

ضع دائرة قواعد الفصل الأول:

1 مفرد $\xrightarrow[\text{teacher}]{\text{he - she - it}}$ is was does has V1.s

- 1 If one presses that button, the picture _____.
(move - moves - have moved - moving)
- 2 My book _____ by someone.
(is taken - are taken - have taken)
- 3 Wood _____ on the surface of water.
(float - floated - will float - floats)
- 4 Arafat _____ 85 Kilograms.
(weigh - weighs - weighed)
- 5 Hala _____ yet.
(haven't come - hasn't come - aren't coming)

ملاحظة!

نستخدم ing
فقط إذا كان لدينا قبل الفراغ
am- is - are - was - were

2 جمع $\xrightarrow[\text{teachers}]{\text{you - we - they}}$ are were do have V1

- 1 While the babies _____, I arrived.
(was sleeping - were sleeping - has slept)
- 2 The workers _____ their fields all day.
(have been ploughing - has been ploughing - ploughs)
- 3 Children often _____ computers daily.
(use - uses - is using - has been using)
- 4 The students _____ to school every day.
(hasn't gone - doesn't go - don't go)
- 5 Lions _____ meat.
(eat - eats - has eaten - was eating)

الكلمات التالية
تعتبر جمع

children - people
men - women

3 I \rightarrow am was do have V1

- 1 I _____ an email when my laptop switched off.
(writes - were writing - are writing - was writing)
- 2 I _____ this play several times.
(have seen - has seen - sees - were seeing)

4

ماضي

yesterday - last - ago - past

thus - that time - 2000 - before + وقت

was

were

had

did

V2

could

would

1

Children _____ their deeds all yesterday.

(have been doing - has been doing - had been doing - will doing)

2

I am afraid that my laptop _____ by somebody else yesterday.

(was used - are used - will use - were used)

3

Tim Lee _____ the internet in 1990.

(invent - invents - invented - will invent)

4

_____ you _____ with your brother ten minutes ago?.

(did eat - does eat - have eaten)

5

Muna arrived while I _____ watering the trees.

(was - were - do - does - did)

5

مستقبل

مستقبل قريبا مقبل غدا
tomorrow - next - soon - future

وقت + after - 2027

بعد

will

1

Next month, we _____ in this house for a year.

(live - lived - will have lived - would live)

2

I _____ in my new job next Monday.

(will be working - work - worked - have worked)

3

What time _____ you _____ here tomorrow?

(get - do get - will get - did get)

6

مضارع

ليس ماضي
ليس مستقبل

- am

- is

- are

- have

- has

- do

- does

- V1

- V1 - s

1

The workers _____ their fields all day.

(have been ploughing - had been ploughing - has been ploughing)

2

Listen! Asma'a _____ in her room.

(is singing - was singing - are singing - sing)

3

Hatem looks tired. He _____ his science project.

(had been doing - have been doing - has been doing - do)

Helping verbs

الأفعال المساعدة

ب be → am - is - are - was - were → ing أو V.3

د do → do - does - did → V.1

ه have → have - has - had → V.3

ف modals → can - could - will - would
shall - should - may - might
must - have to - has to
have to -am going to
-is going to
- are going to → V.1

1 Arafat is _____ tennis now.

(play - playing - plays - played)

2 The children _____ built two sandcastles.

(have - has - had - are - will)

3 Rice doesn't _____ in Jordan .

(grow - grew - grown - grows - growing)

4 I _____ do it tomorrow.

(will - would - am - have)

ملفص

- د م V.1

- ه V.3

- ب ing أو V.3

ضمائر الوصل



Relative pronouns

1	فعل أو اسم عاقل	who	→	The man who I saw
2	فعل أو اسم غير عاقل	which	→	The book which Arafat took
3	اسم مكان	where	→	The city where Ali lives
4	اسم زمان	when	→	The year when I was born
5	اسم ملك عاقل	whose	→	The man whose car is red

(whose – where – when – which – who) اختر

- The thing _____ I.
- The person _____ we.
- The place _____ Sara.
- The time _____ students.
- The way in _____.
- The prize _____.
- last year _____ Huda.
- In 2012 CE _____ Sara.
- London _____ people.
- the event _____.
- man _____ daughter.
- Queen Rania _____ opened.
- 2007 CE _____ Queen.
- The year _____ Petra.
- at 11:00 p.m _____ I.
- my father _____ in fluenced.
- the subject _____ I.
- geography _____ we.
- the heat _____ made.
- Someone _____ works.
- Geometry _____.
- subjects _____ are studied.
- arithmetic _____ students.
- physician _____ we.
- stars _____ people.
- planets _____ scientists.
- Ibn Sina _____ is.
- philosophy _____ included.
- the book _____ became.
- friends _____ were.
- Ramadan _____ Ibn Sina.
- The Egyptians _____ built.
- The Sahara Desert, _____ is in.
- The Sahara Desert _____ is in.
- the mosque _____ was built.
- Cordoba _____ the mosque.
- Abd Al Rahman I _____ is.

نستخدم **that** بدلاً من **which** أو **who** بشرط عدم وجود فواصل

- the lady _____ / _____ I
- the lady , _____ I

ملاحظة

اسم **when** زمان

اسم **where** مكان

لكن

ملاحظة

فعل **which** زمان

فعل **which** مكان

- 1 → ب be
- 2 → د do
- 3 → ه have
- 4 → م modals
- 5 → V1 - V1-s - V2

1. Al - Jazari _____ invented.
2. mechanical clock _____ Al - Jazari.
3. twelfth century _____ Al - Jazari.
4. Al - kindi _____ contributed.
5. Iraq _____ Al - kindi.
6. Ali ibn Nafi _____ established.
7. Jabir ibn Hayan _____ also invented.
8. Geometry _____ Al - kindi.
9. The Giralda tower _____ is.
10. Ahmed Bin Baso, _____ began.
11. Roman Castle _____ is.
12. tower of castle, _____ was built.
13. twenty three stables, _____ houses.
15. his final book _____ made.
17. the way in _____ chemists.
14. people _____ love.
16. scales _____ changed.
18. talent _____ led.
19. Marriam's Fatima sister _____ supervised
20. engineer _____ lived.
22. Al - Ma'mun _____ was.
24. irrigation sys tems _____ described.
21. the one _____ was.
23. botany _____ is.
25. floppy disk _____ was invented.
26. can buy watches _____ can do.
28. private practitioner _____ was likely.
30. the children _____ were moreable.
32. on atour _____ was organized.
34. heart monitor _____ is attached.
36. brain damage _____ could be caused
38. in Plymouth UK _____ people.
40. far away Amman _____ KHCC is.
42. Mariam _____ supervised.
44. Al - kindi built set of scales _____.

46. Al - Jazari _____ invented.
27. students _____ are studying.
29. 70% of patients _____ were offered.
31. areas of the country _____ people had.
33. Italy and Germany, _____ he will.
35. this special equipment _____ has built.
37. used on a man _____ has bee.
39. education centre _____ will.
41. the talent in music _____ led him.
43. Al - Andalus Mosque _____ wasnot far.
45. the mechanical clock _____ Al - Jazan.
47. It was the twelfth century _____ Jazari.

الكلمات التالية مهمة

- music _____
- musician _____
- science _____
- scientist _____
- physics _____
- physician _____
- chemist _____
- chemistry _____
- philosophy _____
- philosophor _____

ملاحظة

- ★ defining / مهم / necessary ضروري
- ★ nondefining / محدد مع فواصل / extra إضافي
- additional إضافي

جميع قواعد إعادة كتابة م 3

- 7) - The person ¹ who
 - The thing ² which
 - The time ³ when
 - The place where
- مفرد
 is was
 الاسم المحدد الجواب

- Huda won the prize for Art.

The person _____

- The game was held in London.

The event _____

- We left the school at 10:00.

The time _____

- Ibn Bassal lived in Al - Andalus.

The country _____

8) If قواعد تحويل

a. I think you should V1

→ If I were you, I would V1

- I think you should send the message.

If _____

b. V1 _____ to make جمع V1 / مفرد V1

→ If you to make و حذف كل شيء قبل و جمع V1 / مفرد V1-s

- Press that button to make the picture move.

If _____

- Study hard to make others respect you.

If _____

- 9) It ¹ is ² ³ ⁴
- was الاسم المحدد + which + بقية
 الاسم الأول الجملة
 when where

- His final book made him famous.

It was _____

- Queen Rania opened the Children's Musuem

It was _____

صفات

قصيرة → big - tall - cold - late

طويلة → famous - enormous

- 1 صفة قصيرة er than
more - less صفة طويلة than

★ Boys are than girls.
(late - later - latest)

- 2 the صفة قصيرة est
the most - least صفة طويلة

★ which subjects are the ones?
(least popular - less popular - popular)

- 3 as صفة مجردة as

★ Men are as as women.
(happy - happier - happiest)

- 4 as many جمع as
as much ليس جمع as

★ I don't like running as as I like swimming.
(much - many - more - most)

★ There are not as people as in yours.
(much - many - more - most)

- 5 regret V1 - ing أو mind V1 - ing

★ Do you mind where Arafat is?
(tell - telling - to tell - told)

★ Sara regrets angry.
(being - to be - been)

- 6 do you أو Could you أو I wonder إذا بدأ السؤال



★ Could you explain late?

- a. (why the train is)
b. (is why the train)
c. (is the train why)

- 7 if only أو wish إذا كان لدينا بالجملة الحل

would could had did were V.2 اسم had مع الماضي

★ I wish I these shoes.
(buy - have bought - had bought)

★ Arafat wishes he taller.
(am - is - are - was - were)

- 8 معرفة معاني الكلمات التالية:

if إذا provided that حتى لو as long as طالما
when عندما even if unless إذا لم

- 9 if had + V.3 أو Would could have V3 might

★ If I'd gone to a different school, I French.

(might not study - might not have studied - study)

- 10 if unless that provided when as long as

a. if جملة , will + V1

b. will + V1 if جملة

c. غير ذلك → جمع → V1

مفرد → V1-s

be → am - is - are

not → جمع don't + V1

مفرد doesn't + V1

a. Water turns to ice if temperature
below zero.

(fall - fall, - will fall - fallen)

b. I it provided that it's not expensive.
(will buy - buy - bought - would buy)

c. If you acar, I will give it for you.
(get - got - will get - would get)

d. When humans , they teel thirsty.
(doesn't drink - don't drink - won't drink)

e. Naser will come out with us unless he
his father.

(have to help - has to help - had to help)

6) **wish** **if only** ^{الحل} → would – could – had – did – V2 – were.

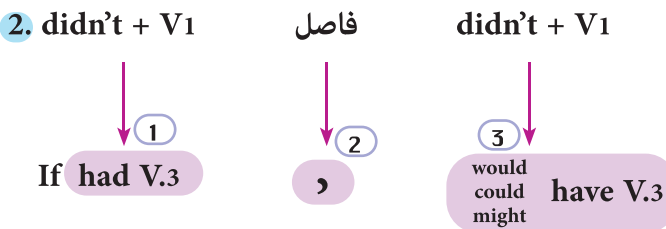
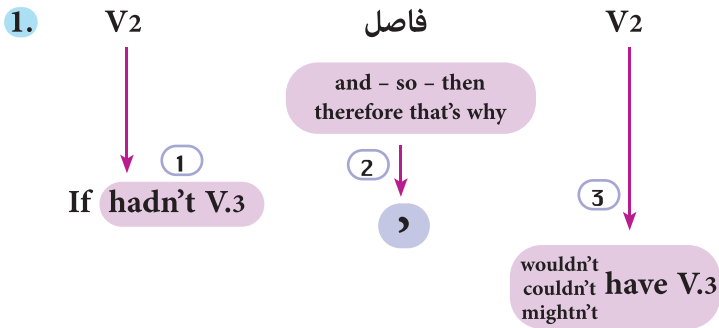
1. I **wish** I _____ well. (concentrate – concentrated – will concentrate)
2. I **wish** Nader _____ carefully. (am – is – are – was – were)
3. **If only** I _____ better. (learn – learning – had learnt)
4. Arafat **wishes** he _____ Chinese. (spoke – speaks – speak – will speak)
5. I **wish** my brothers _____ me. (help – would help – will help – won't help)
6. If _____ I'd done some research ! (only – wish – lonely)
7. I **wish** I _____ eaten before I went to conference. (had – have – has)
8. I **wish** I _____ a map. (have – has – had had).
9. **If only** it _____ cooler. (have been – had been – has been).
10. I **wish** I _____ it quickly. (do – does – done – can do – could do)

هذه الأمثلة تعتمد على المعنى باختيار إحدى التالية:

(حتى لو – إذا لم – unless – طالما – as long as - حتى لو – even if – عندما – when – إذا – if)

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.
5. We have to go to school, **even if** we're tired.

1) Third Conditional الحالية الثالثة



1. I didn't prepare it so I didn't win money.
If _____
2. I didn't sleep and I didn't concentrate it.
If _____
3. I left the camera so I wasn't able to take pictures.
If _____
4. I didn't know the number, So I was to contact badly. (could)
If _____
5. You had a T.shirt that's how I noticed you in the crowd. (might - not)
If _____
6. I worked hard. I got top marks. (might - not)
If _____
7. I had that job so I had money.
If _____
8. There wasn't email in the 1960s. People didn't communicate quickly.
If _____
9. I came early. I didn't see Arafat.
If _____
10. I grew up in this city so I was able to swim good.
If _____
11. Sara failed in the exam because she slept late.
If _____

3) wish التمني if only

- ★ V1 → didn't + V1
- ★ V2 → hadn't + V3
- ★ don't - doesn't + V1 → V2
- ★ didn't + V1 → had + V3
- ★ am - is - are → weren't
- ★ amnot - isnot - arenot → were
- ★ was - were → hadn't been
- ★ wasn't - weren't → had been
- ★ have - has → hadn't
- ★ haven't - hasn't → had
- ★ can → couldn't
- ★ can't → could
- ★ will → wouldn't
- ★ willnot → would
- ★ should have V.3 → had + V3
- ★ shouldn't have V.3 → hadn't + V3
- ★ regret + V1 - ing → hadn't + V3

1. I didn't do my work. I was sad.

I wish _____

2. I don't know the answer.

If only _____

3. I am short.

I wish _____

4. I bought these shoes.

I wish _____

5. I regret visiting that place.

I wish _____

6. I should have been very happy.

I wish I _____

7. People shouldn't have wasted their time.

I wish _____

8. I regretted being lazy one.

If only _____

9. I don't have any trouble.

I wish _____

10. I can't sleep. I don't eat.

I wish _____

Derivation الاشتقاق

- 1) Adverb ^{ظرف} → ly ^{صفة} ly / beautifully / beautiful
- 2) Verb ^{فعل} → ise - ize - ide - ify - ate - en ^{نحو} إذا لم نجد المقاطع → يكون الفعل → الأقل حروف
- 3) Adjective ^{صفة} → الأشهر → ed - ing • الأقرط → ic - ish - ive
• الحيوان → ible able • آراي → ar - ary
• خليي → ous - al - ent - ant - ful - less
- 4) Noun ^{اسم} → بحب → ion • حرف R → er - or - ure • شب → ^yance - ^ency
• شوانسي → dom - ship - hood • زنخة → ment - ist - ity - th
• بعثت → ness - age - ism - ics - dge

قاعدة صافح ص

- طريقة الحل → صفة اسم فعل ظرف/حال صفة
ص ا ف ا ح ص 1. ننظر بعد الفراغ 2. ننظر قبل الفراغ

- an _____ document. (origin - original - originally)
- the most important _____. (invent - invention - invented)
- have started _____ entrepreneurship. (teach - teacher - teaching)
- is _____ grown. (particularise - particularity - particular - particularly)

ملاحظة: إذا كان لدينا بعد الفراغ V3 مثل grown - sent فالحل ly.

(2) أهم قواعد الاشتقاق

- 1) ly مثال → _____, the whole ... (tradition - traditional - traditionally)

- 2) to V1
- | | | | | | | |
|---------|--------|---------|-------|-----------|----------|----------------|
| do V1 | modals | ★ can | could | will V1 | ★ you V1 | ★ make كلمة V1 |
| does V1 | | ★ would | shall | should V1 | | ★ let كلمة V1 |
| did V1 | | ★ may | might | must V1 | | ★ help كلمة V1 |
- ★ فاعل V1

أمثلة متنوعة على حالات الفعل:

- We had to _____ the text. (translate - translation - translating)
- When do you _____ to. (expect - expectancy - expectant - expectantly)
- Customers can _____ their. (access - accessible - accessibly)
- You will _____ it. (succeed - success - successful - successfully)
- Few people _____ many things. (achieve - achievement - achieved - achievable)
- Sara must _____ to it. (soft - softly - softness - soften)
- How does blood _____ round? (circulate - circulation - circulated)

خاصة: weaving N / ninth N / invent V / discover V / success N / succeed V / pedestrian N

● too – very – so – quit Adj

● N am – is – are – was – were – be Adj

● be as Adj as

be more – less Adj than

be the most – the least Adj

● look – seem – taste – grow – feel – get – appear – become Adj

لكن be as ly as

لكن be more – less ly than

لكن be the most – the least ly

أمثلة متنوعة على حالات الصفة:

1. Weaving is very _____. (attract – attraction – attractive)
2. Who was the most _____ writer? (influence – influential – influentially)
3. Say it is _____. (viable – viability – viably)
4. Is the brain more _____ than? (dominate – dominance – dominant – dominantly)
5. Now, you are well _____ for the work. (qualify – qualification – qualified)
6. You have to show great _____ for others. (enthusiasm – enthusiastic – enthusiastically)

will V

well adj

great N

have
has
had

4) أهم مواقع وأماكن الأسماء

● in N

★ حرف الجر

in – into – on – onto – with – without – next to – under

● this N

★ الإشارة

behind – by – from – beside – below – for between – among

this – that – these – those.

● N of N 's N

★ الملكية

any – little – a little – few – a few – much – many

● any N

★ المحددات

plenty of – several – some – each – every – non – yes – no

● one N

★ الأرقام

● his N

★ ضمائر الملكية

my – our – his – her – your – its – their.

● the N / a N / an N ★ المعرفات

N have
N has
N had

أمثلة متنوعة على حالات الاسم:

1. Style of _____. (weave – weaves – weaving)
2. I'll continue my _____. (educate – education – educationally – educational)
3. We have seen Sara's _____ of music. (collect – collection – collected – collective)
4. People the _____ so. (know – knowledge – knowledgeable – knowledgeably)
5. Arafat has a _____ as good teachers. (repute – reputation – reputational – reputationally)
6. I have an _____ has. (organize – organizing – organization – organized)

ملاحظة خاصة :

do modal ly V1

لكن do modal V1 V1

فاعل

you ly V1 أو V2

فاعل لكن V V1 – V2

can't ly go

لكن can't V1 in

people ly sleep

لكن boys V to

اشتقاقات وجزارة Derivation

1. the **adj** system ^{N نظام}
2. a **n** of
3. an **adj** manner ^{N أسلوب}
4. are **ly** prepared
5. the **n** of
11. a **n** as
12. an **adj** letter ^{N رسالة}
13. her **adj** work ^{N عمل}
14. can **V** their
15. a **n** to
21. the **n** of
22. I really **V** it
23. a **adj** journalist
24. eat **adj** food ^{N طعام}
25. tourism **V** the ^{N سياحة}

6. the most **adj** writer ^{N كاتب}
7. of **n**
8. can **V** their
9. it is **adj**
10. discuss and **V**
16. **ly**
17. an **adj** disease ^{N مرض}
18. to **V** a cure
19. the **n** of
20. important **adj** sites ^{N مواقع}
26. very **adj** and
27. language **n** is
28. his **n**
29. are **ly** grown
30. an **n** of

31. great **n** for ^{adj عظيم}
32. well **adj** for
33. to **V**
34. speak **ly** ^{يتكلم}
35. an **adj** or vocational ^{adj}
36. to **V**
37. that **n** supports ^{V يدعم}
38. been **ly** sent ^{V.S}
39. Doctors **V** a ^{N دكاترة}
40. to **V** an
41. about **adj** people ^{N ناس}
42. the **n** of
43. must **V**
44. a **n** for
45. many **adj** goals ^{N أهداف}

46. arenot **adj** in
47. will **V** you
48. been **ly** carvied ^{V.3}
49. The **n** of
50. has **ly** passed ^{V.3}
51. for **n**
52. students **V** to ^{N طلاب}
53. Is ... more **adj** than
54. give him a **n**
55. to **V** an
56. necessary **n** for ^{adj ضروري}
57. workers highly **adj**
58. most **adj** conference ^N
59. The **n** of
60. is **adj** to
61. The **n** of

اشتقاقات أمثلة الكتابة Derivation

1. to **V** rugs
 2. **ly**
 3. of **n** that
 4. very **adj**
 5. the **n** of
 6. in **n** were
 7. you **V** to
 8. any **n** of
 9. is .. more **adj** than
 10. the past **V** on
 11. very **adj** occasion ^{N مناسبة}
 12. useful **n** such
 13. the **n** of ^{N كتب}
 14. wrote **adj** books ^{N قرن}
 15. the **adj** century
-
16. an **n** from
 17. important **n** ever
 18. mathematical **n**
 19. most **adj** writer ^{N موقع}
 20. important **adj** site ^{N موقع}
 21. continue my **n**
 22. we had to **V**
 23. I really **V** it
 24. going to **V** a
 25. nasser's **n** of
 26. a good **n** ^{adj جيد}
 27. you will **V**
 28. people **V** such ^{N ناس}
 29. an **n** that
 30. the **n** of
-
31. some **n** please?
 32. must **V**
 33. danger of **n**
 34. He must **V**
 35. does blood **V** round ^{N دم}
 36. the correct **n** ^{adj صحيح}
 37. give you a **n**
 38. a very **adj** business
 39. good **n** ^{adj جيد}
 40. in his **n**
 41. have an **n** of
 42. amazing **n** advances
 43. scientific **adj**
 44. to get a **n**
 45. fight **n** and siseases
-
46. serious **n** were
 47. The **n** of
 48. suc as **n**
 49. strong **n** that
 50. limited **n** , but
 51. would be **adj**
 52. is **ly** important
 53. because of the **adj** job
 54. people the **n** so
 55. and then, **ly** ,
 56. **n** have been set
 57. process of business **adj**
 58. **adj** entrepreneurship
 59. large **n** now ^{adj كبير}
 60. own **adj** futures
 61. is a **ly** learning

Guided Writing الكتابة المقيدة

مستوى 3 + 4

النمط الأول: ويتميز أن الكلمة الأولى بالعنوان جمع مثل (benefits)

The results of smoking

- kill people.
- hurt our bodies
- be bad for health.
- waste money.

طريقة الحل

العنوان بدون S like 1- ing ... , 2- ing ... and 3 - ing Also, 4 - ing ... is another S

النمط الثاني: ويتميز أن الكلمة الأولى بالعنوان مفرد مثل (country)

The perfect school

- having good teachers.
- cleaning rooms.
- being away from streets.
- present healthy food.

طريقة الحل

العنوان بدون S like 1- ing ... , 2- ing ... and 3- ing Also, 4- ing ... is another feature of

النمط الثالث: ويتميز أن الكلمة الأولى بالعنوان ; كلمة سؤال مثل (what)

1. What → things 2. how → ways 3. why → reasons

How to revise for exams?

- you sleep well before the night of the exam.
- you draw up time table.
- you change the order of the subjects.
- you eat fresh things.

طريقة الحل

العنوان بدون s (1,2,3) like 1- ing ... , 2- ing ... and 3- ing Also, 4- ing ... is another (1,2,3) s

النمط الرابع: ويتميز مقارنة

Private schools

- very expensive.
- having big teachers.

Public schools

- cheap ones.
- ordinary teachers.

طريقة الحل

الاسم الأول is / are النقطة الأولى but الاسم الثاني is / are النقطة الأولى
الاسم الأول is / are النقطة الثانية while, الاسم الثاني is / are النقطة الثانية

قواعد إضافية ing

1

1. live + ing → living

taste + ing → tasting

إذا انتهى بـ e نحذفها ونضيف
ing

ما عدا (see - be - agree)

2

2. cry + ing → crying

stay + ing → staying

حرف الـ y لا يتأثر بإضافة ing

3

3. tie + ing → tying

lie + ing → lying

إذا انتهى الفعل بـ ie
فنحذفهما ونضيف ying

4

4. stop + ing → stopping

dig + ing → digging

إذا انتهى الفعل بـ ساكن علة
ساكن تضاعف الساكن بشرط أن لا
يكون (x-w-y) ونضيف ing

Free writing الكتابة الحرة

- كم علامة على free writing ؟ 20 points
- كم كلمة يجب أن نكتب ؟ ما بين 90 - 150 كلمة
- ماهي أنواع الكتابة المحررة (المطلوبة من طالب التوجيهي) ؟

essay article report blog letter
مقالة مقالة تقرير مدونة رسالة

- ماهي الأسس التي يصبغ عليها الامتحانات الوزاري؟

spelling structure tidiness organised

وحدۃ له علائقۃ نرقيم

unity relevant punctuation

Title عنوان

البداية

- At the beginning
- At the begin
- First of all
- Firstly
- Initially

یومیہ
in our daily
ہر روز

حياة هناك، there are

- many
- a lot of
- several
- some
- plenty of

- remarkable مُتَبَرِّكٌ
- major رئيسي
- main
- essential أساسي
- necessary ضروري
- important مهم
- primary أساسي




- issues قضايا
- matters أمور
- things أشياء
- objects مواضع
- subjects مواضع
- topics مواضع

- dispute
- argue
- talk about
- discuss

or

- explain
- illustrate

but the subject  that
which

أرد - want to
 افط - am planning to
 I أنوي - intend to
 سوف - shall
 سوف - will
 سوف - am going to

أعرض - show
 أقدم - represent
 - demonstra
 أشرح - explain
 أقدم - present

is very important to our ^{عالم} world ^{ناس} people
^{كون} universe and ^{بشر} humanities
^{بلد} country ^{سكان} population
^{كوكب} planet ^{مجتمع} Society
^{مجتمع} community

-No one ^{لا أحد} deny ^{ينكر} the importance of ^{أهمية} موضوع
 -No body can ^{يجهل} ignore
 -No person

in many ^{مختلفة} different ^{مناطق} areas
^{various} fields
^{جوانب} sides
^{مسلات} domains

On the first ^{ناحية} side, I think that there are

^{ايجابيات} advantages
 many ^{اسباب} reasons
^{مميزات} features
^{طرق} ways
^{شؤون} matters
^{مزايا} benefits

of ^{مثلة} such as
 like ^{جملة من عندك}
 as
 for example
 for instance

and ^{كذلك} also
 as well as
 in addition
 = moreover
 . On the ^{جملة من عندك}

other ^{سلبيات} disadvantages
 -second ^{نتائج} results
 -side ^{نتائج} consequence:

^{مثلا} such as
 like
 for example
 as well as
 and
 also
 . ^{جملة من عندك}

بالخاتمة - In conclusion ,
 - To sum up ,
 - Finally ,
 - At the end ,

يجب - have to
 we - must
 - should

نعمل - work and

نتعاون - cooperate
 معاً - together
 مع بعضنا - with each other

كذلك - also
 نحتاج - we need to

نضع - put
 - take

نضع (موضوع) - into our consideration

اعتبارنا - In fact ,
 بالحقائق - Factually ,
 - Actually ,
 - Honestly ,
 - As a matter of fact ,

كلمات لا - no words
 نعبّر - can express
 علامة - all relevant
 أفكار - ideas
 about it

-so
 -so that we could ask experts , use social media ,

share ideas , give it our deep awareness and pay

attention to find
 get

جيد - good
 مفيد - useful
 منفعلي - beneficial

نقاط - points
 أفكار - ideas
 آراء - opinions
 آراء - points of view
 اقتراحات - suggestions
 أفكار - thoughts

موضوع - subject
 relate to this hot - object .

①. V₁-ing + اسم

②. فاعل can V₁ + - - -
 ضمير
 I
 we
 اسم

24 Complete the sentences with the correct collocations. أكمل

الجملة التالية باستخدام المتلازمات الصحيح

urban planning التخطيط للمدن

biological waste مخلفات حيوية

negative effect أثر سلبي

public transport مواصلات عامه

Carbon footprint بصمة كربون

Economic growth النمو الاقتصادي

- When people talk about _____, they can mean either an improvement in the average standard of living, or an increase in the value of a country's products.
- Pollution has some serious _____ on the environment, such as the death of wildlife and plant life.
- We can all work hard to reduce our _____ be living a more environmentally-friendly lifestyle.
- If we take _____ more often, there will be fewer cars on the roads, which will result in can cities.
- Hospitals need to dispose of a lot of _____ and it can be carefully managed because it can be dangerous.
- The need for more effective _____ is evident when we consider modern day problems like traffic.

Answers

1. Economic growth	2. negative effect	3. Carbon footprint
4. public transport	5. biological waste	6. urban planning

28 على الطالب معرفة معاني الكلمات التالية

Arithmetic حساب	Astronomer عالم فلك	Gallery معرض	Calculations عملية حسابية	Polymath موسوعة
Textiles مطرزات	Disabilities معوقات	Geometry هندسة	Smartphone هاتف ذكي	Physicist طبيب
Ceramics سيراميك	Symptoms أعراض	Career مهنة	Allergies حساسية	

29 complete the sentences with the words in the box.

أكمل الجملة التالية من الكلمات التي في الصندوق

Gallery معرض	Astronomer عالم فلك	Symptoms أعراض	Calculations عملية حسابية	Disabilities معوقات
-----------------	------------------------	-------------------	------------------------------	------------------------

- If you don't feel well, you should describe your _____.
- There is a good _____ for contemporary art across the street.
- A telescope enables _____s to observe the stars.
- It is often impossible for people with _____ to climb stairs.
- In our Maths exam, we have to write down our _____ as well as the answers.

Answers:

1.symptoms	2. gallery	3. astronomer	4-disabilities	Calculations
------------	------------	---------------	----------------	--------------

25 Complete the sentences with the words from the box.

أكمل الجملة التالية من الكلمات التي بالصندوق

Benefit فائدة	Farms مزارع	Footprint بصمة	Free حر / خالي	Friendly ودود
Neutral محايد	Pedestrian مشاة	Power طاقة	Renewable متجدد	Waste مخلفات

- In hot countries, solar _____ is important source of energy.
- 'Green ' project are environmentally _____.
- Wind _____ are an example of _____ energy.
- If a city recycles everything and doesn't throw anything away, it is zero _____.
- We burn carbon whenever use oil, coal or gas. This is known as our carbon _____.
- If we replace as much carbon as we burn, we are carbon-_____.
- A place where on cars are allowed is a car-_____ zone, and it is _____ friendly.

Answers:

1. Power	2. Friendly	3. farms / Renewable	
4. Waste	5. Footprint	6. Neutral	7.free / Pedestrian

26 Complete the sentences with the words in the box.

أكمل الجملة التالية من الكلمات التي بالصندوق

Philosopher فيلسوف	Arithmetic حساب	Polymath موسوعة	Chemist كيميائي
Geometry هندسة	Mathematician عالم رياضيات	Physician دبيب	

- My father teacher Maths. He's a _____.
- You must not take in medicine without consulting a _____.
- We learn about shapes, lines and angels when we study _____.
- Mr Shahin is true _____, working in all kinds of creative and scientific.
- Ramzi is very good with numbers and calculations. He always scores high in _____.
- A _____ is someone who thinks and writes the meaning of life

Answers:

1. Mathematician	2. Physician	3. Geometry
4. Polymath	5. Arithmetic	6. Philosopher

27 Complete the sentences with the words in the box.

أكمل الجملة التالية من الكلمات التي بالصندوق

Talent موهبة	Founder مؤسس	Scales موازين	Polymath موسوعة	Arithmetic حساب	laboratory مختبر
-----------------	-----------------	------------------	--------------------	--------------------	---------------------

- An expert in many subject _____.
- A room fox scientific experiments _____.
- The person who starts something new, such as an organization or a city _____.
- An instrument to measure to measure weight _____.
- An engineer _____.
- The study of numbers _____.
- Special ability _____.

Answers:

1.polymath	2.laboratory	3. founder	
4. scales	5.	6. arithmetic	7. talent

track record

- When you talk about business and try to do a deal, you (**negotiate**)
- When you are ready for something, you are for it. (**prepared**)
- When you can prove that you have experience, you have a (**track record**)
- When two sides disagree and argue, there is (**conflict**)
- When each side changes their position a little so that they can agree, they have managed to (**compromise**)
- When you stay calm and take your time, you are being (**patient**)



Listen to the sentence said in four different ways. Match each one to its implied meaning.

- The **first ever** Alia fight was in 1963 CE. a. There were other flights before 1963 CE, but not Alia flights.
- The first ever **Alia** fight was in 1963 CE. b. Alia's flight was not in 1964 CE.
- The first ever Alia **fight** was in 1963 CE. c. There were no Alia flights at all before 1963 CE.
- The first ever Alia fight was in 1963 CE. d. Alia did other things before its first flight in 1963 CE.



1. → c 2. → a 3. → d 4. → b

• Listen to the sentence said in four different ways. Match each one to its implied meaning.

- I retired when I was 60, which was in 1999 CE. → a. It was I, not someone else, who retired.
- 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.
- I retired when I was **60**, which was in 1999 CE. → c. I was 60 when I retired, not another age.
- 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.



Career مهنة headphones سماعات interpret يترجم seminar حلقة دراسية regional منطقة rewarding مجزي
translation ترجمة

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



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

Work as	يعمل ك	Talk about	يتحدث عن	Translate into	يترجم من وإلى
Decide on	يقرر بشأن	Ask about	يسأل عن	Good as	جيد ك

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



• Circle the correct words.

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



Make a mistake يحدث خطأ	Ask a question يسأل سؤالاً	Shake hands يصافح بالأيدي
Earn respect يكسب الاحترام	Join a company ينضم لشركة	Cause offence يسبب الحرج
Make a small talk يبدأ حديثاً		

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



الاجابة

1- Make a mistake 2-Cause offence 3-Make small talks 4-Join the company 5-Shake hands 6- Ask questions 7- Earn respect

Package holiday رحلة معطاة	Sales pitch عرض مبيعات
Target market سوق مستهدف	Age group فئة عمرية
Department store قسم مبيعات	

- 1- People who are identified as a possible costumers _____
- 2- A set of people of similar age _____
- 3- A large shop that sells many different types of things _____
- 4- A presentation made by someone who is trying to sell products _____
- 5- An organized trip with everything include in the price (travel accommodation, food)



الاجابة

1- Target market 2 - Age group 3- Department store 4- Sales pitch 5- Package holiday

Pension	Web enquiries	Marketing	Recruiting	Calculation
---------	---------------	-----------	------------	-------------

- 1- Money you save over your lifetime to pay for your old age: _____
- 2-Online questions: _____
- 3-Mathes; work with numbers: _____
- 4- finding sutiable employees : _____
- 5-Promoting your product 'finding customers: _____



الاجابة

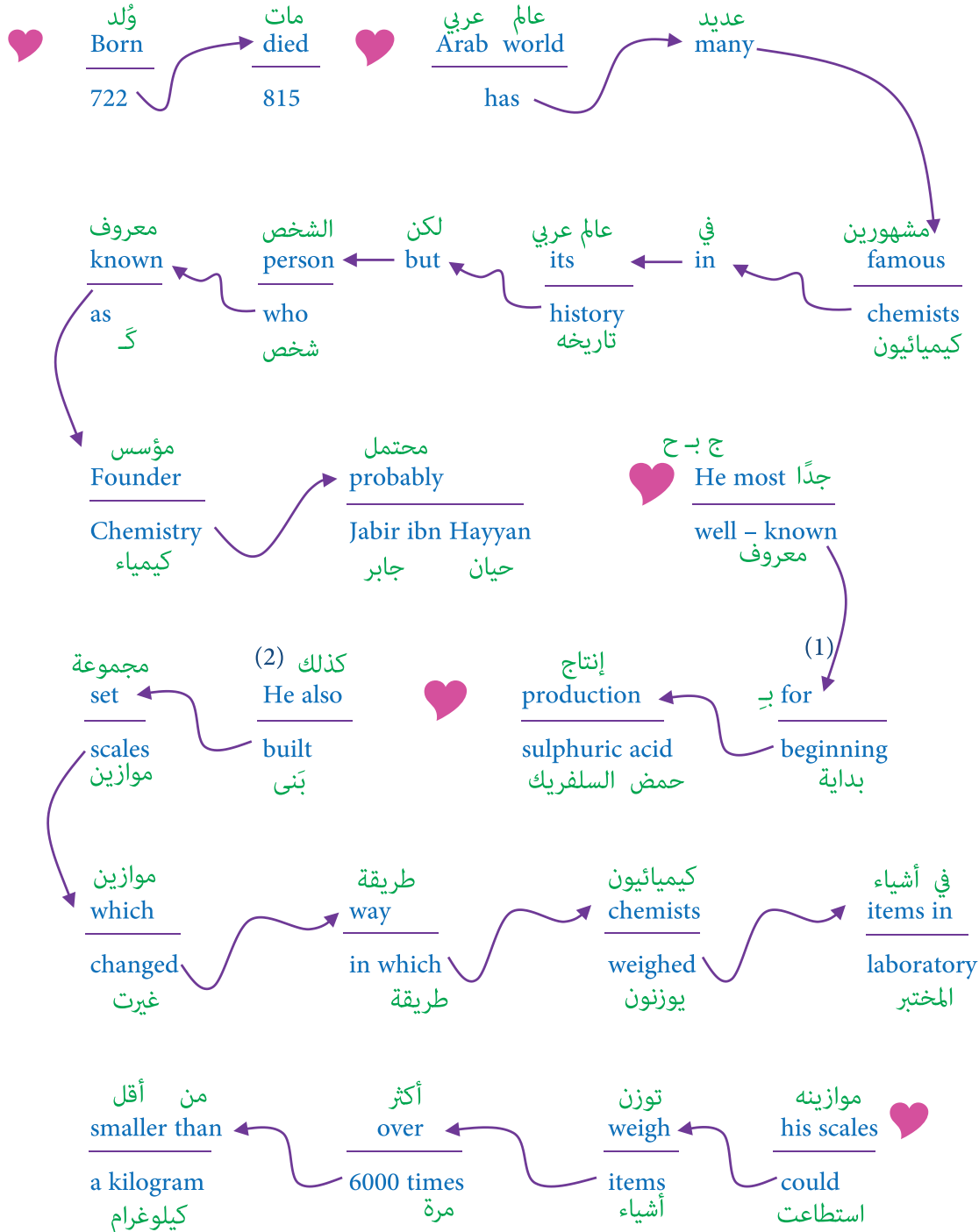
1- pension 2- web enquiries 3- calculations 4- recruiting 5- marketing

التاريخ في الإنجازات الإسلامية أهمية

The importance of Islamic achievements in history

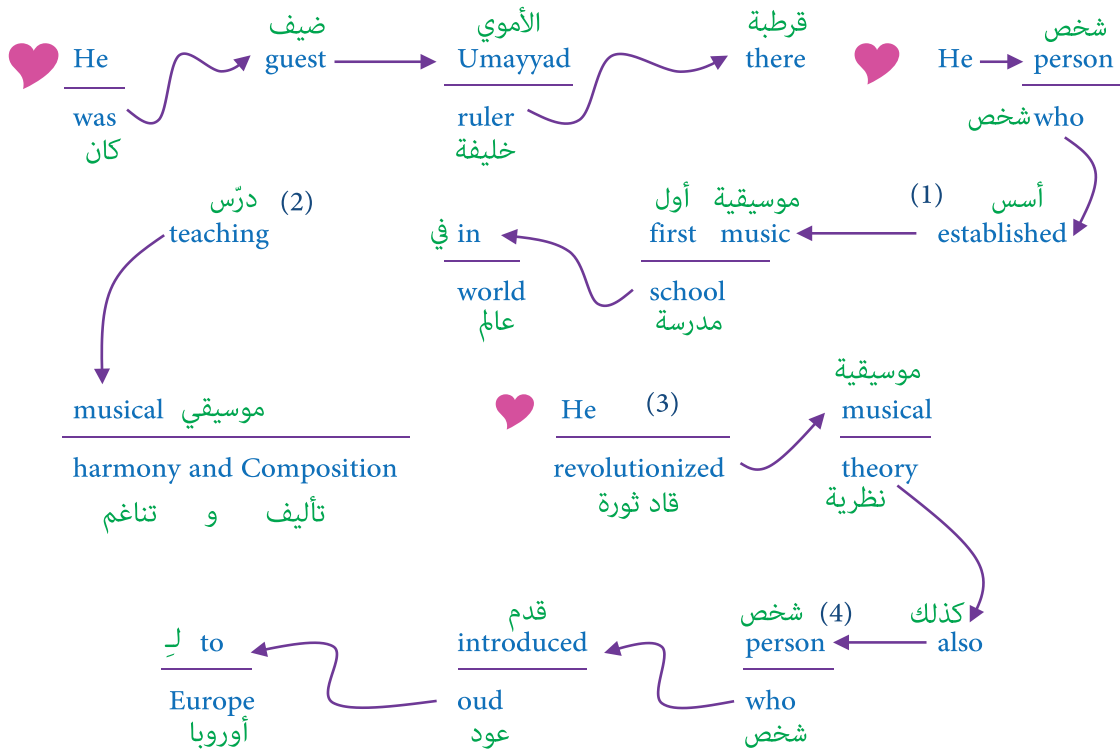
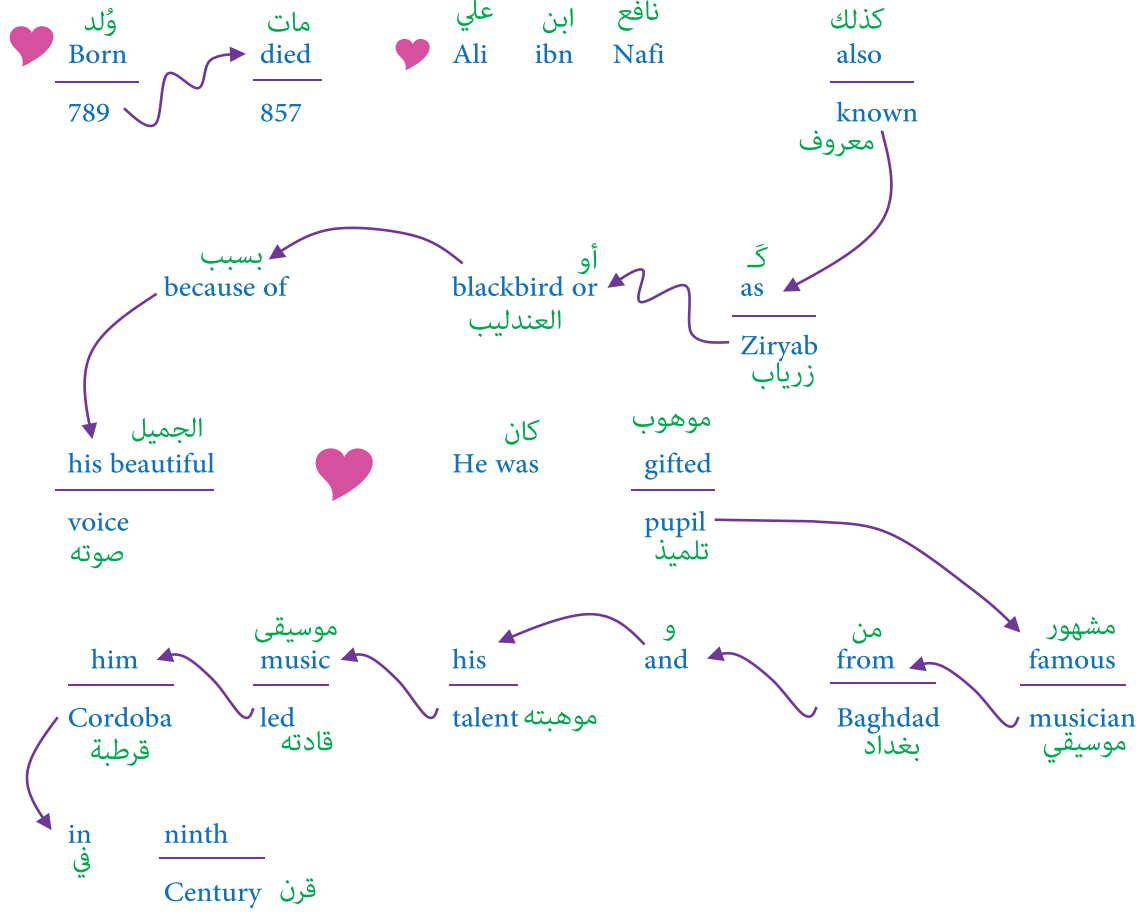
عمره 93

1 جابر ابن حيان Jabir ibn Hayyan

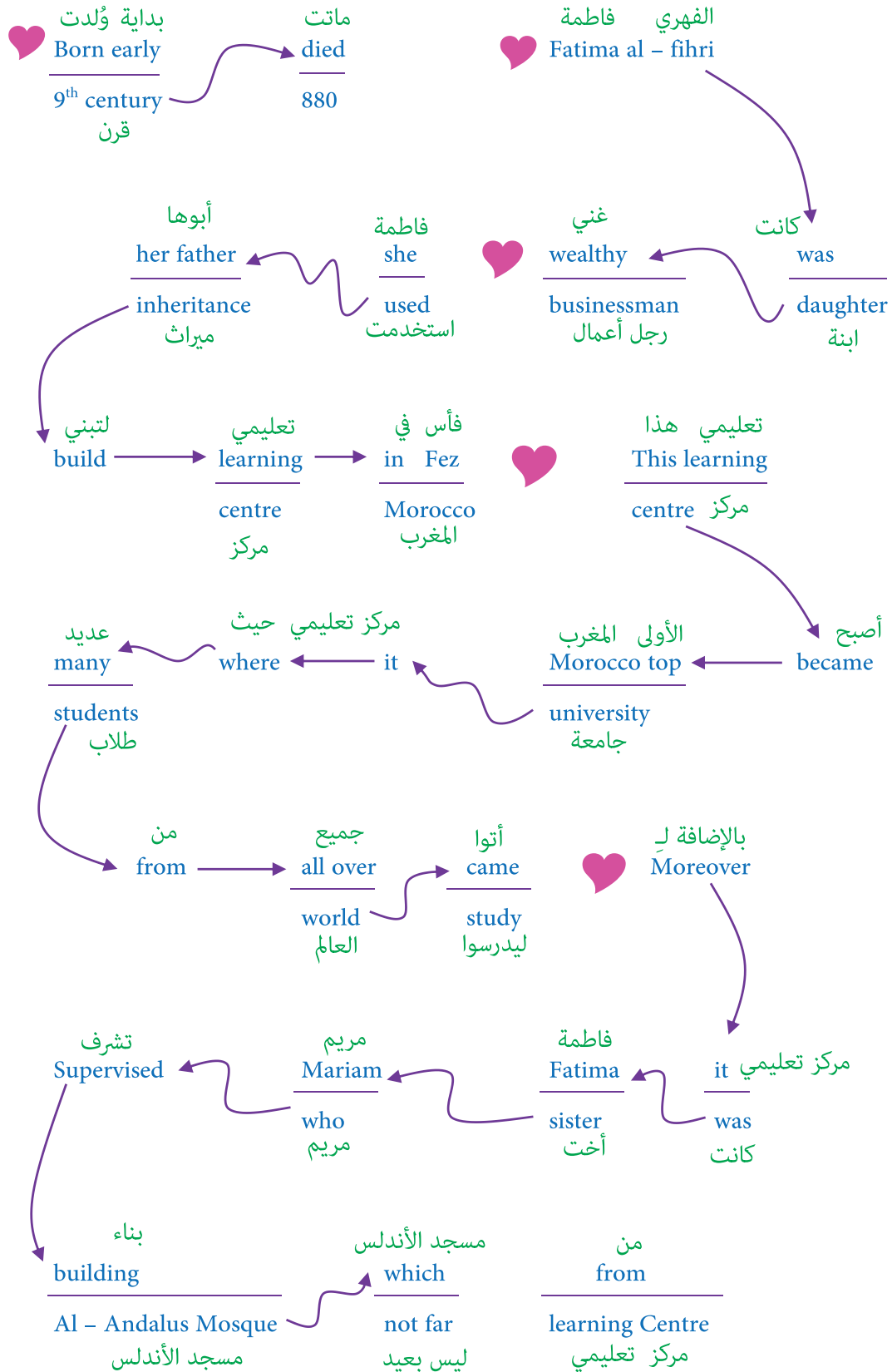


عمره 68

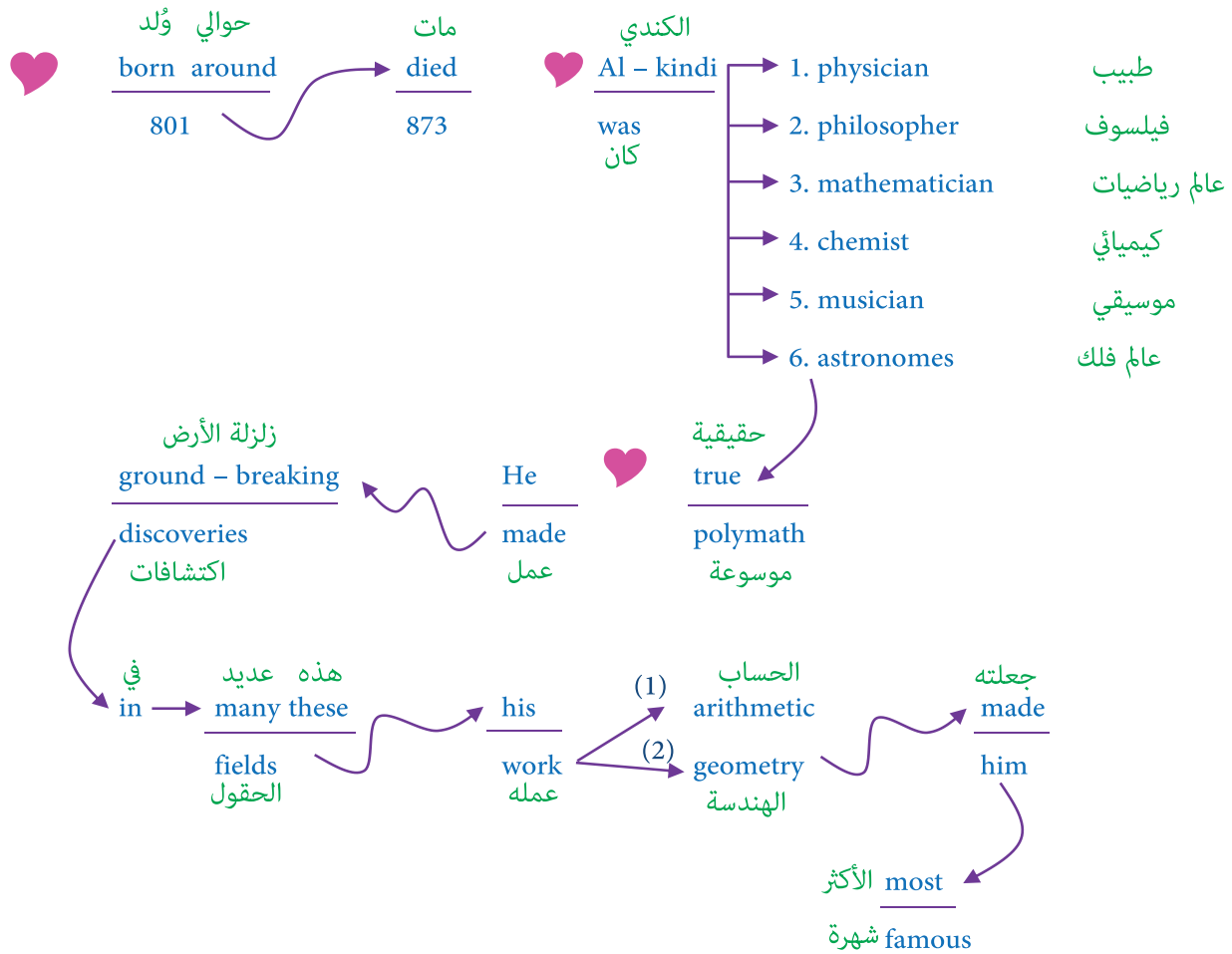
2 Ali ibn Nafi' (Ziryab)



Fatima al – Fihri



الكندي AL – Kindi



الجبر - *algebra*: system letters symbols represent numbers

حساب - *arithmetic*: mathematics calculation addition subtraction

هندسة - *geometry*: mathematics properties relationships

ميراث - *inheritance*: money things someone die

عالم رياضيات - *mathematician*: study maths

إيقاع - *musical harmony*: sound in music playing singing

فيلسوف - *philosopher*: study write philosophy

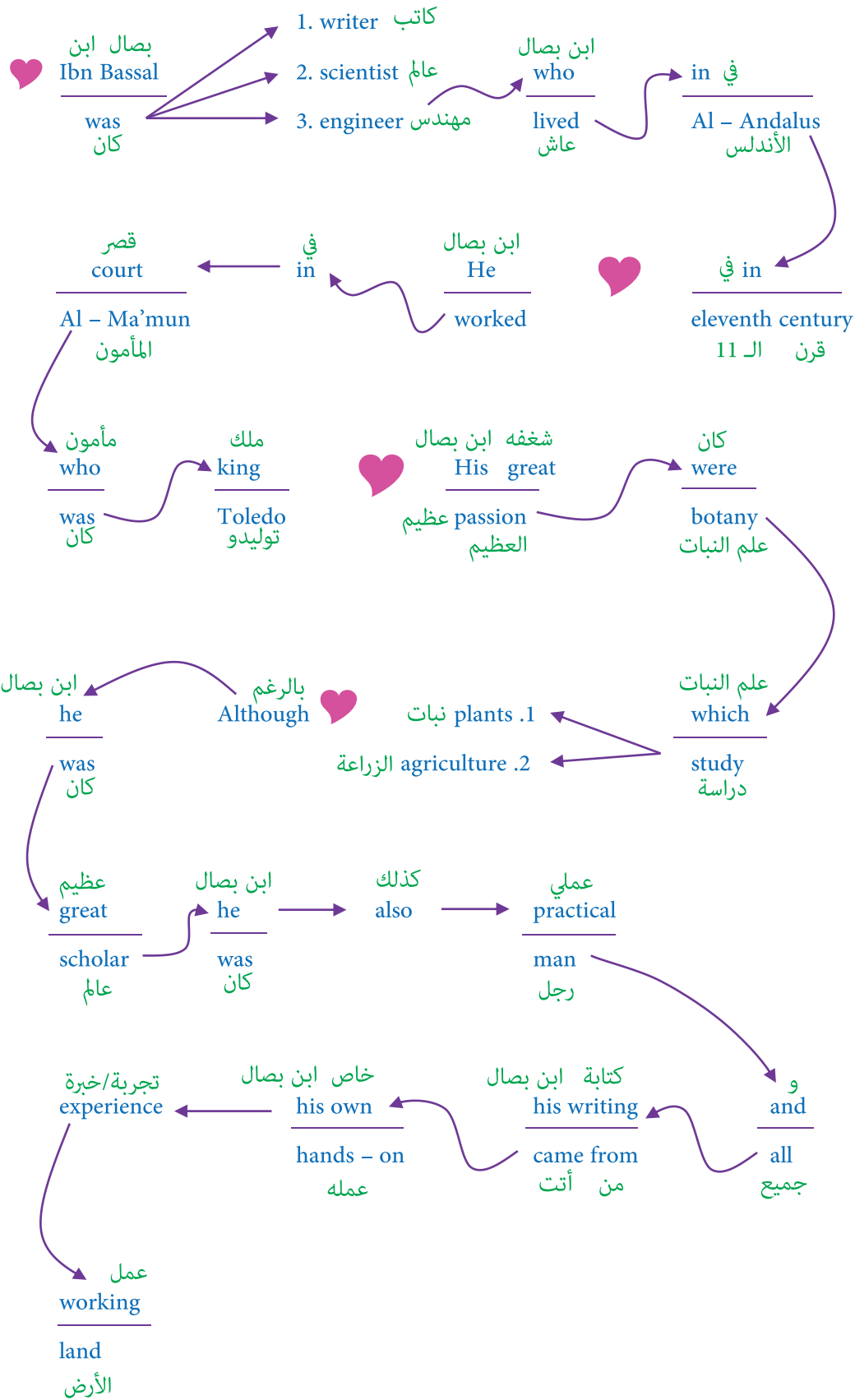
طبيب - *physician*: practice medicine

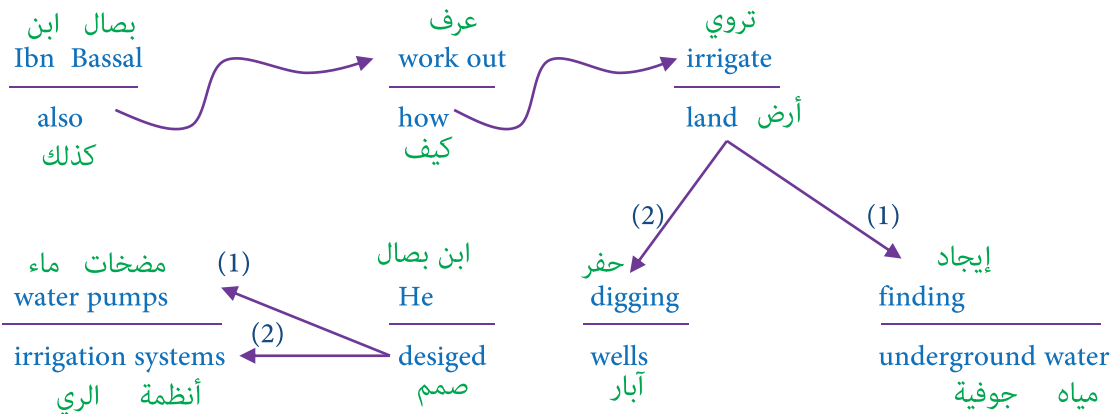
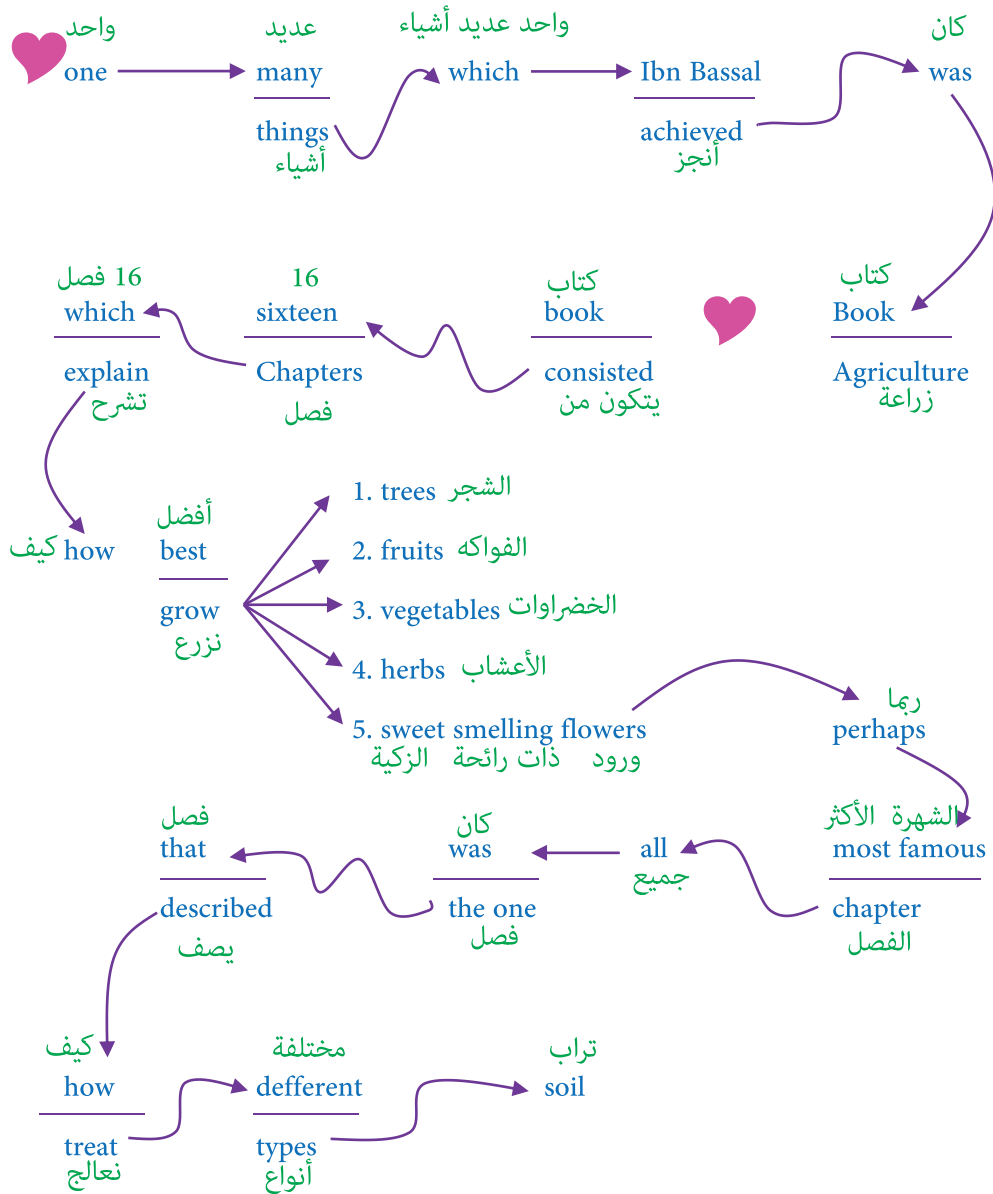
موسوعة - *polymath*: someone knowledge subjects

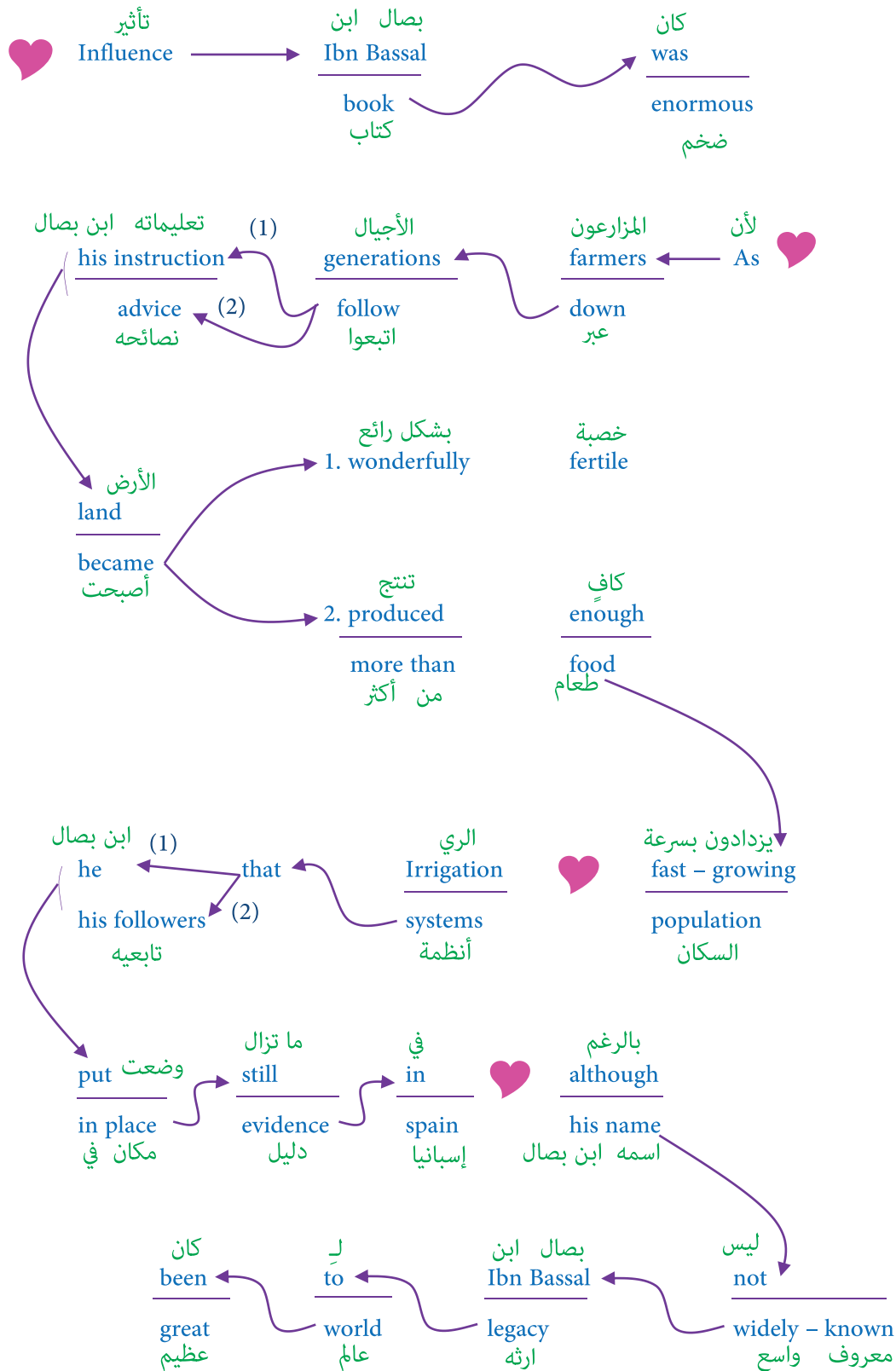
أحدث ثورة - *revolutionise*: change way people think

مبدع - *ground - breaking*: new – innovative

زراعة الأب المؤسس
Founding Father of Farming



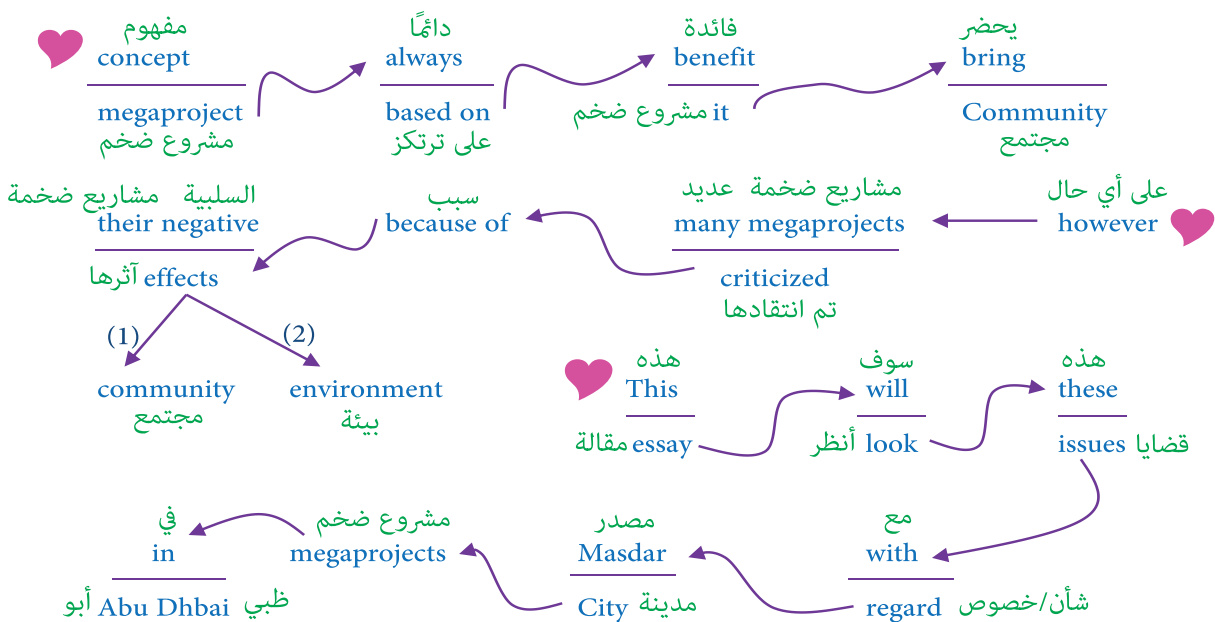
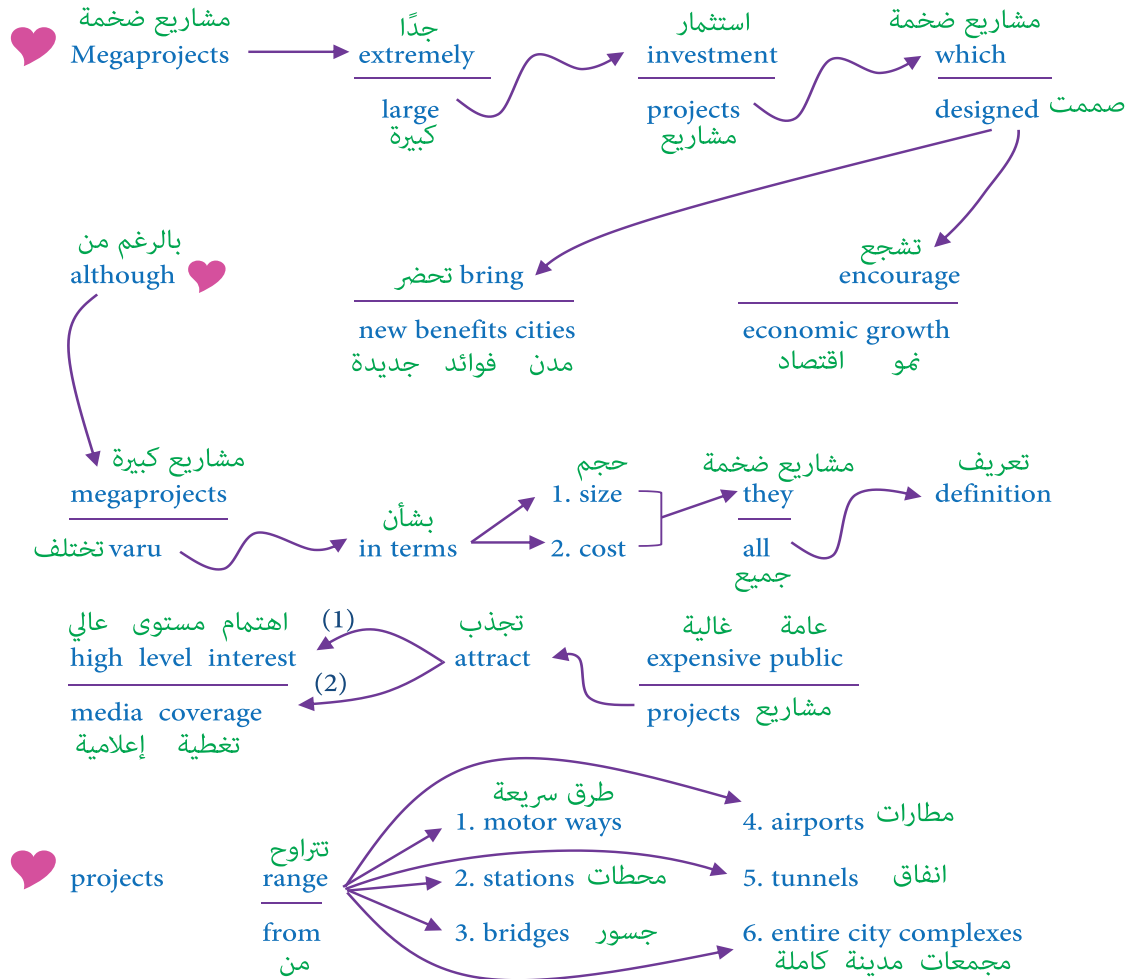


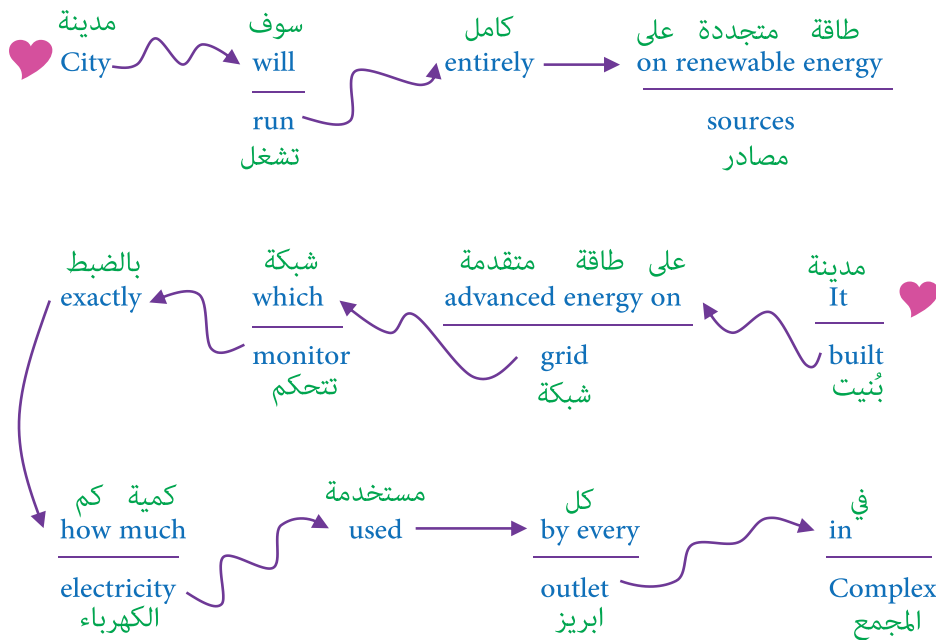
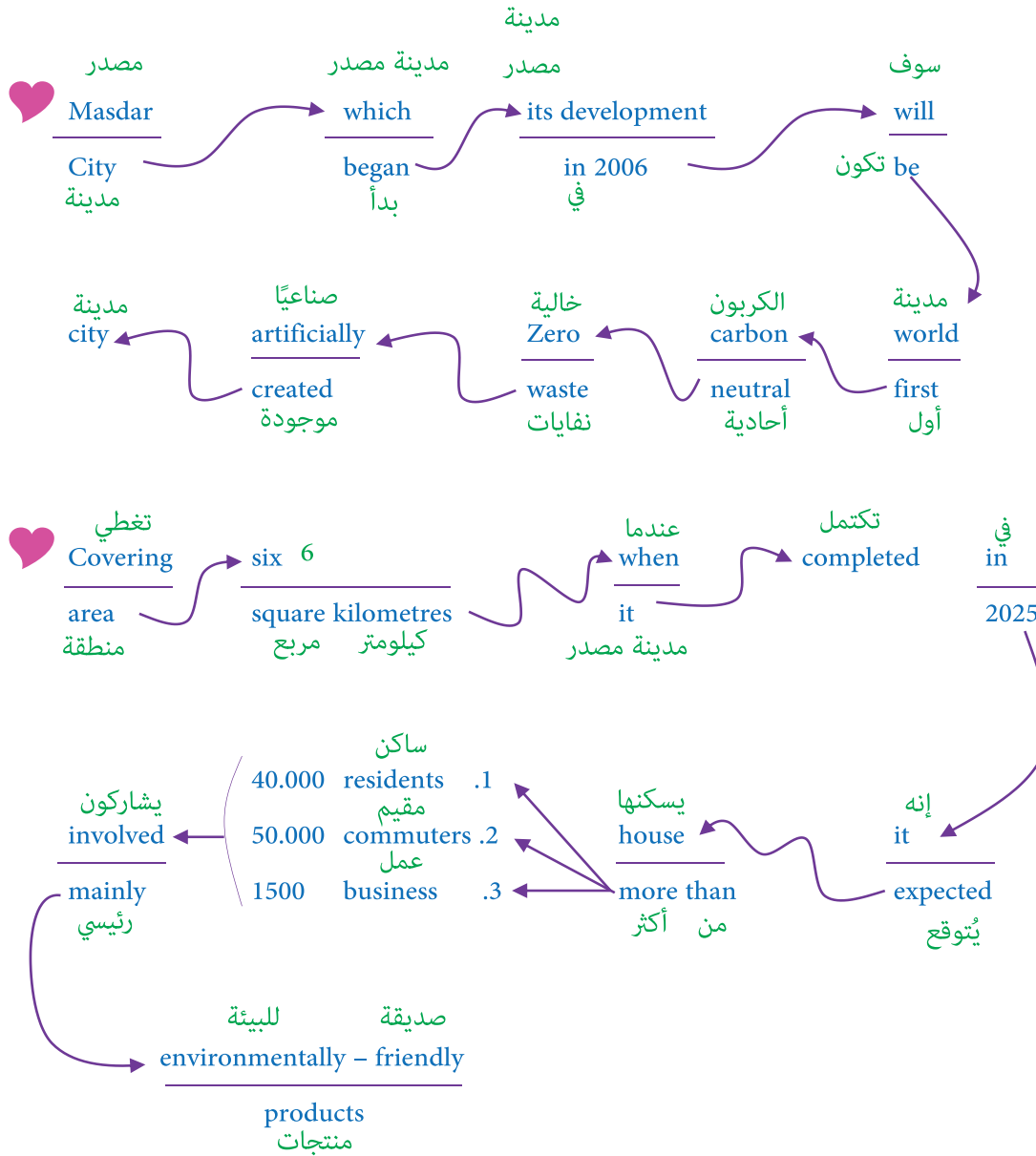


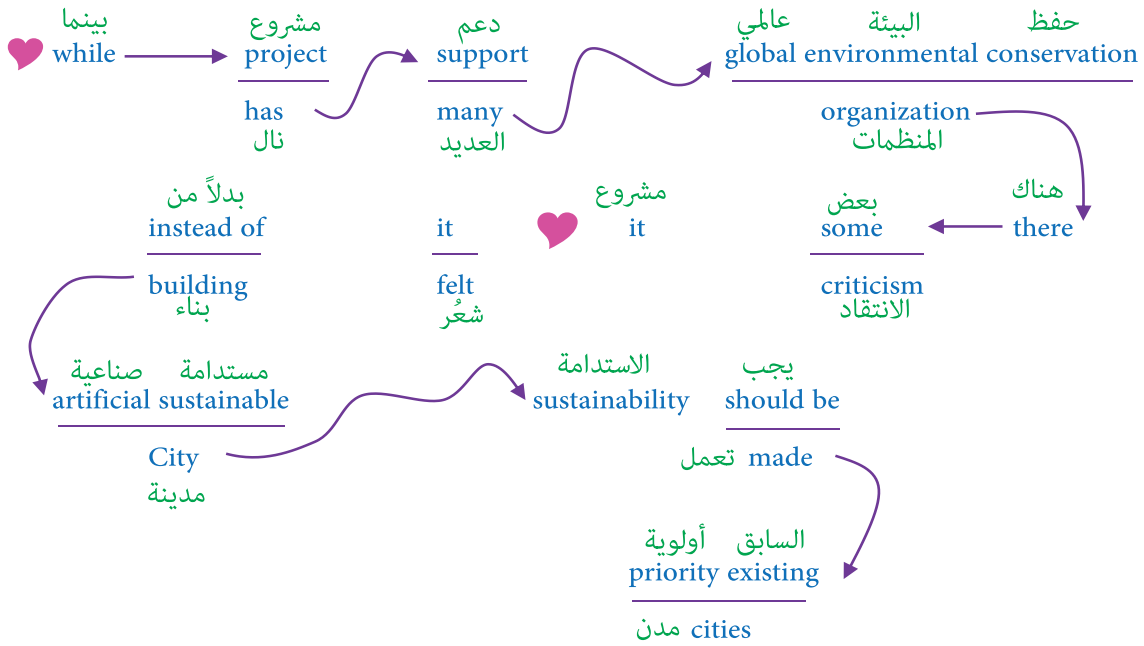
founder: person start something new - مؤسس

irrigate: supply land water - يروي

خطوة إيجابية مدينة مصدر Masdar City Positive Step







التزام - *commitment*: promise do something
 - *artificially - created*: not real, not made nature
 - *carbon - neutral*: not affect carbon
 - *criticise*: judge, evaluate, analyse
 - *desalination*: removing salt water
 - *grid*: wires electricity
 - *megaproject*: large project
 - *outweigh*: be important than something
 - *pedestrian*: someone walks
 - *sustainability*: continue forever
 - *zero - waste*: no waste, parts to recycle

صادرات 9 واردات بلدنا

و
what
ما

البضائع
goods

الأردن
it

1. export يصدر

2. import يستورد

معظم Most

Jordan export صادرات الأردن

تذهب go

1. Iraq العراق

2. USA الولايات المتحدة الأمريكية

3. India الهند

4. Saudi Arabia السعودية العربية

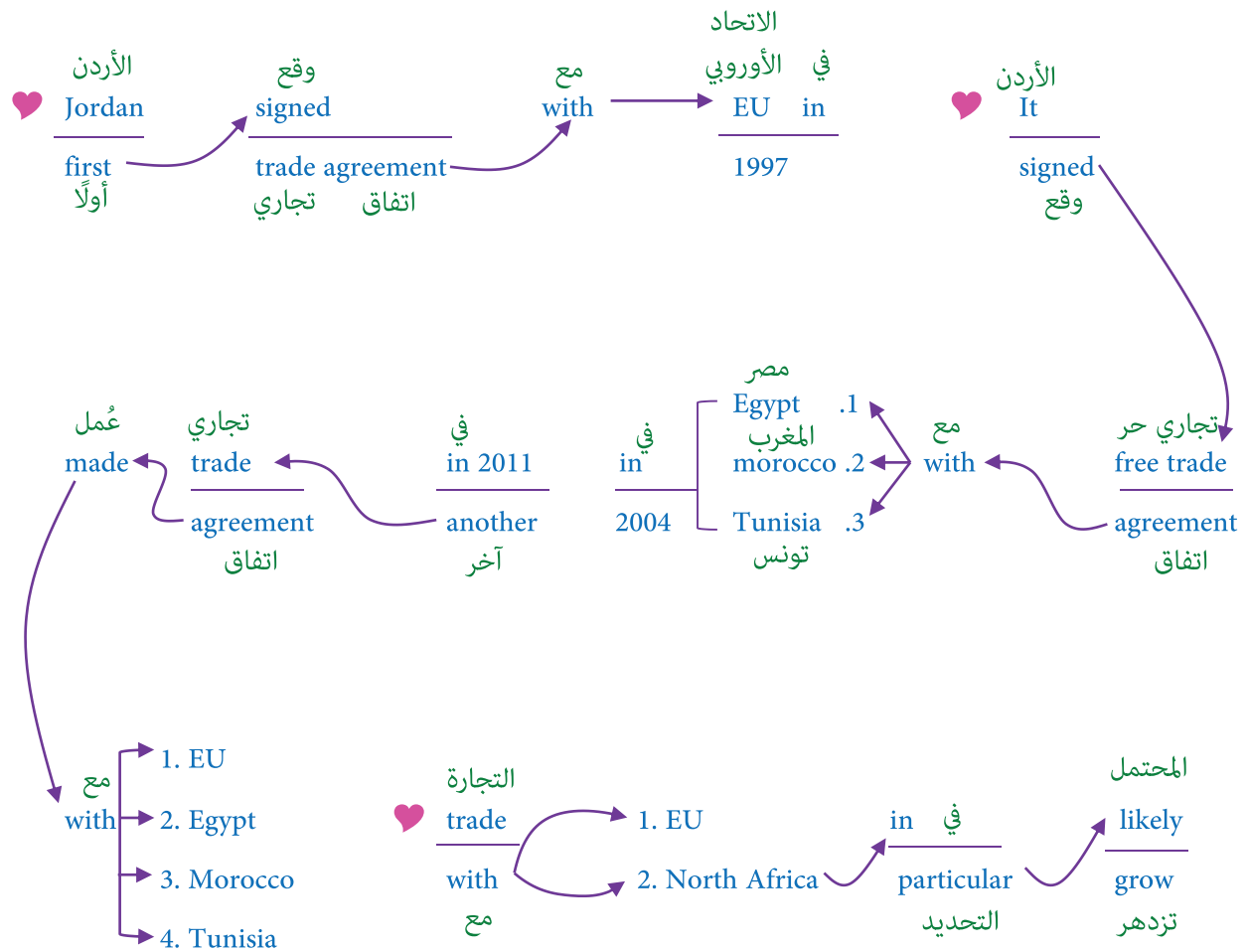
الآن Now
let's دعنا
في ننظر look at
الأخرى بعض ليس مثل unlike
countries البلاد
في in
Middle East الشرق الأوسط
الأردن Jordan
not have يملك لا

النفط oil
gas الغاز
يستورد import
الأردن Jordan
for لِ
that reason السبب ذلك
غاز أو نفط كبير large oil or gas
reserves مخزون

لِ for
الطاقة الأردن its energy
needs احتياجات
الأخرى الأردن Its other
main imports وارداته الرئيسية
1. cars سيارات
2. medicines دواء
3. wheat قمح
في In 2013

هذا This
followed تُبع بـ
السعودية العربية Saudi Arabia
كانت were
from من
23.6% Jordan imports واردات الأردن
بـ by
EU الاتحاد الأوروبي
مع with
17.6% its imports وارداته الأردن
أخرى other
imports واردات
تأتي come
from من
1. china الولايات المتحدة
2. United States

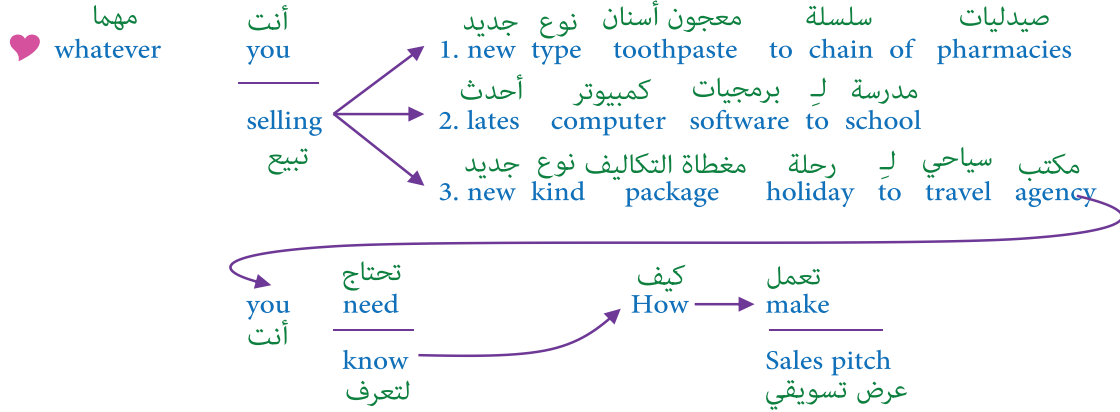
الأردن Jordan
has لديه
تجاري حر أكثر more free trade
agreement اتفاق
من than
any أي
عربي آخر other Arab
country
و and
it الأردن
يتاجر trade
freely حر
مع with
many countries بلدان عديدة
تشمل including
1. USA أمريكا
2. Canada كندا
3. Malaysia ماليزيا
أي which
مهمة important
الأردن Jordan
Trade تجارة
areas مناطق



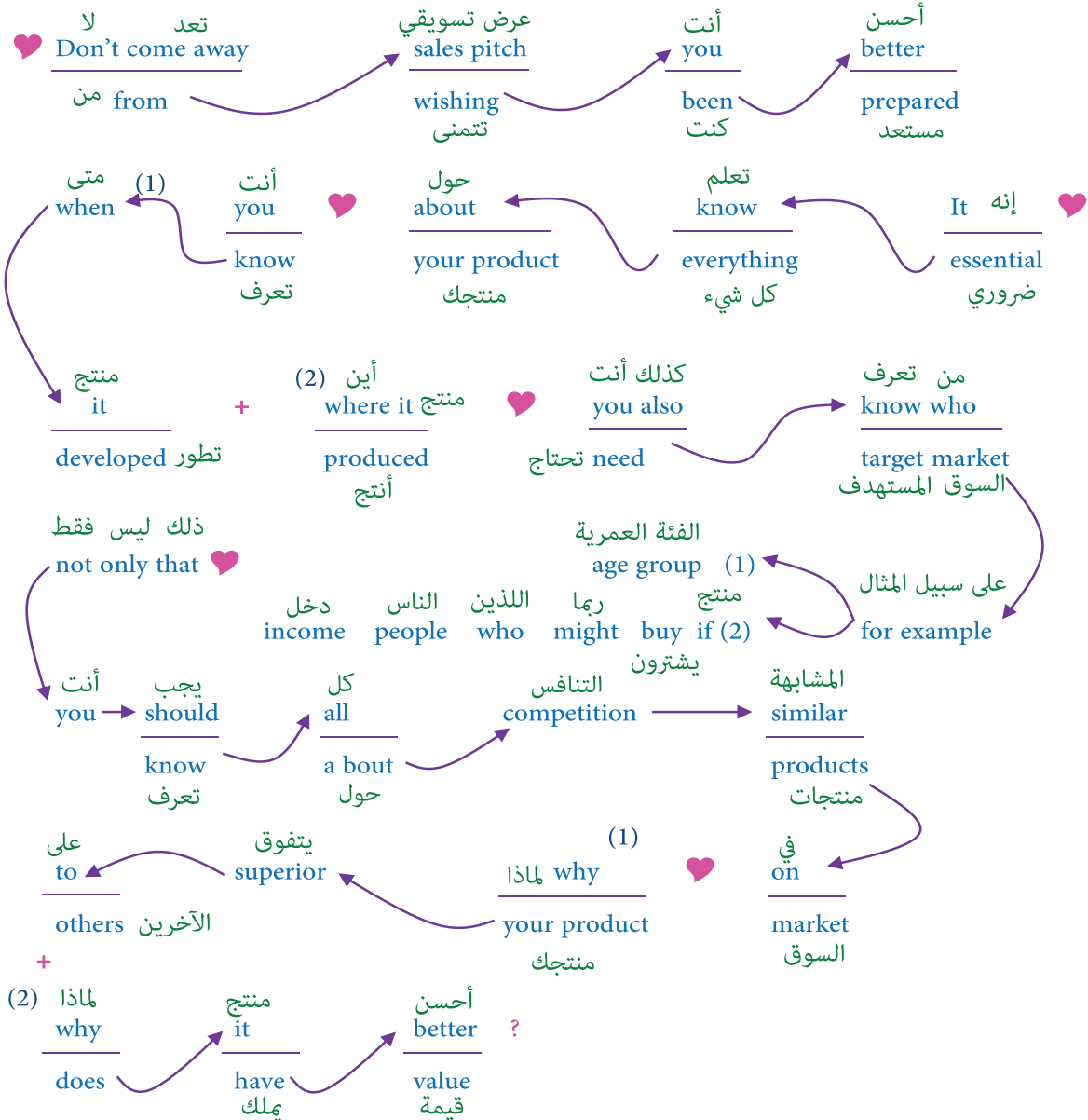
♥ goods	بضائع	→ things be sold
♥ import	يستورد	→ goods from another country
♥ export	يصدر	→ goods sold from another
♥ reserve	تركيز	→ something kept inside
♥ agreement	اتفاق	→ arrangement – promise
♥ diet	يسيطر	→ important feature
♥ memory	استخراجية	→ removing – obtaining something from something
♥ concentration	سماد	→ substance crops grow
♥ memory	معادن	→ natural substance earth
♥ concentration	صناعة أدوية	→ companies drugs – medicine

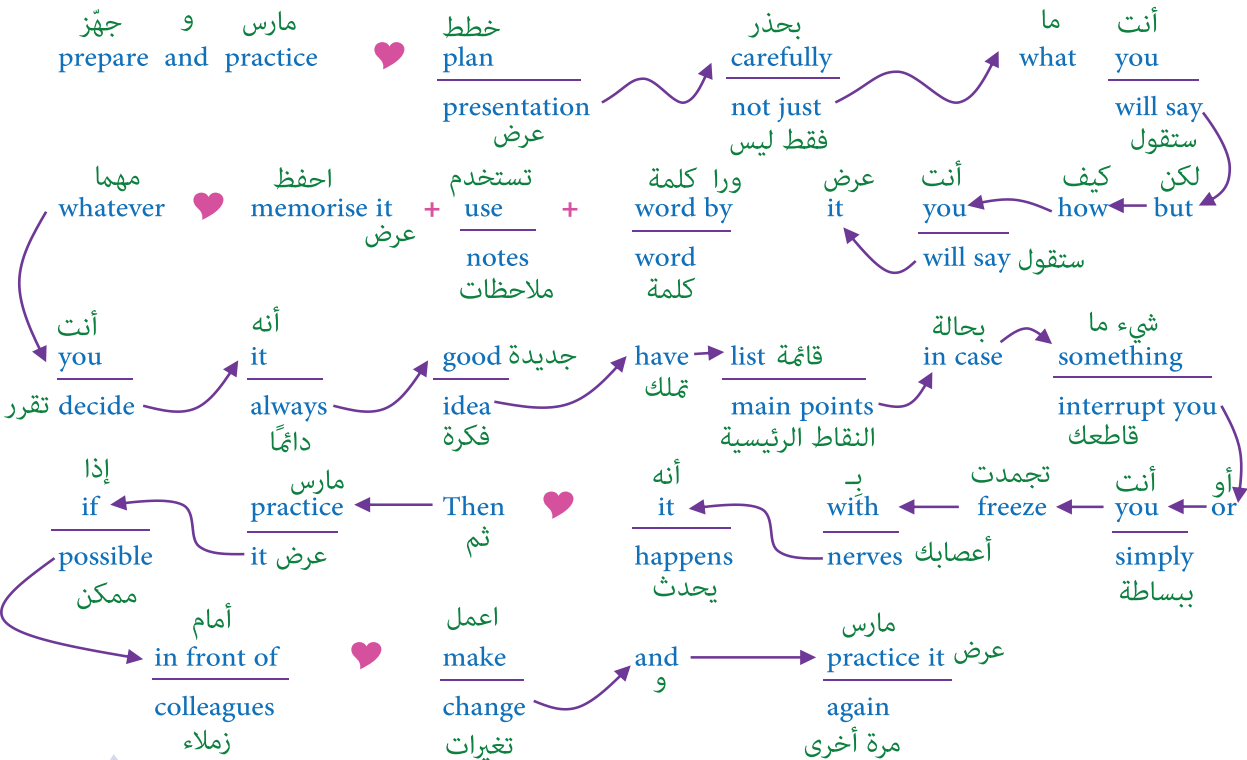
Business today / how to make a sales pitch

عرض تسويقي تعمل كيف اليوم الأعمال



Do your Research قم ببحثك





كن
Be محترف
Professional

اجعل
keep
presentation عرض
قصير
1. short
2. simple بسيط

ابدأ
start
with مع
ودوده بعض
some friendly
تعليقات comments

و and
تحدث speak to
them ضيوف
السماح allowing
you لك
الضيوف hosts
لـ for
أشكر thank
على سبيل المثال for example

امتدح compliment
their company شركتهم ضيوف
تذكر remember
تتكلم speak
بطيء 1. slowly
2. clearly بوضوح
إنه it
important مهم
تظهر appear
confident ثقة

رأسك your head
أسفل down
لا don't
keep تجعل
أنت you
speaking تتحدث
while بينما
أنت you
nervous معصب
لو حتى even if

بدلاً من Instead
look انظر
round حول
room غرفة
أعمل و
and make
eye contact تواصل عين
جمهور مع
with audience
ابتسم Smile !

الإجابة answer
don't pretend لا تتظاهر
لا don't
know تعرف
إذا if
أنت you
ادعو invite
questions أسئلة
تنتهي finish
speaking التحدث
عندما when
أنت you

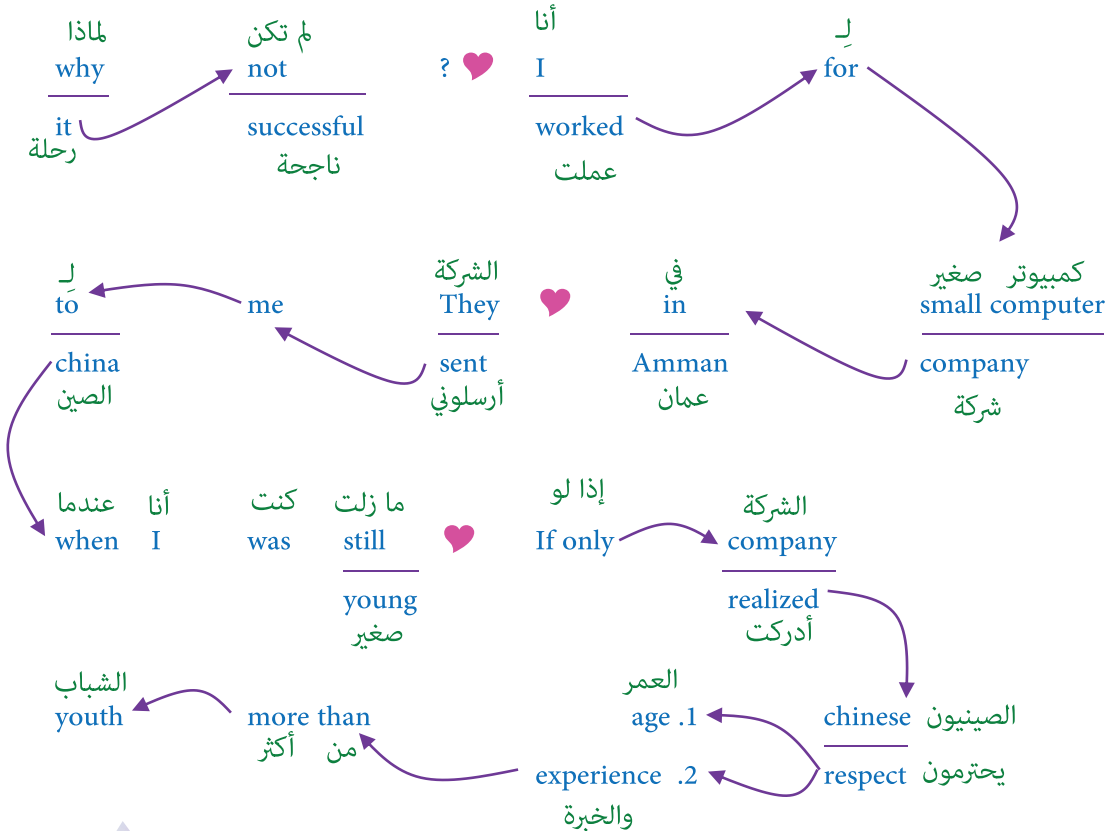
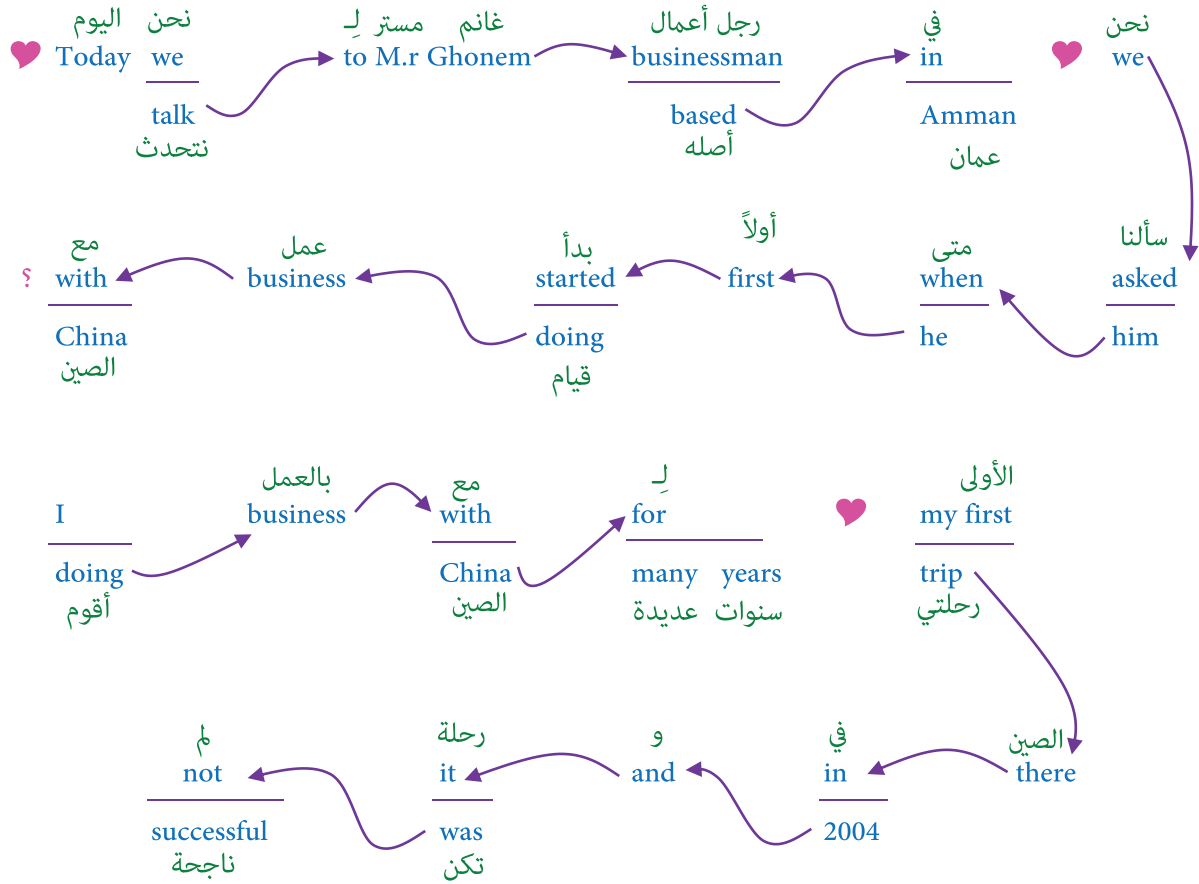
Thank اشكر
questioner السائل
أوعد و
and promise
تجد find
answer الإجابة
do it افعل ذلك
Finally بالنهاية

أنا I
wish
نهاية end
session الجلسة
تسلمه باليد hand out
عرض presentation
جاهز ready
امتلك have
summary موجز
أنا I
known أعرف
هنا كل all this
عندما when
I أنا
started بدأت
العمل business
good luck حظ جيد

- | | | |
|--------------------|---------------------|----------------------------|
| ♥ sales pitch | عرضي | → promise persuade someone |
| ♥ target market | السوق المستهدف | → people customers |
| ♥ department store | متجر للزبائن | → shop sell everything |
| ♥ age group | فئة عمرية | → people similar age |
| ♥ package holiday | رحلة مغطاة التكاليف | → trip everything |

Doing business in China

الصين في العمل القيام



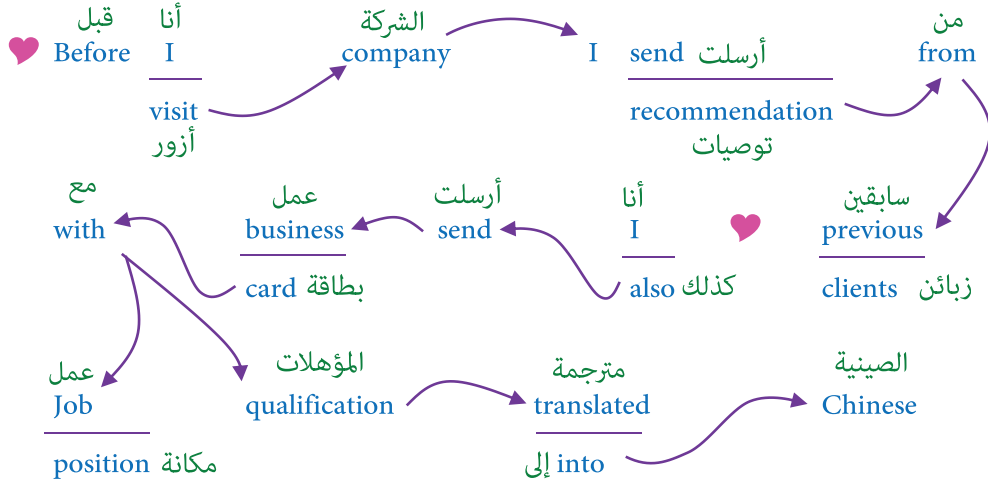
الزيارة تلك في أخطاء أي عملت أنت هل
Did you make any mistakes on that visit ?

نعم Yes I I researched the chinese culture before I visited
wish تمنيت researched بحث chinese الصينية قبل أنا I visited زرت
earn تكسب أنت you في in تكون be لكي in order to
their respect need china successful ناجح
احترام الصينيين تحتاج الصين في
Chinese الصينيون will سوف always دائماً يسألون ask الشركة company
business people سوف سوف دائماً دائماً ask يسألون ask الشركة company
الناس أعمال سوف سوف دائماً دائماً ask يسألون ask الشركة company
success نجاح
for أنا I لأن because على أي حال however في in
new company worked عملت I أنا I لأن because على أي حال however في in
جديدة شركة عملت I أنا I لأن because على أي حال however في in
I لم أستطع couldnot about حول we not لم نحن any business
talk التحدث its الشركة track record سجل السمعة deal اتفاق
on في
that first الأولى تلك trip الرحلة

الصين في ناجح تكون كيف تعلمت أنت متى
when you learn how be successful in china ?

I joined التحقت larger company الشركة الكبيرة and و sent me أرسلوني cultural awareness وعي الثقافي
course دورة
I أنا as if لو كما أنه it felt شعرت to إلى china الصين my next التالية visit رحلتي
not know لم أعرف anything أي شيء my first الأولى visit رحلتي
on في

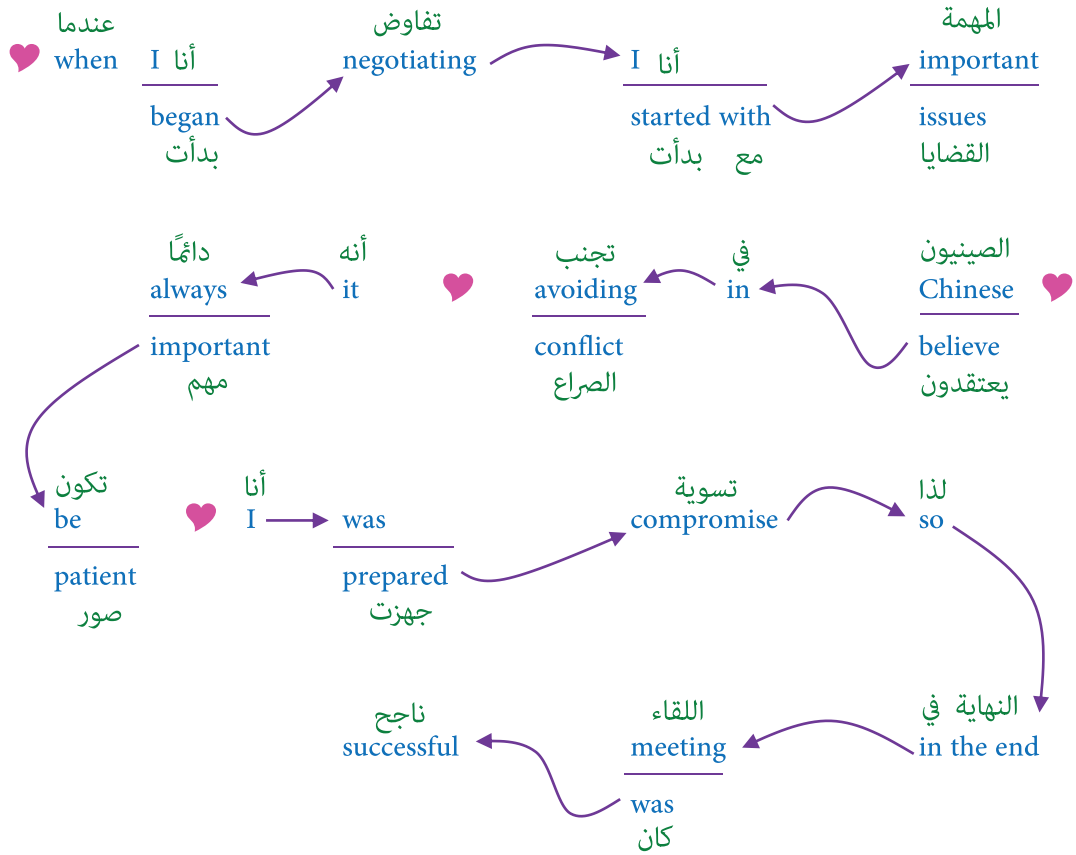
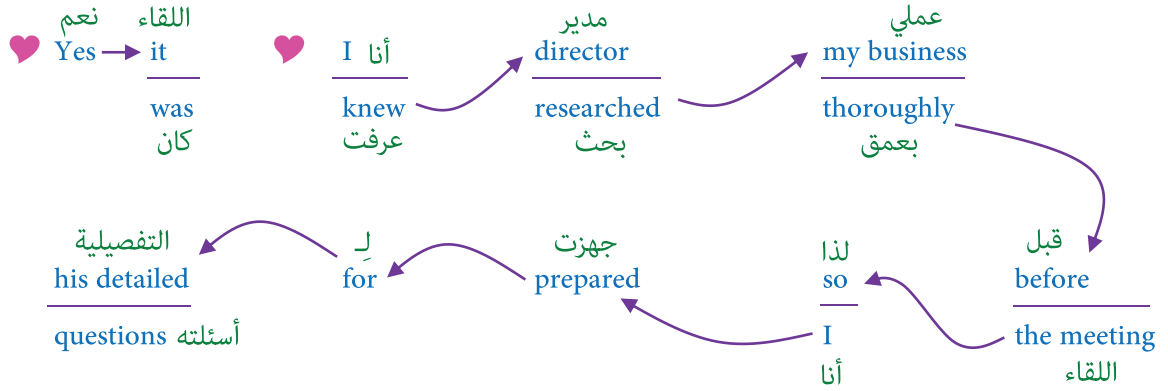
بالصين عمل يريدون الناس تعطي أنت النصيحة ما
what advice can you give people want business china ?



الصين في اجتماع الأخير حول تستطيع
China in meeting last about Can you tell



لقاء ناجح اللقاء هل كان
meeting ? it successful was



- ♥ do deal → arrange – agreement business
- ♥ make small talk → informal chat
- ♥ negotiate → discuss
- ♥ shake hands →
- ♥ tell joke → say laugh
- ♥ track record → achievement successes

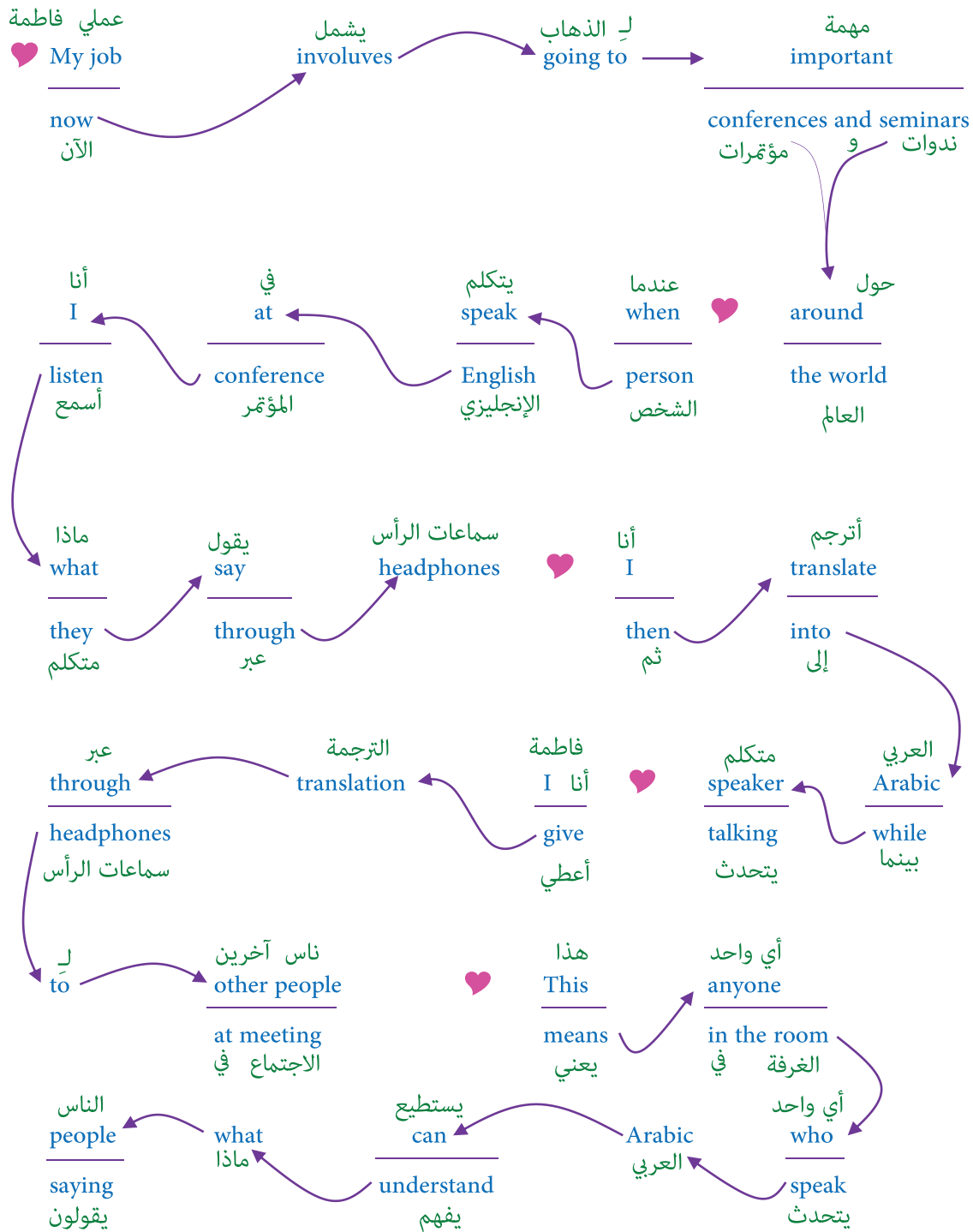
My job as interpreter

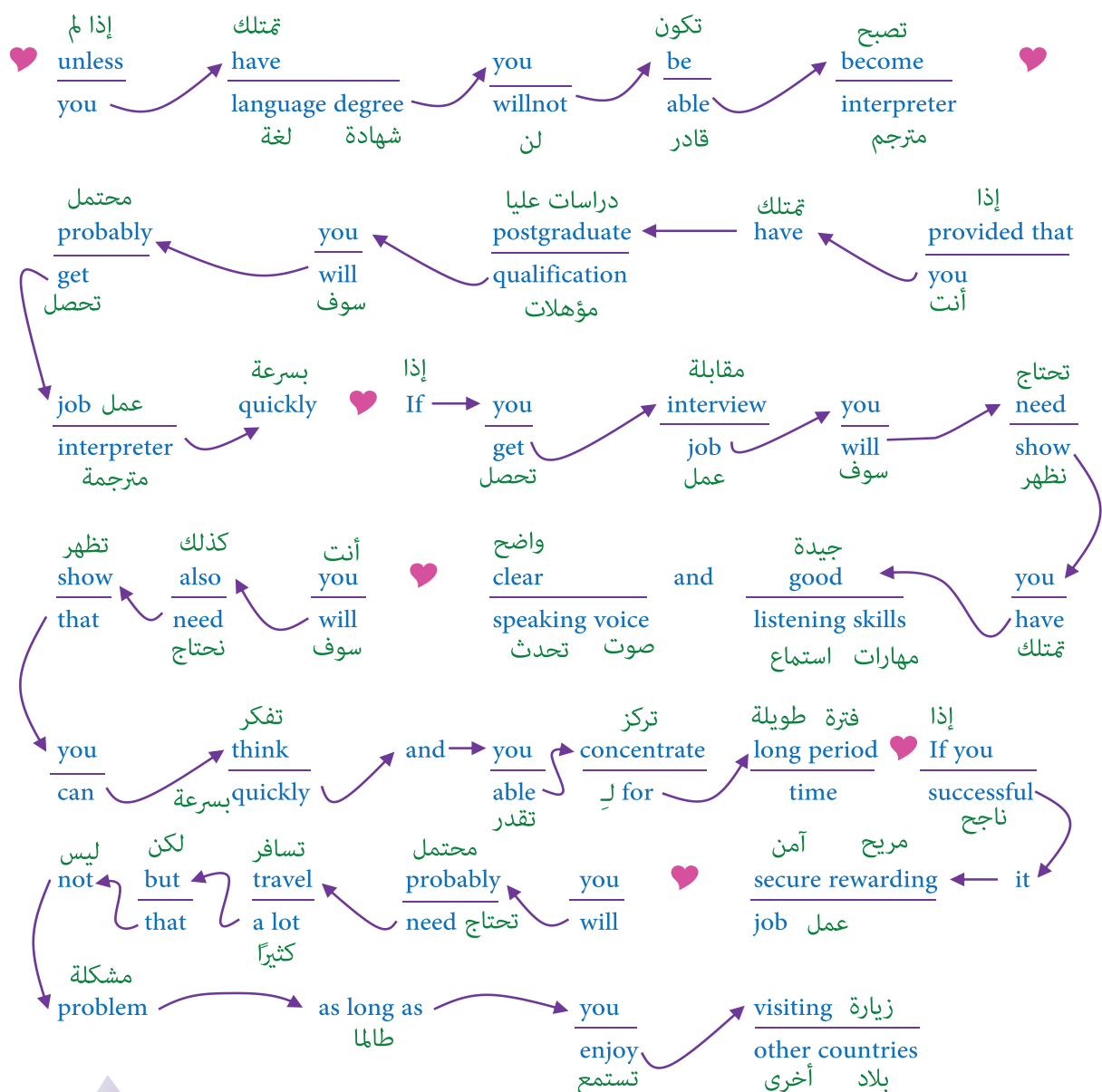
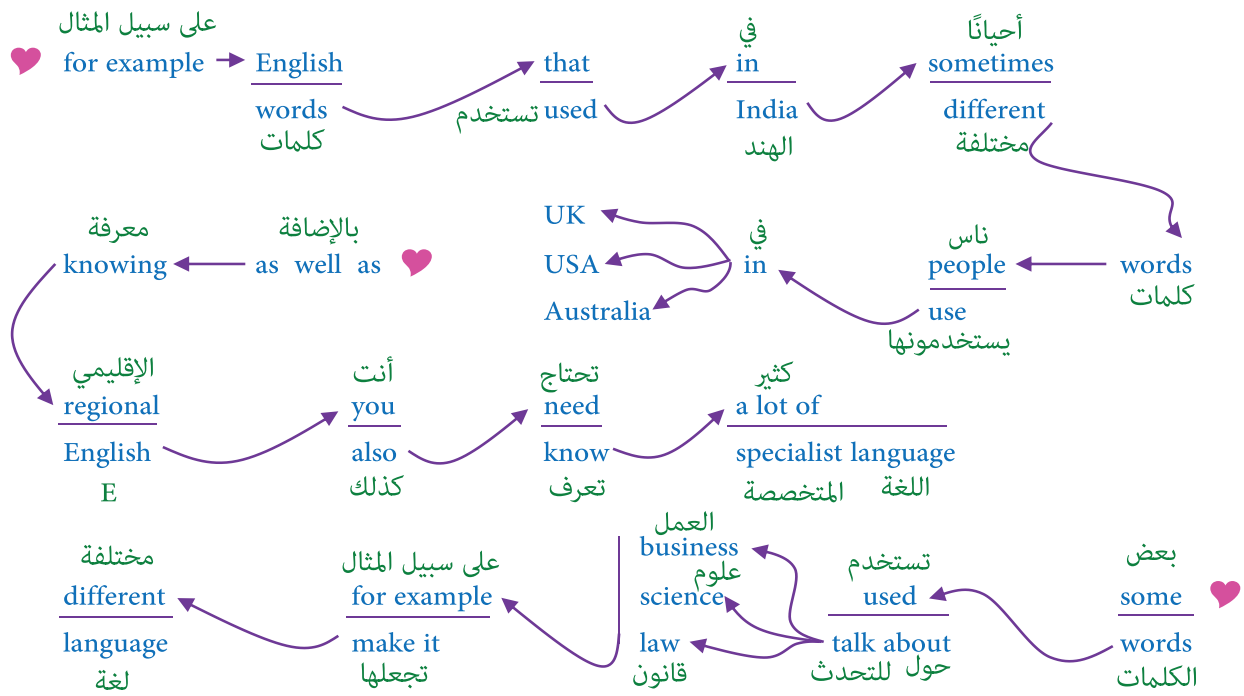
مترجمة عملي

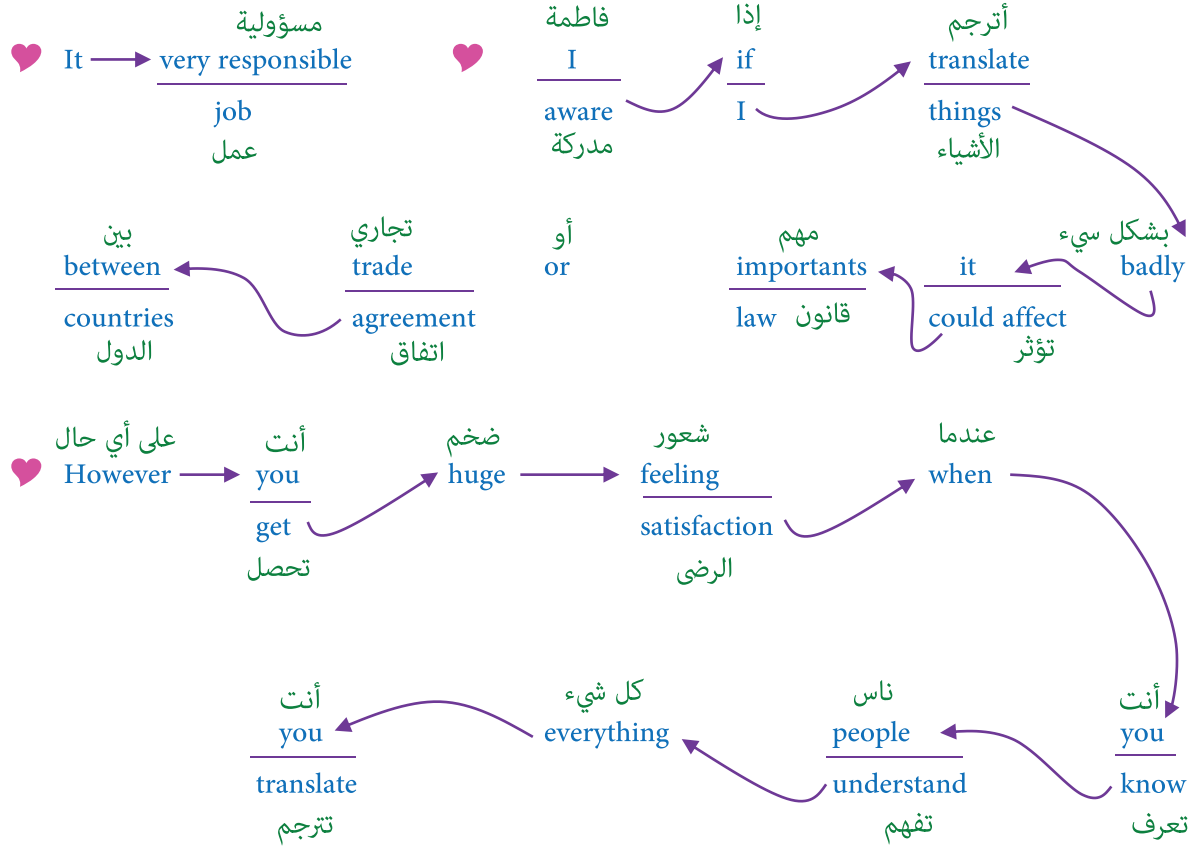
اسمي
My name
Fatima Mousa
فاطمة موسى
و
and
أنا
I
worked as
عملت
مترجمة
interpreter
لـ
for
five years
سنوات

ماذا
what
it be
تكون
يريد
want
know
يعرفوا
سبب
because
they
طلاب
حول
about
my work
عملي
طلاب
Many students
emailed me
أرسلوا لي إيميلات
هنا
here
رددي
my reply
لذا
So
أقوم
do
my job
عملي
مثل
like
يبدو

دائماً
always
been
كنت
متحمسة
fond of
languages
باللغات
أبي
My father
worked in
في عمل
مختلفة
many different
countries
بلاد
عندما
when
أنا
I
was
كنت
صغير
young
and
و
نحن
we
usually
عادةً
أسافر
travelled
with him
معه
عندما
when
نحن
we
زارنا
visited
country
بلد
أردت
want
learn
أتعلم
لغات
language
في
At
school
المدرسة
أنا
I
was
كنت
في جيدة
good at
English
انجلش
لذلك
Therefore
I
decided on
قررت
career
مهنة
as
ك
interpreter
مترجمة





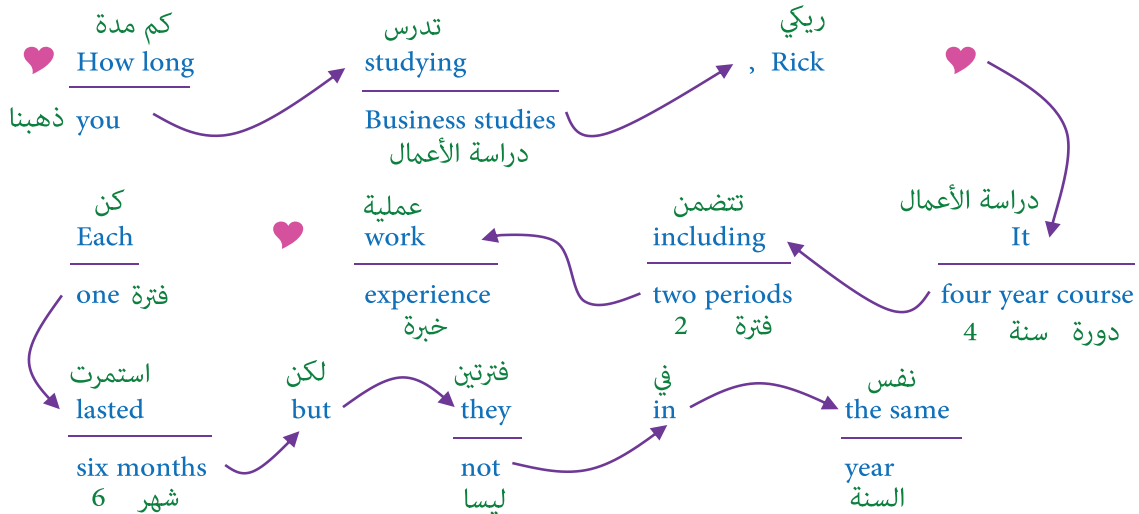
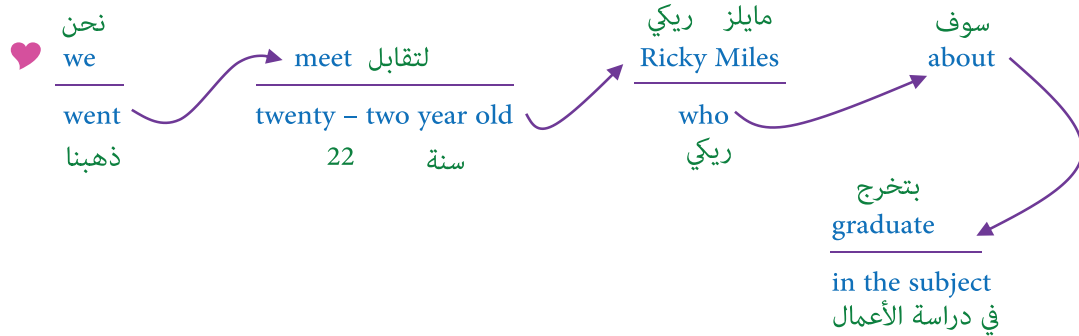
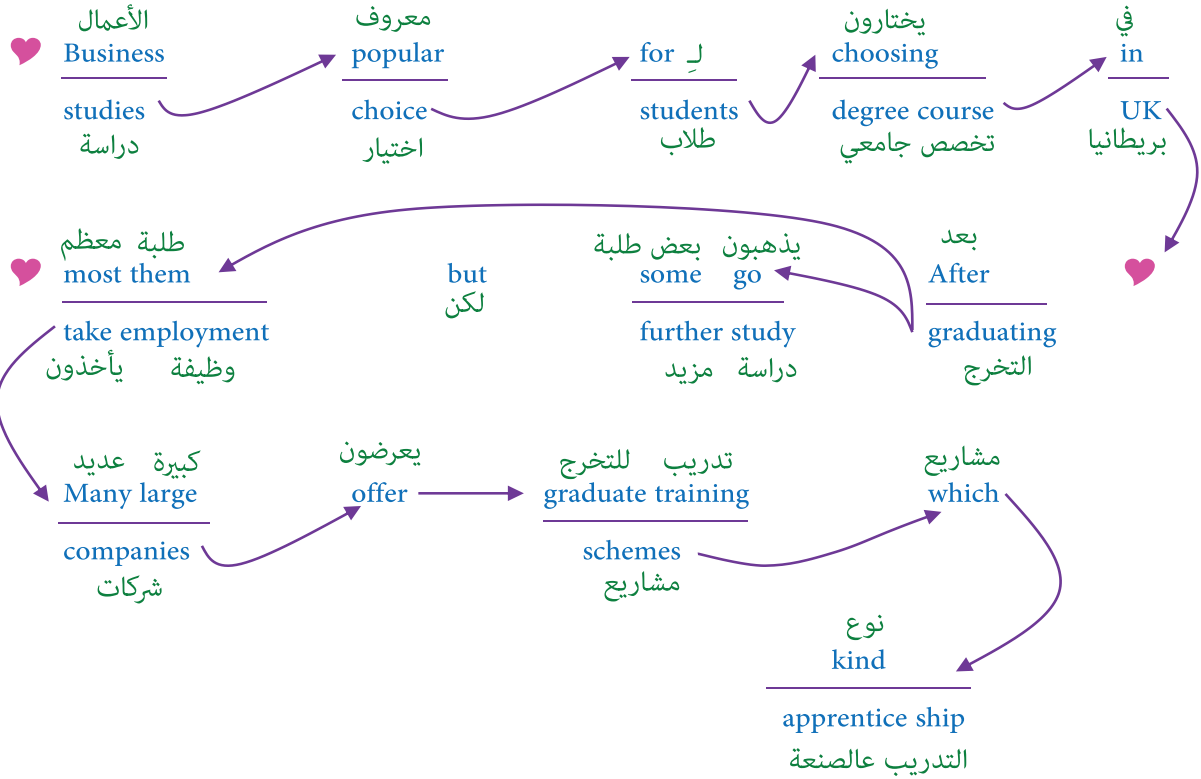


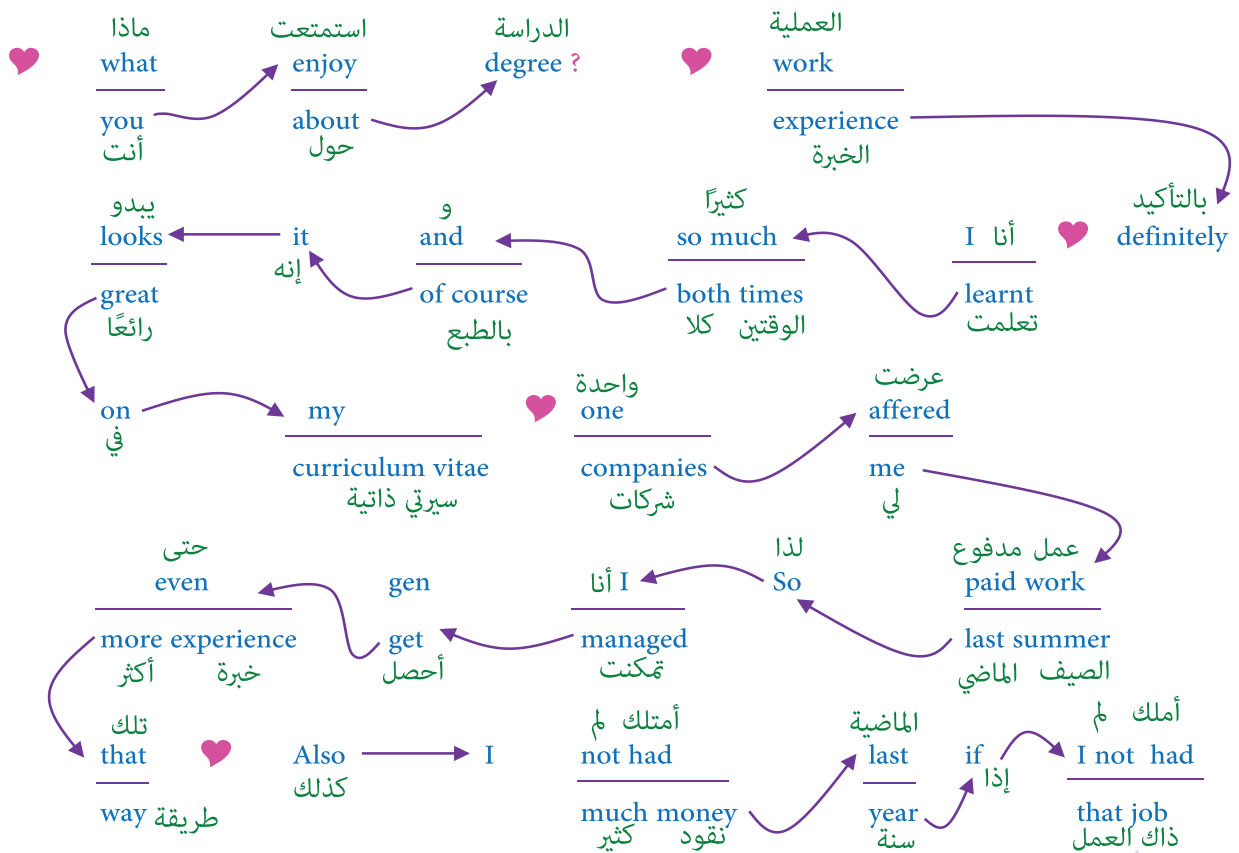
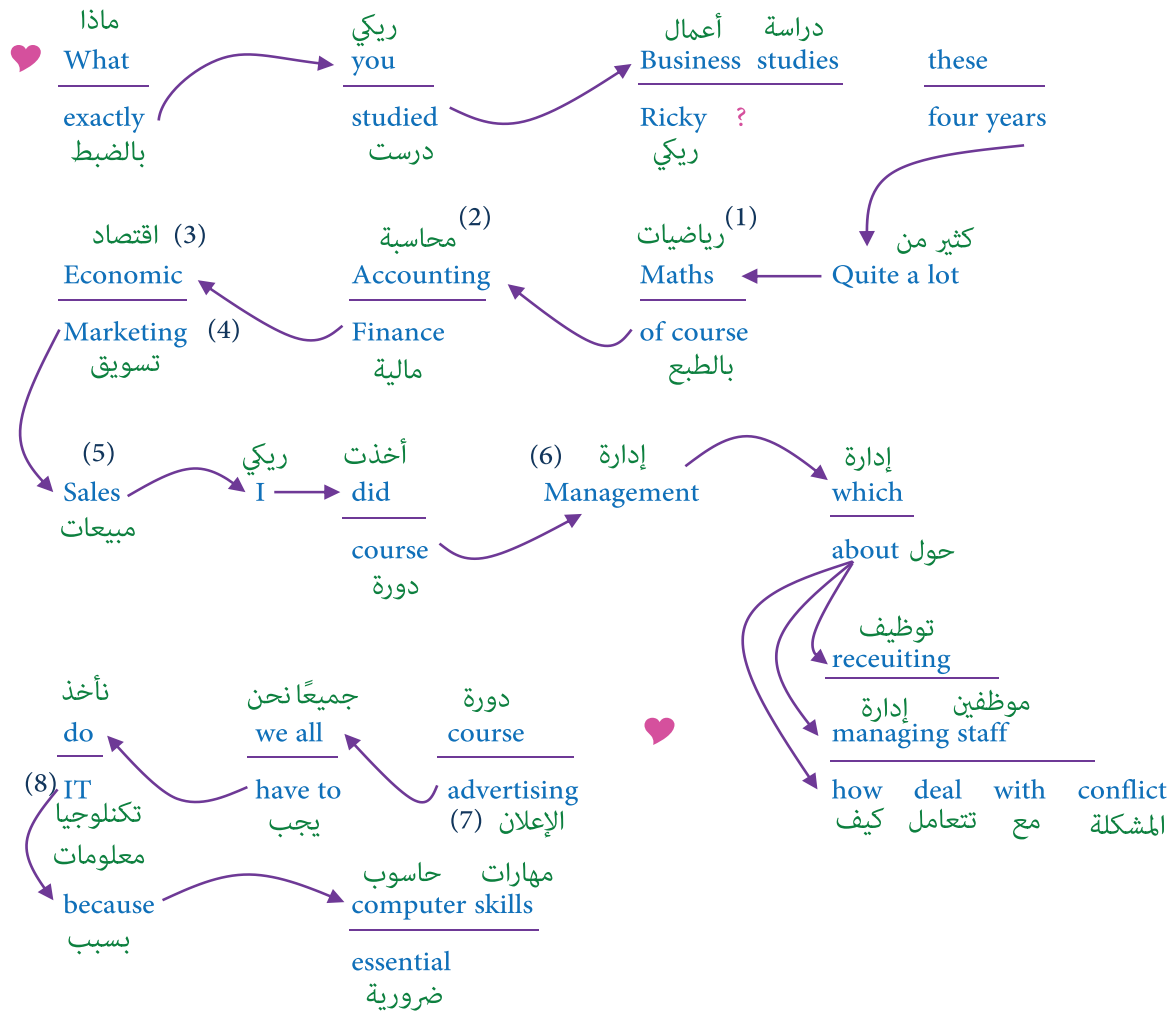
أهم الكلمات المطلوبة E – E

♥ headphone:	سماعات	→	نسمع أذن آلة equipment ear listen
♥ interpreter:	مترجم	→	الكلمات يترجم شخص ما someone translate words
♥ regional:	منطقة	→	مكان منطقة region, area
♥ rewarding:	مرضٍ مريح	→	رضى شخصي personal satisfaction
♥ secure:	آمن	→	الخطر من آمن safe from danger
♥ seminar:	حلقة دراسية	→	تدريب موضوع حصة class subject training
♥ translation::	ترجمة	→	

Stepping into the business world

عالم الأعمال إلى الدخول







♥ pension: money you save life

♥ web enquiries: online question

♥ calculation: maths numbers

♥ recruiting: find employees

♥ marketing: promote product