ترجمة خاص.

5. The role of interpreter could be very important and critical. Especially, when interpreting for political summits or for important events.

دور المترجم قد يكون مهم جداً وحساس. خصوصاً، عند الترجمة في القمم السياسية لفعاليات مهمة.

6. Having an affection or liking for someone or something

أن يكون لديك إعجاب أو تأثر بشخص أو شيء ما.

7. Fatima's father

والد فاطمة

8. Anyone

أي شخص

9. Someone who translates spoken words from one language into another

شخص ما يترجم الكلام المنطوق من لغة إلى أخرى

10. Interpreter

المترجم

11. Secure

آمنة

Job application



Name	Tareq Hakim
Contact details	5 North Street, Ajloun
Work experience	2009–2012: shop assistant at a chemist's 2012–2014: reporter for Medicine Today 2014–now: editor at a scientific journal
Qualifications and training	Degree in Chemistry (graduated 2008); Certificate in Journalism (2011)
Skills and achievements	Captain of school basketball team; Voluntary work for a charity that helps elderly people
Personal attributes	I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals.
Reference	Osama Hayek, Chemistry teacher at my secondary school

Dear Sir/Madam,

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

I also have a qualification in Journalism and have worked previously for a scientific journal. I have excellent research skills.

In my spare time, I help elderly people, and I can see the difference that medicines can make to their lives. I am very keen to join a company that can really help people. I look forward to hearing from you concerning the next stage of my application.

Yours faithfully,
Tareq Hakim

سيدي العزيز / سيدتي العزيزة
أود أن أقدم لوظيفة باحث في شركتكم الصيدلانية. كما ترى في السيرة الذاتية المرفقة أنني حاصل على شهادة جامعية في الكيمياء. علاوة على أنني عملت كمساعد صيدلاني لذا أنا أعرف الكثير عن هذا المجال.
أنا مؤهل للعمل في الصحافة وعملت سابقاً لدى مجلة علمية ولدي مهارات بحثية ممتازة.

في وقت فراغي، أساعد كبار السن حيث يمكنني أن ألحظ الفروقات التي تحدثها الادوية في حياة كبار السن. أنا متحمس جداً للعمل في شركة تساعد الناس فعلاً.
أطلع لأسمع منكم فيما يتعلق بالمرحلة القادمة من طلبي.

المخلص لكم
طارق حكيم

الاسم: طارق حكيم
تفاصيل العنوان: ٥ / الطريق الشمالي / عجلون
الخبرة: (٢٠٠٩-٢٠١٢ مساعد صيدلاني)، (٢٠١٢-٢٠١٤ مراسل لـ "الطب اليوم")، (٢٠١٤-الآن محرر في مجلة علمية).
المؤهلات: شهادة جامعية في الكيمياء (تخرجت في ٢٠٠٨) وشهادة في الصحافة (٢٠١١)
المهارات والإنجازات: كابتن فريق كرة السلة المدرسي، مساهم في العمل التطوعي لمساعدة كبار السن.
الميول الشخصية: أنا أعمل بضمير ومتحمس جداً للعمل في الأدوية.
المعرفون: أسامة حايك، مدرس كيمياء في مدرسة ثانوية.



Name: Hisham Khatib

Contact details: 22 East Way, Irbid

Work experience: 2010–now: Sales Representative for a large pharmaceutical company

Qualifications and training: Degree in Physics (graduated 2009)

Skills and achievements: I won Salesperson of the Year Award in 2013 CE.

Personal attributes: I am a very competent worker. I am also adaptable.

Reference: Samira Rahhal, the director in my current job

Dear Mr Rahhal,

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

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

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

I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,
Hisham Khatib

الاسم: هشام خطيب

تفاصيل العنوان : ٢٢ / الطريق الشرقي / اربد

الخبرة: (٢٠١٠- الآن مندوب مبيعات لشركة صيدلانية كبرى.

المؤهلات: شهادة جامعية في الفيزياء (تخرجت في ٢٠٠٩)

المهارات والانجازات: نلت جائزة أفضل موظف مبيعات في العام ٢٠١٣.

الصفات الشخصية: أنا موظف مقتدر ومؤهل وقابل للتكيف.

المعرفون: سميرة رحال، مديرتي في وظيفتي الحالية

عزيزي السيد رحال
أنا مهتم كثيراً بوظيفة باحث في شركتكم الصيدلانية. سوف ترى من خلال السيرة الذاتية المرفقة أنني عملت في المبيعات لدى شركة صيدلانية كبرى لعدة سنوات لقد كنت ناجحاً جداً في عملي ونلت جائزة رجل مبيعات العام في ٢٠١٣.
أود الآن في تحدي جديد وأنا مهتم بالانتقال الى موضوع البحث العلمي. لدي شهادة علمية في الفيزياء.
أنا كفؤ ومقتدر في العمل وقابل للتكيف واعتقد أنني أستطيع ان اكون ناجحاً في وظيفة.
أحب القراءة ،التخييم والسفر.
المعرفون جاهزون عند الطلب.
بانتظار سماع ردك

المخلص لكم
هشام خطيب

المعاني (Vocabulary)

attribute	a quality or feature that is considered to be good or useful (in a person)	الصفة/ الميزة
competent	Having enough skill or knowledge to do something to a satisfactory standard	متمكن
conscientious	showing a lot of care and attention (to a task)	يراعي ضميره
curriculum vitae	CV a short, written description of a person's qualifications, skills and work experience that they send to potential employers	السيرة الذاتية
enclosed	surrounded, especially by a fence or wall	مرفق
enthusiastic	showing a lot of interest and excitement about something	متحمس
keen	having or showing eagerness or interest (in something)	تواق لـ
reference	a person who provides information about your character and abilities	المُعرف
voluntary	done or given by choice	تطوعي
work experience	A period of time that someone spends working in a particular place	الخبرة العملية

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

5 About to graduate in the subject.

والذي تخرج من مثل هذا التدريب

How long have you been studying Business Studies, Ricky?

كم مدة دراستك لإدارة الأعمال، ريكى؟

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.

هي عبارة عن أربع سنوات دراسية، تتضمن فترتين من الخبرة العملية. كل واحدة استمرت لمدة أشهر.

What exactly have you studied over those four years?

ماذا درست بالضبط طوال تلك الأربع سنوات؟

10 Quite a lot! Maths, of course, Accounting, Finance and Economics. Oh yes, **Marketing**

الكثير! الرياضيات طبعاً، المحاسبة، التمويل والاقتصاد وأيضا التسويق وإدارة المبيعات أيضا.

and Sales, too. I also did a course in Management, which is about **recruiting** an 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.

وقد أخذت مادة في الإدارة التي تتحدث عن استقطاب وإدارة شؤون الموظفين

وكيفية التعامل مع الصدامات والنزاعات العمالية ومادة عن الإعلان. كما كان يجب على الجميع أن يأخذ مادة في تكنولوجيا المعلومات أيضا.

كون المهارات الحاسوبية مهمة.

What did you most enjoy about the degree?

ماذا كان أكثر ما استمتعت به أثناء تلك المرحلة؟

15 The work experience, definitely. I learnt so much, both times, and of course it looks great

الخبرة العملية، بلا شك. لقد تعلمت الكثير، في كلا الفترتين. وبالطبع ستظهر بشكل رائع

on my curriculum vitae . One of the companies offered me paid work last summer, so I

في سيرتي الذاتية. احدى الشركات عرضت علي العمل في الصيف الماضي، لذلك نجحت

managed to get even more experience that way. Also, I wouldn't have had much money

في الحصول على خبرة أكثر بتلك الطريقة. أيضا، ما كان لي أن أملك بعض المال السنة الماضية

last year if I hadn't had that job!

لو لم أحصل على تلك الوظيفة!

What kind of company was that, and what did you do there?

أي نوع من الشركات كانت تلك، وما الذي قمت به هناك؟

20 It was a company that provides financial products – savings and **pensions**, mostly. At first

لقد كانت شركة تقدم المنتجات التمويلية - الادخارات والتمويل، غالبا في البداية،

I just 'shadowed' different people, watching what they were doing. Then I did quite a lot

قمت بتتبع مختلف الأشخاص، ملاحظا ماذا يفعلون. ثم صرت أقوم بالكثير

of checking for them – you know, checking their **calculations**. When I went back in the

التدقيق لهم - أنت تعلم، تدقيق حساباتهم. وعندما عدت في الصيف،

summer, I was in the sales department. My job was to follow up **web enquiries**, and

تواجدت في دائرة المبيعات. وظيفتي كانت متابعة استعلامات الويب

send out further information to possible clients. I enjoyed it, and I wouldn't have had that

ونشر معلومات إضافية للزبائن المحتملين. لقد أعجبتني ولم أكن لأحصل على هذه الفرصة

25 opportunity if I hadn't done the work experience first.

لو لم أقم بالحصول على الخبرة العملية في البداية

What are you planning to do next?

ماذا تخطط أن تفعل في المستقبل؟

I've just applied for a job with a bank. I have the right qualifications, but I know there

لقد تقدمت بطلب توظيف لدي أحد البنوك. أمتلك المؤهلات المطلوبة، لكنني أعلم

will be a lot of other applicants. I'll just have to wait and see if I get an interview.

أنه سيكون هناك الكثير من المتقدمين غيري. يجب علي فقط الانتظار وأن أرى فيما إذا حصلت على مقابلة

If I do, I'll have to prepare really carefully.

إذا حصل ذلك، سيتوجب علي الإعداد بشكل حذر.

أسئلة الاستيعاب (Comprehension)

1. What is the name of Ricky's degree? ما هو اسم شهادة ريكى؟
2. How did he spend a quarter of his time as a student? كيف قضى ربع وقته وهو طالب؟
3. What kind of company did he work for last summer, and what was his job? ما نوع الشركة التي عمل بها؟ وماذا كانت وظيفته بها؟
4. What is he waiting to find out? ماذا الذي ينتظر أن يجده؟
5. Would you like to do the same kind of degree course as Ricky? Why/Why not? Write two or three sentences. هل تحب أن تعمل شهادة دراسة كالتي عملها ريكى؟ لماذا؟ لماذا لا؟ اكتب جملتين أو ثلاثة؟

أجوبة أسئلة الاستيعاب (Comprehension)

1. 1 Business Studies دراسة الأعمال
2. doing work experience يقوم بالخبرة العملية
3. It was a company providing financial products, and his job was to follow up web enquiries لقد كانت شركة تقدم خدمات مالية، وكانت وظيفته أن يقوم بمتابعة استفسارات الانترنت.
4. whether or not he will get an interview فيما اذا كان سيحصل على مقابلة أم لا
5. Definitely I would. Business studies are one of the most required courses recently. Many other courses require it as a complement because its topics do interest each undergraduate when talking about management and financial issues. بالتأكيد سأفعل. دراسة الأعمال واحدة من أهم التخصصات المطلوبة مؤخراً. كثير من التخصصات الأخرى تطلبها كتخصص مكمل كون مواضيعها تهتم كل طالب جامعي عند الحديث عن الادارة والأمور المالية

1 Rickey Miles studied several courses at the university to get a degree in Business studies. Write down two of these courses. (2 points)

ريكي مايلز درس العديد من المواد في الجامعة للحصول على شهادة في دراسات الاعمال. اكتب اثنتين من هذه المواد.

2 Students in the United Kingdom choose one of two paths after graduation. Write these two paths down. (4 points)

الطلاب في المملكة المتحدة يمكنهم اختيار واحد من مسارين بعد التخرج. اكتب هذين المسارين.

3 Quote the sentence which shows the type of the company that Ricky Miles worked for last summer. (2 points)

اقتبس الجملة التي تبين طبيعة عمل الشركة التي عمل بها الصيف الماضي.

4 Find a word in the text which means "finding suitable employees". (2 points)

جد كلمة في النص تعني "finding suitable employees".

5 What does the underlined word "their" refer to?

على ماذا يعود الضمير الذي تخته خط (their).

6 Certain companies prefer to conduct official interviews before hiring their new employees. Suggest three skills an employee should have to pass a job interview. (3 points)

شركات معينة تفضل أن تقوم بمقابلات رسمية قبل عملية توظيف الموظفين الجدد. اقترح ثلاثة مهارات يجب أن يتمتع الموظف ليجتاز مقابلة التوظيف.

7 Some studies in the United Kingdom have shown that the work experience a student goes through has many negative impacts. Think of this statement and, in two sentences, write down your point of view. (2 points)

بعض الدراسات في المملكة المتحدة أظهرت ان الخبرة العملية التي يمر بها الطالب لها العديد من الجوانب السلبية فكر في هذه الجملة وفي جملتين عبر عن وجهة نظرك.

الإجابات

1 - Finance - Accounting

2 - Some of them go on to further study - most of them take up an employment

3 "It was a company that provides financial products – savings and pensions, mostly"

4 Recruiting

5 Different people

6 - Talking freely with no stress / - to be alert and open-minded / - an ability to market himself

7 In my opinion, I totally disagree it since work experience supports and enhances his/her work competency. Students have to be informed of the details of his career.

Vocabulary exercises

Speaking

Student Book / page 74 Exercise 3

☐ *Complete the following mini-dialogues by giving advice.*

1 A: I would like to get a job as a teacher of English.

B: study English at university?

2 A: I want to learn Chinese, but they don't teach it in my school.

B: You do a Chinese course online.

3 A: I don't understand what we have to do for homework.

B:, I would ask the teacher.

Answers 1 Why don't you 2 could 3 If I were you

Activity Book / page 49 Exercise 1

☐ *Complete the sentences with words or phrases from the box. One word or phrase is not needed.*

Career headphones interpret seminar
regional rewarding translation

1 Please listen to the music through _____, so that you don't disturb anybody.

2 I have just read a _____ of a book by a Japanese author.

3 In the UK, there is a central government, but there are also _____ councils around the country.

4 My uncle is fluent in several languages. He is often able to _____ for us during conversations with foreigners.

5 Nada made a successful presentation at a _____ in Irbid last month.

6 Doing volunteer work can be a very _____ experience.

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

Activity Book / page 49 Exercise 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.

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

Activity Book / page 49 Exercise 3

■ *Complete the sentences with the correct form of the words in brackets.*

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.

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

Activity Book / page 51 Exercise 11

■ *Match the words in bold in the text with their meanings.*

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

1 pensions 2 web enquiries 3 calculations 4 recruiting 5 marketing

Conditional sentences (If types)

الجملة الشرطية (If clause) : هي جملة مكونة من شقين ، جملة If والجملة الرئيسية وهي أربعة أنواع ولكل نوع معنى واستخدام ودلالة مختلفة .

If you study hard , you will succeed.

- تتكون جملة If من جزئين :



* أنواع الجملة الشرطية (If clause types):

النوع	زمن طرفي الجملة	مثال
الأول Zero conditional	If + present simple , present simple Or Present simple If + present simple	- If you heat ice, It melts. - The light comes if we press that button. - The grass gets wet if it rains.
الثاني first conditional	If + present simple , will V1 Or will V1 If + present simple	- If you study hard, you will pass. - If the weather doesn't improve, we won't go. - You will miss the train if you don't hurry.
الثالث second conditional	If + simple past , would V1 Or would V1 If + simple past	- If it rained, we would come late. - I would pass the exam if I studied. - I wouldn't pass the exam if I didn't study.
الرابع Third conditional	If + past perfect , would have V3 Or would have V3 If + past perfect	- If I hadn't left, I would have met you. - I would have finished if he had helped me. - If he had been late we would have gone.

الآن .. الشرح مع الملاحظات :

If + simple present , simple present

النوع الأول (Zero conditional) يتكون من ←

- يستخدم للحديث عن حقائق حتمية (Inevitable situations) تعتمد دائما في حدوثها على أحداث أخرى ، أو عادات أو سلوك يتكرر دائما.

Ex.

If you heat snow, it melts.

If you press the power button, the machine works.

If you eat so much sweet, you get fat.

يتضح من الأمثلة السابقة أننا كلما قمنا بالفعل سنحصل على نفس النتيجة (احتمالية الحدوث 100%)

- قد يكون احد أطراف الجملة أو كليهما " منقيا " :

If you don't boil copper, it doesn't melt.

We don't play Football if it rains.

- يمكننا استخدام (When) بدلاً من (If) في هذا النوع (Zero conditional) ولا يتغير المعنى :

When you heat snow, it melts. ↔ If you heat snow, it melts.

The grass doesn't get wet if it doesn't rain. ↔ The grass doesn't get wet when it doesn't rain.

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

If + simple present , simple future

النوع الثاني (First conditional) ←

- يستخدم الحديث عن أحداث من الممكن حدوثها في المستقبل اعتماداً على حدوث حدث آخر .
- هناك بعض الكلمات التي تدل على هذا النوع { Likely , possible , I am not sure.. whether , perhaps ... etc. }
- كونها كلها يدل على احتمالية وإمكانية حدوث الفعل .

Ex.

- If you get an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry.
- If you study hard all year, you will pass your exams.
- We won't go to the beach if it gets worse.
- If he is in the hospital, I shall visit him.

** قد تأتي مكان will أي واحدة من الـ modals الأخرى (can , must , has to , have to , shall , , may ..etc.)

يتضح من الأمثلة السابقة أن حدوث الفعل مرجحاً أو ممكناً (احتمالية الحدث ≈ 70%)

- قد يكون أحد أطراف الجملة أو كليهما " منفيًا " :

If you don't come earlier, you will fine.

We won't travel to Canada if the earthquake takes place.

- يمكننا استخدام بعض الكلمات بدلاً من (If) في النوع الثاني (First conditional) مثل :

1) **Provided that** ← بمعنى (بشرط أن) وينطبق عليها ما ينطبق على If (تتعلق بوظيفة ، بصفة .. الخ)

- 1- I will buy the book **if** it is not expensive.
I will buy the book **provided that** it is not expensive.
- 2 - He will lend you his car **provided that** you bring it back tomorrow.
He will lend you his car **if** you bring it back tomorrow.

2) **as long as** ← بمعنى (طالما) وينطبق عليها ما ينطبق على If

- 1- I will buy the book **if** it is not expensive.
I will buy the book **as long as** it is not expensive.
- 2 - He will lend you his car **as long as** you bring it back tomorrow.
He will lend you his car **if** you bring it back tomorrow.

3) **unless** ← بمعنى (ما لم / إذا لم) وهي نفس معنى (If .. not)

- 1- **If I don't study hard, I will fail my exam.** إذا لم أدرس بجد، سوف أرسب في امتحاني.
Unless I study hard, I'll fail my exam. ما لم أدرس بجد، سوف أرسب في امتحاني
- 2 - **If you don't take an umbrella, you'll get wet.** إذا لم تأخذ مظلتك، سوف تتبلل
Unless you take your umbrella, you'll get wet. ما لم تأخذ مظلتك، سوف تتبلل
- 3- **If it doesn't rain in August, there will be water shortages.** إذا لم تمطر في آب، سيكون هناك نقص في المياه
Unless it rains in August, there will be water shortages. ما لم تمطر في آب ، سيكون هناك نقص في المياه
يتضح ما يلي :
* دائماً تقع unless مكان If وإذا كانت منفية نجعلها مثبتة والعكس.
* نستنتج أن If .. not = Unless

Even if (4) ← بمعنى (حتى لو) .. " سوف أنهي الواجب حتى لو أسهر طوال الليل"

- 1- I'll go abroad even if it rains. سوف أذهب الى الخارج حتى لو أنها تمطر
- 2 - I won't wear a coat even if I get sick. سوف لم ألبس المعطف حتى لو مرضت
- 3 - Even if I haven't an enough money, I will buy the jacket. حتى لو لم أملك المال الكافي ، سوف أشتري الجاكيت

النوع الثالث (second conditional) ← If + simple past , would + V1 .

- يستخدم للحديث عن أحداث لها احتمالية قليلة جدا للحدوث . وغالبا تستخدم لتخيل بعض الأمور المستقبلية التي لها احتمالية ضعيفة أن تتحقق ويستخدم أيضاً لإعطاء نصيحة. (احتمالية الحدث ≈ 10%)

Ex.

- If I won a million dollars, I would travel around the world. احتمال ان يربح المليون ضعيف جدا وكذلك السفر حول العالم.
- I would tell him the truth if I met him again. هناك احتمال ضعيف جدا أن يقابله مرة أخرى
- She would quit her studying if her parents agreed. هناك احتمال ضعيف جدا أن يوافق والديها على إيقاف دراستها
- Mary would move to Japan if she spoke Japanese. هناك احتمال ضعيف جدا ان تتحدث ماري اليابانية
- If he were you, he would gain more.
- If she were you, she wouldn't work hard.
- I would buy that T-shirt if it were cheaper.
- I'd tell him the truth if I met him again
- She'd quit her studying if her parents agreed.

في النوع الثاني هنا ، نستخدم were مع جميع ضمائر الفاعل (I she he it we you they)

I'd = I would / She'd = she

ملاحظة : قد نستخدم (could , might) بدلا من (would) اذا كان هناك احتمالية لحدوث الفعل:

If I went to Egypt, I could climb pyramids. / If she had time, she might go to the party.

Might = means " not sure , whether"

النوع الرابع (Third conditional) ← If + past perfect , would have V3 .

- يستخدم للحديث عن أحداث مستحيلة الحدوث . وغالبا تستخدم لتخيل بعض الأمور المستقبلية التي يستحيل أن تحدث. (احتمالية الحدث = 0%).

Ex.

- If I had stayed at home that day, I would have missed the celebration. لو بقيت في البيت لكنت قد غبت عن الحفل
- I wouldn't have gone to the library if my friend hadn't invited me. ما كنت لأذهب الى المكتبة لو لم يدعوني صديقي
- I would have passed the exam if I had studied harder. كان ممكنا اجتياز الامتحان لو قد درست بجد
- I would have taken the bus if I had woken up on time. كان ممكنا ان أركب الباص لو نهضت من النوم على الوقت

ملاحظة هامة : نستنتج من هذه الجمل أعلاه أن الشق الأول والثاني لم يحدثا . لذلك دائما يكونا عكس المعنى.

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

(الذي حدث بالفعل أنه لم يبقى في البيت ذلك اليوم وأنه حضر الحفل)

If I had told Sarah the truth, I would have felt much better.

(الذي حدث بالفعل أنه لم يخبر سارة بالحقيقة كما انه لم يشعر بالراحة أكثر)

You would have passed your exam if you had worked harder.

ملاحظة : قد نستخدم (V3 + might have / V3 + could have) بدلا من (V3 + would have) اذا كان هناك احتمالية لحدوث نتيجة للفعل المستحيل حدوثه :

Ex.

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

(لو كنت قد جهزت جيدا للمسابقة لكان محتملا أن أفوز بالجائزة)

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

(لو كنت قد نمت جيدا ليلة الامتحان لكان محتملا أن أركز أكثر).

If I'd gone to a different school, I could have studied English.

(لو كنت ذهبت الى مدرسة أخرى لكان محتملا أن أتعلم الانجليزية).

Our team could have won the match if they'd trained harder.

(لقد كان محتملا أن يفوزوا بالمباراة لو أنهم تدربوا بجد).

*** التمارين ***

Correct

- 1 Provided that it , we will have a picnic next week. (not, rain) {شئوية 2016}
- 2 The soil if you water the plants regularly. (not, dry out)
- 3 She all over the world if she were rich. (travel)
- 4 We the wrong train if Ronaldo had asked the policewoman. (not, take)
- 5 You'll miss the train if you (not hurry)
- 6 Unless you study hard, you a scholarship. (not, get)
- 7 If she you, she would go out tonight. (be)
- 8 The students would have solved the problem if they their textbooks. (use)
- 9 You can borrow my bike as long as you careful. (be)
- 10 The zookeeper would have punished her with a fine if she the animals. (feed)
- 11 When people too many sweets, they get fat. (eat)
- 12 If my wife a dishwasher I would not have used disposable dishes. (have)
- 13 If I had listened to my mother, I a cold. (not, catch)
- 14 If he were you he home immediately. (go)
- 15 If I had won the lottery, I be rich. (be)
- 16 I'll probably get lost unless he with me. (come)
- 17 If you , you get yellow fingers. (smoke)
- 18 If I his number, I would call him. (have)
- 19 If she had studied harder, she would the exam. (pass)
- 20 I would tell you the answer if I it. (know)
- 21 Provided that the weather fine, we'll have a picnic on Saturday. (be)
- 22 Unless we now, we'll be late. (left)
- 23 If my husband , he burns the food. (cook)
- 24 If the professor clearly we would understand him better. (speak)
- 25 If you gave the young boy this knife, he hurt himself. (hurt)
- 26 If she at home, she would have gone shopping. (not, stay)
- 27 If my father British, I would speak perfect English. (be)

1. doesn't rain	2. will not dry out	3. would travel	4. would not have taken	5. don't hurry	6. won't get	7. were
8. had used	9. are	10. had fed	11. eat	12. had had	13. wouldn't have caught	
14. would go	15. would have been	16. comes	17. smoke	18. had	19. have passed	20. knew
21. is	22. leave	23. cooks	24. spoke	25. would	26. hadn't stayed	27. were

fill in

Don't when as long as unless were

- 1 you eat so much, you get overweight.
- 2 They'll call us their plane lands.
- 3 If he you, he would call off the party.
- 4 She won't allow me to watch TV I finish my homework.
- 5 You won't pass the exam if you study hard.

1. when 2. as long as 3. were 4. unless 5. don't

Rewrite

1. *She won't let watch the match if I don't tidy up my room. (Unless)*
2. *If you help me to write my English essay, I'll help you with maths. (Provided that)*
3. *I'll play tennis tomorrow providing that it doesn't rain. (Unless)*
4. *You won't pass the exam unless you try a bit harder. (if)*
5. *I won't watch TV if I have something to do. (Unless)*
6. *If autumn comes, the leaves fall from the trees. (When)*
7. *You get one point when you answer a question correctly. (if)*
8. *Unless he apologises , I'll never talk to him again. (if)*
9. *Don lost his job because he was late for work three times. (might)*
10. *Michelle didn't pay attention in class, so she didn't know about the test. (could)*
11. *Alice got lost because she didn't take the map. (would, not)*
12. *The milk turned sour because Pat forgot to put it back in the fridge*
13. *Susan didn't get the job because she didn't prepare for the interview. (might)*

1. Unless I tidy up my room, she won't let me watch the match.

3. Unless it rains, I'll play tennis tomorrow.

5. Unless I don't have something to do, I won't watch TV.

7. if you answer a question correctly, you get one point.

9. If you hadn't been late for work so often, you might not have lost your job.

11. You wouldn't have gotten lost if you had taken the map.

13. She had got the job if she might have prepared for the interview.

2. Provided that you help me to write my English essay, I'll help you with maths.

4. If you don't try a bit harder, you won't pass the exam.

6. When autumn comes, the leaves fall from the trees.

8. If he doesn't apologise, I'll never talk to him again.

10. If you had paid attention in class, you could have known about the test.

12. The milk wouldn't have turned sour if you had put it back in the fridge.

* إذا طلب السؤال كتابة الجملة على النوع الثالث ، إذا كان أي طرف في الجملة الأصلية منفية تُنبت بها والعكس .

Function

- 1 " *If you had arrived on time, none of this would have happened*". This sentence means
 - a This sentence is about something that didn't happen in the past
 - b This sentence is about something that is very unlikely to happen
- 2 *If the weather stays good, I'll play a round of golf tomorrow*. This sentence means
 - a This is about something that is unlikely to happen
 - b This is about something that has a good chance of happening
- 3 *If they win, they'll be top of the Premier Division*. This sentence means
 - a This likely well happen
 - b This is unlikely to happen
- 4 *If I told you what happened, would you keep it to yourself?* This sentence means
 - a The speaker is definitely going to tell the person what happened
 - b The speaker might tell the person what happened
- 5 *If I were in your shoes, I'd make sure that it is paid on time*. This sentence means
 - a The speaker is giving an order
 - b The speaker is making a suggestion
- 6 *Unless you stop working so late, you'll never stop being so tired*. This sentence means
 - a The person should stop working late
 - b It's alright to work late
- 7 *If you see him, will you tell him that I need to talk to him*. This sentence means
 - a There's a reasonable chance of seeing him
 - b There's little chance of seeing him
- 8 *Unless you apply now, you won't get your passport in time for your holiday*. This sentence means
 - a There's no hurry to apply
 - b The person must apply quickly

“Read the following situations and complete the sentences with the third conditional, using the word in brackets, write your answers down in your **ANSWER BOOKLET.**”

- # Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could)
If Saleem hadn't left his wallet at home, he could have been able to purchase his necessary items.
- # I studied really hard the day before the final exams. I achieved the first rank in my class.
(might not)
If I hadn't studied really hard the day before the final exams, I might not have achieved the first rank in my class.
- # Sami didn't apply immediately for the scholarship, so he didn't get it. (if, could) (صيفيـة ٢٠١٦)
If Sami had applied immediately for the scholarship, he could have got it.
- # Marwan worked really hard the day before the exam. He got top marks. (if/might not) (٢٠١٧ شتوية)
Marwan might not have got top marks if he hadn't worked really hard the day before the exam.
- # The company didn't know your phone number, so they weren't able to contact you. (if/might) (ص ٢٠١٧)
If the company had known your phone number, they might have been able to contact you.

الطريقة الثانية : نمط الـ Correct

“Correct the verbs between brackets, and then write your answers down in your **ANSWER BOOKLET.**”

صحح الأفعال التي بين الأقواس ومن ثم اكتب الاجابات في دفتر اجابتك

- 1 Provided that it doesn't rain, we will have a picnic next week. (not, rain) (شتوية ٢٠١٦)
- 2 Rawan always takes her mobile when she goes out. (go out) (صيفيـة ٢٠١٧)
- 3 Ali will be upset, if you don't invite him. (not, invite) (شتوية ٢٠١٨)

الطريقة الثالثة : نمط الاختيار من متعدد

“Choose the correct form of the verbs from those given below to complete each of the following sentences and then write your answers down in your **ANSWER BOOKLET.**”

أكمل الجمل التالية بحيث تعطي الجملة الجديدة المعنى ذاته واكتب اجاباتك في دفتر الاجابة.

- 1 During Ramadan, Muslims eat when the sun sets. (ش ٢٠١٨)
(as long as , unless , when , even if)
- 2 Babies are always happy unless they are hungry or cold. (ص ٢٠١٨)
(as long as , provided that , unless , if)
- 3 You won't get a job in France unless you speak French. (ص ٢٠١٨)
(speak , speaks , is speaking , spoke)
- 4 If one presses that button, the picture (moved, moves, would move) (ش ٢٠١٩)
- 5 I think you should look for a job in foreign countries.
If I were you,

تمارين الكتاب (Student & Activity)

Student's book / page 73 Exercises 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.

Student's book / page 74 Exercises 4 اعتمادا على نص صوتي

■ 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.

Answers : 1 would have got, had had 2 had done, would have had

Student's book / page 74 Exercises 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, ...

Suggested answers :

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.

Student's book / page 75 Exercises 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, ...

Answers : 1 I might have gone to study abroad. 2 I couldn't have studied in its university.

Activity's book / page 49 Exercises 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)

Answers

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

Activity's book / page 50 Exercises 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)

Answers : 1 heat 2 study 3 don't water 4 finishes 5 are .

Activity's book / page 50 Exercises 6

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

- | | | |
|--|---------------|--|
| 1 During Ramadan, we eat | | A it's closed. |
| 2 I'll phone you | If | B we're tired. |
| 3 We'll go to our favourite restaurant on Friday | When | C it's part-time – I haven't finished my university studies yet. |
| 4 I will take the job offer | Even if | D the sun sets. |
| 5 We have to go to school, | Unless | E I miss the bus so that you pick me up. |
| | Provided that | |
- 1 During Ramadan, we eat **when** the sun sets. 2 I'll phone you **if** I miss the bus so that you pick me up.
 3 We'll go to our favourite restaurant on Friday **unless** it's closed.
 4 I will take the job offer **Provided that** it's part-time – I haven't finished my university studies yet.
 5 We have to go to school, **Even if** we're tired.

Activity's book / page 50 Exercises 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. The teacher will be pleased if 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. Babies are usually happy unless they're hungry or cold.
- 7 We should always be polite **unless** we feel tired. We should always be polite even if we feel tired.

Activity's book / page 50 Exercises 8

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

- 1 When I get home from school, I usually have a shower.
- 2 Unless we're given a lot of homework tonight, we'll go to the near park.
- 3 If there's something I don't understand, I usually ask the teacher.
- 4 Even if I'm tired tonight, I'll paint my room.
- 5 As long as I have enough money, I'll buy that jacket.
- 6 Provided that my parents agree, I'll travel to Aqaba with my friends.

Activity's book / page 52 Exercises 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)

You could make a list of questions.

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

Why don't you get some work experience?

4. You shouldn't look too casual. (If)

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

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

You would do a lot of research.

شنتوية 2016

1. Saleem could have purchased his necessary items if he hadn't left his wallet at home.

Question Number Four: (7 points)

A. Read the following situations and complete the sentences with the third conditional, using the word in brackets. Write the answers down in your ANSWER BOOKLET. (4 points)

Y. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could)

Z. I studied really hard the day before the final exams. I achieved the first rank in my class. (might not)

2. I might not have achieved the first rank in my class if I had studied really hard the day before the final exam.

ملحق التعبير

في هذا المستوى مطلوب منك تعلم الكتابة عن الأساليب التالية :

<i>blog post</i>	منشور في منتدى	الوحدة السادسة
<i>persuasive letter</i>	رسالة إقناع	الوحدة السابعة
<i>competition entry</i>	اشتراك في مسابقة	الوحدة الثامنة
<i>review [of a hotel]</i>	كتابة تقييم (لفندق مثلا)	الوحدة التاسعة
<i>curriculum vitae</i>	السيرة الذاتية	الوحدة العاشرة

**** أمثلة عامة على ادوات الربط التي تساعد في تكوين جمل موضوع الكتابة :**

<u>Addition</u> الإضافة	<u>Sequence</u> تسلسل الكلام	<u>Conclusion</u> الخلاصة
in addition to بالإضافة الى	firstly بداية..	i n conclusion في الختام
and و	initially أولا ..	i n summary في الخلاصة
similarly وبالمثل	the first point النقطة الأولى	to sum up لنلخص الـ
likewise كذلك	to begin with لنبداً بـ	to conclude لنختم الـ
as well as مثله مثل	secondly ثانيا	<u>Condition</u> الشرط
besides بالإضافة الى	then بعد ذلك	if اذا
another الآخر	after that بعد ذلك	unless ما لم
also أيضا	the final point النقطة الأخيرة	whether فيما اذا
moreover علاوة على ذلك	finally في النهاية ..	provided that بشرط أن
and then ومن ثم	<u>Example</u> اعطاء المثال	based on بناءا على
too أيضا	such as مثل :	depending on يعتمد على
not only .. but also ليس فقط ... بل أيضا	for instance على سبيل المثال	as long as طالما

Curriculum vitea

السيرة الذاتية

السيرة الذاتية (Curriculum vitea): هي كتابة ملخص عن حياة طالب الوظيفة حيث يُذكر فيها العديد من التفاصيل المهمة التي يحتاجها صاحب العمل عن المتقدم للوظيفة مثل:

- اسمه
- عنوانه
- الخبرة العملية في مجاله
- المهارات التي يتمتع بها
- إنجازاته
- صفاته الشخصية
- المعروفون وهم الأشخاص الذين يمكن سؤالهم عن دقة البيانات الواردة في السيرة الذاتية.

**** يجب مراعاة ما يلي :**

- 1- عناوين الحقول تكتب بالغامق (الاسم، العنوان، التعليم .. إلخ)
- 2- لا تنس الفراغات بين الأسطر والهوامش.
- 3- في خانة " الشهادات " وخانة " الخبرة العملية " ، احرص على كتابة التواريخ بدقة.
- 4- في خانة " الصفات الشخصية " ، اكتب جملة أو اثنتين تعبر عنك وعن صفاتك الشخصية مثل (الحماس ، الثقة بالنفس ، المثابرة .. إلخ).
- 5- في خانة "المعرفون" ، لا تنس كتابة تفاصيله الشخصية (الاسم / عنوانه / وظيفته .. إلخ)

مثال رقم 1 على السيرة الذاتية

Name Farida Jabari

Address 215 Rainbow street

Education Degree in English (2009 CE)
PEP (Practical Eduactional Programme) (2011)

Work experience Teacher of English, [Universal schools], Amman

Skills and achievements Voluntary work for children's charities;
excellent piano accompanist

Personal attributes am a dedicated, ambitious worker. I have high
expectations of myself and the students I teach.

Reference Ahmed Amayrah, head teacher at (Al-Ghad school),
Amman.

Name Hisham Khatib

Address 2 22 East Way, Irbid

Education Degree in Physics (graduated 2009)

Work experience 2010–now: Sales Representative for a large pharmaceutical company

Skills and achievements I won Salesperson of the Year Award I 2013 CE.

Personal attributes I am a very competent worker. I am also adaptable.

Reference Samira Rahhal, the director in my current job

Name John W. cuffins

Address Main street, Salt.

Education - Degree in Medicine (graduated 1990)
- Master in Complementary medicine (2003)

Work experience 1991 – 2006 Assistant doctor at Al-Esra'a university.
2006 – now consultant at the European medical centre.

Skills and achievements I won " Ibn sina" Award 2009 CE in Iraq.
Chosen as a guest lecturer for many local universities.

Personal attributes I appreciate highly the value of my Job. I set people's health as my first priority.

Reference Dr. Osama Albasheer, the head doctor at Al-Esra'a university.

Name الاسم الثلاثي أو الرباعي

Address العنوان (رقم الشارع ، الحي ، الضاحية ، المدينة)

Education الشهادات العلمية التي حصلت عليها وسنة التخرج (بكالوريوس، ماجستير، دكتوراة)

Work experience الخبرة العملية: الأماكن التي عملت بها + السنة (من، إلى)

Skills and achievements الانجازات التي حققتها (لعب ما ' جائزة ما ، الأول على كذا .. الخ)

Personal attributes صفاتك الشخصية (هادئ ، مثابر ، مجتهد ، مخلص ، متعدد المهارات ... الخ)

Reference اسم ووظيفة شخص يمكن سؤاله عنك وعن قدراتك

= = = = =

Cover letter

كتاب التغطية

كتاب التغطية (cover letter) : هي تفصيل للمعلومات الواردة في السيرة الذاتية في شكل رسالة رسمية (formal letter) ويجب أن يتم إرفاقها مع السيرة الذاتية بحيث أن صاحب العمل ينظر أولاً إلى كتاب التغطية ومن ثم ينظر في السيرة الذاتية.

*** عند كتابة كتاب التغطية (Cover letter) يجب مراعاة ما يلي :

- يجب أن تكون المعلومات الواردة في كتاب التغطية متطابقة مع السيرة الذاتية.
- دائما يُكتب بالصفة الرسمية من حيث التحية الافتتاحية والختامية.
- غالبا ما يتم تقسيم كتاب التغطية إلى ثلاثة أجزاء (مقدمة، عرض وخاتمة).
- يكون السؤال الوزاري كالتالي: يُعطيك سيرة ذاتية لشخص ما ويطلب منك كتابة كتاب تغطية مناسب مراعي المعلومات الواردة في السيرة الذاتية المعطاة في السؤال.

التحية الافتتاحية (رسمي)

Dear Mr./Mrs.

المقدمة : يُكتب فيها :

- سبب كتابة كتاب التغطية

I am writing to apply for the job of [...]

- الشهادات التي حصلت عليها والأماكن التي عملت بها

(I have a Bachelor degree in [..])

I am writing to apply for the job of Head of the English Department at Al-Ghad school. You will see from my curriculum vitae that I have a Bachelor's degree in English and a PEP teaching qualification, as well as substantial teaching experience at Aletihad school.

صُلِبَ الموضوع : تُقسم إلى فقرتين :

الأولى : تكتب فيها ما الذي يجعلك مؤهلا للحصول على هذه الوظيفة (يعني اكتب صفاتك الشخصية التي ذكرتها في السيرة الذاتية).

I am now looking for a new challenge as a Head of the English Department, and I am interested in pursuing my goal at your school. My developing leadership skills show that I am ready to advance in my teaching career, and the advertised position at your school as a Head of the English Department is ideal.

الثانية: بالإضافة إلى الصفات الشخصية ، اكتب بعض الصفات العامة لديك (أعمال تطوعية مثلا).

While I am dedicated to teaching and know that my students are of the highest importance, I make time to have an active and varied social and family life. This helps to keep my approach to teaching and student welfare fresh.

الخاتمة: يُذكر فيها الأشخاص الذين وضعتهم كمعرفين مع التذكير بأنك تنتظر الرد قريبا بخصوص الطلب الذي قدمته .

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

التحية الختامية (رسمية)

Your sincerely

اسمك + التوقيع

Ahlam ALTamimi

Dear Mr. Hamza

I would like to apply for the job of nursing assistant which was advertised in today's Journal. You will see in the enclosed curriculum vitea that I have a diploma in nursing from "princess Alia nursing college" in addition to, many other supplemental courses. For the past four years I have worked in Ibn Sina hospital.

I have always enjoyed taking care of people's health and think my previous experience will allow me to work as part of the team and to be an effective representative of your health centre.

My previous health care experiences and related internships have enabled me to develop the qualities you are looking for in opprtunity.

My references are available upon request. I am eager to hear from you soon. I would like to thank you for your time.

Your sincerely

Ahmad AlAs'ad

Dear Mr. David

I am contacting you in regards to your job as an IT expert. I have a bachelor degree in Computer science and two courses in programming languages. Recently, I have got the "International ICDL".

I skilled in dealing with IT queries and handling effectively with problems regard to. My previous experiences in IT centres help me to be able to response as fast as to urgent situations in labs.

I am used to work under pressure. So, I will get on well with your job and prove that I deserve it.

You can ask my well-known references. I look for your kind reply soon.

Your sincerely

Huda AlMansori

Quotation

Read the quotation. Do you agree with it? Why/Why not?



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

Maya Angelou (1928 CE–2014 CE)

**Answer :**

I agree with him. It's understood that life doesn't just mean a lot of money. You have to consider the other sides of life such as happiness, joyfulness, satisfaction..ect. For example, when you work to earn money, it's better to love what are you do.

اشتقاقات الكلمة Derivations

" **suffixes** " : هي اللواحق التي تجعل من الكلمة إما اسم (noun) ، فعل (verb) ، صفة (Adjective) أو ظرف (Adverb) .

أولا : اللواحق التي تجعل من الكلمة اسم (noun) :

..tion	→ Creation	..sion	→ Vision	ism	→ Journalism
..ment	→ Development	..or	→ Doctor	acy	→ Accuracy
..ance	→ Attendance	..er	→ teacher	ure	→ Adventure
..ence	→ patience	..ity	→ Flexibility	th	→ Youth
..ship	→ championship	..hood	→ childhood		
..ness	→ Politeness	..age	→ leakage		
..dom	→ kingdom	..ian	→ Jordanian		

❖ الكلمات التي يأتي بعدها اسم (noun) :

١- أحرف الجر (prepositions) : (in , on , at , about , for , of , with , by , without)

٢- محددات الكمية (quantifiers) : (afew , few , alittle , alittle , any , some , many , much , several , both , all , each , every , no ...)

٣- أدوات التعريف (articles) : (the , an , a)

٤- ضمائر الملكية (possessions) : (my , his , her , their , our , it's , your 's)

٥- أسماء الإشارة (demonstrative) : (that , this , those , these)

٦- بعد الصفة (adjective → noun) : ex.. educational development

ثانيا : اللواحق التي تجعل من الكلمة صفة (adjective) :

..less → careless	..ful → hopeful	...ent → confident
..able → acceptable	..ish → foolish	..al → musical
..ary → documentary	..lar → singular	..ic → classic
..ant → participant	..tial → confidential	
..en → stolen	..ous → serious	
..ed → limited	..ive → creative	

❖ الكلمات التي يأتي بعدها صفة (adjective) :

١- المشددات : (so , too , very , extremely , quite)

٢- أفعال الهيئة : (seem , appear , look , become , get)

٣- أفعال الحواس (feel , think , smell , sound ...)

٤- بعد الفعل المساعد : (is , are , am , was , were)

٥- مع المقارنة والتفضيل (the most , more ... than , as ... as)

٦- بعد الظرف المنتهي بـ **ly** .

ثالثا : اللواحق التي تجعل من الكلمة فعل (verb) :

en → **Soften**
ize → **Socialize**
ise → **precise**

ate → **activate**
ify → **qualify**

❖ الكلمات التي يأتي بعدها فعل (verb) :

١- الـ **modals** : (can , could , shall , should , may , might , will , would ,

, have to , has to , ought to)

٢- بعد أدوات الربط السببية مثل (in order to , to , so as to ...)

٣- بعد الفعل المساعد (do , does , did)

رابعاً : اللواحق التي تجعل من الكلمة ظرف (adverb):

❖ لا حقة واحدة هي (ly) ← (likely , recently , fully , slowly , highly ... etc)

المواقع التي يأتي فيها ظرف (adverb) :

١- بداية الجملة متبوعة بفاصلة مثل ... (**Recently**, we have finished our duty)

٢- قبل او بعد الفعل الرئيسي مباشرة مثل .. (They have **late**ly arrived)

٣- نهاية جملة مكتملة المعنى مثل ... (He ran **quick**ly.)

٤- بين فعل مساعد وفعل رئيسي مثل ... (He is **fluently** speaking now)

٥- بين الفعل المساعد "be" و صفة مثل ... (Sami will be **strict**ly participant)

٦- قبل الصفة مثل .. (Fully hopeful)

ملاحظة : ليست كل الظروف مختومة ب-ly-

مثلاً : well, high, late, hard, early, straight .. ect.

كيفية السؤال وزايريا على موضوع الاشتقاق (Derivation)

“Complete the following sentences with the suitable words derived from the words in brackets, and then write your answers down in your **ANSWER BOOKLET**.” شتوية ٢٠١٦

- 1 The educational System must be linked with the requirements of social and economic development for any country. (education)
- 2 Jordan has a reputation of being a friendly and welcoming country. It is one of the safest places to visit in the middle east. (repute)

“Complete the following sentences with the suitable words derived from the words in brackets, and then write your answers down in your **ANSWER BOOKLET**.” صيفية ٢٠١٦

- 1 Many candy advertisements are usually presented in an attractive manner in the TV. (attract)
- 2 Markets have different types of food which are artificially prepared from animal products. (artificial)

“Complete the following sentences with the suitable words derived from the words in brackets, and then write your answers down in your **ANSWER BOOKLET.**” شتوية ٢٠١٧

- 1 The newly constructed projects use recycled water which helps the sustainability of the environment. (sustainable)
- 2 Taha Hussein is one of the most influential writers of the twentieth century. (influence)

“Complete the following sentences with the suitable words derived from the words in brackets, and then write your answers down in your **ANSWER BOOKLET.**” صيفية ٢٠١٧

- 1 Imagination is the source of the creation. (create)
- 2 Bank customers can access their checking accounts instantly through the electronic system. (accessible)

الكلمات المحتمل ورودها في سؤال الاشتقاق

المعنى	Noun الإسم (n)	Verb الفعل (v)	Adjective الصفة (adv)	Adverb الظرف (adv)
عملية حسابية ، الحساب	Calculation	Calculate	Calculated	-
تكملة ، تنمة	Complement	Complemen	Complementary	-
الطب	Medicine	Medicate	medical	medically
توسع ، تكبير	expansion	expand	expansive	expansively
مرض السرطان	cancer	-	cancerous	-
التحصين	immunisation	immunise	immunised	-
المعالجة المثلية	homoeopathy	-	homoeopathic	-
نسبة الوفيات	mortality	-	mortal	mortally
السمنة ، البدانة	obesity	-	obese	-
التعميم ، النشر	publication	publicise	public	publicly
السمعة ، الصيت	reputation	-	reputable	-
قابل للحياة	viability	-	viable	viably
اصطناعية	artificiality	-	artificial	artificially
التكنولوجيا	technology	technologise	technological	technologically
الحياد	neutrality	neutralise	neutral	neutrally
الانتقاد	criticism	criticise	critical	critically
تحلية المياه	desalination	desalinate	desalinated	-
الهندسة	<u>geometry</u>	geometise	geometrical	geometrically
الميراث	<u>inheritance</u>	inherit	inherited	-
المختص بالرياضيات	mathematician	-	mathematical	mathematically
إيقاع	harmony	harmonise	harmonical	harmonically
ثورة	<u>revolution</u>	revolutionise	revolutionary	revolutionally
الاستدامة	sustainability	sustain	sustainable	sustainably
عرض ، توضيح	demonstration	demonstrate	demonstrative	demonstratively
تطعيم ، تلقيح	inoculation	inoculate	inoculative	inoculatively
إنشاء ، تشييد	<u>installation</u>	install	installed	-
الترجمة	<u>translation</u>	translate	translational	-
البصريات	<u>visualisation</u>	visualise	visual	visually
تقدير ، تقييم	<u>appreciation</u>	appreciate	appreciative	appreciatively
التقاليد	<u>tradition</u>	-	traditional	traditionally
الحياكة	<u>weaving</u>	weave	weaved	-
جذب ، لفت	<u>attraction</u>	attract	attractive	attractively
خلق ، إيجاد	<u>creation</u>	create	creative	creatively
التعليم	<u>education</u>	educate	educational	educationally
الثقافة	<u>culture</u>	-	cultural	culturally
الغالبية	<u>majority</u>	-	major	-
مجموعة	<u>collection</u>	collect	collective	collectively
الانتاج	<u>production</u>	produce	productive	productively
الأصل	<u>origin</u>	originate	original	originally
اختراع	<u>invention</u>	invent	invented	inventively
اكتشاف	<u>discovery</u>	discover	discoverable	-
تأثير	<u>influence</u>	influence	influential	influentially
قابلية التجديد	<u>renewability</u>	-	renewable	-