مفردات وتمارين املأ الفراغ – الوحدة الخامسة



تم تحميل هذا الملف من موقع المناهج القطرية
موقع المناهج ⇦ المناهج القطرية ⇦ الصف الثاني عشر ⇦ لغة انجليزية ⇦ الفصل الأول ⇦ ملفات متنوعة ⇦ الملف
تاريخ إضافة الملف على موقع المناهج: 2026-11-16 16:04:26
المزيد من مادة لغة انجليزية: ملفات ا كتب للمعلم ا كتب للطالب ا اختبارات الكترونية ا اختبارات ا حلول ا عروض بوربوينت ا أوراق عمل منهج انجليزي ا ملخصات وتقارير ا مذكرات وبنوك ا الامتحان النهائي ا للمدرس
إعداد: Marwa

التواصل الاجتماعي بحسب الصف الثاني عشر					
صفحة المناهج القطرية على فيسبوك					
المواد على تلغرام	التربية الاسلامية	اللغة العربية	اللغة الانجليزية	الرياضيات	

المزيد من الملفات بحسب الصف الثاني عشر والمادة لغة انجليزية في الفصل الأول	
1	مفردات وتمارين املأ الفراغ – الوحدة الخامسة
2	اختبار تجريبي على نمط الاختبار النهائي للوحدة الأولى
3	تدريبات علاجية مجابة في المفردات اللغوية
4	تدريبات علاجية في المفردات اللغوية
5	حل أسئلة الاختبار التجريبي كافة المسارات من مدرسة ابن تيمية

تحميل تطبيق المناهج للهواتف الذكية	
تطبيق المناهج على Store App (آبل)	تطبيق المناهج على Play Google (أندرويد)

English

Grade 12

Mrs. Marwa

2026-2027

First Term

@MMGRADE12ENGLIS

WhatsApp

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Word List
المفردات

الكلمات	المعنى	الكلمات المساعدة
work employment	عمل / وظيفة	find / company / firm
boss manager supervisor	مدير / رئيس	talk to / discuss / ask / in charge
hire employ	يُوظف	workers / new / staff / people
fired sacked	يُطرد من العمل	problem / trouble / late / rude / argument / work / company / workers / manager / lateness
business company corporation firm	شركة / مؤسسة	work for / employ / big / many / small
quit left resigned	غادر / إستقال / ترك	find a new one / move / change / better
staff personnel	موظفين / طاقم العاملين	work for / company / firm / work / reduce / number
increase pay rise	علاوة / زيادة راتب	get / achieve / hard work / ask for expect / month / awarded



Fill in the gaps with the correct word

Fill in the gaps with words from the list below: ***(There is one extra word.)***

personnel / quit / firm / increase / sacked

1 **Five workers were _____ by the manager for repeated lateness.**

(دور أول 2025 / 2026)

2 **My uncle works for a _____ that has many offices in New York.**

(دور أول 2024 / 2025)

3 **The security guard was _____ for being rude to the company's customers.**

4 **Frank decided to _____ his current job and find a new one.**

5 **The company manager decided to reduce the number of _____ due to financial problems.**

Fill in the gaps
Choose from the list (2)

manager / resigned / employee

6 The staff argued about an important issue. They must discuss it with the company's _____ as soon as possible.

7 My uncle _____ from his job because he was not happy at all with his salary.

8 She's become a clever _____ in the company after passing the interview.

firm / manager

9 His father used to work for a small law _____ in London.

10 The new _____ has not met the staff.

Choose the correct answer

1 We need to _____ more skilful people to plan for the project.

(دور أول 2024 / 2025)

A. quit
B. hire
C. sack
D. resign

2 The new bank provided _____ for many people who had applied for the job.

A. sign
B. firm
C. personnel
D. employment

3 The manager decided to _____ more workers in our department to increase the production.

A. pay
B. sack
C. punish
D. employ

Reported Speech
Direct and Indirect Speech

Direct Speech

الكلام المباشر
نكرر الكلمات نفسها تمامًا التي قالها الشخص. وعادةً نستخدم الفعل (say) (يقول) ويُوضع الكلام بين علامتي اقتباس (" ")

Osama said " Salem is at school. "

Indirect Speech

الكلام غير المباشر (المنقول)
ننقل المعنى فقط دون تكرار نفس الكلمات.
نستخدم فعل ناقل مثل (say) أو (tell) + that (يُمكن حذفها) ثم الجملة المنقولة

Osama said that Salem was at school.

Direct Speech	Indirect Speech
said / Said to	said / told
" ..... "	that
الفاعل (I / we / they / you ...)	على حسب المتحدث في الجملة
Present Simple am / is / are has / have will / can / may / must (V / V+s) play / plays	**Past Simple** was / were had would / could / might / had to (V2) played

الأفعال تتحول من المضارع إلى الماضي

Pronouns
الضمائر وصفات الملكية

عند تحويل الجملة من الكلام المباشر إلى الكلام غير المباشر
تتغير الضمائر وصفات الملكية حسب المعنى

ضمائر الفاعل

I	→	He / She
He	→	He
She	→	She
We	→	They
They	→	They
You	→	{ I, He, she, They, We }

صفات الملكية

my	→	his / her
our	→	their
his	→	his
her	→	her
their	→	our / their
your	→	{ my, his, her, their }

ضمائر المفعول

me	→	him / her
us	→	them
him	→	him
her	→	her
them	→	them
You	→	{ me, us, them }

ضمائر الملكية

mine	→	his / hers
his	→	his
hers	→	hers
ours	→	theirs
theirs	→	ours / theirs
yours	→	{ mine, his, hers, theirs }

EXAMPLES

1. “I lost my keys,” Ali said.
   → Ali said he had lost his keys.

2. “You helped me,” Sara said.
   → Sara said I had helped her.

3. “Our house is big,” the boys said.
   → The boys said their house was big.

4. “This book is mine,” Tom said.
   → Tom said the book was his.

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Tenses
تغيير الأزمنة (1)

عند تحويل الجملة من الكلام المباشر إلى الكلام غير المباشر تتغير الأزمنة:

من المضارع → إلى الماضي | من الماضي → إلى الماضي أو الماضي التام

و Modals و تعبيرات الزمن لتناسب زمن الكلام غير المباشر

Direct speech	Indirect speech
Present Simple visits / visit am / is / are have / has	**Past Simple ماضي بسيط** visited / saw was / were had
Present Progressive am / is / are + Verb + ing	**Past Progressive** was / were + verb + ing
Present Perfect have / has + p.p	**Past Perfect** had + p.p
Present Perfect Progressive have / has + been + verb + ing	**Past Perfect Progressive** had + been + verb + ing
Past Simple visited / saw	**Past Perfect / Past Simple** had visited / visited
Past Progressive was / were + verb + ing	**Past Perfect Progressive / Past Progressive** had + been + verb + ing was / were + verb + ing

Tenses
Time, Place & Modals

Expressions of Time & Place

Now	→	Then
Today	→	That day
Tonight	→	That night
Tomorrow	→	The next day / The following day
Yesterday	→	The day before
Last week	→	The week before
Ago	→	Before
Here	→	There
This / These	→	That / Those

Modals

will	→	would
can	→	could
must	→	must
must	→	had to
may / might	→	might
should	→	should
ought to	→	ought to

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Examples
Direct vs Indirect

Direct speech	Indirect Speech
Present simple Mariam said, " I like ice cream."	**Past Simple** Mariam said (that) she liked ice cream.
Present Progressive Mona said, " I'm teaching English online."	**Past Progressive** Mona said she was teaching English online.
Present Perfect Hamad said, " I've been on the web since 1999."	**Past Perfect** Hamad said he had been on the web since 1999.
Present Perfect Progressive Salem said, " I've been calling you all day."	**Past Perfect Progressive** Salem said (that) he had been calling me all day.
Past Simple Ali said, " I gave Salah his bag back."	**Past Perfect** Ali said (that) he had given Salah his bag back.
Past Perfect Sara said " I had taken French lessons before".	**Past Perfect** Sara said she had taken French lessons before.
Past Progressive Ahmed said " I was washing the car."	**Past Perfect Progressive** Ahmed said he had been washing the car.
1ST CONDITIONAL The doctor said, " If you eat too much, you will get sick."	**2ND CONDITIONAL** The doctor said that if I ate too much, I would get sick.



🔵 لا نغيّر زمن الجملة في الحالات الآتية:

1

إذا كانت الجملة تعبّر عن حقيقة عامة.

Sara said, "*I enjoy* swimming."

✔ Sara said (that) she enjoys swimming.

2

إذا كان فعل القول (say, tell, ask ...) في الحاضر أو المستقبل أو المضارع التام.

Khalid says, "I will go on holiday next month."

✔ Khalid says he will go on holiday next month.

(لم نغيّر الزمن لأن الفعل "says" في المضارع)

Helpful Tips
لا نغيّر زمن الجملة (2)

Up-to-date reporting

لا نغير الزمن إذا نُقل الكلام بعد قوله مباشرة (وقت قصير)

He said, “I saw Hamad yesterday.”

✓ He said he saw Hamad yesterday.

Out-of-date reporting

نغيّر الزمن لو نُقل الكلام بعد فترة طويلة وعدم وجود كلمة زمنية

He said, “I saw Saleh at the park.”

✓ He said he had seen Saleh at the park.

🔶 الجمل الشرطية النوع الثاني والثالث (Type 2 & 3) لا تتغير.

🔶 الماضي المستمر (was/were + ing) عادة لا يتغير، وإذا تغير يصبح ماضي تام مستمر (had been + ing).

الأفعال التي لا تتغير

Would – Should – Might – Could – Ought to

Don't Forget
Rewrite steps

(Rewrite) خطوات تحويل الجملة

1. نكتب الفاعل (المتحدث) (أول كلمة)
2. احذف علامات التنصيص (" ")
3. نترك said كما هي / لو (said to) تتحول إلى (told)
4. أضف (that) بعد said / told.
5. غيّر الضمائر حسب المعنى

👦 لو المتحدث ولد: كل الضمائر تتحول إلى he / his / him

👧 لو المتحدث بنت: كل الضمائر تتحول إلى she / her / hers

👨‍👩‍👧 لو المتحدث مجموعة: تتحول إلى they / them / their / theirs

🗣️ لو بيتكلم لشخص أو مجموعة (المخاطَب): نختار الضمير المناسب حسب مين بيتكلمه (مثلاً: you → me / us / him / her / them)

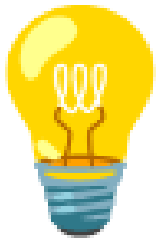
هام جدا

6. غيّر زمن الفعل (يعني لو الجملة في زمن المضارع، تتحول لنفس نوع الزمن في الماضي. أما لو كانت الجملة أصلاً في الماضي، تتحول إلى الماضي التام)
7. غيّر كلمات الزمن والمكان حسب السياق.

Introductory Verbs
Special verbs + ing

Special Introductory Verbs
(الأفعال الخاصة في الكلام غير المباشر)

هي الأفعال اللي نستخدمها بدل "said" أو "told" عند تحويل الكلام من مباشر إلى غير مباشر.



احفظ هذه الأفعال وأي فعل غيرهم استخدم (to + V1)

المعنى		فاعل + الفعل
اقترح أن		suggested
أقر		admitted
أنكر		denied
أتهمني أن	+ اسم / ضمير + of	accused
اعتذر لي عن	+ اسم / ضمير + for	apologised to
اشتكى لي عن	+ اسم / ضمير + about	complained to
أصر على	+ اسم / ضمير	insisted on

الفعل (Verb) + ing

Introductory Verbs
to + V1 (1)

agree	يوافق
claim	يزعم
demand	يطلب
offer	يعرض
promise	يوعد
refuse	يرفض
threaten	يهدد

فاعل + verb
+ to / not to
+ الفعل (V1)

advise	ينصح
allow	يسمح
ask	يطلب
beg	يتوسل
encourage	يشجع
invite	يدعو
order	يأمر
permit	يسمح
remind	يذكر
warn	يحذر
forbid	يمنع / يحرم

فاعل + verb + شخص
+ to / not to
+ الفعل

نتخلص من النفي عند
استخدام (forbid)

Introductory Verbs
that + sentence (2)

add	يُضيف
admit	يعترف
agree	يوافق
announce	يُعلن
claim	يدعي / يزعم
complain	يشكو
exclaim	يتعجب
explain	يشرح
inform Sb	يُخبر
promise	يوعد
suggest	يقترح

verb + فاعل
+ that
+ جُملة كاملة

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Rewrite Using the Word Given

1 "I'm not going to fix the laptop again," Salem said.
(refused)
(دور أول 2025 / 2026)
Salem _____

2 "I will change the attendance policy," the manager said to the staff.
(informed)
(دور أول 2024 / 2025)
The manager informed the staff
_____

3 'I will help the students finish the project,' said Khaled.
(promised)
(دور أول 2023 / 2024)
.....

4 'Let's watch a movie this weekend,' Tim said. (suggested)
(دور ثاني 2023 / 2024)
.....

5 'I'm not going to eat any more sweets,' said Sara. (refused)
(دور أول 2022 / 2023)
.....

Rewrite
Using the word given (2)

6 'Talal, you should start working seriously for the exam,' Ali said. (advised)
(2022 / 2023 تجريبي)

.....

7 'Sorry I'm late for the meeting,' said Mr. Jackson. (apologized)
(2022 / 2023 تجريبي)

.....

8 'Hamad, you should stop eating too much fast food,' Jassim said. (advised)
(2021 / 2022 دور أول)

.....

9 'You need to take your passport before the flight,' said Anna. (reminded)
(2021 / 2022 تجريبي)

.....

10 'Jessy broke the LCD screen,' Ahmed said. (accused)
(2020 / 2021 دور أول)

.....

Rewrite
Using the word given (3)

11 ‘I will help you prepare the meal for the kids,’ said Sara. (agreed)
(تجريبي 2020 / 2021)

.....

12 ‘I will attend the meeting tomorrow,’ Jenny said. (insist)
(تجريبي 2020 / 2021)

.....

13 ‘Of course, I’ll be happy to come to the graduation party,’ Ali said. (agree)
(دور أول 2019 / 2020)

.....

14 ‘How about watching a film?’ Salma said. (suggest)
(دور أول 2019 / 2020)

.....

15 ‘Don’t worry, I’ll take care of everything,’ Sami said. (promise)
(دور أول 2019 / 2020)

.....

Rewrite
Using the word given (4)

16 'I won't give you a ride to the hotel,' Jassim said. (refuse)
(2019 / 2020 تجريبي)

.....

17 'Don't forget to be early for the interview,' the manager said.
(remind)
(2019 / 2020 تجريبي)

.....

18 'Ahmed ate all the pizza,' Dad said. (accuse)
(2019 / 2020 تجريبي)

.....

19 'I'm sorry I dropped the litter on the beach,' said Anna.
(apologized for)
(2017 / 2018 دور أول)

.....

20 He said to the staff, "We should reduce paper consumption."
(advised)
(2017 / 2018 دور أول)

.....

21 'Yes, I'll let you use my Bluetooth headset,' Rashid told me.
(agreed)
(2017 / 2018 دور أول)

.....

Cover Letter / Application Letter





COVER LETTER

Dear Mr. [إسم المُرسل إليه],

I am writing to apply for the job of **[إسم الوظيفة]**, as advertised online. I am sure my experience and skills suit your team.

I completed my studies in 2018 at Qatar University and I am now working on a Master's degree. I have also taken many courses for this job. I have four years of experience working while studying, which helped me learn useful skills like Leadership, Planning, and Problem-Solving.

I am fluent in English and Spanish. I am smart, hardworking, cooperative, and motivated. I am eager to learn new skills and can handle new challenges.

I believe I am ideal for this job as I have the required experience and skills. You can contact me by email at [**oxoxox @ gmail. com**] if you have any questions.

I am looking forward to your reply.

Yours sincerely,

[إسم المُرسل]

Writing: Cover Letter / Application Letter

1 (دور أول 2025 / 2026)

Read the advertisement below and write a COVER LETTER to Dr. H. Sultan, the manager of Al-Noor Hospital, to apply for the required job.

Emergency Doctor

The ideal candidate should have at least 5 years of experience in the same position.
Please send your application to: Q2022-employment@hotmail.com
Your letter should include: * qualifications * relevant experience * personal skills

Your name: Dr. Farouk Your phone number: 335xxxxx

2 (دور أول 2024 / 2025)

Write a COVER LETTER to Mr. S. Rashid, the general director of The High-Tech Company applying for the job of a "social media manager" as advertised in the local newspaper.

Your name: F. Nasser

3 (دور أول 2024 / 2025)

Write a COVER LETTER to Mr. Donald Jackson, the owner of "Transworld Hotels & Resorts Company" to apply for the job of "Hotel Manager" as advertised in the local newspaper.

Your name: H. Saad

4 (دور أول 2023 / 2024)

Write a COVER LETTER to Mr. B. Fahad, the head of New Technology Services, applying for the job of a "graphic designer" as advertised in the local newspaper.

Your name: H. Salem

5 (دور أول 2023 / 2024)

Write a COVER LETTER to Mr. Donald Jackson, the manager of "Global Marketing Company" to apply for the job of a "Sales Assistant" as advertised in the local newspaper.

Your name: H. Saad

6 (دور ثاني 2023 / 2024)

Write a COVER LETTER to Mr. A. Khalifa, the head of advertising department, applying for the job of a "photographer" as advertised in the local newspaper.

Your name: H. Abdullah

7 (دور ثاني 2023 / 2024)

Write a COVER LETTER to Mr. Adel Hawari, the head of HR department at Hawari Clinic, to apply for the job of a "doctor" as advertised in the local newspaper.

Your name: Dr. Saif Raghib Your phone number: 33xxxxxx

8 (تجريبي 2022 / 2023)

Write a COVER LETTER to Mr. Peter Hardy, the manager of FIFA Media Services applying for the job of "Sports Reporter" as advertised in the local newspaper.

Your name: N. Jamal Your phone number: 220909xx

9 (دور أول 2021 / 2022)

Write a JOB APPLICATION to Mr. Simpson, the manager of Star Global Airlines applying for the job of "a pilot" as advertised in the local newspaper.

Your name: S. Salem Your phone number: 44421xx

10 (تجريبي 2021 / 2022)

Write a JOB APPLICATION to Mr. Salim Ibrahim, the general manager of a Tourism Company applying for the job of "a travel agent" as advertised in the local newspaper.

Your name: A. Nasser Your phone number: 6165xxxx

11 (تجريبي 2021 / 2022)

Write a COVER LETTER to Mr. Khalid Mousa, the owner of "Maestro Chef" Restaurant applying for the job of "Restaurant Manager" as advertised in the local newspaper.

Your name: B. Abdullah Your phone number: 334455xx

12 (دور أول 2020 / 2021)

Read the advertisement below and write a COVER LETTER to Mr. Brown, the school principal to apply for the job.

A well-known school requires the following staff for its campus.
English Teacher
Science Teacher

Your name: Khaled Rashid Your phone number: 335xxx

14 (دور أول 2019 / 2020)

Write a LETTER OF APPLICATION to Harry Pierce, the general manager of Smart Industries Company applying for the job of "computer engineer" as advertised in the local newspaper.

Your name: A. Jaber Your phone number: 335xxxxx

16 (دور أول 2017 / 2018)

Write a LETTER OF APPLICATION to Mr. Peter Manfred, the chief editor of "World News Magazine" applying for the job of "journalist" as advertised in the local newspaper.

Answers
إجابات الأسئلة (1)

Word questions

Fill in the gaps – list 1: 1. sacked 2. firm 3. sacked 4. quit 5. personnel (extra: increase)

Fill in the gaps – list 2: 1. manager 2. resigned 3. employee

Fill in the gaps – list 3: 1. firm 2. manager

Choose: 1. hire 2. employment 3. employ

Rewrite Using the Word Given

1. Salem refused to fix the laptop again.
2. The manager informed the staff that he would change the attendance policy.
3. Khaled promised to help the students finish the project.
4. Tim suggested watching a movie that weekend.
5. Sara refused to eat any more sweets.
6. Ali advised Talal to start working seriously for the exam.

Answers
إجابات الأسئلة (2)

7. Mr. Jackson apologized for being late for the meeting.

8. Jassim advised Hamad to stop eating too much fast food.

9. Anna reminded me to take my passport before the flight.

10. Ahmed accused Jessy of breaking the LCD screen.

11. Sara agreed to help me prepare the meal for the kids.

12. Jenny insisted on attending the meeting the next day.

13. Ali agreed to come to the graduation party.

14. Salma suggested watching a film.

15. Sami promised to take care of everything.

16. Jassim refused to give me a ride to the hotel.

17. The manager reminded me to be early for the interview.

18. Dad accused Ahmed of eating all the pizza.

19. Anna apologized for dropping the litter on the beach.

20. He advised the staff to reduce paper consumption.

21. Rashid agreed to let me use his Bluetooth headset.