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EXCEL

YOUR WAY TO SUCCESS

For the 12th Grade

By Mr. Sharif Mayyat
2011

► Comprehensions (40 marks)

► Vocabulary (35 marks)

► Grammar (35 marks)

► Exercises

► Writing Composition and Letters (20 marks)

► Literature (The bet - King Lear - Poems) (20 marks)

الأفعال المساعدة Helping verbs

الأفعال المساعدة مهمة جدا ويجب حفظها

1-Verb to be				2-Verb to do			3- Verb to have		
Presentمضارع		Pastماضي		Presentمضارع		pastماضي	Presentمضارع		pastماضي
am, is,	are	was,	were	does	do	did	has	have	had
مفرد	جمع	مفرد	جمع	مفرد	جمع	مفرد+ جمع	مفرد	جمع	مفرد + جمع
Been		التصريف الثالث		done	التصريف الثالث		Had	التصريف الثالث	
4- modal verbs									
Presentمضارع		will	shall	can		may	Have to	must	
Pastماضي		would	should	could		might	Had to	Had to	ought to

ملاحظة : يجب أن يتبع الأفعال الناقصة دائما الفعل في التصريف الأول

Tenses Summery

اختصار مبسط للزمنة

Tense	Examples	Keywords
<u>Simple Present</u> المضارع البسيط نستخدم s او es مع الفاعل المفرد نستخدم do , does , do not + للنفي + الفعل الأساسي بدون s	A: He speaks. N: He does not speak. Q: Does he speak?	always, every ..., never, normally, often, seldom, sometimes, usually
<u>Past simple</u> الماضي البسيط نستخدم التصريف الثاني للفعل للنفي الفعل الأساسي + Did + not	A: He spoke. N: He did not speak. Q: Did he speak?	yesterday, 2 minutes ago, in 1990, last week, month, year, friday
<u>Present continuous</u> المضارع المستمر Am , is , are + v. + ing	A: He is speaking. N: He is not speaking. Q: Is he speaking?	at the moment, just, just now, Listen!, Look!, now, right now
<u>Past continuous</u> الماضي المستمر Was. Were + v. + ing	A: He was speaking. N: He was not speaking. Q: Was he speaking?	when, psat simple – past cont. while, past cont, --- past simple as long as, past cont. – past sim.
<u>Present Perfect</u> المضارع التام Has , have + p.p. التصريف الثالث	A: He has spoken. N: He has not spoken. Q: Has he spoken	already, just, ever, never, yet, till now, up to now, for , since

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Past Perfect الماضي التام التصريف الثالث Had + p.p.	A: He had spoken. N: He had not spoken. Q: Had he spoken?	, just, Before, past simple -past perfect , after, past perfect – past simple
Future I Simple المستقبل البسيط Will + v. / Be + going to + v.	A: He will speak. N: He will not speak. A: He is going to speak. N: He is not going to speak.	in one year, next week, tomorrow
Present Perfect continuous المضارع التام المستمر Has, have + been +v. + ing	A: He has been speaking. N: He has not been speaking. Q: Has he been speaking?	all day, for 4 years, since 1993, how long?, the whole week
Past Perfect continuous الماضي التام المستمر Had + been + v. + ing	A: He had been speaking. N: He had not been speaking. Q: Had he been speaking?	for, since, the whole day, all day
Future I continuous المستقبل المستمر Will+ be + v. +ing	A: He will be speaking. N: He will not be speaking. Q: Will he be speaking?	in one year, by six next week, tomorrow
Future perfect مستقبل تام Will+ have + p.p.	A: He will have spoken. N: He will not have spoken. Q: Will he have spoken?	by Monday, in a week
Future perfect continuous مستقبل تام مستمر Will + have + been + v. + ing	A: He will have been speaking. N: He will not have been speaking. Q: Will he have been speaking?	for ..., the last couple of hours, all day long

Common Irregular Verbs

	Infinitive	Past Simple	Past Participle
يكون	be	was / were	been
يصبح	become	became	become
يبدأ	begin	began	begun
يحضر	bring	brought	brought
يشترى	buy	bought	bought
يختار	choose	chose	chosen
يأتي	come	came	come
يعمل / يفعل	do	did	done
يشرب	drink	drank	drunk
يقود	drive	drove	driven
يأكل	eat	ate	eaten
يسقط	fall	fell	fallen
يشعر	feel	felt	felt
يجد	find	found	found
يطير	fly	flew	flown
ينسى	forget	forgot	forgotten
يحصل	get	got	got(gotten in USA)
يعطي	give	gave	given
يذهب	go	went	gone
يملك	have	had	had
يسمع	hear	heard	heard
يحفظ	keep	kept	kept
يعرف	know	knew	known
يغادر	leave	left	left
يقرض يسبف	lend	lent	lent
يدع	let	let	let
يفقد	lose	lost	lost
يعمل يصنع	make	made	made
يقابل	meet	met	met
يدفع	pay	paid	paid
يضع	put	put	put
يقرأ	read	read(pronounced /red/)	read (pronounced /red/)
يجري	run	ran	run
يقول	say	said	said
يرى	see	saw	seen
يبيع	sell	sold	sold
يرسل	send	sent	sent
يغني	sing	sang	sung
يجلس	sit	sat	sat
ينام	sleep	slept	slept
يتكلم	speak	spoke	spoken

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يقف	stand	stood	stood
يسبح	swim	swam	swum
يعلم	teach	taught	taught
ياخذ	take	took	taken
يخبر	tell	told	told
يفكر	think	thought	thought
يفهم	understand	understood	understood
يستيقظ	wake	woke	woken
يلبس	wear	wore	worn
يكتب	write	wrote	written

Choose the right answer :

1. I (bought – have bought – buy) a new bike yesterday.
2. If you don't hurry up now, you will be – would be – would have been) late for school.
3. I haven't been on holiday (for - since – yet)1996.
4. They(doesn't not like - do not like didn't like)water sports.
5. I (write – has written - am writing) a test at the moment.
- 11- Did she (get – gets – got) the message?
- 12-Can I (took - take to take)a picture of you?
- 13-Last week I (had seen saw – have seen) Susan in a shop.
- 14-He(don't go – doesn't go - did not go) to the cinema last night.
- 15- The house (built – builded - was built in 1840.
- 16-He (worked – works - has been working) here for five years now.
- 17-Before he went to England he (read - had read – reads) tons of guide
- 18- I can't remember the last time they(was – are – were) here.
- 19- He said that he(has told - had told – tells) her the news the day before.
- 20- He(spend – spende - spent) five years in prison .

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Unit One "BLACK GOLD" الذهب الاسود

Word	meaning	word	meaning
Coal	فحم	Maintenance	صيانة
Fossil fuels	وقود حفري	Total	كلى / اجمالى
Power station	محطات طاقة	expect	يتوقع
Transport	ينقل	Running costs	تكاليف الحركة
Products	منتجات	Consumption	استهلاك
Petrol	البترو / النزين	Search	يبحث / بحث
Oil wells	بئر بترول	Sources	مصادر
Oilfields	حقول يترول	Peak	ذروة
Reserves	احتياطي	Emissions	انبعاثات
Concrete	اسمنت	Fuel cells	خلايا شمسية
Stuff	مادة	Renewable	متجدد
Maintain	يحفظ / يصون	Limit	يقلل
Pipelines	خطوط الانابيب	chaos	فوضى
underground	تحت الارض	Wind power	طاقة الرياح

A: Comprehension

Read the following passage then answer the questions below:

Not long ago, a liter of water at an American supermarket was often more expensive than a liter of petrol at the gas station next door. But any more. Americans- alone with everyone else- will never again pay just 20\$ per barrel, as *they* used to.

The reason for this is supply and demand: supply can hardly keep with demand. Global consumption is 85M barrels a day – and rising.

American is *leading the world in this*. With only 4% of the Earths population, its 280M people now consume 25% of the worlds oil. However, Americans are not alone. Demand is rising everywhere, and it is rising particularly fast in the countries that are now industrializing – especially China. (Recently. The number of cars on Chinese roads grew from 2M to 3.5M in one year!)

In the old days, nearly all the oil that Americans used was American, but that started to change in 1970. In that year, production began decreasing, and oilfields in Alaska and the Gulf Mexico have stopped the decline but only temporarily.

Scientists are still finding new oil around the world, but the search is getting harder. One day, global oil production will start falling, just as *it* did in America in 1970. at that point, however, the world will not be able to turn to other new sources of supply, as Americans did. There will be no other sources.

When will *that point* come? The experts disagree. Some say that global production will peak in around 2040 and then start decreasing. *Others* are less optimistic. They expect peak as early as 20016.

The exact year doesn't really matter. The fact is that demand will soon get steadily greater than supply if we continue as we are. And if that happens, oil prices will explode.

Scientists everywhere are developing energy sources to replace oil thought. *They* are doing this first to reduce oil's polluting emissions and the related global warming. They are also working to avoid that disastrous energy gab.

The oil alternatives include hydrogen (H) fuel cells to power our vehicles and renewable energy sources such as wind power, however these energy sources cannot yet provide the cheap, reliable energy in huge quantities that oil *does*. The new technologies need more development time.

Questions:

- 1- **Why has the price of oil risen in recent year?**
Because the demand is rising, and the supply can hardly keep with the demand.
- 2- **In what way is the world following America?**
By increasing consumption of oil.
- 3- **What are scientists doing that may prevent the energy gab?**
They are developing energy sources to replace oil
- 4- **Why is Chinese oil consumption increasing rapidly?**
Because demand is rising due to the industrialization

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5- How will an energy gap develop unless we make big changes?

By keeping the rising of oil demand.

6- Say who or what these words and phrases refer to :

But not any more. This refers to the fact that a liter of water used to be more expensive than a liter of oil

Leading the world in this. line (6) This refers to Americans

That point . line (18) This refers to the point when global production starts falling

Others . line (19) It refers to the experts

The verb does. line (28) Can be replaced by the verb provides

7- Complete the following

Oil has become much more expensive because demand can hardly keep with supply.

Scientists are now working to find new oil in order to avoid the energy gap and reduce the polluting of oil emersions

When American oil production started falling the country began importing much more oil

Americans are the worlds biggest oil users, but demand is rapidly rising every where else

Oil prices will explode if demand gets steadily than supply

Wind power is mentioned as an example of renewable energy

8- What do these pronouns refer to ?

It line (15) falling of oil

This line (6) global consumption

They line (3) Americans

They line (23) Scientists

9- Decide whether each of the following True or False

a. Americans began importing oil before 1970 (F)

b. The world's oil production will start to decline before the middle of this century (T)

c. The alternative sources of oil are cheaper than oil (F)

d. Demand will soon get greater than supply if we don't continue as we are (F)

10- Find words in the passage that mean the opposite of the following words

supply demand **permanently** temporarily **pessimistic** optimistic **decreasing** increasing

agree disagree **production** consumption **exclude** include

.....

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B: Language and vocabulary

1 -CHOOSE THE CORRECT ANSWER FROM A,B,C, OR D:

1. Supply can _____ keep up with demand.
a) **hard** b) **hardship** c) **hardly** d) **hards**
2. Scientists want to reduce oil's polluting _____.
a) **emissions** b) **emit** c) **emits** d) **emissioned**
3. Renewable energy, such as _____ never runs out.
a) **wind power** b) **windpower** c) **powerwind** d) **power**
4. We get some _____ from oil in the form of different products.
a) **chemicals -petro** b) **petrochemicals** c) **chemicals** d) **petro**
5. Global _____ of oil is 85M barrels a day and is rising.
a) **consume** b) **consumption** c) **custom** d) **consumption**

2- PUT IN THE SUITABLE WORD FROM THE BOX:

production oil search limit coal workers

- 1-Black Gold means _____
2. The _____ of oil is polluting.
3. Oil _____ usually get high salary.
4. We must _____ our use of oil.
5. The _____ for oil is still going on.

3- Meanings

constructed = formed/built / **all over (the world)** = around / **decrease** = decline
below = beneath/under / **scientific information** = data / **places** = locations
very, very = extremely / **continue** = keep/ last

4- Word pairs

oil well	computer screen	steam engine	power station
oil tanker	computer system	jet engine	police station
oil reserves	computer keyboard	diesel engine	train station
oil worker	computer program	petrol engine	bus station

MAKE PAIR OF WORDS FROM THE BOX TO COMPLETE THESENTENCES

fossil	oil	steam	computer	power
screen	wells	station	fuel	engines

- 1-
- 2.....
- 3.....
- 4.....
- 5.....

5- Word families

verb	noun	adjective
produce	Product/production/producer	productive
industrialize	industrialization	Industrialized
pollute	pollution	Polluted
succeed	success	successful
save	safety	Safe
care	careful/careless	care

REWRITE THE FOLLOWING SENTENCES USING THE WORDS IN BRACKETS FROM THE SAME WORD FAMILY:

1. We study hard because we want to be _____ (succeed)
2. Oil _____ is dangerous to life. (pollute)
3. When in danger, always look for a _____ place. (save)
4. Money makes our society rich and _____ (produce)
5. On answering this question, you should take great _____. (care)

6- How to make questions

There are two kinds of question

1. WH question

هذا السؤال عبارة عن سؤال يبدأ دائما بأحد ادوات الاستفهام مثل

What, where, when, why, how, who, which, how many, how often, how long, how much

ويكون هذا السؤال حسب القاعدة الآتية

WH + H.V. + Subj. + V. + Complement

عند تكوين أي سؤال يجب مراعاة الآتي

1. نتأكد من زمن الجملة ونختار أداة سؤال مناسبة

2. نختار الفعل المساعد المناسب ويكون عادة حسب زمن الجملة . (نختار do أو does عندما يكون زمن الجملة مضارع بسيط ونختار did عندما يكون زمن الجملة ماضي بسيط ونعيد الفعل الأساسي الى المضارع)

- He comes to school at 7 o'clock.

الآن نريد أن نكون سؤال لهذه الجملة ونستخدم أداة السؤال التي تدل على الزمن وهي when

ونكون قد تأكدنا بأن زمن الجملة هو المضارع البسيط لذلك يجب أن نستخدم الفعل المساعد does

When does he come to school?

-They went to the market yesterday (where)

Where did they go yesterday?

- She has been reading the story for three hours. (how long)

How long has she been reading the story?

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2. YES, NO question

وتكون قاعدة هذا السؤال كالاتي

H.V. + Subj. + V. + Complement

هنا نلاحظ انه يبدأ دائما احد الافعال المساعدة التي تم شرحها سابقا ويكون جميع الافعال تعني كلمة "هل"

Do they need any help?

Yes, they do OR No they don't

كي نكون هذا السؤال يجب ان نراعي الخطوات التي تم ذكرها مسبقا

Yes, he is from Palestine. (where)

Where is he from?

عندما تصادفنا بعض الجمل وتكون في زمن المضارع او الماضي البسيط لا ننسى ان نستخدم v. to do كما تم توضيحها سابقا

Yes, he left me at 8 o'clock yesterday.

Did he leave you at 8 o'clock yesterday?

Yes, they work in my father's factory.

Do the work in your father's factory?

ملاحظة هامة : عند تكوين السؤال احيانا يصادفنا الضمير I, we في الاجابة لذلك نحوله الى you في السؤال والعكس في الاجابة ولكن يجب مراعاة تحويل v. to be مثلا are تحول الى am / ممكن تحويل were الى was (where are you from? I am from Palestine.)

WRITE QUESTIONS TO THE FOLLOWING ANSWERS USING THE WORDS IN BRACKETS

1. She comes from Australia. (where)

.....?

2. He is from Palestine. (where)

.....?

3. Ali left school in 1995. (when)

.....?

4. He went to school on foot. (how)

.....?

5. Her first job was a research assistant. (what)

.....?

6- I came from England last week (where)

.....?

7- Yes, We have done the cake for the party (have)

.....?

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8- No, I didn't understand what he said (do)

.....?

9- I was born in England (where/born)

.....?

10- I'm seventeen years old (how old / you)

.....?

11- I went to cinema by car (how / go)

.....?

12- I stayed at an hotel (where /stay)

.....?

Unit Two

"People, people everywhere" الناس الناس في كل مكان

Word	meaning	word	meaning
religious	ديني	Life expectancy	توقع الحياة
Structure	بناء / تركيب	Chat shows	الرسم يوضح
Exhibition	معرض	slow-down	هبوط / انخفاض
Bring back	يعيد / يرجع	Uneducated	غير متعلم
Dynamic	حيوي / نشيط	Skills	مهارات
Living space	العيش في الفضاء	Equal	يساوي
Architects	مهندس معماري	Shock	صدمة
Protect	يحمي	Global warming	انحباس حراري
Foundationns	اساسات	Climate change	تغير مناخي
Base	قاعدة	Intelligence	ذكاء
Shopping centers	مراكز تسوق	Situation	موقف
Lifte	مصاعد	War, peace	حرب / سلام
Social	اجتماعي	towards	نحو / اتجاه

A: Comprehension

Read the following passage then answer the questions below:

The world is experiencing a unique population explosion. For thousands of years, numbers rose slowly- and even sometimes declined – due to diseases. Then, with better health care and rising **life expectancy**, the rate of population increase started to climb steadily. Since the middle of the last century, numbers have been growing extremely rapidly, **and they still are today**. By 2020 the population of this small planet is expected to reach eight billion, over four times the number a century earlier.

However, it is also predicted that growth will start to slow soon after 2020. We cannot be sure, but numbers will probably peak at approximately 9 billion in about 2070. Following that, recent prediction shows a population decline.

This is already happening. Europe's population has nearly stopped growing. Similarly, growth has slowed across North America, Russia and Eastern Europe, and **it** is slowing in South Africa. Only Africa and Asia are still showing rapid rises. The rate of growth is falling even in these continents. In Africa, for example, there was annual growth of 2.97% between 1990 and 2000, whereas estimated growth from 2000 to 2025 in 2.5% annually.

The main reasons for the slow down economic and educational. Traditionally, some children were expected to die young , and **the rest were needed** for the family's economic survival, especially if their parents became unable to work. Uneducated and bad paid, **they** all had to help keep the family alive.

Now, though, education and skill training offer a rapid route to good pay and a good lifestyle. It has therefore become sensible for today's parents in many parts of the world to have fewer children and give them the best possible start in life.

And it is not just their children that may modern mothers consider. With equal education for girls, they now have skills that their mothers and grandmothers did not. They can build their own careers, and this means that **they** marry and have children later; it also means that they often choose to have smaller families so that they can continue or return to their careers.

The word 'choose' is very important here. Modern methods of birth control allow parents in many countries to decide the size of their families. And their choice is nearly always to limit family size.

The slow-down in world population growth is good news. However, we must prepare for the shock of a much larger population than we already have.

Answer the questions below:

1- Why did the most families traditionally need a lot of children?

Some were expected to die and the rest needed to work and keep family alive.

2- What differences to working life can education make today?

A good pay and lifestyle.

3- Why do many modern mothers want to have their children later?

Because so that they can build careers first and return to them later.

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4- What makes the rate of population increase start to climb steadily?
With better health care and rising life.

5- Decide whether of the following True or False

- a. All the continents are showing rapid rises in population (x)
- b. Population growth is likely slow down in 2020s (✓)
- c. Since 1950 numbers of population have been growing extremely rapidly (✓)

6 – say who or what these phrases and words refer to:

- a. “ ... and they still are today” line (4) population umbers
- b. “ ... the rest were needed” line (16) the children who don't die

7- choose the right answer :the words “ life expectancy” line (3) means

- a. the expected life in the future.
- b. the average number of years a person is expected to live.
- c. the style of life everyone is expected to live.

8- What do these pronouns refer to:

- a. **it** in line (11) population growth
- b. **they** in line (17) children
- c. **they** line (24) girls

9- complete

the slow-down of population growth is caused by

- a. education
- b. economic

10- Find from the passage words that mean the following

Jobs: careers yearly: annually

11- Find from the passage words that are the opposite of the following

Rapidly: slowly b. decline: increase

.....

B: Language and vocabulary

1-CHOOSE THE CORRECT ANSWER FROM A,B,C OR D:

1. Theshows the number of population growth.
 a) wall b) board c) chart d) card
2. People need children for theof the family.
 a) survive b) survival c) survivor d) survived
3. Lifeis short in Gaza due to killing of young Palestinians.
 a) expect b) expectancy c) expectation d) expected
4. Countries shoulddown their growth rate.
 a) go b) flow c) slow d) sit
5.change is expected in the following years.
 a) climate b) season c) warming d) raining

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2-PUT IN THE BLANKS WITH A SUITABLE WORD FROM THE BOX:

Religious structure exhibition architect base

1. Our school made anfor students' art work.
2.reasons made people build high.
3. My brother wants to be an
4. Thehas 34 flats and many facilities.
5. Itsis about 2 km.

3-PUT IN THE SUITABLE WORD FROM THE BOX:

Tallest earthquakes taken skyscrapers twice

1. Gaza does not have any
2. This picture wasin 1995.
3. I visited Jerusalem
4. People always worry aboutand their destruction.
5. Ali is thestudent in the class.

4- Opposites

Lowest x **highest** / **stopped** x **started** / **past** x **future** / **fails** x **succeed**

Disappear x **appear** / **ugly** x **beautiful** / **excluding** x **including**

Question x **answer** / **bottom** x **top**

5- Word pairs

4-MAKE PAIRS OF WORDS FROM THE BOX TO COMPLETE THE SENTENCES

Steel shopping birth global living
Space control warming frames centre

1.....2.....3.....4.....5.....

6- Word families

Verb	noun	adjective	adverb
.....	happiness	happy	Happily
.....	architect	Architectural	Architecturally
.....	energy	Energetic
.....	Economy	economic
.....	base	Basic
.....	society	Social
destroy	destruction	destructive

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REWRITE THE FOLLOWING SENTENCES USING THE WORDS IN THE SAME FAMILY:

1. Everybody was dancingin the wedding party.(happy)
2. Theof the old buildings in Gaza is fantastic. (architect)
3. A lot of concrete was put in the (basic)
4.life is important for the young. (society)
5. We need international (protect)

7-WRITE QUESTIONS TO THE FOLLOWING ANSWERS USING THE WORDS IN BRACKETS:

- 1- he is reading hard to get high marks (why)
.....?
- 2- Salwa had been making the lunch (what / do)
.....?
- 3- I cleaned the room this morning (when)
.....?
- 4- Hasan's car was broken of a sudden crash (why)
.....?

8- Phrasal verb : bring

Bring back يعيد

Bring in يستعين بـ

Bring along يستطحب مع

Bring down يهدم او يسقط

Bring up يربي او ينشأ

5-CHOOSE FROM THE BOX THE APPROPRIATE PREPOSITION TO FILL IN THE GAP:

along	back	up	in	down
-------	------	----	----	------

1. When he came back, he broughteverything he had had in Lebanon.
2. Our school usually bringsclever teachers to help students.
3. Because the building blocks the road, the council decided to bring it
4. I was educated in Egypt but broughtin Gaza.
5. When are you going to bring memy money?

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Complete the following sentences with correct phrasal verb from the box

Brought up – bring back – brought down – bring in – bring along

- 1- When you come home from Palestine, could you ----- some Kunaffeh.
- 2- The team will play much better if we ----- a new trainer.
- 3- Yassir was born and ----- as a child in Jenin
- 4- we will need the completed forms and your passport, and please ----- two photoes with you, too
- 5- The earthquake ----- many of the older buildings in the city.

2- Brought up – bring back – brought down – brought in – brought along

- 1- As a child I was ----- in New York
- 2- I have ----- my CD, so we can listen to it together.
- 3- The old building was dangerous, so we ----- it ----- with several explosions
- 4- Could you ----- my book when you come again tomorrow.
- 5- We needed somebody who can show us how to do the job, so we ----- Andrew last

Exams 2007

Brought up – bring back – bring down – bring in – bring along

- 1- Could you ----- my book when you come again tomorrow
- 2- The team will play better if we ----- a new trainer.
- 3- Azzam was born and ----- as a child in Jenin
- 4- We will need the completed forms and your passport, and please ----- two photos.
- 5- Earthquakes ----- many old buildings all over the world every year.

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9- Be and Have

Be يكون

Have يملك / عنده / لديه / معه

n. + be + measurement / have a n. + of + M.

عندما تكون be في الجملة نستبدلها بـ have وذلك حسب الزمن اذا مضارع او ماضي اي يعني اذا كانت is في الجملة نستبدلها بـ has واذا كانت مثلا had في الجملة نستبدلها بـ was مثال :

In 1900, London's population was 4.5M

عندما نحول be في الجملة وهي was تصبح had كالآتي

In 1900, London had a population of 4.5M

1-REWRITE THE FOLLOWING SENTENCES USING THE WORD(S) IN BRACKETS TO GIVE THE SAME MEANING:

1. The city has a population of 2 million people. (be).

2. Gaza Strip's population is 1.5 M. (have)

10- Connectors

Clause of contrast جمل دالة على التناقض

Although = though = even though = even if بالرغم ان

+ subject + verb يأتي بعدهم مباشرة

Despite بالرغم من
In spite of
For all

+noun , (being + adjective) , (v. + ing) يأتي بعدهم مباشرة

He is happy **although** he is poor

He is happy **despite** being poor – or – **despite** his poverty

Clause of Cause جمل دالة على السبب او النتيجة

Because = for = since = لان

+ subject + verb يأتي بعدهم مباشرة

Due to بسبب
Owing to
Because of

+noun , (being + adjective) , (v. + ing) يأتي بعدهم مباشرة

+noun , (being + adjective) , (v. + ing)

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He went to the doctor because he was ill

He went to the doctor due to his illness – or – because of being ill

They played well because they trained well

They played well owing to their training well

Other connectors

So that , and so , therefore لذلك

Moreover بالإضافة

However على أية حال

+ subject - verb

On contrary بالعكس

Whereas حيث ان او عندما او في حين

For example مثال ذلك

In the same way بنفس الطريقة

In fact في الحقيقة

Choose the correct connector in the brackets to complete the following

1- ----- America was the place where oilfields were first opened, there soon many more in other countries around the world (**although / because**)

2- Demand is rising ----- producers have to look for new oil (**despite this / therefore**)

3- Oil production will soon start declining ----- oil demand is likely to keep rising. (**In the same way / on contrary**)

3- Companies are working hard to find more oil ----- its high price. (**because of / although**)

Although – despite – due to – in fact
--

1- ----- the rate of US population growth has fallen, the population is still rising

2- ----- it will probably climb from 280 millions today to 400 million by 2100.

3- This increase in party ----- the arrival of around one million people every year to live in America.

4- ----- all the difficulties of a new life, these immigrants continue to arrive – often in the hope of a better life.

Because – but – for example – because of – however - moreover

- 1- They come from all the world ----- most of them come from Spain.
- 2- Nobody knows their exact numbers ----- many enter the country secretly.
- 3- Every night, ----- some cross a river that runs between Mexico and the southern US.
- 4- Most Latin American immigrants stay in the south and, -----this you often hear Spanish there.
- 5- -----there are many Spanish – language newspapers and radio and TV channels.
- 6- Some people say that Spanish language should become an official language -----, others disagree.

Exams

Although – because of – and so – as – despite – by contrast

- 1- My friends missed their flight ----- being late.
- 2- I couldn't do all the work ----- I asked for my sister's help.
- 3- ----- the rate of US population growth has fallen, the population is still rising
- 4- The immigrants continue to arrive ----- the difficulties of a new life.
- 5- All students passed the exams successfully ----- the questions were very easy

Although – because of – and so – whereas – despite – because

- 1- Industry preferred oil to coal ----- it was easier to transport
- 2- Many people live happily ----- the difficult conditions
- 3- He wanted to do something for his people ----- he established the Arab Bank
- 4- We managed to finish the task ----- we were very tired
- 5- The numbers of population declined ----- diseases

Choose the correct connector in the brackets to complete the following

- 1- 4- Most Latin American immigrants stay in the south and, -----this you often hear Spanish there (despite / because of)
- 2- -----she comes from a poor family, she was able to get a degree in medicine (although / due to)
- 3- ----- repeated assurances that product is safe, many people have stopped buying it (because / inspite of)
3. They cancelled the match because of the bad weather. (because)
.....
4. America produces a lot of oil but it imports huge quantities. (although)
.....
5. Although he ran very fast, he did not win in the race. (despite)
.....
6. He didn't come to school. He was ill. (due to)
.....
7. She dislikes coffee. She drinks it. (however)
.....

Unit Three “DOEN’T THROW IT AWAY” لا تلقي بها بعيدا

Word	meaning	word	meaning
Living	حي / عيش	Company	شركة
Patriotic	وطني تصف الاشخاص	Growing	نامي / متزايد
Achieve	يحرز / يحقق	Sorted	مصنف
Distribution	توزيع	Employ	يوظف
Broken	معطل / لا يعمل	Break down	يتلف
Leaking	تسرب / رشح	Toxic	مادة سامة
Garbage	نفايات	Poisonous	سام
Electronic	الكثروني	Unacceptable	غير مقبول
Disposal	تخلص	Landfill	مكان دفن النفايات
Get started	يبدأ	Prevent	يمنع
Fualty	معطل	groundwater	مياه جوفية
Dump	مكب نفايات	Holes	حفر
Collection	تجميع	Quarter	ربع
Vital	حيوي	Third	ثلث
Wasteful	مصرف	Tires	اطارات السيارات
Chief	رئيسي	On the hand	من ناحية
Current	حالي	Burned	يحرق
Condition	حالة / وضع	Uncontrolled	خارج عن السيطرة

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A: comprehension

Read the following passage then answer the questions below:

In 1968, Glyn Heaps was getting just \$9 a week at a large glass company near Liverpool in Britain. When *he* heard that organization had a growing problem with paper waste, he immediately said, "I'll take it".

He brought an old truck and took the waste to his mother's garden. There, he and his wife sorted and packed it and then sold it to local paper manufacturers. Soon they were recycling and selling a ton a week – and making \$40.

With Glyn daughter Rachel now the head of the company, the original husband –and- wife business has grown into Centrol Recycling Group. Today Centrol employs 100 people and recycles 250,000 tons of paper, metal, glass, plastic and wood every year. The company is continuing to grow rapidly in Britain and is starting new companies abroad. Clearly, recycling has become a big business.

How has this happened?. Well, to start with, we all produce a lot more waste than we used to in most **developed economics**, the amount in around one ton per person per year. Moreover, the waste has become harder to deal with. Most plastic for example doesn't break down and will last for thousands of years, increasing quantities are also **toxic**: things like oil and paint are very poisonous.

Traditional methods of waste disposal were careless and have become environmentally unacceptable. Most rubbish used to be dumped or burnt, either on the land or in the sea. Uncontrolled air, ground and water pollution were the result. Today, everyone understands that waste disposal needs expert skills.

Burying rubbish- "landfill" – remains the most common form of waste disposal, but *it* is becoming an expensive choice. This is partly because landfill sites now have to be carefully constructed to prevent pollution- toxic leaks into the groundwater, for example. It is also because the world is running out of holes in the ground to fill with waste. Both of these changed are making landfill more and more expensive.

Due to disposal costs alone, it therefore now makes good economic sense to recycle as much as possible. Moreover there are several other major economic points for consider.

Answer the following questions

1- Why has landfill become expensive?

Because landfill sites have to be carefully constructed.

2- What are the results of using traditional methods of waste disposal?

Uncontrolled air, ground and water pollution

3- How did Glyn Heaps life change in 1968?

When he took the company paper waste and sold it

4- Say what these words and expressions mean:

a. developed economics *line (13) highly industrialized countries*

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b. **toxic line (15)** poisonous

5-say what these numbers refer to :

- a. \$9 Glyn's wage in 1968
b. \$40 the amount he and his wife earned after recycling paper

6- Decide whether each of the following True or False

- a. Heap and his wife put the waste into their garden (x)
b. Increasing quantities and waste are toxic (√)

7- Give words from the passage that mean:

Built constructed ways methods

8- Give words from the passage that mean the opposite:

Careful careless cheap expensive allow prevent

9- Circle the correct answer

Centrol Recycling Group employs

- a. two hundred b. one hundred c. fifty d. three hundred

10- Complete

Today , everyone realizes that waste disposal needs expert skills

11- What do the following pronouns refer to ?

- a. he line (3) Glyn Heaps
b. it line (21) burying rubbish or "landfill"

B: Language and vocabulary

1- CHOOSE THE CORRECT ANSWER FROM A,B,C, OR D:

- The company now100 people.
a)employs b) employ c) employment d) employable
- Most plastic does notand will last for years.
a) downbreak b) breakdown c) down break d) break down
- Traditional methods were careless and environmentally.....
a) acceptable b) accept c) unacceptable d) spectacle
- USA has raised this to a
a) quarter b) half c) two-thirds d) third
- Recycling saves themoney.
a) produce b) productive c) produce d) production

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2- Synonyms

Phone = call / **faulty** = broken / **only** = just / **rubbish** = garbage = cabbage = waste

Improve = do better / **sort** = type / **quantity** = amount / **as many as** = up to

Needs = requests / **mend** = repair

3- Word pairs

MAKE PAIRS OF WORDS FROM THE BOX TO COMPLETE THE SENTENCES:

Bed	water	local	plastic	faulty
Pots	computers	cover	barrel	dump

1.....2.....3.....4.....5.....

4- Word families

Verb	noun
Choose	choice
collect	collection
consume	consumption
dispose	disposal
recycle	recycling
Necessary (adj.)	necessity

REWRITE THE FOLLOWING SENTENCES USING A WORD FROM THE SAME FAMILY IN BRACKETS

1. When you do a test, make sure that your is correct. (Choose)
2. Every Tuesday, rubbish is (collection)
3. Theof electricity is increasing .(consume)
4. Wastecosts a lot of money. (Dispose)
5. They area recycling plant. (Construct)

5- Fractions and percentage

fractions		percentage	
A quarter	$\frac{1}{4}$	Ninety percent	90%
A third	$\frac{1}{3}$	Fifthly percent	50%
(a) half	$\frac{1}{2}$	Twenty-five percent	25%
A tenth	$\frac{1}{10}$	Sixty-six point seven percent	66.7%
A eighth	$\frac{1}{8}$	Ten percent	10%
Six-tenths	$\frac{6}{10}$	Thirty-four point five	34.5%
five-sixths	$\frac{5}{6}$	Ninety-three point nine percent	93.9%
Three-quarters	$\frac{3}{4}$	Seventy five percent	75%
Two-thirds	$\frac{2}{3}$	Eighty five point three percent	85.3
four-fifths	$\frac{4}{5}$	Forty percent	40%
three-eighths	$\frac{3}{8}$	Forty two percent	42%

6- Modal verbs

Present form	Past form
Will تستعمل للتعبير عن المستقبل او لطلب	Would للتعبير عن طلب في المضارع
Shall تستعمل للتعبير عن المستقبل او لطلب نصيحة	Should تعبر عن الواجب وتدل على حدث صحيح كما انها تعبر عن نصيحة
Can تستعمل للطلب او للتعبير عن القدرة بالحاضر او عن امكانية وقوع حدث	Could للطلب او للتعبير عن القدرة بالماضي
May تعبر عن اذن او طلب مؤدب او احتمال بالمضارع او المستقبل	Might تعبر عن الاحتمال بالمضارع او المستقبل
Must تستعمل لالزام الشخص عمل شيء	Ought to تعبر ان الزام شخص بواجبه او لنصيحة
Have to يجب وتعبر عن ضرورة او غير ضرورة وتستخدم للتعبير عن نصيحة	Had to وجب
Need to للضرورة وغير الضرورة	Needed to احتاج
Able to للتعبير عن القدرة لعمل شيء	Was able to القدر بالماضي

- عند ادخال اي فعل ناقص لجملة يجب ان يكون طبقا للقاعدة الاتية

Subject + modal + v.

- عادة يكون الفاعل اسم او ضمير واذا كان ضمير مفعول به نحوله الى ضمير فاعل مثل

Me – I / him-he / her – she / you – you/ them-they / us –we

- واذا لم يوجد فاعل عادة يكون المخاطب وهو **you**

- اذا وجد نفي في الجملة يبقى كما هو نضيفه للفعل الناقص المستخدم

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1. It is a good idea to check your work carefully (should)

You should check your work carefully

2. It is necessary for us to revise before the exam. (must)

We must revise before the exam

REWRITE THE FOLLOWING SENTENCES USING A SUITABLE MODAL VERB:

1. It is possible for him to practice reading English. (may)

.....

2. It is not necessary to go if you do not want to do it. (Have to)

.....

3. Do not miss the film next week. (must)

.....

1. It's not necessary to eat if you are not hungry (have to)

2. Is it important for me to attend the meeting ? (ought)

3. I'd like you to help me carry this table (could)

4. it's possible that I'll send all the documents . (might)

5. Don't miss the film next week. (must)

Shouldn't – mustn't – could – must

1. to stop the leaking of connection you turn all taps off

2. You eat so much sugar because it's not healthy.

3. The head teacher come late to school.

Exam

Should – mustn't – had to – didn't have to

1. Luckily, Iget up too early because the test wasn't until midday

2. It's a very important meeting, so yoube late.

3. I'm sorry I couldn't come yesterday, Iwork late.

Should – mustn't – would – needn't

1. It's a holiday tomorrow, so I to get up early.

2. You look pale! You See the doctor.

3. It's very important meeting, so you be late.

Unit Four

“Engineering a better future” هندسة مستقبل أفضل

Word	meaning	word	meaning
Farmland	ارض زراعية	heritage	تراث
Maximum	النهاية العظمى	central	مركزي
Sediments	رواسب	Beauty	جمال
Farmers	مزارعين	Side effects	تأثيرات جانبية
Artificial fertilizers	سماد صناعي	Go ahead	يبدأ / يحدث
Faced	واجه	Unaccepted	غير متوقع
Channals	قنوات	Give up	يتخلى عن
On balance	بالتوازي / بشكل متوازن	Panners	مخططون
Conflict	صراع	Piece by piece	قطعة قطعة / تدريجي
Planning	تخطيط	held back	يحبز
Potentioal	ممكن / محتمل	Defence	دفاع
Environmentally friendly	بيئيا ودي	Carry away	يحمل
fertile	خصب / مثمر	In turn	بالمقابل

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A: comprehension

Read the following passage then answer the questions below:

Since the nineteenth century, there have been many huge projects that have changed the world to suit human needs better. One of the earliest ones was the 184-kilometre Suez Canal that was built from 1859 to 1869 to connect the Mediterranean and the Red Sea. Previously ships had had to sail thousands of kilometers round Africa to get from Europe to the Far East. **Now they have a much shorter**, faster route.

Until quite recently, people did not worry much about possible side effects of major pieces of engineering. If a project was technologically possible and offered economic benefits, that was usually good enough, and **it could go ahead**. With the Suez Canal, the type of thinking worked very well, and the new sea link was a big success.

However, unexpected side effects have sometimes caused disasters. Take the project to turn Lake Hula and its wetlands to the north of Lake Teberias into 60 sq km of new farmland. Some scientists fought **the lose of this unique natural environment**, but project supporters won. Between 1951 and 1958 the lake became dry land.

Despite high hopes, things rapidly went wrong though. As groundwater levels fell, the peat soil dried, creating large underground holes which often collapsed. Because peat is fossil fuel, huge underground fires then started and could not be stopped. At the same time the peat above turned into dead, black dust, and strong local winds created dust storms that damaged crops. Millions of mice in the newly dry environment also attacked the crops. By the 1990s, it was clear the project had failed, and the farmers finally gave up. Since then the area has since been expensively returned mainly to water and wetlands.

The Aswan project started in 1960. Unlike Lake Hula, the Aswan project was very successful and has brought Egypt benefits, but **it**, too has had major side effects. The planners had foreseen some, but some they had not. Everyone knew that Lake Nasser rose behind the Dam, 90,000 Egyptian and Sudanese would have to leave their homes and farms. It was known that archaeological remains be lost, but expert teams were given enough time to rescue the best. Piece by piece, **they** succeeded in getting the wonderful temple of Abu Simbel to higher ground.

These effects were well understood, but others were unexpected, several resulted from holding back the 40m tons of rich sediments that floods had previously carried. It was not just that the land was no longer naturally fertilized every year, and therefore crops grew less well. Some of the sediments had previously travelled all the way to the coast and had added to the natural sea defenses every year. Without **them**, the sea has carried away some of the defenses and could now flood Egypt's vital Nile Delta farmland. Moreover, the Nile had always carried sediments out to sea. There, tiny sea creatures had fed on them, and fish had gathered to feed on them in turn. When the sediments disappeared, this food chain collapsed – and so did the fishing industry.

Questions

1- How long did building the Suez Canal take?

It took 10 years

2- Why were underground holes formed?

Because the groundwater levels and the peat soil dried,

3-what were the expected side effects of building the Dam?

a. some archaeological remains would be lost

b. Egyptians and Sudanese wouldn't leave their homes and land as Lake Nasser rose.

4- What are the big projects that text discusses?

a. Suez Canal b. Lake Hula c. Aswan project

5. What is the problem with Lake Nasser?

It rose behind the Dam and caused many effects, including 90,000

Egyptians and Sudanese were obliged to leave their homes and farms.

6. Why Aswan High Dam unlike lake Hula?

Because it is a successful project and its benefits have been far greater than its side effects while Lake Hula project turned to be a total failure.

7. What happened to fishing industry? Why?

Fishing industry collapsed because the food chain collapsed and fish catches fell to a lower level.

8- Decide whether of the following True or False

- a. Farming in Lake Hula wasn't successful project (T)
- b. The Suez Canal endangered some important remains in the area (F)
- c. the planners of Aswan project had foreseen all possible side effects (F)
- d. Experts managed to rescue Abu Simbel from begin sung (T)
- e. Before building the Dam, land was naturally fertilized ever year (T)

9- Say who or what these words refer to :

a. **now they have a much shorter faster route' line (5)** Ships that have to sail thousands of kms

b. **it could go ahead. Line (8)** the project which was archaeologically possible and offered benefits

c. **the lose of this natural environment' line (12)** Lake Hula and it's wetlands

10- What do these pronouns refer to:

a. **it** line (22) Aswan project

b. **they** line (26) experts

c. **them** line (32) sediments

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11- Complete

- many huge projects aim to suit human beings
- the Suez Canal joined the Mediterranean and the Red Sea

12- What do the following numbers refer to:

- 1960 the construction of Aswan project
- 40m tons of sediments
- 90,000 Egyptian and Sudanese
- 8,00 the fall of fish catches

13- Find words in the passage that have almost the same meaning as

- Big huge 2.quickly rapidly 3. began started 4. save rescue
- destroyed lost 6. expected foreseen

14-FIND THE OPPOSITE FROM THE PASSAGE:

- huge: tiny 2. allow: prevent 3. Minor: major 4. Attacks: defends
- in front of: back 6.expected x unexpected

B: Language and vocabulary

1- PUT IN THE CORRECT WORD FROM THE BOX:

heritage conflict environmentally planning potential

- The between the Palestinians and Israel is still on.
- Our tourism can be developed.
- experts are working on the roject.
- We have important sites.
- friendly resorts should be built away from cities.

B: Language

2- Word pairs

MAKE PAIRS OF WORDS FROM THE BOX TO COMPLETE THE SENTENCES:

strong	human	Far	high	big
success	hopes	tea	needs	East

1.....3.....3.....4.....5.....

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3- Word families

REWRITE THE FOLLOWING SENTENCES USING A WORD FROM THE SAME FAMILY IN BRACKETS:

1. The old flood waters kept the land (fertilize)
2. Without natural fertilizers, must buy artificial ones. (farm)
3. They would have dangerous floods .(face)
4. We need three projects. (construct)
5. Power supply systems must be(relay)

4- Measurements and directions

Measurements						
Adjective			Noun			
V. to be	M	deep	v. to have	a	Depth	of M
		high		a	Height	
		long			length	
		wide			width	

Directions		
East	North – West	NW
West	South -East	SE
North	North - East	NE
South	South - West	SW

1-REWRITE THE FOLLOWING SENTENCES USING THE WORD(S) IN BRACKETS:

1. The Dam is 4 km long .(length)
.....
2. Lake Nasser has a depth of 100 meters .(deep)
.....
3. The Dead Sea is 15 km wide.(width)
.....

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4. Mount Everest has a height of 8000 meters.(is)

.....

5. The road from Beit Hanoun to Gaza is 10 kmlong.(have)

.....

Match the words, fractions and percentages

An eighth	$\frac{3}{5}$	Twenty two percent	45.3%
Two-thirds	$\frac{5}{6}$	Fifty nine percent	50%
five-sixths	$\frac{2}{3}$	Thirty four point five percent	22%
Two- ninths	$\frac{1}{8}$	Forty five point three percent	50%
A sixth	$\frac{1}{6}$	Fifty percent	34.5%

MATCH (A)WITH (B):

(A)	(B)
1. a tenth	(...) $\frac{1}{4}$
2. a quarter	(...) $\frac{9}{10}$
3. a third	(....) $\frac{1}{10}$
4. two-thirds	(....) $\frac{1}{3}$
5. nine-tenth	(....) $\frac{2}{3}$

5- قاعدة "IF"

Conditional Sentences

1- Type / Zero conditional

If +present simple مضارع بسيط → present simple مضارع بسيط

(scientific truths) العلمية الحقائق عن الحقائق العلمية (scientific truths)

- If you **freeze** water, it **becomes** a solid.
- Plants **die** if they **don't get** enough water.
- Ice **melts** if you **heat** it.

Type 1: الحالة الأولى

If + Present Simple Tense Will+ infinitive

if + الفعل في زمن المضارع البسيط + في الجزء الذي يليها مباشرة و المضارع البسيط هو عادة التصريف الأول للفعل و مع he, she, it الفعل يأخذ s	Will+ المصدر و المصدر هو عادة التصريف الأول للفعل
---	--

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Examples

1. If I **succeed**, I **will join** university.
 2. If I know your address, I **will send** you a letter.
 3. He **will come** to your party if you **invite** him.
 4. If she travels to London, she will visit her uncles.
- (في وسط الجملة لربط الجملتين و هذا صحيح طالما كان الفعل الذي يليها هو في المضارع البسيط . if كما ترى يمكن أن تأتي)
و هنا لا نضع " ، " فاصلة بين الجملتين كما في المثال رقم 3

Correct the underlined verbs

1. If Amal does her chores her mother **awarded** her.
2. If Dina **asked** me, I will answer her.
3. No one will help you if you **had behaved** like this.
4. Arwa **pay** the price of the book if she gains money.

Choose the correct answers:

1. Faten (punished-would punish-punishes-will punish) you if you broke her glasses.
2. If Ghada (travels-travelled-will travel-had traveled) to Paris she will visit the Eiffel tower.
3. If Wafaa knows your address, she (sent- would send- will send) you a postcard.

Type 2: الحالة الثانية

If+ Past simple —————> would + infinitive

If + التصريف الثاني للفعل (الماضي البسيط)	—————>	المصدر (التصريف الأول) would +
---	--------	----------------------------------

❖ Examples

- If Ahmad missed the test, he would fail this term.
 - Karen would visit the Middle East if she got a vacation.
 - If I were Amal, I wouldn't accept his gift.
- لاحظ استخدام were مع I وليس was و ذلك لان هذه القاعدة تعني عدم إمكانية حدوث الفعل.

Choose the correct answers:

- 1- If the enemy invaded our town, we (may defend-defended-would defend) it.
- 2- I would stop smoking if I (am- are- was- had been) you.
- 3- If he (had listened- listens- listening- listened) to my advice, he wouldn't fail.
- 4- We (wouldn't stay- would stay- will stay- would have stayed) until midnight on Monday night if we had a test on Tuesday morning.

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الناتئة 3 Type

تتكون من: Consists of:

If + Past Perfect —————> Would have + P.P

If + Had + P.P التصريف الثالث للفعل

Would have + التصريف الثالث للفعل

❖ Examples

- If farmers had known the dangers of chemicals, they wouldn't have used them.
- I would have sent them letters if I had known their address.
- If I hadn't paid attention, I wouldn't have known the answer.

ملاحظة هامة

عند إدخال if على جملة لا توجد فيها أصلاً يجب مراعاة ما يلي:

- * يجب نفي الفعل المثبت مثلاً she comes تصبح she doesn't come والعكس إذا كان الفعل منفي ب not نحذفها مثلاً she didn't speak تصبح she spoke.
- * الجملة في المضارع تصبح ماضي (نطبق قاعدة if الثانية) وإذا كانت الجملة ماضي تصبح ماضي تام (نطبق قاعدة if الثالثة)
- * إذا أدخلنا if على جملة فيها because فيكون ما بعدها هو الشرط وإذا وجدت كلمة so يكون ما قبلها هو الشرط ونراعي نفي المثبت وإثبات المنفي

He gets high marks because he studies hard.-

- If he didn't study hard he wouldn't get high marks.

* إذا أدخلنا if على جملة فيها so لا نغير أجزاء الجملة نبدأ بالجزء الذي يسبق so

- He studies hard so he gets high marks

مثلاً:

- If he didn't study hard he wouldn't get high marks

General Exercises

A) Choose the correct answer:

- 1- If you don't go to bed early, you (feel – will feel – would feel – would have felt) tired in this morning.
- 2- If I (will know – had known – knew – know), I'd have told you.
- 3- I (would keep – will keep – keep) better company if I had taken my father's advice.
- 4- He will fail if he (don't study – didn't study – doesn't study) hard.
- 5- He would have bought a house if he (had – had had – would had) a lot of money.
- 6- If I (were – will be – would be – had been) you, I would punish him.
- 7- If the sun rises regularly, plants (will grow – would grow – would have grown – grow).
- 8- Plants die if they (doesn't get – don't get – didn't get) enough water.

B) Rewrite:

1- He didn't win the game because he didn't play well. (If--)

2- He couldn't buy the new books because he lost his money. (If--)

3- I was playing the Piano. I didn't know you were asleep. (if---)

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4- He didn't join the army because he was short. (If---)

5- He isn't tall enough to join the team. (If ---)

6-Hurry up or you will miss the train. (If--)

7- You have better to eat less bread to lose weight. (If---)

8- I didn't have enough money to buy a car. (If---)

9. We forgot to take any money with us, so we couldn't buy anything to eat. (If---)

10. I couldn't buy a new car because I didn't save enough money. (If---)

11.the driver didn't see the road sign, so he made an accident. (If---)

12. Salwa managed to save enough money, so she was able to help her sister. (If---)

Do your best you will gain last

Unit Five

”قضايا المال “Money matters

Word	meaning	word	meaning
Sooner or later	عاجلاً ام اجلاً	Rail	قطارات
Budget	ميزانية	Hardware	معدات كمبيوتر
Income	دخل	Software	برامج كمبيوتر
Chequebook	دفتر شيكات	Founder	مؤسس
Bank statement	تقرير بنكي	Salesman	بائع
Branch	فرع	Owner	مالك / صاحب
Banking	اعمال بنكية	Coming true	يتحقق
Charges	رسوم	Revolt	يثور / ثورة
Overdraft	سحب نقدي / سلفة	Immigration	هجرة
Loan	قرض	Refused	رفض
Salary	راتب شهري	Homeland	وطن
Interest	فائدة	Long	يحن يتوق
Credit cart	بطاقة سحب نقدي	Breakthrough	انجاز
Pay back	يسد	Beyond	خارج / خلف
Interest rate	نسبة الفائدة	Vision	رؤية
Interest free	بدون فائدة	Progress	تقدم
Insurance	تأمين	Determination	عزم / تصميم
Coaches	حافلات	Head office	المكتب الرئيسي

A: comprehension

Read the following passage then answer the questions below:

Palestinian founder of the Arab Bank. Abdul Hameed Shoumn was born near Jerusalem and grew up helping in his father's small stone business. Then, at 21, he emigrated to America. Like other young Arab emigrants, **he** hoped to build better life in "**the land of opportunity**".

He worked day and night, first as a salesman, and then as owner of a store in Baltimore, Maryland. Two years later in New York, he opened a bugger shop and a small clothing factory.

However, Shouman was never happy just with business and **its** rewards. He always wanted to do something important for his people, and he stayed in close contact with Palestine and the Arab World. He also financially supported a newspaper for Arab-Americans.

In 1920, he began considering something bigger – a bank for Arabs. He knew the Arab World faced a difficult future and needed rapid development, that meant, first, economic development, **and so to support this** he wanted to create a new bank. Shouman didn't immediately find the necessary support, but in 1929 he heard that Tal'at Pasha Harb, the Egyptian founder of Banque Misr, wanted to set up a joint Egyptian-Palestinian bank. Shouman immediately offered 25% of necessary money, and he also left to go home. His dream was getting closer to coming true.

However, a Palestinian revolt against the unlawful Jewish immigration and the loss of land, and the plan look dangerous, and Harb withdrew. **But Shouman refused**. In 1930, he finally set up the Arab Bank in Jerusalem with some help from friends and family members. Explaining the name, he said, "**when I made up my mind to** start this bank I chose not to give **it** my name, nor the name of my home village of Beit Hanina, nor the name of my **homeland** of Palestine, but instead the name of Arab nation, and I called it the Arab Bank.

The bank expanded steadily in Palestine and in Jordan, Syria, Lebanon, Egypt and Iraq. Its growth was-and still is – guided by Shouman's business skills, honest behavior and great determination. These qualities helped it survive the 1948 disaster. The Jaffa and Haifa branches were lost, and £4m of the bank's £6m had to be paid to customers who were now refugees.

Soon after the war, it was decided to move the head office to Amman. Shouman continued his work there but always longed to return to Jerusalem.

He now focused the bank on 'the great breakthrough', as he called his project to expand the Arab Bank across the whole Arab World. In 1949, alone, six branches opened and, by 1961, there were 43.

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Over half were in the 1960s because various governments took them over, but the Bank survived again. Moreover, *it* started growing beyond the Arab World. During the 1960s and 70s new branches were set up in Switzerland, Nigeria, Germany and Britain. The bank also expanded its focus, from trade and smaller construction investments to much larger projects, particularly in the oil industry.

Questions

1- what did shoman hope to do in America?

He hoped to build a better life.

2- How did he manage to do this?

He worked day and night

3- Why didn't he go on with his successful life in Americas?

He was never happy and wanted to do something new for Arabs.

4- How did he plan to help the Arab world?

He decided to great a new bank for the Arabs

5- What the three crises that made shoman's determination for his vision to survive and succeed?

A. Tal'at Pasha Harb withdraw. B. the 1948 disaster c. the gonernments took over more half of the banks

6- What two major ways did the bank change from the years before 1960 to the years after 1970?

A. it set up branches outside the Arab World b. it began forming much larger projects

7- why did the head office move to Amman?

Because of the Jewish immigration to Palestine.

8- Say who or what the words refer to:

'and to support this' line (14) refers to the rapid development in the Arab World.

'But Shoman refused' line (20) refers to withdraw from establishing a bank.

9- Say what these words and expressions mean:

a. 'homeland' line (24) Palestine

b. "the land of opportunity". line (4) America

c. when I made up my mind to' line (22) made a decision

10- Decide whether each of the following True or False

a. Shoman opened a bigger shop in New York wgen hw was 23 (T)

b. Shoman was a man of great determination (T)

c. The Palestinian revolt made the plan easy to establish the bank (F)

d. Shoman didn't find the necessary financial support immediately (T)

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11- Give words from the passage that mean the opposite:

safe x dangerous / accepted x refused / join or enter x withdraw / lawful x unlawful / gain x loss / destruction x construction

7- Give words from the passage that mean:

a. quick = rapid / b. chance = opportunity / establish = set up / uprise = revolt / think about = consider

12- Complete

a- Shoman planned to create a bank for the Arabs because he wanted to do something important fro the Arabs

b

13- Circle the correct answer

a- Shoman emigrated to America in

a) 1900 b) 1905 c) 1911 d) 1909

b- Tal'at Pasha Harb, was founder of

a) stone business b) Banque Misr c) the Arab Bank

c- Shoman emigrated to America to

a) study b) set up a bank c) build a better life

d- shoman's first work in America was a

a- stone business b) sailor d) salesman

14- What do these pronouns refer to:

'its' line (8) money that Shoman won

'he' line (3) Shoman

'It' line (37) the Arab Bank

B: Language and vocabulary

1- Choose the correct answer from the box below :

Budget – discount – income – immigration - founder– statement- overdraft – pay back – loan

2- I hope I will be given a

3- There is a 10% on all locally made products in this supermarket

4- The government held a meeting to discuss the for the next year.

5- All customers can use their credit card to withdrawn cash, and bank.....

6- He wants to get a From the bank to buy a new house

7- Try writing a budget that showsand what you plan to spend.

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- 8- To avoid a high rate of interest, you should the full amount regularly.
 9- There were many revolt against unlawful Jewish to Palestine.

2- Opposites

Income x outcome = expenses / **close** x open / **withdraw** x deposit / **Credit** x debit

3- Meanings

Money = cash / **take out** = withdraw / **move** = transfer / **set up** = arrange / **plan** = aim / **one day/ before too long** = soon / **difficulty** = problem / **money coming in** = income / **money going out** = outcome = expenses / **don't forget** = remember / **quick** = rapid / chance = opportunity

4-

5- Word pairs

Cash machine	Pocket money	Mobile phone	chequebook
Bank statements	Interest rate	Credit card	debit card
Application form	Bank account	Job application	Birthday gifts
Sports centers	Financial help	Local branch	exchange rate

Mobile – debit – interest – application - sports – financial – bank – job

Application – centers – rate – phone – account – card – form – help

1.....2.....3.....4.....5.....
 ..6.....7.....8.....

5- Word families

- 10-The company has closed its branch in the west bank because of..... problem (finance)
 11-He needs a debit card to money (withdrawal)
 12-She went to the bank to get a bank To show everything that comes in and gos out from her account. (state)
 13-I'd like to get a loan but first, I'd like to know therate (interesting)
 14-The bank offers things for students. (vary)
 15-Shoman was the of Arab Bank. (found)
 16-The Palestinian revolted against the unlawful Jewish to Palestine (immigrate)
 17-The Arab world needs a rapid because they will face difficult future.(develop)
 18-The Arab Bank is guided by Shoman's business skills, honest behavior, and a great (determine)
 19-The bank expanded it's focus from smaller construction..... to much larger projects (invest)

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6- Definitions

Write each word in the box to its definition below

Account – banking – branch – budget – credit card – currency – debit card – exchange – exchange rate – interest – loan – overdraft – salary – savings – traveler’s cheque

- 1-----: plastic that lets you spend money you don't have.
- 2-----: plastic that lets you withdraw money that you have in your account
- 3-----: activity of using a bank
- 4-----: money that your employer pays
- 5-----: money that you don't spend now and keep for the future
- 6-----: fixed amount of money that you borrow, e.g. from a bank
- 7-----: extra money that you have to pay for money that you borrow
- 8-----: one money bank, shops or offices with the same name
- 9-----: flexible amount of money that you borrow from a bank
- 10-----: plan which balances money coming in and money going out
- 11-----: money, especially foreign money
- 12-----: change s money into another s
- 13-----: paper that you change from money in another country
- 14-----: the amount of money that you pay in one currency to buy money in another currency.
- 15-----: facility at a bank which allows it to look for your money as you pay in and take it out.

Emigrant – immigration - emigrate

- 1-----: leave one s own country to live permanently in another
- 2-----: person who leaves his/her country to live permanently in another
- 3-----: activity of entering another country to live there permanently

7- Verb + infinitive OR verb + ing

Verb + infinitive / verb + --ing

Infinitive = to + verb (to play)

--ing = verb + ing (playing)

يوجد بعض الأفعال التي يجب أن يتبعها infinitive مثل

Want يريد	Agree يوافق	Ask يطلب أو يسأل	Choose يختار
Decide يقرر	Expect يتوقع	Hope يأمل	Promise يوعد
Learn يتعلم	Fall يسقط	Seem يبدو	Mange يعد
Would like	Would prefer يفضل	afford	Appeal يتوسل

يوجد بعض الأفعال التي يجب أن يتبعها ing

Give up يقلع	Avoid يتجنب	Consider يعتبر	Delay يؤخر
Feel like يشعر بـ	Finish ينهي	(not) mind يسمح ولا يسمح	Practice يمارس
Enjoy يتمتع	Escape يهرب	Face يواجه	Help يساعد
Imagine يتخيل	Mention يذكر	Miss يفقد أو يشتاق	Suggest يقترح

ولكن هناك بعض الأفعال أيضا تأخذ بعدها infinitive أو --ing بدون تغيير بالمعني

Start يبدأ	Begin يبدأ	Can't bear لا يتحمل	Continue يستمر
Prefer يفضل	Intend ينوي	love يحب like يفضل	Hate يكره

بعض الافعال التي ياتي خلفها ing مع تغير بالمعني

Go on+ing مع يستمر ماضي منتهي	Stop+ing يتوقف يكون الفعل يعبر عن اسم	Mean+ing يعني يكون الفعل يعبر عن اسم	Try+ing يحاول الفعل يعبر عن اسم
Go on+inf. مع ماضي ومستمر	Stop+inf. فعل في المستقبل	Mean + inf. فعل في المستقبل او الماضي	Try +inf. فعل بمعنى يحاول
Forget+ ing ينسى مع فعل يعبر عن ماضي	Forget+inf. مع فعل يعبر عن حاضر او مستقبل	Remember +ing يتذكر مع فعل يعبر عن ماضي	Remember +inf. مع فعل يعبر عن حاضر او مستقبل

Correct the verbs

- I feel like ----- my new bike this weekend (try)
- Where would you like ----- ? (go)
- I refer ----- at home (stay)
- I have promised ----- my homework. (finish)
- Can you delay -----you work till next week. (do)
- I have already avoided ----- it for weeks (finish)
- I would really enjoy ----- out somewhere. (go)
- I really want ----- out this week. (go)

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Choose:

- 1- I would like -----to the cinema this evening. (to go – going)
- 2- Heba wanted ----- the train. (catching – to catch – catches)
- 3- I usually begin ----- my homework every evening, (to do – doing)
- 4- He gave up ----- last week (smoking – to smoke)
- 5- We will finish ----- the house next month. (to build – building)
- 6- They would like now (leaving – to leave)
- 7- She finished Her tea (to drink – drinking)
- 8- I usually enjoy Breakfast (to eat – eating)
- 9- Would you mind me some advice (giving – to give)
- 10-Please stop so much noise (to make – making)
- 11-The children enjoyed the holiday in the countryside (to spend – spending)
- 12-My father promised Me a computer. (buying – to buy)
- 13-She hopesher family very soon (to join – joining)
- 14-I'll never forget the president 9 to meet – meeting)
- 15-I feel like Out for apinic (to go – going)
- 1- The weather is terrible. It al the day (go on /rain)
- 2- I'll neverthe mountain (forget/ climb)
- 3- The new manager never about work! (stop/ talk)
- 4- Could you please Newspaper on the way to home (stop / buy)
- 5- We don't you(expect / come)
- 6- I'm sorry I didn't You (mean/ hit)
- 7- Did you The museum as I suggested when you were in Egypt.

8- Active and passive

المبنى للمعلوم والمجهول

ملاحظات هامة يجب مراعاتها عند التحويل من المعلوم للمجهول

- 1- نستخدم عن التحويل قاعدة أساسية وهي **v. to be + p.p.** فعل الكينونة بالإضافة الى التصريف الثالث
- 2- المفعول به يصبح فاعل جديد نراعي اذا كان مفرد او جمع وعادة يكون موقعه بعد الفعل الاساسي.
- 3- الازمة لا تتغير مثلا اذا كانت الجملة بالمضارع البسيط تبقى مضارع بسيط وهكذا
- 4- اذا كانت الجملة بزمان المستمر نضيف being بدلا من ing
- 5- اذا كانت الجملة بزمان المضارع التام او الماضي التام نضيف been بعد has, have, had
- 6- اذا وجد modal verbs افعال ناقصة تبقى كما هي ونضع بعدها be
- 7- الظروف او الأحوال المكانية او الزمانية تبقى كما هي بنفس المكان

He writes a book. مضارع بسيط

نبدأ بالتحويل بمعرفة زمن الجملة وهو المضارع البسيط اذا ما يناسب المضارع البسيط من v. to be هو is,are ولكن نختار منهم ما يناسب الفاعل الجديد وهو a book وهو مفرد اذن نختار is في هذه الحالة ونضيف بعده التصريف الثالث من الفعل الاساسي وهو written وتصبح الجملة A book is written بعد ذلك نضيف كلمة by ونضيف بعدها الفاعل ولكن اذا كان الفاعل ضمير نحوله الى مفعول به كالآتي
I --- me / He --- him / she --- her / we --- us / you --- you / they --- them / it --- it
اذن تصبح جملتنا هي A book is written by him

They built the house ماضي بسيط

The house was built by them

He is reading the story مضارع مستمر

The story is being read by him.

We were cleaning the room ماضي مستمر

The room was being cleaned by us.

They have bought some fruits. مضارع تام

Some fruits have been bought by them

Kamal had invited his friends to the party. ماضي تام

His friends had been invited to the party.

She will finish the report tomorrow مستقبل بسيط

The report will be finished tomorrow.

They are going to play the match next week. مستقبل بسيط مع (be going to)

The match is going to be played next week

Passive questions

Note: for changing present and past simple, we change verb to do to verb to be

لتحويل المضارع والماضي البسيط نحول v. to do الى v. to be

- 1- Does she give him the book? Active question
Is he given the book? Passive question
- 2- Did she give him the book? Active question
Was he given the book? Passive question
- 3- Did he show the picture to you? Active question
Were you shown the picture? Passive question
- 4- 1- Is he eating a cake?

لاحظ أن المطلوب تحويل الأسئلة إلى المبني للمجهول.

لاحظ المثال رقم 1

المفعول به هو a cake ولكن لان لدينا صيغة سؤال فإننا لا نستطيع أن نبدأ به ولكن بفعل وهو is ثم المفعول به ثم نكمل صيغة الأفعال المطلوب استخدامها وهي هنا being + past participle

فتصبح الجملة Is a cake being eaten?

بمعنى آخر: يمكن تحويل السؤال إلى جملة عادية يتم تحويلها إلى المبني للمجهول ومن ثم تحويلها إلى صيغة سؤال

- 5- 2- Was she singing a song?
- 6- Is a song being sung by her?
- 7- 3- Were they speaking foreign language?
- 8- Were foreign languages being spoken by them
- 9- 4- Has the mother prepared the milk?.
- 10- Has the milk prepared by the mother?
- 11- 5- Had you done the job?
- 12- Had the job done by you?
- 13- 6- Does the man cut the trees?
- 14- Are the trees cut by the man?
- 15- 5- Do they read the story?
- 16- Is the story read by the

✎ } Change the following statements into passive:

1. Scientists will develop new forms of energy.

2. He always injures his legs in the matches.

3. A dog is chasing the child.

4. You should water this plant daily.

5. He gave me a present.

6. They asked you to leave.

7. They don't let us use cameras in the museum.

8. People agree that we should keep our country clean.

9. Who saw her in the market yesterday?

10. Where did the police find the thief?

11. Why will Faten visit Amany?

12. Has anyone taught English before you came?

13. Did the driver see the boy?

Unit Six

اجعل حياتك منظمة "Getting your life organized"

Word	meaning	word	meaning
Organized	منظم	Dignity ID	بطاقة الهوية
Tips	توجيهات / ارشادات	Society	مجتمع
Get into	يلتحق	Gym	صالة ألعاب
Goals	اهداف	Sign up	يوقع / يسجل
From time to time	من وقت لآخر	Scary	خائف
Planner	مخطط	Feelings	مشاعر
Schedule	جدول زمني	Homesick	محن للوطن
Obligation	التزام	Depressed	محبط
Daily	يومي	Grab	يمسك بـ / ينتهز
Revision	مراجعة	Besides	بالإضافة
File	ملف	Weekly	اسبوعي
Stick to	يلتزم بـ	Essay	مقال
Priority	اولوية	Mind	عقل
Identify	يحدد	References	مراجع
Time wasters	مبذبات الوقت	Journals	صحف
Fill in with	بتلاءم مع	Photography	تصوير
Get on with	يتقدم / ينجح	Preparation	تجهيز / تحضير / استعداد
Burn out	ينهك / يتعب / يستنزف	On time	في الوقت المحدد

A: comprehension

Read the following passage then answer the questions below:

So here you are, at the start of University. Welcome to a whole new world! At first, **it** can be quite scary. That's why some of us who are graduating this year decided to offer a few tips before leaving. By the time you read this, we'll be taking our own scary first steps out in the big wide world: We'll be gone but we hope these ideas we'll leaving help you.

First, remember this: you may feel nervous, but you are not the only one. **You** can bet that most other first-years feel the same.

If they don't all look that way, it's because some, people are better at hiding their feelings than others.

The first semester is a great time to make friends, and people you meet now may become friends for life. That's because you'll go through lot together, good and bad. They'll be part of your support group, and you'll be part of theirs.

So, if you're feeling shy or homesick or depressed, don't just hide away. Be ready to smile and talk. Meet people through clubs. sports or the students union, that way, you'll soon meet people who share your interests.

While you're doing this, though, don't forget your old friends or your family. They won't understand everything you are doing now, but **they** should remain an important part of your support group. Contact your parents to tell them you're fine (even if you don't usually feel so fine). Remember: they are concerned about you and they themselves are also having to get used to life without you.

As you settle in, you'll find life is far less organized for you now. Yes, you'll have lectures, but you'll also have many hours with nothing scheduled, some people grab the chance to be lazy with both hand, but **don't let yourself get like that**. If you want to do well you have to use that free time well. In fact it isn't really 'free' at all. You need lots of it to get all your work done properly. We're not certainly saying you should work all the time. If you did, you'd soon burn out. Besides, a good social life is essential part of the university experience. The important thing is balance right you need to do work efficiently.

It's a good idea to write weekly and daily 'to do' lists, setting your top priorities. Then you won't suddenly fast nasty surprises such as a 1,000-word essay you have to write by tomorrow morning!

Get into regular working habits. For example, always write out lecture notes quickly, while the lecture is still fresh in your mind. Don't write mountains of notes. Instead, note the main points and any references for further reading.

All this reading will probably include journals and materials from the internet as well as books. Here the library becomes very important. You may be given a tour of this (and other university facilities). If not, give yourself a tour. Find out where the books and journals you'll need are kept. Check the computer and photography facilities.

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When you read, read actively. That is ask questions, make notes of important points and compare what you read with other things you've studied. This essential preparation for essays and exams you will have to do.

Questions:

1- what did the writer's advice first-year students to do when they feel shy or homesick?

They advised them to smile, talk and meet people who share them their interests.

2- Why should students write weekly and daily 'to do' lists?

So as not to face nasty surprises such as writing along essay.

3- What kind balance do the writer want from the new students?

A balance between work and rest.

4-Who are the writers of the text?

Graduated students

5-Have the writers advised the new students to work all the time? Why?

No, the haven't, because they didn't burn themselves out

7- How should the new students read actively?

ask questions, make notes of important points and compare what you read with other things you've studied

7- say who or what the words refer to:

a. If they don't all look that way line (8) look nervous or feel nervous

b. While you're doing this, line (16) meeting new people

c. don't let yourself get like that' line (23) grab the chance to be lazy

8- Decide whether each of the following True or False

a. Students shouldn't contact their parents if they don't feel fine (F)

b. It is normal for new students to feel scary and nervous (T)

c. New students shouldn't waste time going to clubs (F)

d. New students should make 'too do' lists (T)

9- Give words from the passage that mean:

Programmed = scheduled / **an addition** = besides / **stay** = remain / **ugly** = nasty

10- Complete

a. students shouldn't waste time between lecture as it is not really free time

b. the purpose of the writers of this text is to give new students some tips and advices

11- Circle the correct answer

a. The first semester is a great time to

a) meet people b) read actively c) make friends

b. According to the text the first-year students should work

a) all the time b) from time to time c) with others

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12- What do these pronouns refer to:

- a. 'it' line () university life
 b. 'You' line (6) a first university student
 c. 'they' line (17) the old friends

B: Language and vocabulary

1- Choose the right word from the box below:

Priority – daily – obligation – organized – revision – homesick – references – get into - wasters

- 17- You should be careful that all your activities be
 18- Could you help me to get rid of time that make me waste a lot of time.
 19- She went to the public library to look for That help her in her study.
 20- I hope to The new team of our university.
 21- She wants to do some For the examination.
 22- The students who travel abroad to study always feel
 23- The arranging of this business agreement is a top
 24- The government should respect its to the youth.

2- Synonyms

Particularly = especially / **alone** = by yourself / **prepared** = ready / **aims** = goals / **sometimes** = from time to time / **timetable** = schedule / **keep to** = stick to / **is more important than** = takes priority over / **match, go well with** = fit in with / **tidy everything up** = organized

3- Word pairs

Supported group	Free time	Social life	Top priority
Working habits	Main point	University life	A close friend

4- Word families

- 1- She wants to do 50 minutes of math's (revise).
 2- Watching films and chatting on the phone all night are examples of time (waste)
 3- The president should respect his to he voters (obligate).
 4- You should know a lot about Life at the university (society)
 5- She is suffering from after her husband's death (depress)
 6- The essential for the exams is to read well (prepare)
 7- I know I'm going to feel very and homesick when I go to the university. (shyness)

5- Verbs (do, take, make, and have)

يعمل أو يصنع شي ملموس - make - يملك أو يأخذ - have - يأخذ وقت ، شي take - يعمل أو يؤدي أو يقوم بعمل ما do

Do: cooking, a test, homework, a project, revision, house work, washing. duty

Take : a shower, hours, days, months, years,

Make : differences, noise, mistake, a list, meal, progress, suggestion,

Have : a meal, a party, rest, time "sometime" , a walk, a test

Examples :

- 1- I have to **do** two hours **revision** of English every day.
- 2- It **took two hours** from me to finish the report.
- 3- Lazy students don't **make** fast **progress**.
- 4- I shall **make a list** of all things that we need for the trip.
- 5- I always **take** my **shower** at night.
- 6- She wanted to **do** her **homework**.
- 7- Haifa restaurant **makes** delicious **meals** for its clients.
- 8- The children are playing and **having a wonderful time**.
- 9- We will **have** the **party** next week.
- 10- She usually **does** the **house** work early.

Exercise:

Complete the following with correct forms of (do, take, make, and have)

- 1- We must -----progress after the lessons explanations.
- 2- If you don't ----- your homework, you will be punished.
- 3- Please,-----a list of these names.
- 4- Why don't we go to the cafeteria and ----- a fast meal?
- 5- It will -----two months to finish this project.
- 6- After the hart study you should ----- a rest.
- 7- We ----- good time in the cinema yesterday.
- 8- She usually ----- two hours revision of math.
- 9- She is ----- a test at the moment.
- 10- He ----- fatal mistakes last exam.
- 11- I must -----all the duties of this job.
- 12- Be quite please and don't ----- noise.

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6- Phrasal verb “get”

Get on with- يستمر بعمل - يصاحب - ينشأ علاقة جيدة - ينسجم

GET INTO مهتم ب - يفضل شيء سيء - يُقبل بكلية أو جامعة أو وظيفة أو مدرسة أو عمل ما أو فريق - ينقد

GET OUT يخرج - يتكلم بصعوبة - يترك - يهرب - يصبح معروف - يزيل شيء - ينشر أو يبين للعامة

7- Other phrasal verbs

Burn out يمل أو يفقد الحماسة

Strss out يجهد أو يضغط على

Sort out يحل مشكلة - يرتب

Give in يتوقف - يستسلم

Give up يقلع عن - يترك - يغادر

Cheer up يجعله سعيد

Write down يعمل ملاحظات

Find out يكتشف

Take on يتحمل مسؤولية أو يحمل ركاب توظيف

PUT OFF يؤجل يكره فعل شيء

TAKE ON يتحمل

Look up يحسن - يبحث - يجد

Getting into – get on with – get out – get into

- 1- They used to be friends, but how they don't ----- each other at all.
- 2- My pen has fallen into the hole in the floor, and I can't -----it -----.
- 3- I'm worried that Hani is ----- computer games for too much. He spends hours playing them!

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4- Hanan hopes to collage, but she won't know till the summer

5- Its hard to start work again, but we really must -----it.

6- Khalid stood up to speak, but he was so shy that he couldn't ----- the words-----

Cheer up – get down – give In - burn out – give up – sort out – stress out

1-I can't argue with her anymore. I'm going to ----- do what she says

2- Salwa is very sad . lets go and talk to her and try to ----- her -----

3- Everything is badly organized here. We need you to come and ----- things -----

4- It really ----- me ----- when I have to waste time looking for things

5- My parents say I haven't got time for both football and basketball. I'm going to have to ----- one or the other.

6- All the problems at home have ----- Ali ----- badly. He's veryunhappy.

7- You will ----- if you study all the time.

5- Get on with – get out – get into – found out – put off – take on – write down

1-The police ----- the truth -----

2- My daughter ----- the talented school for girls

3- The manager asked the workers to ----- their work till find a solution to their demand for better pay

4- After 5 years of friendship he ----- that his friend was selfish and dishonest

5- We have decided to ----- a new clerk in the accounts department

6- You should ----- your idea ----- while its clear in mind

7- They had to ----- their party because the baby was sick

6- Find out – put off – take on – write down

1-I'm going to ----- the job of running the junior football team

2- This is important to remember, so ----- it -----,please.

3- I'm going on the internet to -----more about Palestine

4- We have to have the meeting today. We can't it ----- any longer

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8- Reflexive Pronouns الضمائر الانعكاسية

Subject pronouns	Object pronouns	Possessive adjectives	Possessive pronouns	Reflexive Pronoun
I	me	My	mine	myself
He	Him	His	his	himself
She	Her	Her	hers	herself
It	It	Its	its	itself
We	Us	Our	ours	ourselves
They	Them	Their	theirs	themselves
You	you	Your	yours	yourself للمفرد yourselves للجمع

The reflexive pronoun is a pronoun that reflects to the subject, whether it is a pronoun or a noun.

الضمير الانعكاسي هو ضمير ينعكس على الفاعل اذا كان ضمير او اسم

Examples :

- He used to solve his problems **by himself**.
- She must have been hurt **herself**
- They cleaned their class **by themselves**
- The teacher **himself** told us the answer
- The machine we bought is not work **by itself**
- I **myself** taught Ali to play well.

BY = بمفرده - وحيدا

For = لا يعتمد على احد/ من اجل نفسه/ لمصلحته

مثلا = He lives by himself هو يعيش وحيدا

He answered the question by himself

أجاب بمفرده - بدون مساعدة

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We want to do that by ----- (us – ourself – ourselves – themselves)

Ali painted the room by ----- (himself – him – herself)

They needed to do that by ----- (themselves – themself – ourselves)

The boy hurt ----- by the knife (itself – himself – herself)

The nurse looks after the patients by ----- (himself – themselves – herself)

Use suitable reflexive pronouns to complete the following

- 1- The machine works by -----.
- 2- the boy fell down the stairs and hurt -----.
- 3- Lets paint the room -----.
- 4- I don't need any help. I can fix it by -----.
- 5- The old woman lives by -----.

Use reflexive pronouns to complete the sentences

itself - by herself – myself- herself – himself – yourself- for myself

- a. I know you both want to turn back but I feel we should go on.
- b. Your hair looks terrible, look at in the mirror.
- c. You don't need o explain, I can see what is happening.
- d. The others were too tires to continue, so Salwa climbed to the top.
- e. Huda loved giving everybody jobs to do, but she did very little work.
- f. Ahmed is getting very strange, he talks to All the time.
- g. The question is not very complicated, but the answer is.

9- Indirect forms

هو عبارة عن اعادة الكلام فقط ولا تغيير في الازمنة هنا
وعادة ما يبدأ بأحد الكلمات اوالتعبيرات الاتية

I wonder – can I ask – can you tell me – may ask – could you say – could you tell me

He wanted to know – he wonders -

It will be hard to plan better I think it will be hard to plan better

ليس هناك اي مشكلة في تحويل الجملة الخبرية ولكن ما هو مطلوب معرفته هو تحويل الجملة الاستفهامية وهي كالاتي

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تحويل سؤال

A. WH question

WH + subject + verb

ملاحظة عندما يوجد اي فعل من افعال v. to do يتم حذفها مع مراعاة دلالتها للزمن

Where did he go yesterday?

He wanted to know where he went yesterday.

لاحظ في هذه الجملة كيف بقى زمن الماضي البسيط وذلك بحذف الفعل المساعد did واخذ التصريف الثاني من الفعل
went وهو go

Who do you work with?

May I ask who you work with?

What does she tell you?

Could you tell me what she tells you?

What has she planned to do?

Can I ask what she has planned to do?

Why does he write plans?

Can you tell me why he writes plans?

B. Yes, No question

If + subject + verb

Do you know Ali?

May I ask if you know Ali?

Is she writing a plan?

I wonder if she is writing al plan.

Rewrite the following sentences using the starter in brackets

1- When does the game begin? (He wonders)

2- Do people speak English all over the world? (Could you tell me)

3- Can we see you do discuss the problem? (May I ask...?)

4- When does the library close in the evening? (Samir wonders ...)

5- Are the books on the shelf roe sale? (May I ask...?)

6- Is there a timetable for the lectures (Could you tell me....)

Unit Seven

/ التعامل مع الاجهاد "Dealing with stress"

Word	meaning	word	meaning
stress	الاجهاد	Confidence	ثقة
Give in	يستسلم	Worry	قلق
Put on weight	يزداد وزنا	Emotions	عواطف
Lose weight	يفقد وزنا	Panic	خوف / ذعر
Accept	يقبل	failure	فشل
Husband	زوج	Scale	ميزان
Right now	الان	Wife	زوجة
Concentrate on	يركز على	Festival	مهرجان
Worried	قلق	Emotional	عاطفي
Medical	طبي / علاجي	Mental	ذهني
Fitter	مناسب / لائق	Physical	جسدي
Motivate	ينشط / يحمس / يحث	Depression	احباط / اكتئاب
Centre	مركز	Endlessly	يلا نهاية
Reaction	ردة فعل	Sweaty	مبلل بالعرق
Anxiety	قلق	Shake	يرجف / يهتز / يرتعش
Attitude	موقف	Halved	ينشطر / ينقسم
Confident	واثق	Stressor	كسبب الاجهاد
concentration	تركيز	Upset	قلق / عدم سرور

A: comprehension

Read the following passage then answer the questions below:

Normal life nerve stays normal simply because it is full of changes. Stress is our reaction to change – all change, whether we see it positively or negatively.

Most people think, stress is a negative reaction leading to feelings like anxiety. However it can also be a positive reaction that helps us well deal with change.

Stress reactions, depend not only on the situation, but also on attitude to *it*, the same situation – a driving test, say – can affect two people differently. One person is confident, so he experiences a positive stress reaction – active concentration – and this leads to success. The other lacks confidence. Negative stress reaction – fear and worry take over. These emotions easily turn to panic, and failure becomes more likely.

We get stressed for different reasons and in different ways, but it is part *of everyday life* in fact, we need some stress in our lives. It can make us feel more alive and energetic . without it, life would be very boring. Problems only develop when there is too much negative stress.

Any change in normal life may cause stress, but some ‘stressors’ are bigger than others.

Signs of stress may be emotional, mental or physical reaction, or strange behavior or mixture of *them* all. All the following are signs of server stress.

Emotional effects can include nervousness, depression and anger over small things.

Mentally, many people loss concentration and others worry endlessly, about small things.

Some people sleep badly and suffer bad dreams.

Anxiety attacks are a common physical reaction. *This* is when one’s hands get sweaty, the heart starts beating too fast and one may begin to shake.

As for strange behavior, some people start crying for no apparent reason. Others begin to eat too much or too little or drink alcohol or take drugs. Some of these forms of behavior are dangerously self – destructive.

Fortunately, much can be done to reduce or even get rid of negative stress, first, though, people must accept that they are stressed and understand the causes, and effects. Having done that action become possible.

Several simple things can help. One should eat well-balanced meals and also get regular exercise – walking, swimming or cycling for example. Discussing problems with students counselor friend or family member can also help greatly: “*a problem shared is a problem halved*”.

These are simply general things everybody should do anyway but there are also particular sorts of actions one can take in particular situations, hers are just two.

Some stressors can be stopped completely – trying to do many things, for example. Here people need to study their “to do” lists, decide what is really important, and then find ways of reducing other tasks. Having done this, they will enjoy more the things they still do – and probably do them better, too.

Sometimes stress is impossible to prevent but much can be done to reduce its effects.

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Questions

1- Why is stress a part of everybody life?

Because life is full of changes, and stress is our reaction to change.

2- What two things do stress reaction depend on ?

Situation and attitude

3- How can one reduce stress?

Accept that they are stressed – eat well balanced meals – get regular exercise – discuss the problems with others

4- Why is necessary to realize that one is stressed?

Because one can do something to reduce stress.

5- What does negative stress produce?

It produces effects of worry, fear, panic and failure.

6- What are the four signs of stress mentioned in the passage?

Emotional, mental, physical signs and signs of strange

7-How does stress disappear naturally?

It disappears as new things become normal.

8- Say what these words and expressions mean:

A. a problem shared is a problem halved line (29) if you share a problem with someone it gets smaller.

B. of everyday life line (10) topically daily activities

9- Decide whether each of the following True or False

- a. stress reaction depends only on the situation (F)
- b. a different in sleeping is a mental sign of stress. (T)
- c. a sudden feeling of danger is an emotional sign of stress (T)
- d. the same stressor can affect two people differently. (T)
- e. stress is only a negative reaction leading to feeling like anxiety. (F)

10- Give words from the passage that mean the opposite:

Negative x positive / exclude x include / familiar = normal x strange / refuse x accept / success x failure / interesting x boring

11- Give words from the passage that mean:

Great fear = panic / clear = apparent / position = situation / result = effect / marks = signs / kind = sort

12- Complete

a. we need some stress in our life to make us feel a live and energetic

b. drinking alcohol and taking drugs are self – destructive

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13- Circle the correct answer

a. A negative concentration is related to

- a) negative stress b) positive stress c) situation

14- What do these pronouns refer to:

a. 'it' line (5) situation

b. 'them' line (15) signs of stress

c. 'This' line (19) physical reaction

.....

B: Language and vocabulary

1- Choose the right word from the box below:

Festivals – expect– motivate – put on – Upset –reaction – anxiety – confident – depression

- a. She argued with her father about her future and she got
- b. He has been offered a place to study architecture and he wants toit
- c. After a holiday she a lot of weight.
- d. If the person is he will experience a positive stress reaction.
- e. Stress is our to change.
- f. Most people think stress is a negative reaction leading to feelings like
- g. Emotional effects can include nervousness, an anger over small things
- h. There are many important that take place in Palestine every year,
- i. These children just sit around all day doing nothing, they need something to..... them

2- Opposites

Negative x positive / interesting x boring / causes x effects / exclude x include / normal x strange / past x future / put on x lose / start x stop = finish / well x badly / difficult x easy / fat x thin / sad x happy

3- Word pairs

4- Word families

- 1- They have a lot of about the future of their sons. (argue)
- 2- In this modern world, we need to develop our abilities.(competition)
- 3- I'm really Out because my parents want me to get married and leave the university (stress)
- 4- You have to do 30 minutes exercise a day to be fitter and (healthy)
- 5- Stress is our to change. (react)
- 6- Most people think stress is a negative reaction leading to feelings like(anxious)
- 7- Signs of stress maybe, mental and strange behavior (emotion)
- 8- Her..... in marriage made her depressed. (fail)

5- Adjectives and adverbs

Adjectives describe nouns and pronouns

Adverbs describe verbs and actions

الصفات تصف الأسماء والضمائر

الظروف تصف الأفعال أو الأحداث

الصفة تأتي في الجملة بعد

صفة + Verb to be (be, am, is, are ,was, were , been) أفعال الكينونة

صفة + Seem, look, appear, taste يظهر أو يبدو

صفة + More, the most

صفة + noun قبل الاسم

بعد very, too and so وقبل enough

الظرف يأتي في الجملة

- في نهاية الجملة

- بعد الفاعل مباشرة أو قبل الفعل الأساسي

- نشكل الظرف دائما من الصفة بإضافة حرفي ly للصفة ولكن يوجد بعض الملاحظات يجب مراعاتها :

1- عندما تنتهي صفة بحرف y يجب تحويله الى i وإضافة ly easily - easy

2- عندما تنتهي صفة بالاحرف ble نحذف حرف e ونضيف حرفي ly suitably - suitable

3- عندما تنتهي صفة بحرف l نضيف اليه ly usually - usual

مقارنة الصفات Comparison of Adjectives

ملاحظة : مع الصفات ذات المقطع القصير نستخدم er في حالة المقارنة بين شيئين مع وجود than بعد الصفة.

مع الصفات ذات المقطع الطويل نستخدم more مع وجود than

أما في حالة المقارنة بين أكثر من شيئين فإننا نستخدم est مع الصفات ذات المقطع القصير مع وجود the قبل الصفة.

مع الصفات ذات المقطع الطويل نستخدم most مع وجود the قبل الصفة.

هناك بعض الصفات الشاذة عند تحويلها تتغير الكلمة

These adjectives have completely irregular comparative and superlative forms:

Positive	Comparative	Superlative
good	better	best
bad	worse	worst
little	less	least
much	more	most
far	further / farther	furthest / farthest

Put the words in brackets into the comparative or superlative form

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- 1- Mars is much...**farther than**.....the moon.(far).
- 2-We were the**earliest**.....to leave the stadium.(early).
- 3-Astonauts travel ...**more dangerously than**.....pilots.(dangerous).
- 4-Ali got the**worst**.....mark in physics.(bad).
- 5.I finish my work ...**more quickly than**.....Ahmad .(quick).
- 6-The earth looks**more beautiful than**.....the moon.(beautiful).
- 7-The moon's surface is ...**hotter than**.....the earth's surface (hot),but the sun's surface is the**hottest**.....of all.(hot).
- 8-Animal farm is one of the**most interesting**.....stories I have ever read .(interesting).
- 11-She seems.....**more beautiful**.....than her sister .(beautiful).
- 12-Hiba speaks English ...**more fluently**.....than walid.(fluent).
- 13-Hamzi was the.....**earliest**.....to arrive.(early).
- 14-Mohammad is the.....**best**.....at languages.(good)
- 16-Jordan is the **fastest**.....river in the world.(fast)
- 17-Foodstuffs are ...**more expensive**.....before.(expensive).
- 19-Teaching is ...**the best**.....job I can get.(good)
- 20-Patriotism is**the greatest**.....feeling we actually have.(great)

Adverbs: Comparative & Superlative مقارنة الظروف أو الأحوال

Rule: In general, comparative and superlative forms of adverbs are the same as for adjectives:

نعامل معاملة المقارنة للصفات الأكثر من مقطع باستثناء الظروف الشاذة

With adverbs ending in **-ly**, use **more** for the comparative and **most** for the superlative:

Rule:

Adverb	Comparative	Superlative
quietly	more quietly	most quietly
slowly	more slowly	most slowly
seriously	more seriously	most seriously

Example:

- The teacher spoke more **slowly** to help us to understand.
- Could you sing more **quietly** please?

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Some adverbs have irregular comparative forms:

مقارنة بعض الأحوال الشاذة

Adverb	Comparative	Superlative
badly	worse	worst
far	farther/further	farthest/furthest
little	less	least
well	better	best

Example:

- c. The little boy ran **further** than his friends did.
d. You are driving **worse** today than yesterday!

• **add -er or -est to short adverbs:**

Adverb	Comparative	Superlative
hard	harder	the hardest
late	later	the latest
fast	faster	the fastest

Example:

- Jim works **harder** than his brother.
- Everyone in the race ran fast, but John ran the **fastest** of all.

Choose the correct answer:

- All the teachers admit that Rami is ----- in the school
a) the more troublesome b) the most troublesome c) the less troublesome
- As the days go by, the patient gets -----
a) bad and bad b) worst and worst c) worse and worse
- Kholoud is ----- of my seven kids.
a) the eldest b) the oldest c) the elder
- I want to speak with ----- in the crowd.
a) the older b) the eldest c) the oldest
- These two brothers look the same age, I wonder which ----- is
a) the older b) the elder c) the eldest
- Our garden is ----- yours.
a) more large than b) as large than c) as large as
- Nader is not ----- his father yet.
a) so tall as b) taller c) as taller as
- The more you practice, ----- your mistakes are
a) the less b) the fewest c) the fewer
- Randa is ----- woman in our old village.
a) the more beautiful b) most beautiful c) the most beautiful

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10- This is the ----- TV program I have

ever seen.

a) good b) better c) best

11- Petrol is ----- than cooking oil.

a) expensive b) more expensive c) the most expensive.

12- ----- exam was that of physics.

a) the most difficult b) more difficult c) most difficult

13- Who made (most -many -more) cakes, you or your sister?

14- The(bigger- biggest -most bigger) animal at the zoo is the elephant.

15- He looks (worse -worst-ill) than yesterday.

16- She has (little -less -least) money than I.

17- Do you think, Munir is (more intelligent -most intelligent -the most intelligent) than Ibrahim?

Unit Eight

“Your future world of work” مستقبل العمل في الغد

Word	meaning	word	meaning
Personal assistant	مساعد شخصي	Enthusiastic	متحمس / مندفع
Director	مدير	Impressions	انطباعات
Secretary	سكرتير	Appropriate clothes	ملابس ملائمة
Duty	واجب	Increasing	ارتفاع / متزايد
Provide	يزود	Key point	نقاط رئيسية
Range	نسبة / مدى / نطاق	Telecommunication	اتصالات
Secretarial	سكرتاري	Globalised	عالمي
Administrative	اداري	Shock	صدمة
Full-time	كلي	Goods	بضائع
Degree	درجة علمية	Social	اجتماعي
Administration	ادارة	Makers	صناع
Relevant	متصل بـ / متعلق بـ	Surprisingly	بشكل مدهش
Communication skills	مهارات اتصال	Multinational	متعدد الجنسيات
Applicants	متقدمين للوظائف	Regional	اقليمي
Curriculum vita (CV)	سيرة ذاتية	Truly	حقا
Stating	معلنا	Changing	منغير
challenge	تحدي	Constant	مستمر
Response	رد / اجابة	Growing	نامي / متزايد
Certificate	شهادة	exhausting	منهمك
Driving license	رخصة قيادة	located	تقع
Elected	منتخب	representative	ممثل / مندوب

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A: comprehension

Read the following passage then answer the questions below:

The future is always hard to see clearly, until it has become the present, or better the past. One thing is very clear though: we face a world of increasing change in the ways that we live and work.

What will tomorrow's world of work be like for people who are trying to prepare for today? We have to try to look into the future in order to be ready for it.

They key point is globalization. This brings us all many benefits, the food we eat, the clothes we wear and the machines and energy we use, are often implored from far away. Globalization takes other forms, too. Cheap rapid transport allows us to travel round the world in a day. In fact, we don't even need to travel; we can talk to someone in Sydney almost as easy as we can talk to someone in the same room. Cheap modern telecommunications also move ideas, news and data round the world in seconds.

However, globalized manufacturing certainly not all-good news. **The chock** of cheap goods, often from Far East, has destroyed whole industries in other parts of the world because they cannot complete. In then fight to do so, many **organizations** have moved **their** own operations to regions with lower costs – again generally in the Far East. **This** has often left major unemployment and social problems affected everything from car workers in America to shoe makers in Palestine.

No surprisingly, some countries try to protect their industries through high imported taxes. However, **free trade** always wins against protectionism in the end. **It** does so because it offers the customer the widest possible choice at the lowest possible price, and the customer is king. Globalization has also come from long development of western **multinational companies**. There have already been two stages in this development and exerts are now pointing to the start of a third.

Up until the 1980s, it was normal for multinational companies like Ford to manufacture at home, sell abroad, and control these global operations from home. That was the first stage .

At the second stage, manufacturing has followed sales abroad, but control has located in America, Japan or Western Europe.

We are now beginning to see control itself moves away from the original head office, highly skilled business operations are being exported, in just two years, for example, western companies operations particularly IT – have increased by 57% in India and 45% in Russia. Many finance and accountancy jobs are expected soon to follow. Moreover, companies are setting up complete regional head offices m often in the developing countries. And whenever there are, it id absolutely normal-now for managers working there to be a big mixture of nationalities.

Perhaps, we have now reached to the point where multinational organizations are becoming truly multinational. if power is really moving to more points around the world perhaps we are also moving to a stage will give new opportunities to may more non-western people.

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For young people, entering this new world of work sometimes are becoming clear. Changing technology and business needs, mean life-long learning will be essential. With the rise and fall

and constant restructuring of businesses operations for life, with ever- changing businesses operations around the world, more people must expect to spend their careers in more than one country.

Questions:

1- What is the only thing that we are sure about in the future?

It is hard until becomes present or past

2-What do we have to do to be ready for the future?

We have to look into the future

3- What benefits does globalization bring us?

The food. Clothes and the machines an energy we use

4- What are the forms of globalization?

Globalizes manufacturing, cheap rapid transport and cheap modern telecommunication

5- Why is globalizes manufacturing not all good news?

Because it can destroy whole industries in other countries as these industries, can't complete.

6- How do cheap telecommunications help people all over the world?

By moving ideas, news and talking to someone in seconds.

7- How do multinational companies control their operations?

By moving the original head offices to the most developing counties.

8- How do companies try to protect their industries?

Through high import taxes.

9- Why will life-long learning be essential for young people starting work today?

Because of changing technology and business needs.

9- say who or what the words refer to:

a. 'This' line (15) *moving operations to regions with lower costs*

b. "It" line (19) *free trade*

c. 'their' line (14) *the organizations*

10- say what these words and expressions mean:

a. *multinational companies. line (21) Companies from all nationalities*

b. *The chock line (12) the unaccepted prices*

c. *free trade line (19) the ability to sell and buy internationally without restrictions*

11- Decide whether each of the following True or False

a. Free trade always and finally wins because it offers goods at higher costs (T)

b. protectionism aims to protect local industries though high import taxes (T)

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c. At the age of globalization the customer has become king because of the high prices (F)

d. manufactures in the regions with higher costs cant complete unless they move their operations to regions with lower cost (T)

e. Ever – changing business operations around the world make fewer people stay with on organization for life (F)

12- Give words from the passage that mean the opposite:

Decreasing x *increasing* / **exported** x *imported* / **expensive** x *cheap* / **higher** x *lower* / **minor** x *major* / **narrowest** x *widest* / **slow** x *rapid*

13- Give words from the passage that mean:

Information = *data* / **industry** = *manufacturing* / **usual** = *normal* / **products** = *goods* / **fast** = *rapid* / **necessary** = *essential*

12- Complete

a. Moving some operations to regions of lower costs caused – major unemployment - major social problems

b. Free-trade beats protectionism because it offers the customers the widest possible choice at the lowest possible price.

15- Circle the correct answer

a. Nowadays. The shoe makers in Palestine

a) continue their work b) were badly effected c) stop working c) moved to the Near East

b. the closet meaning of word ‘ *organizations* ’ line (14)

a) countries b) people c) companies d) workers

c. According to the passage many organization move to the Far East regions because of their

a) excellent goods b) lower costs c) shock d) competition

.....

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B: Language and vocabulary

1- PUT IN THE SUITABLE WORD FROM THE BOX:

Applicant – challenge - Curriculum vita – Administrative – Secretarial – Range – Relevant - Certificate

The election of the new government was met by from its opponents.
 She sent the application form and enclosed herand..... with it
 The company put conditions that the should know foreign language.
 The secretary will carry out a wide of secretarial tasks.
 Though she is new in the company, she is able to fulfill her responsibilities.
 The UN'sto the conference has failed to sole the conflict between the tow parts.
 She is a good secretary and has a long experience in work.

2- Opposites

Prevents x allows / ancient x modern / minor major / narrowest x widest / led x follows / imported x exported / decreasing x increasing / past x future

3- Word pairs

Business administration	Software program	Job title
Communication skills	Reference number	Sales manager
Information technology	Personal assistant	Driving license
Student representative	Job application	Website design
Reference number		

Form suitable word pairs

Information - Software - Student - Sales - Personal – Driving - Reference
representative - license – number - program – manager - assistant - technology

1.....2.....3.....4.....
 5.....6.....7.....8.....

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4- Word families

- 1- She works in the company as the manager secretary, so she carries out a wide range of secretarial and Tasks (administration)
- 2- She has at least threes experience of business administration. (relevance)
- 3- The company has sent to theand ask them some questions (application)
- 4- My brother was elected as a student at the university. (represent)
- 5- My cousin is a famous surgeon and he has otherin the field of medicine (achieve)
- 6- He got his M.A. degree in business In 2004 (administrate)
- 7- My eldest sister has found a post as a personalto the director (assist)
- 8- Many companies are setting up completehead offices, often in developing countries (region)

5- Definitions

Enthusiastic – appropriate – concrete – clothes – impression – advertiser – interviewee- management

- 1-----: person or organization that creates an advert and places it e.g. in a newspaper.
- 2- -----: the things you wear e.g. jacket, shirt, trousers
- 3- -----: area of an organization s activities that decides what needs to be done and how it should be done.
- 4- -----: being full of energy and interest in favor of something.
- 5- -----: feeling that one immediately gets about a person or thing.
- 6- -----: person who is asked questions e.g. at a job interview.
- 7- -----: being the right or most sensible thing or action or a particular situation e.g. wearing a business suit to work in an office.
- 8- ----- It is used to make pipes for pumping oil from deep underground up

- 1-----: the various tasks that a job requires you to do
- 2-----: top manager s job in a company or other organization
- 3-----: person who helps managers e.g. by preparing letters and another documents
- 4-----: area of organization s activities that creates and uses systems to get work done efficiently
- 5- ----- : a good person who can make other people understand and get interested in his/her ideas, plan, etc
- 6- -----: help
- 7- -----: organize and control the activities of other people in. e.g. a company.

6- Propositions حروف الجر

Prepositions are a part of words that indicate relationships between nouns, pronouns and other words in a sentence. They come before a noun. They never change their form.

حروف الجر كلمات صغيرة جدا تستخدم لتشير للعلاقة بين الأسماء أو الضمائر أو الكلمات في الجمل وعادة ما تأتي قبل الأسماء أو بعد الأفعال والضمائر

مع الأسماء with nouns

About - فكرة idea, رأي opinion, قصة story, موضوع subject, موقف situation, كتاب book
For - حاجة need, طلب request, أمنية wish
In - انخفاض decrease, سقوط fall, ارتفاع rise, عمل business
Of - كمية amount, توضيح explanation, نتيجة result, تكلفة cost, خبرة experience
On - معلومات information, رأي opinion, تقرير report
To - انتباه attention, تقديم introduction, دعوة invitation
With - صعوبة difficulty, مشكلة problem, متاعب trouble

مع الصفات with adjectives

About - متوتر anxious, متأسف sorry, قلق worried,
At - مذهل amazed, جيد good, سيء bad, مرعب terrible
For - متأخر late, مستعد ready, مسئول responsible, مهم important
Of - خائف afraid, فخور proud, متعب tired, مغرم fond

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مع الأفعال with verbs

About – يسأل ask, يفكر think, يقلق worry, يخبر tell

At – يبحث look, يصرخ shout, يبتسم smile

For – يبحث look, يدفع pay, يبحث search, ينتظر wait, يسأل ask

From – يستأجر borrow, يختلف differ, يهرب escape

In – يؤمن believe, يتخصص specialize, ينجح succeed

Of – يتكون consist, يذكر remind, يتذوق taste, يتخلص من get rid

On – يوافق agree, يقرر decide

To – يسمع listen, يجيب reply, يقول say

With – begin, start

Propositions of places or locations

Above – around – at – behind – below – between – beyond – by – in - in front of – next to – on – opposite

Propositions of movement

Across- along – away from – down – into – out of – over- past – round –through- to – towards- under - up

Propositions of time

on Monday, Friday...1/1/2010, Monday morning / **in** August, winter, the morning, 2006, an hour, future / **at** night, the weekend, (9:30), breakfast, dinner, festivals / **since** 1980/ **for** 2 years/

الفرق بين ON Time, In Time

On time = is used for arranged time. **في الوقت المحدد exactly.**

In time = ex: I'll be at home in time. (soon, not late). **في الوقت المناسب**

In, on, out of business

she has been **in business** for 27 years. **يعمل**

She was about to be **out of business**. **عاطل عن العمل**

She is away **on business** in Egypt. **تعني دائما في رحلة عمل**

At the end, in the end

At the end "متأخرا" At the end of the lesson Ramy arrived

In the end أخيرا = finally I had many problems with my car, In the end I sold it

Examples

1-Most people like basketball, but **on** my opinion it's too chaotic.

2- Are you travelling **to** Paris **on** business or **on** holiday?

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- 3- We can talk **about** this idea later .
- 4- Have you read the article **in** Time magazine **on** Google?
- 5- What's that book **about** ?
- 6- I looked this word **up** in the dictionary, but I still don't understand it.
- 7- We need some sugar. We're almost completely **out of** it.
- 8- Luckily, I made it to the station **in** time to catch the last train.
- 9- My house is **at** the end of the street **on** the right.
- 10- Throw the ball **to** Jack, please.
- 11- She was born **in** Italy **on** February 15, 1954.
- 12- He was born **in** Germany **in** April.
- 13- Be careful! You're going to set the paper **on** fire!
- 14- Please talk **to** the manager and don't shout **at** me!
- 15- You can start the computer **by** pressing that button.

Complete the following sentences with suitable prepositions from the box below

about – on – for – with- by – from – to – between – under - at

- 1- The boy is standing ----- his father and his mother.
- 2- Look! The cat is -----the table.
- 3- Let's talk -----our ideas.
- 4- We always go to school ----- bus.
- 5- I want to see you ----- 7:30.
- 6- Please, talk ----- the boss not me.
- 7- The situation here differs -----the situation in other counter.
- 8- They usually ask ----- the rules we have.
- 9- They will arrive here ----- Friday.
- 10- She lives ----- problems

Of - with - on – to – in – at

- 1- I have just received an invitation An interview Mr. Bell the beginningnext week.
- 2- We need to agreea different date.
- 3- I could make itthe afternoon.
- 4- She could see you Two – thirty
- 5- I'll make a notethat and checkMrs. Wood

On business - at the end - on time – in time – out of business – in the end - on business

- 1- The car broke down three times, but I got to the meeting hall
Unfortunately, I was too late, I got there justof the meeting. Everybody was leaving saying goodbye!
- 2- Mr. Ali has beenfor 30 years. He went through some bad times a few years ago and nearly went, but now he's doing very well and he's very busy. In fact he's awayin Cairo at the moment.
- 3- We're late and the train is always exactly, so we'll have to run to get there to catch it.

Unit Nine

“Palestinian around the world” الفلسطينيين حول العالم

Word	meaning	word	meaning
Located	تقع	Cause	قضية
Surrounded	محاط بـ	Forced	اجبر
Discovery	اكتشاف	Diaspora	الشتات
Nearby	بجوار / مجاور	Catastrophe	نكبة
Combined	متحد / مندمج	Dramatically	على نحو مثير
Bay	خليج	Gun	بندقية
Urban	حضري	Speech	كلام
Ethnic	عرقي	Forward	نحو / اتجاه
Visa	فيزا	Equality	مساواة
Fee	رسوم	Justice	عدل / عدالة
Valid	ساري المفعول	In particular	على وجه الخصوص
Proof	برهان	Translated	ترجم
Sand	رمل	Among	بين
port	ميناء	Founded	اسس
entry	مدخل	Fund	تمويل / يمول
Sports ground	ملاعب رياضية	Bitterness	مرارة / قساوة
Outdoor	خارج / في الخارج	Citizens	مواطنین
Peacefully	بسلام	Political compromise	تسوية سياسية
Motivated	مندفع لـ	Right of return	حق العودة

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A: comprehension

Read the following passage then answer the questions below:

After the 1948 disaster, a million of Palestinians lost everything and were forced, into a Diaspora that spread round the planet. For many years, the Palestinian catastrophe (Nakba) and cause then received little attention or understanding from the world.

That changed dramatically in 1974 when the national leader President Yasser Arafat, stepped onto the world's political stage and spoke to the United Nations, his famous words rang out: today I have come bearing an olive branch and a freedom fighter's gun. ***Don't let the olive branch fall from my hand.***

This speech showed the world two things: first that the Palestinian cause could not be forgotten and secondly, that there really could be ***a peaceful way forward***. Arafat's words also affected the Palestinians deeply. Many realized that it was necessary to build bridges between Palestine and the West. ***This was the way*** to create international understanding and, one day, a free and independent Palestine.

Palestinian have been building these bridges in many areas of life, very importantly, strong links have been created in American universities.

One great force there was Edward Saeed (1935 – 2003), who fought with all the strength of his great mind for freedom, equality and justice in general, and for future of Palestine in particular, originally from Jerusalem, he became professor at Columbia University, New York, and , during his life, also lectured at over 200 other universities. In addition, ***he*** wrote 17 books that have been translated into 26 languages. In some, such as “ *Culture and Imperialism*”(1992), he argued strongly against negative western views of Oriental cultures. In others, like ‘ the *Question of Palestine*’ (1980), he argued powerfully for the Palestinian cause. On his death, the poet Mahmoud Darwish wrote: ‘I cannot say goodbye to Edward Saeed, so present is among us, and within us and so alive around the world’.

Another Palestinian intellectual was Hisham Sharabi, (1927-2005), originally from Jaffa, and later an important professor at Georgetown University near Washington. Like Saeed and other Palestinians, he worked all his life to improve western understanding of Arab an Palestinian issues. He was editor of the Journal of Palestine studies, and he wrote many books including his famous ‘*Introduction to the Study of Arab Society*’ (1975). He also became well known for his television appearances and his many opinion pieces in American newspapers.

In addition, he founded several important institutions. In 975, he and others set up the Center for Contemporary Arab Studies at Georgetown. This is the only American university institution that focuses just on the modern Arab World, then, in 1979, he created the Arab American Cultural Foundation, which builds American understanding of the Arab and Islamic culture. He also set up the Jerusalem Fund a foundation that provides scholarships for students from Palestine.

Sharabi wrote about his bitterness and anger when, in 1993, he returned to Jaffa, his home town, to make a documentary.’ As I stood there I could hear, people speaking Russian, probably recent immigrants from the old Soviet Union. ***They*** were full citizens in my country,

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and I was there only on a limited Israeli tourist visa', However, he went on to say that the only way forward a political compromise founded in justice and international law and UN Security Council Resolutions. For **him** this compromise had to include right of return.

Sadly neither Arafat, nor Saeed nor Sharabi live to see the end of the Diaspora. However many other Palestinian are following their aims in many fields and countries.

Questions:

1- What happened in the 1970s to make the world start thinking much more seriously about the Palestinian situation?

Arafat's speech to United Nations

2- What two possibilities for the future did the Palestinian national leader offer?

Peace or War

3- What the important ideas did Edward Saeed fight in his writing?

Freedom, equality and justice in general and the future of Palestine in particular.

4- What did the leader's speech make a lot of Palestinians to do?

Building an important understanding between Palestine the the world

5- Where particularly were important connections made between Palestinians and the world?

In American universities.

6- What the other way did Sharabi work to create better understanding of Arab and Palestinian issues?

He edited a journal, wrote for newspaper, and spoke on television and also founded several institutions.

7- has the work of building bridges to the world stopped after the death of those leaders?

No, on the opposite , many Palestinians are still following their aims in many fields.

8-Say what these dates refer to:

a. (1948) the Palestinian disaster

b. (1974) the year when Arafat spoke to the UN General Assembly

c. (1980) the publication date of Edward Saeed's book 'the Question of Palestine'

d. (1975) the publication of Sharai's famoud book 'Introduction to the Study of Arab Society'

e. (1993) when Sharabi returned to Jaffa

9-say what these words and expressions mean:

a. **Don't let the olive branch fall from my hand. Line (6)** Help my search for peace or don't force me to fight instead.

b. **a peaceful way forward line (9)** way to make progress.

c. **This was the way line (11)** the building bridges between Palestine and the west

d. **this speech line (8)** the words that Arafat said in the UN

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10- Decide whether each of the following *True* or *False*

- the Palestinian cause received little attention before Arafat's speech(T)
- Edward Saeed worked much to build understanding between Palestine and the rest of the world. (T)
- no one followed the aims of Saeed and Sharabi after their death (F)
- President Arafat gave in his famous speech only the chance of war (F)

11- Give words from the passage that mean the opposite:

Big x little / **past** x future / **troubled** x peaceful / **positive** x negative / **new** x old / **particular** x general / **destroying** x building

12- Give words from the passage that mean:

To push = forced / **dispersion** = Diaspora / **liberty** = freedom / **fairness** = justice / **issue** = cause / **set up** = created / **world** = planet / **known** = famous

13- Circle the correct answer

- Edward Saeed argued for
 - freedom
 - equality
 - more attention
 - all the answers are correct
- Arafat from his famous words in 1974 wanted to say that Palestinians want
 - peace
 - war
 - peace and war
 - peace or war

14- What do these pronouns refer to:

- he* line (18) Edward Saeed
- They* line (39) Russian people
- him* line (42) Hisham Sharai

B: Language and vocabulary

1- PUT IN THE SUITABLE WORD FROM THE BOX:

requirement–multinational –application –surrounded - discovery – valid – catastrophe – dictionary - located – right of return

- San Francisco is on the northern California coast
- Our school is by a high wall.
- Theof oil made the life very easy
- Before you travel to USA, be sure that your passport is
- For many years, the Palestinian received little attention from the world.
- Any compromise for the Palestinian cause must include the
- The main for the post is a diploma in administration.

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8- companies like Ford manufacture at home and sell abroad.

9- If you don't know a word, look it up in the

10- I sent myto the director yesterday.

2- Opposites

Southern x northern / **lowered** x raised / **bottom** x top / **academic** x vocational / **safety** x danger / **rural** x urban / **immigrant** x non-immigrant / **entry** x exit

3- Synonyms

World = planet / **disaster** = catastrophe / **understood** = realized / **essential** = necessary / **power** = force / **setup** = founded / **aims** = goals

4- Word pairs

Sports ground	Guide book	Play book	Text book
---------------	------------	-----------	-----------

5- Word families

1- Many people around the world hope to live(peaceful)

2- Edward Saed fought for freedom, equality and in general (just)

3- The two sides are looking for a compromise to the conflict (politics)

4- Sharabi set up a That can provide scholarships for the students from Palestine. (found)

5- Sharabi wrote about his an anger when he returned to Jaffa. (bitter)

6- The late president Arafat struggled for a free andPalestine (independence)

7- The scientists have discovered an ancient city. This was a very important(discover)

8- What qualifications do thefor the post? (requirement)

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6- Compound adjectives + nouns

هو عبارة عن اسم مركب من صفة واسم ليعطي دلالة معينة لاسم شي موصوف
ملاحظة : الاسم الجمع يصبح مفرد عن تكوين الاسم المركب

Form compound adjective + noun from the underlined words in the following

1- A park that has as area of 1,017 acres .

a 1,017-acre park

2- The prison which had the top level of security.

A top-security prison

3- A community that is Chinese and also American.

A Chinese-American community

4- A city that's one of Americas largest – (the 14th, in fact)

Americans 14th largest city

5- A family that is Arab and American .

An Arab-American family.

6- A hill that is 938 feet high.

A 938- foot hill

7- A trip of 1.5 miles to the island.

A 1.5- mile trip

8- A walk that is an hour long.

An hour-long walk.

9- A bridge that is built from the north to the south of the mouth of SF Bay

A north-south bridge

10- A city that is one of the world's most famous.

A world-famous city

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7- Definitions

Cultural – equality – freedom – nation – peaceful - education

- 1- -----: (n) the right or opportunity to do what you want, not limited or controlled by rules.
- 2- -----: (n) the activity of teaching and learning at school and college.
- 3- -----: (adj.) quiet without fighting or any violent events.
- 4- -----: (adj.) relating to ideas beliefs and away of behaving in a society or group of people.
- 5- -----: (n) the state of having the same rights and opportunities as everyone else.
- 6- -----: (n) a country , or the people of a country

Justice – famous - law – politics – independent – motivated – enthusiastic - confidence

- 1- ----- : someone who is known to a lot of people.
- 2- ----- : treatment of people that is fair and right
- 3- ----- : give all your attention of efforts to something
- 4- ----- : the system of rules in society that everyone must accept and follow.
- 5- ----- : being free from control by another country or organization.
- 6- ----- : firm trust.
- 7- ----- : being enthusiastic about doing something
- 8- ----- : the ideas and activities in getting and holding power in government

Memoir – novel – guide book - text book – dictionary – encyclopedia – report – play book -

- 1- long story
- 2- meanings of words
- 3-book for school students
- 4- information about the whole world.
- 5- study of a particular issue
- 6- Book for tourists
- 7- drama
- 8- memories of one's life.

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8- Relative clauses ضمائر الوصل

نستخدم ضمائر الوصل لربط جملتين أو لإضافة معلومات تعريفية أخرى. We can use relative clauses to join two sentences, or to give more information about something.

relative pronoun	الاستخدام use	امثله example
who	subject or object pronoun for people يستخدم في محل فاعل أو مفعول به للعاقل	I told you about the woman who lives next door.
which	subject or object pronoun for animals and things يستخدم في محل فاعل أو مفعول به لغير العاقل	Do you see the cat, which is lying on the roof?
that	subject or object pronoun for people, animals and things in defining relative clauses (<i>who</i> or <i>which</i> are also possible) تستخدم للعاقل ولغير العاقل (محل فاعل ومفعول به)	I don't like the table that stands in the kitchen.

I bought a new car. It is very fast.
- ***I bought a new car that is very fast.***

She lives in New York. She likes living in New York.
- ***She lives in New York, which she likes.***

Defining and Non-defining المحدد والغير محدد

A **defining relative clause** tells which noun we are talking about: الضمير المحدد يخبر عن الاسم الذي نتحدث عنه

- I like the woman **who** lives next door.
(If I don't say 'who lives next door', then we don't know which woman I mean)

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A **non-defining relative clause** gives us extra information about something. We don't need this information to understand the sentence. الضمير الغير محدد يضيف معلومات اضافية للاسم الذي نتحدث عنه وهي معلومات لا تضيف كثير للتعريف فهي غير مهمة احيانا

- I live in London, **which** has some fantastic parks.
(Everybody knows where London is, 'which has some fantastic parks' is extra information)

The job is well paid. She applied for the job.

→ The job (**which / that**) she applied **for** is well paid.

المطلوب الان هو ربط جملتين بـ who او which

يجب مراعاة الاتي - نحذف الفاعل او المفعول به اذا تكرر في الجملتين

1- I climbed up the stairs. They were newly painted

هذه الجملة تحتوي على مفعول به متكرر وهو stairs في الجملة الاولى و they في الجملة الثانية وهو ضمير يعود على المفعول به لذلك يتم حذف المفعول به المتكرر ووضع بدلا منه ضمير الوصل which بعد المفعول به مباشرة ونكمل الجملة وتصبح كالآتي

1- I climbed up the stairs, **which** were newly painted

2- Nadia looked angry. She has been listening to our conversation.

هذه الجملة تحتوي على فاعل متكرر وهو Nadia في الجملة الاولى و she في الجملة الثانية اذن نحذف احدهم وهو الغير معرف اي الضمير ولكن عادة اذا دل ضمير الوصل على فاعل فيقع بعد الفاعل مباشرة كالآتي

2- Nadia **who** has been listening to our conversation looked angry.

3- The new stadium will be opened next month. It holds 90.000 people.

3- The new stadium, **which** holds 90.000 people, will be opened next month.

Use who or which to join the following pairs of sentences: exam

1- Cairo is a city. It is located on the Nile.

2- I do not know the answer. You asked me about it.

3- The thief was arrested. He stole the money.

4- he is the man. He cam to our house.

5- The lady is Mrs. Smith. I received the gift from her.

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6- Banks usually have special offers for students. They want to attract young people.

3- Make a new sentence by joining the two short sentences, using an appropriate relative clause

1. She worked for a man. The man used to be an athlete.

2. They called a lawyer. The lawyer lived nearby.

3. I sent an email to my brother. My brother lives in Australia.

4. The customer liked the waitress. The waitress was very friendly.

5. We broke the computer. The computer belonged to my father.

6. I dropped a glass. The glass was new.

7. She loves books. The books have happy endings.

8. They live in a city. The city is in the north of England.

9. The man is in the garden. The man is wearing a blue jumper.

10. The girl works in a bank. The girl is from India.

11. My sister has three children. My sister lives in Australia.

12. The waiter was rude. The waiter was wearing a blue shirt.

13. The money is in the kitchen. The money belongs to John.

14. The table got broken. The table was my grandmother's.

15. The television was stolen. The television was bought 20 years ago.

16. The fruit is on the table. The fruit isn't fresh.

Unit Ten لماذا الناس يتصرفون بهذا الشكل “Why do people behave like that”

Word	meaning	word	meaning
Booklet	كتيب	Attitude	موقف
Cross cultural	عبر الثقافات	beliefs	معتقدات/ اتجاهات
A part	على بعد	Value	قيمة
Comfort zone	منطقة راحة	Obvious	واضح
Cheeks	خدود	Misunderstanding	سوء فهم
Greeting	تحية / ترحاب	Unimportant	غير مهم
Briefly	باختصار	Discussion	مقاش
Sincere	مخلص	Apron	مريلة مطبخ
Guest	ضيف	Appointment	موعد
Traditions	عادات	Agreement	اتفاقية / اتفاق
Mark	علامة	Relax	يستريح / يسترخي
Wealth	غناء / ثروة	Misunderstand	يسئ فهم
Health	صحة	prejudiced	متحيز / متحامل
Defining	تعريف	Literature	ادب
firmly	بحزم	aggressive	عدواني

Language and vocabulary

supply a suitable word from the box in the spaces in the following sentences

Acceptability – a part – briefly - cultural – importance – misunderstanding – uninteresting - firmly - greetings

- 1- Student who travel a broad to study should know about.....differences.
- 2- I sent my English pen-friend Bill a card with Christmas
- 3- He spoke about the new subject.
- 4- The two men chook hands for longer and more to show that they are friendly.
- 5- he is so shy so he keeps himselffrom the other men.
- 6- the of washing hands prevents infection.
- 7- It seems that he isin the discussion.
- 8- the of different forms of behavior varies a lot around the world.

2- Word families

verb	noun	Adjective & opposite
prepare	preparation	Prepared x unprepared
help	help	Helpful x helpless
.....	importance	Important x unimportant
accept	acceptance	Acceptable x unacceptable
.....	sincerity	Sincere x insincere
.....	politeness'	Polite x impolite
inform	information	Informative x uninformative
use	use	Useful x useless

- 1- Tony seems warm and when you meet him (sincerity)
- 2- We all hurried tothe passengers after the crash. (helpful)
- 3- I hope to get alt of from the report (inform)
- 4- It became completelywhen I had to wail all the day. (accept)
- 5- The report said a lot ofthings about the crime . (importance)
- 6- Ann carefully for the interview. (prepare)

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3- British and American English forms

BE	AE
Holiday	Vocation
Yours sincerely	Sincerely your
Mobile phone	Call phone
Petrol (station)	Gas (station)
Rubbish	Garbage
Adviser	counselor
Aeroplane	Airplane
Flat	apartment
Head teacher	principal
Marks	grades
(TV) programme	(TV) program
Spelling differences	
Behaviour	Behavior
Favourite	Favorite
Harbour	Harbor
Centre	center
Litre	liter
Metre	meter

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2- The articles

أدوات النكرة والمعرفة

(a, an , the, some)

The indefinite article

A/an is called the indefinite article because it doesn't point out any particular person or thing.

نستخدم **a** قبل اسم مفرد معدود يبدأ بحرف ساكن ولا نستخدمه قبل الإسم الجمع وكذلك قبل الأسماء الغير معدودة

It's a present
It's a lovely day
Are you a doctor
I have got a daughter and two sons

Can I have a cup of tea ?

نستخدم **an** قبل اسم مفرد معدود يبدأ بحرف متحرك

He's an old man now
I'm an English teacher
Have you got un umbrella ?
Britain is an island

لاحظ أن :

a / an = one

a man = one man

There is a man and some girls in the water

يجب أن نستخدم **a و **an** قبل اسم يقول ما هي وظيفة شخص

Mr. Ali is a writer and Mrs. Mona is an artist

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نستخدم a و an قبل اسم جنسية

He's an English and she's an American

The is called the **definite article** because it points out a particular person or thing.

نستخدم the مع الأسماء المعدودة والغير معدودة (المفرد والجمع)

قبل اسم سبق ذكره ويستخدم للمرة الثانية

There is a man in the water . The man is swimming
He gave me a knife and spoon . The spoon was dirty
I bought a pen and some paper but I left the pen in the shop

عندما يوجد واحد فقط من هذا الاسم مثل

The moon - The earth - The sun - The sky -

The moon moves slowly round the earth
The sun is shining

نستخدم the قبل أسماء بعض الدول :

The USA - The Netherlands - The Philippines - The United Arab Emirates - The Sudan

Have you been to the USA?
He is a teacher. He is from the Netherlands.

نستخدم the قبل أسماء البحار والمحيطات والانهار والجبال :

the Nile – the Dead Sea – the Red Sea – the lake Naser – the Alps' - the Specific Ocean

لا نستخدم a أو the قبل أسماء الدول والمدن

I live in Paris
She went to Italy
He travelled to Cairo
We usually go to Gaza

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لا نستخدم أداة قبل المواد الأكاديمية و اللغات والألعاب الرياضية والوجبات

English isn't too difficult to learn.
History is my favorite subject.
She plays tennis very well.
I usually have toast for breakfast.

لا نستخدم أداة مع الأسماء المعنوية مثل

life - beauty – love

Life isn't always easy.

لا نستخدم أداة مع الأسماء المادية مثل

sugar - coal - glass – gold

Glass is difficult material to cut.
Gold is very expensive at the moment.

لا نستخدم أداة مع أسماء الجنسيات مثل

Americans – Palestinians – Jordanians -.....

Some تستخدم مع الاسم الجمع المعدود او الغير معدود

Some tips – some information – some books

I found some impotent information about Palestine.

Please give me some sugar.

Put some of these books on the table.

Put a, an, the, some or zero article

- I need ... visa application form to go toUSA, please.
- Are you going to America for business or as tourist.
- Thanks, is thatform I asked you for?
- I'm going to America forstudy purposes, as language student .
- Is there application fee? Yes fee is \$45.
- You need to bring your passport and photo.
- I have gotinformation from the internet about Palestine?
- I have met English person inJerusalem.