

كيفية التعامل مع القطعة الداخلية والخارجية لجميع الفروع 2019

Types of reading questions: أنماط الأسئلة على القطع

1. Match the heading with the suitable paragraphs.
2. Decide whether each of the following is True or False.
3. Complete the following sentences.
4. Complete the table or the web ... (الانماط الحديثة)
5. Answer the questions (wh questions)
6. Write what the following words, phrases, numbers or pronouns refer to (What do the following ..)

طرق التعامل مع القطع في الامتحان الوزاري:

1. قراءة القطعة بصورة سريعة للتعرف على الأفكار والنقاط الرئيسية في القطعة.
2. قراءة دقيقة مفصلة مرة ثانية لفهم القطعة بشكل متاني خاصة الخارجية.
3. تحليل النقاط الإيجابية والسلبية في القطعة والأسباب والنتائج والنقاط المتعددة والامثلة ما بين السطور.
4. إذا كان لدى الطالب ثروة لغوية ومعاني مفردات فإنه يستطيع بسهولة التعامل مع أي قطعة داخلية أو خارجية (المرادفات)
5. يكون عنوان القطعة دائما في اول كلمة أو اول جملة.
6. في كل سؤال يكون كلمة مشابهة أو مرادفة موجودة في القطعة والاجابة تكون قبلها أو بعدها، إذا جاء في بداية الفقرة تكون الإجابة بعدها وإذا جاء في نهاية الفقرة تكون الإجابة قبلها.
- إذا كان الفعل المساعد في السؤال (does) نبحث عن فعل مع (s) وإذا كان (did) نبحث عن فعل ماضي
7. الضمائر (it-its-itself) تعود على اسم مفرد غير عاقل، الضمائر (he, him, his, himself) تعود على اسم مفرد مذكر عاقل الضمائر (she-her-hers-herself) تعود على اسم مفرد مؤنث عاقل، (they-them-their-theirs-themselves) تعود على اسم جمع (I-me-my-myself) تعود على كاتب النص أو المتحدث، (we-us-our-ourselves) تعود على كاتبوا النص أو المتحدثون، (this - that) تعود على جملة سابقة أو جزء منها، (these-those) تعود على اسم جمع، (one) تعود على اسم مفرد مكرر عاقل أو غير عاقل
8. بالنسبة لسؤال (True - False) انتبه الى النفي والاثبات والمرادفات والعكوس
9. بالنسبة لسؤال اكمل الفراغ (Complete) ابحث عن الكلمة الرئيسية أو المرادفة و (and-or) هي حروف عطف.
10. نضع دائرة حول الأسماء، نضع مربع حول الدول والمدن والأماكن، نضع مثلث حول التواريخ والأرقام والنسب المئوية.
11. السؤال الذي يبدأ (where) نبحث عن الأماكن، السؤال الذي يبدأ (who) نبحث عن الأسماء، السؤال (when-what year) نبحث عن السنوات
- السؤال ب (how many) نبحث عن ارقام، والسؤال (what) نبحث عن أشياء وغير العاقل، والسؤال (why) عن السبب because والسؤال (how) يسأل عن الحال والكيف والطريقة،
12. إذا كان التاريخ متبوع بفاصلة نكتب ما بعده، وإذا كان في نهاية الجملة نكتب ما قبله، وإذا كان في الوسط نكتب ما قبله وما بعده.
13. الجملة التي بعدها فاصلة أو فاصلة منقوطة أو نقطتين أو (am/is/are/was/were) تكون عادة تعريف
- امثلة: انظر قطعة امتحان 2018 عن Olympic games وقطعة امتحان 2017 من الوحدة الثانية عن مشاكل الشباب. انظر أيضا وحاول ان تحل نمط الشبكة في القطعة الخارجية لعام 2018 وهذا نمط حديث وهناك أنماط مختلفة قد تأتي حاول ان تحل نمط الشبكة التالي في الوحدة الرابعة عن التحكم بتصرفات الشباب والناس:

Parents and governments like to put limits on	
.....
Reasons for putting limits	
Parents	Governments
.....

هناك نمط الجدول الذي جاء في القطع الخارجية، ويطلب أحيانا إعطاء حلول على مشاكل معطاة للطالب: انظر الوحدة 5 القطعة الثانية مثلا:

Problems / situations	Tips / solutions
المشاكل تكون عادة معطاة هنا للطالب	

نموذج تدريبي محلول

اقرأ القطعة في الكتاب صفحة 112 عن هجرة الكاتبة الى أمريكا وحاول ان تجيب عن الاسئلة التالية:

A. Answer the following questions:

1. Why was the writer amazed about the people who live in New York? *They dressed in different styles, ate different kinds of food, spoke different languages, so they are various yet they call themselves Americans.*

2. How did these people react to the new situation?

the writer: *it was an adventure*, Her brother: *he was angry and hated everything*,

Her uncle: *managed fairly well*, Her aunt: *never got used to life in America.*

3. What examples of the aunt's stubborn attitude did the writer give?

A She refused to learn English. B refused to make changes to the apartment. C. refused to have a fridge.

4. Why was the aunt behaving in that way according to the writer?

A a sign of her deep loss. / she was clinging ... B she had a conviction that their situation was temporary.

B. Decide if the statements True or False:

1. People living in New York show much more interest in neighbor's lives than theirs. (X)

2. The writer's brother was completely satisfied with the new lifestyle in America. (X)

3. The writer was upset (annoyed) with her aunt's attitude. ()

4. The writer regrets not being able to understand her aunt's motives. ()

D. What do these pronouns refer to:

they (L 9): *people* mine (L15): *writer's family* I : *the writer* she (L 31): *her aunt* it (L37): *apartment*

نموذج تدريبي ثاني محلول

اقرأ القطعة في الكتاب صفحة 26 عن الصدفة وحاول ان تجيب عن الاسئلة التالية:

A. Answer the following questions:

1. What do we mean by saying It's a small world? *people's lives are more connected than they used to*

2. Which example does the writer give about coincidences? *Meeting someone you know from home by chance in another country.*

3. What are the two definitions of coincidences the text shows? *A. events that unexpectedly happen at the same time for no clear reason, b. finding an unexpected connection between seemingly random things or people.*

4. Which example is given about the second definition? *talking to a complete stranger and finding that you have the same birthday.*

5. Why don't people believe in scientific explanation of coincidences? *scientific explanation is less exciting.*

6. According to the writer, what increases the chances of coincidences to happen? *1. The number events in your life. 2. The number of people and strangers you know and meet in your life.*

7. What surprising thing the writer concluded about coincidences? *Coincidences don't happen more often.*

B. Complete:

People define coincidences as something mysterious happening and some kind of hidden plan outside ..

C. What do the following refer to:

1. it line 7 : *finding an unexpected connection* 2. that line 10: *having the same birthday with a stranger.*

3. **two of them** L 14: 23 people in a room 4. **them** L. 17: 50 people
5. **10,000** L.21: number of people someone knows 6. **the more** L 21: more people you know

Final Revision 2019

Unit One

Your comfort zone is, as the name suggests, the area where you feel comfortable. We all have **one**, whether we know it or not: **it**'s the set of routines and known abilities that make us feel safe because we're confident that we can manage and are unlikely to be challenged by anything unexpected or worrying. Obviously, staying inside your comfort zone has many benefits, especially at times when you're feeling under stress. On the other hand, we're often told in 'self-help' books that it's a good idea to do things that are outside our comfort zones. In fact, many studies have shown that an important factor in helping people feel positive about themselves is the feeling that they are developing and making progress in their lives. You won't reach your full potential if you only do what you know you are able to do. We all want to improve ourselves, for example by learning something new, becoming more creative or getting fit.

Unfortunately, people often get stuck in their comfort zones and don't feel able to try different things. There are various possible reasons for this. They may be afraid of failing or unsure how to begin. Many people think "This is the way I am and I'll never change", using this as an excuse for not trying something new. Whatever the reason may be, it's sometimes necessary to force yourself to do something you'd rather not do. Once you've made the effort, though, the door to new experiences will be open and you'll probably wonder why you thought **it** was a problem.

A. Read the text. then choose the best title for the article.

1. Stepping outside the comfort zone.
2. Staying inside your comfort zone.
3. Are you afraid of failing.

B. Answer the following questions:

1. What are the two definitions of the comfort zone?

- a. the area where you feel comfortable b. the set of routines and known abilities that make us feel safe

2. Why do some people feel safe in their comfort zones?

we're confident that we can manage and are unlikely to be challenged by anything unexpected or worrying

3. What are the benefits of staying in your comfort zone?

- a. make you feel comfortable b. make us feel safe c. we're confident that we can manage
d. unlikely to be challenged by anything unexpected e. when you're feeling under stress

4. When is it useful to stay in your comfort zone?

When you are feeling under stress

5. What do self help books recommend us to do?

do things that are outside our comfort zones.

6. When do people feel positive about themselves?

When they are developing and making progress in their lives.

7. How do people improve themselves?

by learning something new, becoming more creative or getting fit.

8. What will happen when you learn something new?

to improve ourselves // becoming more creative

9. What are the advantages of getting out of you comfort zone?

- a. people feel positive about themselves
- b. developing and making progress
- c. We all want to improve ourselves
- d. learning something new
- e. becoming more creative

10. Why do people often get stuck in their comfort zones? Why do people prefer to stay in comfort zones? Why don't people feel able to try different things?

- a. They are afraid of failing
- b. unsure how to begin.
- c. think "This is the way I am and I'll never change.

C. Decide whether each of the following statements True or False:

- 1. People often feel safe when they do the same things. (T)
- 2. People usually prefer to get out of the comfort zone when they are under stress. (F)
- 3. People improve themselves by learning something new. (T)
- 4. I'll ever change, using this as an excuse for trying something new. (F)

D. Complete the following with words or suitable phrases:

- 1. Self-help books help us to do things that are outside our comfort zone.
- 2. Learning something new help us become more creative or fit.

Unit Three

We often hear people say " It's a small world, isn't it? It's usually when **they**'ve just experienced one of those strange coincidences that seem to happen in nearly everyone's lives. You know the kind of thing: you're on holiday in another country and you run into a person you know from home, even though neither of you knew that the other was going **there** too.

People often think experiences **like** this are evidence of something mysterious happening, some kind of hidden plan outside our knowledge. The scientific explanation is less exciting, and perhaps that's why some people are reluctant to accept **it**. Coincidences are events that unexpectedly happen at the same time for no clear reason, or finding an unexpected connection between seemingly random things or people. A very common example of the latter is talking to a complete stranger and finding that you have the same birthday. What are the chances of that happening?

Actually, the chances are better than you might think, and there's a mathematical way to prove **it**. It has been calculated that the number of people you need to have a 50% chance of two of them sharing a birthday is 23. And when there are 48 people in a room, the probability goes up to 95%. To put it another way, if there are only 50 people reading these words (and I hope there are more!), one of **them** will almost certainly have the same birthday as **me**.

The other part of the scientific explanation for coincidences is simply that there are so many events in people's lives. Just think of the number of people that you have had any kind of connection with during your life. There are probably over 10,000, and the older you get, the more there will be. If you are the kind of person who talks to strangers, you will definitely come across coincidences. Basically, when you think about how complex our lives are, especially nowadays with the Internet, the only surprising thing is that coincidences don't happen more often.

A) Answer these questions

1. What do people often say when they experience one of those strange coincidences?

It's a small world

2. What do people mean when they say It's a small world?

they've just experienced one of those strange coincidences that seem to happen in many everyone's

3. What do strange coincidences symbolize for many people? What do people think about coincidences?

- a. evidence of something mysterious happening
- b. some kind of hidden plan outside our knowledge.

4. Why are some people reluctant to accept scientific explanations? Why does the writer think people don't believe in scientific explanations for strange coincidences?

Because they are less exciting

5. What are the two definitions the text provides for coincidences? With examples.

- a. events that unexpectedly happen at the same time for no clear reason. Example: running into person you ..
- b. finding an unexpected connection between seemingly random things or people. Example: talking to a complete stranger and finding

6. What is the other part of the scientific explanation for coincidences?

there are so many events in people's lives

B) Decide whether each of the following statements is True (T) or False:

- 1. Coincidences are likely to happen in everyone's life. (T)
- 2. People are quite satisfied the scientific explanation of coincidences. (F)
- 3. The scientific explanation for coincidences is more exciting. (F)
- 4. The more surprising thing is that coincidences don't happen more often. (T)

C) Complete the gaps from the test:

- 1. you are talking with a complete stranger and finding that you have the same birthday is an example of finding an unexpected connection between random things or people.
- 2. If there are 35 people in a room, the probability that two of them have the same birthday is 75%
- 3. Despite the Internet the only surprising thing is that coincidences don't happen more often.

D) what do these pronouns refer to:

- 1. **they** : people
- 2. **there**: another country
- 3. **This**: running into a person ...
- 4. **it**: scientific explanation
- 5. **it**: scientific explanation
- 6. **them** : people
- 7. **me** : writer

Unit 4

It isn't hard to explain why parents, teachers and older people in general get so concerned about the negative effects of young people's use of communications technology. They may be motivated by a wish to protect their children from harm or to control them, but throughout history older generations have always tried to put limits on the behaviour of the young.

The only difference now is that the internet is such a powerful force, and older people generally don't really understand this new world of social media and instant communication, so they're unable to control it. And the situation is changing so fast that the gap in their knowledge is widening all the time.

In a similar way, governments, even in democratic countries, like to put limits on people's behaviour. They may have more technological knowledge than the average parent, but the spread of social media sites and communications apps like Twitter and Whats App is making it harder and harder for them to control what their citizens are saying or doing.

Clearly, this isn't always a positive trend, but what we can say for sure is that new information and communications technologies are a force for social change and economic development, especially in poorer countries without a reliable traditional phone network. The World Bank has calculated that in countries like this, a 10% increase in high-speed Internet connections leads to a 1.3% increase in economic growth. It is, they say, 'the single most powerful way to extend economic opportunities and services to millions of people, especially in remote areas.

A recent headline on the BBC website asked: ‘Could Ramallah become an Arab World technology hub?’ The article went on to show how young Palestinians are starting small technology companies that could help the Palestinian economy to break free from the restrictions placed on it by the Israeli occupation. As one interviewee explains: ‘This is what is good about technology: it breaks the borders. A person with a laptop can work in the worst situations; he can work from his home and interact with the global community, without a passport and despite the occupation. It is limitless.

A) Answer these questions:

1. Why parents, teachers and older people in general get so concerned about the negative effects of young people's use of communications technology?

to protect their children from harm or to control them

2. Why are the older people unable to control the internet?

a. they don't understand this new world of social b. the situation is changing so fast.

3. Why do governments find many difficulties to control what their citizens are saying and doing?

the spread of social media sites and communications apps

4. What is the main reason for social & economic change in poorer countries?

new information and communications technologies

5. What is the most powerful way to extend economic opportunities & services in remote areas?

To increase in high-speed Internet connections.

6. What helps the Palestinian economy to break free from the restrictions placed on it by occupation?

Young Palestinians are starting small c technology companies.

7. How could the small Palestinians companies help their economy?

By breaking free from the restrictions placed on it by the Israeli occupation.

8. What is good about technology? It breaks the border.

B) Decide whether each of the following sentences are True or False:

1. Teachers only are worried about negative effects of communications technology on the young people. F

2. The older generations have seldom tried to put limits on the behavior of the young. (F)

3. The gap in the older knowledge is minimizing all the time. (F)

4. Government, even in democratic countries, like to restrict people's behaviour. (T)

5. New information and communications technologies are able to change the economy in the world. (T)

6. Poorer countries could he developed by using high-speed Internet connections. (T)

7. Computers can make us interact with the global community without a passport. (T)

C) Complete the following sentences:

1. Older people and governments like to put limits on the young.

2. New information and communications technologies are a force for social change and economic development especially in poorer countries.

3. Despite the Israeli occupation, the Palestinians can work from home and Interact with the global community by using their laptops.

Unit 11

I enjoyed reading the article 'clinging to culture' and I'd like to add a few points of my own. It's often been observed that expatriates are more likely to show the outward signs of their culture than their fellow countrymen who stay at home. Think of Scotsmen in New Zealand who wear kilts, or English people in Spain who insists on drinking tea with milk and eating fish and chips, or ' Irish –Americans who often seem more Irish than the Irish. As Welshman living in South America, I can understand why **this** happens. It's not

that these people spend their time looking forward to 'going home': they are usually committed to living in the place they have chosen, they don't, for example, object to paying local taxes. They just have a need to hold on to what they see as an important part of their identities.

The same kind of need, I believe, happens with language. When I lived in the south of England, one of my neighbours was an old lady who had moved **there** from a northern town when she was quite young. Despite living in the south for over fifty years, her accent remained strongly northern. The reason, I think, is clear: being 'a northerner' was, unconsciously, an essential part of who she was

Language teachers will tell you that learners often find pronunciation the hardest part of a foreign language, and I'm sure there's a connection. If, say, Italian learners of English start speaking with a 'correct' accent, **they** feel they are becoming more English and therefore, less Italian. Unless you want to change your identity, it's hard to let go. Just as an example, listen to French people who speak almost perfect English. However good they are, it's usually impossible to mistake them for anything other than French. The accent, it seems, is always the last thing to disappear.

A) Choose the correct answer.

1. The best title for this article is:

- a. advantages and disadvantages of living abroad.
- b. There is no place like home
- c. *Culture, language and identity*

2. The text is probably ...

- a. *an article in a magazine*
- b. Letter to an academic journal
- c. letter to a colleague

3. The writer's neighbour

- a. *made a decision to speak in a certain way.*
- b. had lived in the north for a long time.
- c. had difficulty in pronouncing some words.

4. The writer believes that

- a. no one can ever speak a second language perfectly.
- b. *it is natural for language learners to keep their foreign accent.*
- c. English is especially hard to pronounce for French people.

5. Insisting on drinking tea is an example of

- a. expatriates sticking to their culture
- b. sticking to their own language

6. are more likely to show the outward signs of their culture.

- a. fellow country men
- b. expatriates

7. One of the Scottish cultural outward is

- a. wearing kilts
- b. drinking tea with milk
- c. eating fish with chips

B) Answer these questions:

1. What motivates expatriates to cling to their culture according to the text?

They just have a need to hold on to what they see as an important part of their identities.

2. Why do you think the writer's neighbour kept on using her northern accent?

being 'a northerner' was, unconsciously, an essential part of who she was

3. Why do English people in Spain cling to their culture?

drinking tea with milk and eating fish and chips

4. Why don't expatriates object to paying taxes?

Because they're usually committed to living in the place they've chosen.

C) What do these refer to?

- a. **this** expatriates are more likely to show ...
- 2. **There**: south of England
- 3. **They**: learners

D) Decide whether the following statements are True or False:

- 1. It is a desire of going home that leads expatriates to cling to their culture. (F)

2. According to the writer, there is a link between identity and accent. (T)
3. French people are impossible to be mistaken even if they speak perfect English. (T)

Vocabulary

1. A. Match the words in the box with their meanings:

dropped - returns - worth - neglect - strategies - controversial

1. ignore, not pay attention
2. left out
3. causing a lot of argument
4. giving good value
5. profits:
6. plans

B. Match the In the box with their meanings below.

convinced - guarantee - appeal - field - acquaintance - inflexible

1. someone you know t but not very well
2. reason to be sure
3. not wanting to change
4. certain that something is true
5. area of interest
6. what makes you like something

2. A. Replace the underlined parts of the sentences with words from the box.

sector - fantasy - breakthrough - reluctant - point

1. There's no purpose in trying to open the door. It's locked.
2. Most people are not willing to answer questions about their age.
3. If you think making money is easy, you're living in a world of unreality.
4. Working for company often better paid than working in the public section of the economy.
5. After months of work, the police had a sudden solution to the problem.

B. Replace the underlined parts of the sentences with words from the box.

identity - prospects - factor - consumption - genuine

1. He's just pretending to be friendly. His feelings aren't real.
2. It's a difficult time now but the possibilities for the future are good.
3. An important part of growing up is developing an idea of who you are.
4. There me several reasons for the problem but one part of the reason is the economic situation.
5. The buying and using of goods is important for national economies.

3. A. Complete the sentences using the words in the box with co- / mis- / over or under.

charge - behave - work - founder

1. The two men ares of the university.
2. Shopkeepers don't often you.
3. She only gets angry when students in class.
4. When people they may get very tired.

paid - work - worker- use

1. We used to keep phone conversations quiet to avoid disturbing your
2. He is angry because he thinks he's for the work he does.
3. If you the meat, it will be hard to eat.
4. Students sometimes words that look the same as a word in their own language but have a different meaning.

4. A. Complete the sentences with suitable phrasal verb from the box

left out - ran into - come out - came across - broke through

1. I didn't want the secret to, but now everyone knows.
2. The prisoners the fence and escaped.
3. The definition wasn't necessary so I it

4. While I was in Jordan I someone I was at school with.
5. I didn't intend to buy a shirt but I this really nice one in the market.

taken off - pass on - work out - turned out - put up

1. There is no need to book a hotel. We can you in our house.
2. Never secrets to another person.
3. There was a problem with the plane just after it had
4. I didn't expect to like it but it to be very enjoyable.
5. It's such a complex problem that only expert mathematicians can it

5. A. Complete the sentences with words from the box.

mention - trial - charity - perceptions – routine - boast

1. I need a break from my regular daily
2. Don't forget to my name when you talk to him.
3. Of course I'm proud of what I've done but I don't want to about it.
4. Khalil works for a that helps homeless people.
5. Let's give him a to see if he's good enough.
- 6- Different people have different of this product.

impress - hub – astonishing - outweigh - amateur

1. The capital city is a for road and rail travel to the rest of the country.
2. Tell the interviewers about your exam results. That will them.
3. There are some problems with the idea, but I think the advantages them.
4. The pictures were all taken by photographers. but they were very good.
5. That player is really I can't believe how good he is.

6. Circle the correct answer:

1. With all new products on nowadays, it's very hard to decide which to buy. (**the market / demand**)
2. Ali has travelled to China for two weeks (**on business / in business**)
3. We are late and the train always arrives (**on time / in time**)
4. Soldiers are not allowed to leave their places while they are (**on the way / on duty**)
5. I am sure he did it on (**show \ purpose**)
6. We need to spend more on advertising in order to increase our (**marketing / market share**)
7. It's common for actors to suffer from (**stage fright / overconfident**)
8. For some people, job..... is more important than a high salary. (**application / security**)
9. I can't agree on this on the phone; I need to see it writing. (**on /in**)
10. One important quality for a good friend is (**loyalty / identity**)
11. He refused to do it because it wasn't part of his job (**prospect / description**)
12. We need to stop this of our business by a larger company. (**take over \ takeover**)
13. She's very determined, she wants to succeed at all (**costs / benefits**)
14. If this printer doesn't work, there's another one on (**stand by / standby**)
15. Ahmad did a foundation before starting university. (**study / course**)

7. Choose the correct answer:

1. Testing won't young people's ability to use language properly (**affect / effect**)
2. Most people aren't either good or bad, but a of the two. (**combine / combination**)
3. She got into an with her teacher. (**argue / argument**)
4. The two dictionaries the word in different ways. (**define / definition**)
5. People's increased of sugar us causing health problems. (**consume / consumption**)

8. Fill in the spaces with a correct word from the box.

fellow countrymen - object - fluent - stubborn - accent - unconsciously

1. They don't get on well with each other because they are both so
2. Would anyone if we started the meeting now?
3. I've done this journey so many times so I can find the way
4. His sounds strange, I can't decide where he comes from.
5. He's American, but his attitudes are different from most of his
6. She's very in French. She's been living in France for thirty years.

Language

1. Complete the sentences with the correct tense of the verbs in brackets.

1. Sami has sent me a wedding invitation. He married next week. (get)
2. Normally I (finish) work at 5: o'clock, but this week I (work) until 6 to earn bit more money.
3. Please don't make so much noise. I to study. (try)
4. Bad driving many accidents. (cause)
5. she ever in public? (speak)
6. I Ali for ten years. (know)
7. The man who was next to me in the plane was very nervous because he before. (not/fly)
8. Samia said something wrong but I (pretend) that I her. (not/hear)
9. They (talk) during the play so he (ask) them to keep quiet.
10. While we (eat), Jamal (come)

2. A. Choose the correct answer:

1. Ali **is getting/ might get** married next month. Everything is ready.
2. Don't worry about your secret. I **may not tell/ won't tell** anyone.
3. They the USA tomorrow. Everything is well arranged. (**are visiting / are going to visit**)
4. Many students probably get high grades in this exam. (**will / could**)

B. Rewrite the following sentences as required:

1. I shouted at her, and now she is very angry. I wish
.....
2. She didn't buy it when she had the chance. She regrets
.....
3. I didn't catch the bus because I didn't leave early. I should
.....

3. A. Use (a - an - The - X) to complete the following:

1. Ali works in a restaurant. He is waiter.
2. Farmers don't usually earn too much money.
3. Can you tell me how to get to local community centre?
4. It is difficult to be excellent musician.

B. Rewrite the following using reduced relative clauses:

1. The boy who was injured in the accident was taken to the hospital.
2. The taxi which took us to the station broke down.

4. A. Complete the following sentences with the verb in brackets with (to+ inf / verb+ing):

1. Suddenly everybody stopped There was silence. (talk)

2. He promised late. (not be)
3. It is better to avoid during the rush hours. (travel)
4. I wouldn't like on holiday alone. (go)
5. You must remember the doctor when you come back. (see)

B. Add tag question to the following.

1. Ali doesn't know me,?
2. We had no chance,?
3. She's never come late,?
4. We've already met,?
5. The farmer cut the trees,?

5. Report the following:

1. Don't waste your money foolishly. She told me
2. I think you should buy a new car. My brother advised her
3. You shouldn't come late. The teacher warned me against
4. What time does the bank close? Ali asked us
5. Have you applied for this job? The secretary asked him
6. Why didn't you invite the teacher? The father asked his son

6. A. Make sentences using have / the object in brackets + the pp of the verbs.

1. Ali should (his hair) because it is very long. (**cut**)
.....
2. She will (her jacket) in laundry it is very dirty. (**wash**)
.....
3. I'm going to (this application) before I send it. (**check**)
.....

B. Complete the sentences with (might/may not/will or won't)

1. Try turning it off, then on again. That solve the problem.
2. I can say for sure that if you don't work you succeed.
3. I know you don't like love stories, but I'm sure you enjoy this one.

C. Complete the sentences with the past participle or -ing form of the verbs in the box.

1. The room was full of the sound of babies. (cry)
2. He was taken to hospital because they thought he had a arm. (break)
3. It's always a good feeling to be playing for the team. (win)

7. Correct the mistakes in these sentences.

1. His brother must remember closing the front door at night.
2. He says his sister is studying English literature in the university next year
3. You are clever, don't you?
4. I have a lasted relationship with some of my old school friends.
5. He hates people to be late
6. He asked if I were late.
7. He advised me not to going alone.
8. I regret to be late
9. He is having a beautiful car.
10. She looks out of the window.
11. She's used to smoke heavily

12. I'm satisfied of my present job
13. In addition to look after the family, she has a part-time job.

8. Choose the correct answer.

1. We don't have enough to finish this today. (**time / times**)
2. I carry all my in this case. (**paper / papers**)
3. The price of has a big effect on the world economy. (**oil / oils**)
4. He bought his wife a box of (**chocolate / chocolates**)
5. Include your education and in the application letter. (**experience / experiences**)
6. I need a to live in. (**accommodation / hotel**)
7. Confidence is noun. (**abstract / concrete**)
8. A newspaper is noun. (**abstract / concrete**)
9. I will need a lot of to get this finished on time. (**work / job**)

9. Complete the sentences with the correct form of verbs in brackets: inf or ing form.

1. The manager decided to spending. (**increase**)
2. Don't worry, I'm quite accustomed to (**wait**)
3. I think I've finally got used to this kind of food. (**eat**)
4. I used to like a stranger when first lived here. (**feel**)
5. Despite money for six months, I still can't afford to buy it. (**save**)

10. Circle the correct form (present or past)

1. I didn't phone because I thought you (**might go / might have gone**) to bed.
2. We're not sure yet, but this (**could be / could have been**) be the solution to our problem.
3. That car nearly hit you. You (**should look / should have looked**) before crossing.
4. She (**could win / could have won**) the race, but she hurt her leg.
5. I can't find my keys. I (**must have / could have**) left them at home.

Answers

Vocabulary

1. A: 1. neglect 2. dropped 3. controversial 4. worth 5. returns 6. strategies
B: 1. acquaintance 2. guarantee 3. inflexible 4. convinced 5. field 6. appeal
2. A: 1. point 2. reluctant 3. fantasy 4. sector 5. breakthrough
A: 1. genuine 2. prospects 3. identity 4. factor 5. consumption
3. A: cofounder 2. overcharge 3. misbehave 4. overwork
B: 1. worker 2. underpaid 4. overcook 4. misuse
4. A: come out 2. broke through 3. left out 4. ran into 5. came across
B: 1. put up 2. pass on 3. taken off 4. work out
5. A: routine 2. mention 3. boast 4. charity 5. trial 6. perceptions
B: 1. hub 2. impress 3. outweigh 4. amateur 5. astonishing
- 6: 1. the market 2. on business 3. on time 4. on duty 5. purpose 6. market share 7. stage fright
8. security 9. in 10. loyalty 11. description 12. takeover 13. costs 14. standby 15. course
7. 1. affect 2. combination 3. argument 4. define 5. consumption

8. 1. stubborn 2. object 3. unconsciously 4. accent 5. fellow countrymen 6. fluent

Language

1. 1. is getting 2. finish / am working 3. am trying 4. causes 5. has spoken 6. have know
7. hadn't flown 8. pretended / hadn't heard 9. were talking / asked 10. were eating / came
2. A: 1. is getting 2. won't tell 3. are visiting 4. will
B: 1. I hadn't shouted 2. buying it 3. have left early
3. A: 1. a 2. X 3. the 4. an
B: 1. the boy injured 2. the taxi taking us
4. A: 1. talking 2. not to be 3. travelling 4. to go 5. to see
B: 1. does he 2. did we 3. has she 4. haven't we 5. didn't he
5. 1. not to waste my 2. to buy a new ... 3. coming late
4. what time the bank closed 5. if he had applied 6. why he hadn't invited
6. A: 1. ...should have his hair cut 2. ...will have her jacket washed 3. to have this application checked
B: 1. might 2. won't 3. will
C: 1. crying 2. broken 3. winning
7. 1. to close 2. is going to study 3. aren't you? 4. lasting 5. being 6. was 7. not to go
8. being 9. has 10. looking 11. smoking 12. with 13. looking
8. 1. time 2. papers 3. oil 4. chocolates 5. experience 6. accommodation 7. abstract
8. concrete 9. work
9. 1. increasing 2. waiting 3. eating 4. feel 5. saving
10. 1. might have gone 2. could be 3. should have looked 4. could have won 5. must have

مراجعة قسم المفردات Vocabulary مرتبة حسب الاهمية

1. Choose words from the box and match them with their meanings // Replace underlined parts of the sentences below with words from the text. (انجليزي - انجليزي) من اجل توصيل الكلمة مع التعريف يجب حفظ جميع التعريفات في الكتاب

accent – stubborn – appeal – borders - stranger

1. _____: dividing lines 2. _____ way of speaking 3. _____ what makes you like something
3. _____: someone you don't know 4. _____: unwilling to change your mind

2. Complete the sentences with words from the box. (حفظ المعاني) (املاء الفراغ من الكلمات الرئيسية المعطاة حسب المعنى)

nowadays – justified - unconsciously – lack - strategies

1. We tried several different , but none of them worked.
2. Students have more money worries than they had in the past.
3. I've done this journey so many times that I can find the way
4. If an action or idea is , it is the correct thing to do or believe.

5. He made a lot of mistakes because of his of experience.

3. Complete the sentences with the suitable phrasal verbs from the list. // Match verbs with particles from the box to make phrasal verbs, then use them to complete the sentences.

الفاعل	المعنى	الكلمات المساعدة على الحل
pass on	(يمرر) يكشف سر	secret, never
hand on	(يسلم) مهام \ شيء	next, copy, police, project
carry on	يستمر	interrupting, study, please, conversation, intend to
find out	يجد \ يكتشف	if, must, interact, your friend, place, information
work out	يحسب \ يحل مشكلة	problem, question, figures, complex
come out	يفشي \ يكشف سر	truth, lied, everyone knows, news, information, secrets
stand out	يميز \ يبرز ايتين	should be in red, from, against, the rest
catch up	يتحدث	with, friends, colleagues
put up	يستضيف	hotel, visiting, flat, apartment, home, house
turn out	يتبين يتضح	but, fist, not expect, that, ...so
run into	يقابل صدفة	old friend, someone, who, other country, meet, each other
come across	يجد صدفة	in the market, didn't expect, in the newspaper
keep in touch	يتواصل	by , with, email
worry about	يقلق	young people, future, nothing to
break down	يتعطل	computer, car, machine
take over	يسيطر يتولى مسؤولية	manager, period
cut back	يقلص لو يخفض	spending, government
take off	اقلاع	plane, landing
hand over	يسلم مسؤولية	job, company
stand by	يجهز	doesn't work, another one
get on with	ينسجم	يسنجد
rule out	يستبعد	يربي
bring up	يربي	يرمي
throw away	يرمي	يستبعد
leave out	يستبعد	
worry	on
hand	out
find	on
get	about

1. We quite well, but we're not really close friends.

2. Take one copy for yourself and the others to the next person.

3. Even if your friend doesn't, it can destroy your friendship.

4. There are various things that young people

1. We hadn't seen each other for years, so having a meal together was a **good chance** to **catch up with**.

2. He didn't expect to **come across** his friend's name in the newspaper.

3. I was surprised to **run into old friend** so far away from his home town.

4. He was **visiting** the town for a few days, so I **put him up** in my **flat**.

5. I **didn't realise** who she was at first, but it **turned out** that we'd been at school together.

6. Never **pass on secrets** to another person.

7. I'm sorry for **interrupting**. Please **carry on**.

8. Take one **copy** for yourself and **hand** the others **on** to the **next person**.

9. Even if **your friend** doesn't **find out**, it can destroy your **friendship**.

10. I think the title **should be in red** to make it **stand out** from the rest of the text.

11. I didn't want the **secret** to **come out**, but now everyone knows.

12. It's such a **complex problem** that only expert mathematicians can **work it out**.

13. The prisoners **broke through** the fence and escaped.

14. We quite **get on** well, but we're not really close friends.

15. He was **brought up** by his grandparents.

16. He's not a clear choice, but I wouldn't **rule out** the young player.

4. Complete the sentences with words from the box with (co, mis, over, under)

Mis (verbs)	المعنى	مؤشرات	Co (nouns)	المعنى	مؤشرات
mistake	خطأ	<i>error, make</i>	coincidence	صدفة	<i>unexpected, strange</i>
misuse	يسيء استخدام	<i>word, machine, language</i>	co-founder	المؤسس الشريك	<i>school, company</i>
mishear	يسيء السمع	<i>say, said, heard</i>	co-worker	زميل	<i>disturbing, quiet</i>
misbehave	يسيء التصرف	<i>angry, class, quiet</i>	co-writer	كاتب مساعد	<i>book, report, article</i>
misunderstand	يسيء الفهم	<i>wrong, argument</i>	co-pilot	مساعد طيار	<i>plane, pilot</i>
mislead	يضلّل	<i>advert, idea</i>	cooperation	تعاون	<i>between, working</i>

الفعل الاصلي	-over	المعنى	المؤشرات	-under	المعنى	المؤشرات
charge	overcharge	يرفع السعر	<i>don't buy, raise</i>	undercharge	طلب سعر أقل	
work	overwork	يرهق بالعمل	<i>tired, exhausted</i>	underwork	يخفف العمل	
cook	overcook	يفرط في الطبخ	<i>meat, hard</i>	undercook	يطبخ بسرعة	<i>meat, tough</i>
confident	overconfident	مفرط في الثقة	<i>don't be</i>	underconfident	غير واثق	<i>don't be</i>
rate	overrated	يبالغ في التقدير		underrated	مقلل من قيمته	
pay	overpaid	اجر عالي		underpaid	اجر قليل	<i>angry, low</i>
weigh	overweight	وزن زائد		underweight	وزن قليل	

1. She often gets angry when her childrenin front of strangers..
2. He's angry because he thinks he is for the work he does.
3. He flew the plane alone, without a
4. Don't be You never know when something might go wrong

behave - paid
pilot - confident

1. She only gets angry when **students misbehave** in **class**.
2. **Misunderstandings** happen when people get the **wrong idea**.
3. Students sometimes **misuse words** that look the same as a word in language but have a different meaning.
4. I thought he said he was from **Australia**, but I think I **misheard** because he's actually **Austrian**.
5. Information in **advert** isn't usually untrue, but it can **mislead** people and give them the **wrong idea**.
6. **Coincidences** are strange, unexpected connections. 16. **Error** has the same meaning as **mistake**.
7. The two men are **co-founders** of the university. 17. He flew the **plane** alone, without a **copilot**.
8. Please **keep** phone conversations **quiet** to **avoid disturbing** your **coworkers**.
9. Both their **names** are on the front of the **book** because they are the **cowriters**.
10. **Cooperation** often **gets better results** than everyone working alone to solve a problem.
11. He's **angry** because he thinks he's **underpaid** for the work he does.
12. **Don't buy** tickets from strangers outside the stadium. They often **overcharge** you.
13. **Don't be overconfident** You never know when something might go wrong.
14. I **don't** think they're **as good as people** say. They're **overrated**.
15. When people **overwork**, they may get very **tired**. // People who are **underwork** often get **bored**.
16. If you **overcook** the **meat**, it will be hard to eat. // I think **football players** are **overpaid**.
17. Nurses' work is hard and useful, but their **salaries** are **low**. I think they are **underpaid**.

5. Circle the correct answer (ضع دائرة (ازواج الكلمات واسماء

Use the nouns in the box to make on/in noun phrase in the sentences below.

الأسماء	الكلمات المساعدة
takeover	سيطرة <i>manager, period</i>
cutback	تخفيض <i>spending, government</i>
breakdown	عطل <i>computer, machine, repair</i>

takeoff	اقلاع	plane, landing	
handover	تسليم	job, company	
standby	استعداد	doesn't work, another one	
breakthrough	تقدم		
الكلمة	المعنى	المعنى بالإنجليزي	الكلمات المساعدة
in business	في العمل	working in the business field	since, for,
on business	في مهمة عمل	for business reasons	away, travel, country, holiday, abroad
in time	في الوقت المناسب	with enough time, not missing	hope, luckily, just, beginning, appointment
on time	في الوقت المحدد	at the right time	exactly, have to, must, train, can't wait, always
on receipt	عند الاستلام	when you get them	booking, party, hotel
on sale	للبيع	available to buy	books, products
in advance	مقدما	before	pay, bought
in debt	مديون	owing people money	borrowed, money
in danger	في خطر	in the risky situation	close, animals
in writing	خطيا	with a letter, not by phone or email	apply

Word pairs	Meaning	Key words	الكلمات المساعدة على الحل
job security	الأمان الوظيفي	<i>sure, guarantee, not lose, losing, continue</i>	
job prospects	افاق العمل	<i>possibility, future, better, technical subjects</i>	
job application	طلب الوظيفة	<i>letter, form, write, to try, filled, sent it, get a job</i>	
job description	الوصف الوظيفي	<i>list of, duties, part of, involved, ask, require, matters</i>	
job satisfaction	الرضا الوظيفي	<i>feeling happy, comfortable, interested in, about what she does</i>	
job opportunities	فرص العمل	<i>problems, chances, limited, to get work</i>	

المصطلح	المعنى	الكلمات المساعدة
marketing	التسويق	people, department, advertise, know, product
upmarket	غالي الثمن \ فاخر	luxury, expensive, rich
market value	القيمة الشرائية	product, sell for, how much you can sell it
market share	الحصة السوقية	your, their, tell, how much, ... about, compared with,
market research	الابحاث السوقية	find out, project, show that
financial markets	الأسواق المالية	buy, sell, currency, national, international

1. Because of economic problems, there aren't as many job prospects.
2. He refused to do it because it wasn't part of his job description.
3. It's important to know how to write a good job application. / The problem is that I have no job security.
4. For her, job satisfaction is more important than a high salary.
5. Your job opportunities will be better if you choose technical subjects.
6. You need to do market research to find out if people will buy your product.
7. It's important to do lots of market research to see who might buy the new product.
8. marketing is a way of letting people know about your product.
9. The company has a large marketing department, with over 20 people working in it.
10. People buy and sell national currencies on the financial markets.
11. The market value of a product is **how much you can** sell it for.
12. Your market share **tells you how much** of the market you have compared with your competitors.
13. A product described as upmarket is a more **expensive** luxury item.
14. He filled his house with **expensive, upmarket** furniture. // She has been in business **since** she left school.
15. He's **away** all next week on business. // This **isn't a holiday**. We're here on business.
16. **Luckily**, the bus was late leaving, so we were in time to catch it.
17. I **hope** we get there in time to see the beginning of the film.

18. You have to be on time. We can't wait for you. // She's always on time, never late even by a minute
19. He hates people being late, so make sure you're on time.
20. You can pay for the goods on receipt. You don't need to pay in advance.
21. We bought tickets in advance in case there weren't any left on the day.
22. **Borrowing** can be a problem. You don't want to find yourself in debt.
23. He **borrowed** a lot of money and now he's in debt. // You have to **apply** for this job in writing.
24. The company is in danger of having to close. // The new **product** will be on sale from next month.
25. I can't agree to this on the phone; I need to see it in writing.
26. We were **spending** too much so we've had to introduce some cutbacks.
27. The handover period between the **old manager** and the **new** one was a difficult time.
28. There was a **misunderstanding** because of a breakdown in **communications**.
29. Please fasten your **seat belt** during takeoff and landing.
30. If this **printer doesn't work**, there's another one on standby.
31. We need to **stop** this takeover of our business by a **larger company**.

6. Circle the correct answer (ضع دائرة (اقل أهمية)

combine / combination, consume / consumption, define / definition, argue / argument, affect/effect, selfish /selfishness, confident/confidence, honest/honesty, personal/personality, national/nationality
Concrete محسوس : consumer, professor, product, people, politician, library, newspaper, books
Abstract مجرد : consumption, profession, production, success, confidence, politics, government, media, commerce
Uncountable OR Countable: time /times, tea /coffee/ teas / coffees, chicken/chickens, chocolate/chocolates, experience/experiences, luggage / case, work / job, furniture / chair, accommodation / hotel

1. Most people aren't either good or bad, but a combination of the two.
2. People's increased consumption of sugar is causing health problems.
3. Texting won't affect young people's ability to use language properly.
4. Don't be polite; just give me your honest opinion. The two dictionaries define the word in different ways.
5. Be careful about putting too much personal information online for everyone to see.
6. I've already told him this **three times**. Time always passes slowly when you're waiting for something.
7. Most popular **hot drinks** in the world are tea and coffee. Can we have **two teas** and **three coffees**, please?
8. She doesn't like beef, but she sometimes eats chicken. He keeps chickens in his back garden.
9. Chocolate is this country's main export crop. / These **are** the best chocolates I've ever tasted.
10. He doesn't have enough experience for the **job**. / Her **life** is full of interesting experiences.

7. Complete the sentences with a word and preposition. (كلمات مع حروف جر (U7)

الكلمة	المعنى	الكلمات المساعدة
protect from	يحمي من	clothes, injuries
expert in	خبير في	school
aware of	على دراية	becoming, made, the speed
satisfied with	راضي عن	job
suitable for	ملائم ل	old people, young people
choose between	يختار بين and
on demand	حسب الطلب	your brain, food, service, work
on request	في حال الطلب	letter, send, details, data, information
on order	على قائمة الطلب	book, will be here, need
on the market	معروض في السوق	there are
on arrival	عند الوصول	hotel, airport, mosque
on the way	في الطريق	stop, home
on purpose	متعمد	accident, did it, made it
on duty	اثناء	police, uniform, soldiers, doctors
on time	في الوقت المحدد	late, exactly, plane, train, never late, can't wait, always

on business	في مهمة عمل	away, travel, abroad, holiday
-------------	-------------	-------------------------------

- The careers adviser can make **students** aware of job opportunities.
- This job isn't really suitable for **older people**.
- They have to wear **special clothes** to protect them from **injury**.
- You may have to choose between job satisfaction **and** a high salary.
- He **isn't** satisfied with his present **job** so he wants to apply for another.
- The **school** brought in an expert in careers advice.
- On arrival at the **hotel**, please go to the reception desk.
- Police officers** only have to wear uniforms when they're on duty.
- The **book you need** is on order and will probably be here next week.
- He **stopped** to buy a newspaper on the way **home**.
- I don't believe it was an **accident**. I think he did it on purpose.
- We will be pleased to send you more **details** on request.

8. Match words with words in the box to make fixed noun phrases. (ازواج الكلمات)

High priority, like minded, unintended meanings, comfort zone, foundation course, stage fright, strange coincidences, dream job,

9. Circle the correct answer. سؤال عن التعريفات

in business	في العمل	working in the business field
on business	في مهمة عمل	for business reasons
in time	في الوقت المناسب	with enough time, not missing something
on time	في الوقت المحدد	at the right time
on receipt	عند الاستلام	when you get them
in advance	مقدما	before
in debt	مديون	owing people money
in danger	في خطر	in the risky situation
on sale	للبيع	available to buy
in writing	خطيا	with a letter, not by phone or email

كلمات مع حروف جر
participate in
addicted to
in confidence
aware of
at all costs
on show
catch up with

Use the nouns in the box to make on/in + noun phrases in the sentences below

request – time – advance - sale

- Luckily, the bus was leaving late, so we were to catch it.
- We will be pleased to send you details
- We bought tickets in case there weren't any left on the day.
- The new product will be next month.

Choose the correct answer

- You should reward your employees so that they have (**job satisfaction** / **job description**)
- Hospitals are on (**stand by** / **standby**) to deal with injuries in the war.
- She doesn't eat beef. She sometimes eats (**chicken** / **chickens**)
- The company has a large **marketing** / **upmarket** department with over 20 people working in.
- His parents will do anything to prevent him **about** / **from** getting hurt.
- She has been (**in** / **on**) business since she graduated from university.
- We didn't find a suitable (**accommodation** / **hotel**) easily.
- You should have the (**confident** / **confidence**) to be yourself.
- He didn't expect to (**run into** / **come across**) his friends name in the newspaper.
- (**Cooperation** / **misoperation**) will help people to work effectively
- People may get tired when they (**overwork** / **underwork**)
- Some jobs were lost after the (**takeover** / **handover**) by the other company.

1. Complete the sentences with the correct tense of the verb in brackets. / Circle the answer / U 1+3

1	مضارع	+s -s / don't doesn't / do does	always, usually, often, sometimes, every, normally, (look think, have/has}, like, love, hate,
2	مضارع مستمر	am (not)/is (n't), are (n't) + ing	now, at the moment, nowadays, tonight, Look! Listen! {look think حرف جر have: shower, breakfast, lunch } (but)
3	مضارع تام	has (n't) / have (n't) + pp	for, since, already, just, never, ever, yet, recently, so far, many times ..., this, these (be / put)
4	مضارع تام مستمر	has / have + been + ing	all, how long, long time, for over, for more, for many, for ages, وجود جملتين
5	ماضي	ed / - (didn't +V1) (did .. V1)	ago, yesterday, last, in 2000 {start-started, call-called, ask-asked, give-gave, mention-mentioned, arrive-arrived, notice-noticed, meet-met, break-broke, see-saw, , hear-heard, take-took, get-got, ring-rang, feel-felt, leave-left, pass-passed, think-thought
6	ماضي مستمر	was/were +ing	as, while, when {walk, do, drive, wait, make, grow, lift, work, cry, talk, rain, bark, laugh, shine, have, play, watch}
7	ماضي تام	had+pp	after, before, because, as soon as, until, realized (already / just) finish-finished, promise-promised, study-studied, explain- explained, be-been, forget-forgotten, tell-told, take-taken, spend-spent, hear-heard
8	5+6+7		29 – 33

- I'm sorry, but I'm **not agreeing** / **don't agree** with what you're saying.
- I'm **not enjoying** / **don't enjoy** parties normally, but I **enjoy** / **am enjoying** this one.
- She might see you, but she **talks** / **is talking** to a customer and it sometimes **takes** / **is taking** a long time.
- He **works** / **is working** in the afternoons, but today he **takes** / **is taking** his son to the doctor.
- That man **looks** / **is looking** rather strange.
- Everyone **looks** / **is looking** out of the window.
- What **do you think** / **are you thinking** is the reason for her success?
- You're very quiet. What **do you think** / **are you thinking** about?
- He **has** / **is having** a shower because he **has** / **is having** an important appointment.
- I **read**/ **am reading** a really interesting book at the moment.
- A lot of people think the new building **looks** / **is looking** ugly.
- I **have** / **am having** my breakfast, so I'll call you back in ten minutes.
- I can't understand what the writer **means** / **is meaning**.
- You should stop for a rest. You've **driven** / **been driving** for four hours.
- I only started this book yesterday and I've already **read** / **been reading** 150 pages.
- His eyes are tired because he's **played** / **been playing** computer games for three hours.
- You should go to bed. You have been playing on the computer **for over** two hours. (play)
- How **many times** has he written to his family this month? (write)
- He has been staying with friends **for too long**. He needs to find a house of his own. (stay)
- I can't find my pen. Where have you put it? (put) (لا يقبل ing)
- I think someone has been using my phone. The battery is nearly dead. (use) (جملتين طول استخدام)
- What has he been doing **all** this time? We have been waiting **for more** than an hour. (do / wait)
- I have known him **for** nearly ten years. (know)
- They have been away **for** three nights. (be)

25. You were away a **long time**. What have you been doing? (do)
 26. I've talked to him on the phone, but we have never met. (meet)
 27. They **didn't** really understand **until** she (explained / had explained) it twice.
 28. She **took** a taxi to the station **and** (arrived / was arriving) just in time.
 29. **As soon as** I saw the photo, I (recognised / had recognised) who it was.
 30. I felt much better **after** I (took / had taken) the medicine.
 31. It rained **while** I was walking to work. (rain / walk)
 32. Her mother **asked** her why she (cried / was crying)
 33. He **gave** the right answer **but** the teacher (didn't hear / hadn't heard)
 34. **When** I **told** them about my maitake, they all (laughed / had laughed) (زمن قصير بين الحدثين)
 35. **While** he was looking around the room, he heard someone come in. (look / hear)
 36. While we were talking, she mentioned who had been in class when we were at school. (talk / mention)
 37. He got wet during his walk because it was raining and he had forgotten to take an umbrella. (rain / forget)
 38. The day before, I had promised to phone him, so I gave him a quick call while I was having my breakfast. (promised / have)
 39. When I went in, everyone was laughing, because someone had just told a joke. (laugh / just tell)
 40. I thought the dog was barking because it had heard someone outside, but there was nobody. (bark / hear)
- هناك نمط اخر لكنه نادر في الأسئلة الوزارية وهو إعادة كتابة الجملة باستخدام المؤشر بين قوسين

Rewrite sentences single sentences changing the verbs / Use the words in brackets to join the two sentences.

1. I left the key inside the house. I got home in the evening and realised the problem. (when)
2. The bell rang. Everyone stopped working and left the building. (as soon as)
3. He rang me. I was in the middle of watching my favourite TV programme. (while)
4. His colleagues came to collect him. He was in the middle of eating his breakfast. (when)
5. I spent a long time studying this subject. I passed the exam easily. (because)

2. Rewrite these sentences keeping to the meaning: (U8+9) تحويل حسب البادئة، احيانا مدموج مع الاسئلة

wish	subject + had / hadn't + V3 + (عكس الجملة مثبت) (المثبت يصبح منفي والمنفي يصبح مثبت)
regret	مع الجملة ing + فعل مجرد // not + verb-ing (المثبت يبقى مثبت والمنفي يبقى منفي)
should/shouldn't	have + pp
advised, told, warned	فعل ماضي that // +ing + الفعل + against الفعل او + not = الفعل / منفية + to = مثبتة

1. 'You'd better **not invest** money in that company.
Financial expert told me not to invest money in that company.
2. 'It would be better to **spend** more money on developing your new products.
My father advised me to spend more money on
3. 'You should **do** a lot of market research before setting up a company.'
Everyone advised to do a lot of market research
4. **Don't spend** money on things that you can't really afford.'
My friend warned me against spending money on
5. It's not a good idea to **give up** control just to get financial support.
His advisor warned me against giving up control just to get financial support.
6. Remember **that** the value of investments can go down as well as up.'
The article warned that the value of investments could go down as well as up.
7. He **didn't listen** to his father's advice. > He wishes he had listened to
8. I **ate** a lot of food before going to bed. > I regret eating a lot
9. I **was** very lazy when I was younger. > I wish I hadn't been very lazy
10. They **didn't buy** a new defender last season. > I regret not buying a new
11. She **bought** a lot of expensive clothes. > She wishes she hadn't bought

3. Report the questions (U7) (السؤال المنقول (يأتي لوحده او مدموج asked) (البادئة)

wh- / if + subject + (is are was were has have had can will (ماضي) +

wh- / if + subject + (do / does > (فعل ماضي) / did > (had +pp)

1. Where is the nearest police station?' > He asked where the nearest police station was.
2. Was that the best way to do the job? > I asked her if that was the best
3. How did you manage to do the work? > They asked him how he had managed to
4. Who do you want to speak to? > She asked me who I wanted to
5. Can you speak any foreign languages? > He asked her if she could speak

4. Complete following sentences with the correct form of the verb between brackets. (U2+11)

to±: advise, fail, want, ask, seem, tell, need, decide, agree, promise refuse, offer, manage, would like/ love, would hate
ing: enjoy, feel like, give up, mind, avoid, finish, keep, accustomed to, object to, committed to, look forward to,
(be/get) used to, insist on, prevent from, apart from, satisfied with, serious about, responsible for, accuse of, instead of,
as a result of, in addition to, as well as, despite,

used to فعل فقط

stop: **to:** way, road, street. walk **ing:** wouldn't, never, shouldn't, noise, smoking, mistakes

remember: **to:** البداية must, please, did, would? **ing:** first, last, before فعل ماضي

Complete the sentences correct form of the verbs in brackets. النمط الاول

1. Thank you for agreeing me with this work. (help)
2. I enjoy TV. (watch)
3. I'd like something different. (do)
4. They wouldn't stop (talk)
5. They promised more quietly. (speak)
6. Did you remember the tickets? (bring)
Yes, I remember them in my pocket last night. (put)

Circle the correct verb forms: النمط الثاني

1. He promised (**to let** / **letting**) me have the report by next week.
2. He enjoys (**to read** / **reading**) poetry in her free time.
3. He seems (**to know** / **knowing**) me, but I don't remember (**to meet** / **meeting**) him before.
4. Where would you like (**to put** / **putting**) these books?
5. Children want to know everything; they never stop (**to ask** / **asking**) questions.
6. If he's busy, I don't mind (**to wait** / **waiting**)

5. Complete the sentences with the -ing or past participle form of the verbs in the box. (U5)

live -living, convince-convincing, confuse-confusing, disappoint-disappointing, care-caring, increase-increasing,
move-moving, rise-rising, demand-demanding
expect-expected, import-imported, agree-agreed, return-returned, mistake-mistaken, lose-lost, write- written,
freeze-frozen, choose-chosen

demanding job, مقنع معذرة convincing excuse: مقنع living thing: كائن حي moving story: قصة مؤثرة
lasting friend, صديق دائم disappointing book كتاب مخيب للآمال caring person شخص حنون
increasing numbers اعداد متزايدة rising temperatures درجات مرتفعة
expected responses ردود متوقعة returned items اغراض مرتجعة imported products منتجات مستوردة
agreed time مهنة مختارة chosen career مهنة مختارة
mistaken idea طلب مكتوب frozen foods: اطعمة مجمدة written application طلب مكتوب

مع الكلمات
التي تساعد
على الحل

6. Rewrite these sentences using reduced relative clause. (U5) قاعدة حذف الرابط

- * إذا جاء فعل مضارع او فعل مع s او فعل ماضي بعد (who which that) نحذفها ونضع (ing) مع إعادة الفعل الى اصله المجرد
Passengers who wanted to continue their journey should wait at the bus stop opposite
* إذا جاء (am is are was were have has had, has been, have been, had been) بعد (who which that) نحذف فقط
The city centre was full of cars which are blocked the streets.
1. Passengers who want to continue their journey should wait at the bus stop.
2. The city centre was full of cars which blocked the streets.

3. Students who hope to study science subjects need maths.
4. All cars which have been parked outside the building will be taken.
5. The people who were hurt in the accident were taken to hospital.
6. Letters that are posted at the weekend may not arrive until Tuesday.

7. Add question tags to the sentences below. (U7)

نأتي بالفعل المساعد اولا (مثبت - منفي)، (نستخدم do does did اذا لم يوجد) (نضع الفاعل الضمير او ضمير بدل الاسم) (نفي never)

- | | |
|---|--|
| 1. You aren't sure about it, <u>are you</u> ? | 9. You won't forget the number, <u>will you</u> ? |
| 2. She lived in your town, <u>didn't she</u> ? | 10. The letter hasn't arrived yet, <u>has it</u> ? |
| 3. We're studying the same subjects, <u>aren't we</u> ? | 11. It can't be as easy as it looks, <u>can it</u> ? |
| 4. He's never usually late, <u>is he</u> ? | 12. She doesn't know the answer, <u>does she</u> ? |
| 5. You two went to the same university, <u>didn't you</u> ? | 13. They didn't answer the question, <u>did they</u> ? |
| 6. That wasn't a very good idea, <u>was it</u> ? | 14. She's a very confident woman, <u>isn't she</u> ? |
| 7. We haven't seen him for a long time, <u>have we</u> ? | 15. You spoke to her yesterday, <u>didn't you</u> ? |
| 8. The students ask a lot of questions, <u>don't they</u> ? | |

8. Complete the following sentences with (a , an , the , or (no article) (U10)

نضع (a/an) اذا كان الاسم مفرد. نضع (the) اذا كان ينطبق عليه قواعد (the)، لا نضع (X) اذا كان الاسم غير معدود او جمع او ...

- | | |
|---|--|
| 1. My father has been <u>a</u> farmer all his life. | 9. When I was <u>a</u> young boy, I wanted to be like him. |
| 2. I realised that <u>X</u> farmers don't earn very much <u>X</u> money. | 10. I loved <u>X</u> music when I was at <u>X</u> school. |
| 3. it was difficult to be <u>an</u> excellent musician. | 11. I applied for a course in <u>X</u> agriculture. |
| 4. I went back to <u>the</u> area where I was brought up and got <u>a</u> job working for <u>the</u> government. | |
| 5. I'm able to help <u>the</u> farmers who live here. I collect and record <u>the</u> songs that the local people love. | |
| 6. <u>The</u> highest lake in the world is <u>X</u> Titicaca. | 12. Name <u>the</u> five great oceans of the world. |
| 7. What is the capital city of <u>X</u> India? | 13. Which month did <u>X</u> Ramadan fall in last year? |
| 8. Which is <u>the</u> highest mountain in Africa? | |

9. Circle the correct answer. (Units 4+9+11)

1. **may/could/might:** *try, not sure, don't think, who knows, no point, no guarantee*
2. **may well, could well, might well, will probably** (احتمال قوي (لا يوجد مؤشرات
3. **may not, might not, probably won't** (احتمال ضعيف (لا يوجد مؤشرات
4. **will + won't:** *if, sure, certain, certainly, promise, expect, obviously, predict, don't worry, believe, hope*
4. **am/is /are +verb -ing:** *soon, tonight, tomorrow, next week, next month, next year, this week, this month*
5. **is/are+going to+verb:** *say, think (when)* وجود دليل
6. **might/could have +PP:** كان محتمل ان يحدث بالماضي
7. **should + V** نصيحة بالماضي **should have +pp** نصيحة لشي لم يحدث بالماضي **shouldn't have PP** نصيحة بالماضي
8. **must + V:** اكد في الحاضر **must have +pp** اكد انه حدث في الماضي

1. **If** we run, we (will / may) still catch the train. At least we can **try**.
2. You'd better take an umbrella. The **weather forecast says** it (is going to rain/ is raining).
3. Those **bags** look heavy. I (will / may) help you carry them **if you like**. عرض بالمساعدة.
4. Sorry I can't see you **this afternoon**. I (am playing / am going to play) tennis with Ziad. مرتب له مسبقا.
5. Don't worry. I'm **sure** the economic situation (will / may) improve soon.
6. Just **try** it. You (may / will) find that it's easier than you thought. **Who knows?**
7. **If** he gets to university, he (is studying / is going to study Literature. نية.
8. There's **no point** worrying about it. It (might / might not) happen.
9. She always **says** she (is going to arrive/ is arriving) early, but she's always late.
10. It's no problem. **If** we miss the bus, we (may / will) walk.
11. He's taken his shoes off. I **think** he (is jumping / is going to jump) into the water. توقع مع دليل.
12. I'm **sure** scientists will find a solution to the problem of climate change.
13. She is travelling / is going to travel) to Cairo **next week**. The plane ticket is already booked.
14. You **obviously** won't get the job **if** you don't apply for it.
15. Please take your seats. This evening's concert (may / will) begin in five minutes. (نداء للجمهور)

16. The government has **announced** that the President will visit Russia next month. اعلان للجمهور
17. It's too late to post it, so I will take it there myself **tomorrow**. عرض اقتراح
18. I can't be sure, but this idea **will/ will probably** solve the problem.
19. We **might/ might well** get there on time, but I don't think so.
20. She's better than most of the others, so she **may well/ may not** win the prize.
21. I probably **won't/ will** go shopping this afternoon. There are several things we need.
22. He's quite unpopular, so he **could/ probably won't** win the election.
23. I didn't phone because I thought you **might go / might have gone** to bed.
24. We're not sure yet, but this **could be / could have been** the solution to our problem.
25. That car nearly hit you. You **should look / should have looked** before crossing.
26. She **could win / could have won** the race, but she hurt her leg.
27. **He must be / must have been** out because he isn't answering the phone.
28. Why not try it? I think you **might enjoy / might have enjoyed** it.
29. I knew he'd forget about the meeting. I **should have reminded / shouldn't have reminded** him.
30. I **should have stayed / shouldn't have stayed** so long. Now I've missed the last bus.
31. You **should have asked / shouldn't have asked** me for money instead of borrowing it from the bank.
32. I know she was angry, but she still **should have shouted/shouldn't have shouted** at me.
33. Look at all this traffic. I knew we **should have come / shouldn't have come** this way.
34. It's getting dark. We **should have left / shouldn't have left** half an hour ago.
35. He realises now that he **should have accepted** the offer of a job.
36. I can't find my keys. I **must have left** them at home.
37. There was no need to work late. We **could have finished** the job this morning.
38. I'm not sure, but I think I **might have made** a mistake.
39. He is smiling. So he **must have passed** his exams.

10. Correct the mistakes (صحح الأخطاء \ منوع)

- I promise I ~~may~~ phone you as soon as possible. will (2016)
- The man's taken his shoes out door. I think he ~~is praying~~ at the mosque. is going to pray
- Try to be here at the ~~agreeing~~ time. agreed
- He ~~is having~~ three expensive cars. has
- You need to have your watch ~~repair~~. Its stopped working. repaired (2017)
- It's getting dark; we should ~~leave~~ half an hour ago. have left
- What films ~~have~~ you ~~watched~~ last night? did watch

11. Rewrite the sentences, using have + the objects in brackets + the past participle of the verbs.

بداية الجملة + have/get + V3 + المفعول به + باقي الجملة

- You'd better (the car السيارة). The engine is starting to make some strange noises. (service يصون)
- He needs to (his watch الساعة) because it's stopped working. (repair يصلح)
- They had to (the kitchen المطبخ) because of water damage. (redecorate يدهن)
- You should (your hair شعرك) before you go for the interview. (cut يخلق)
- You must (these letters الرسائل) by the manager before he leaves. (sign يوقع)
- I'm going to (this application طلب) before I send it in case there are any mistakes. (check يفحص)

12. Read the situation. Then write a question for each answer.

قاعدة الفاعل	? الفعل + بقية الجملة + who / what
قاعدة المفعول	? الفاعل + الفعل المجرد + did + who / what

The teacher asked a question yesterday.

- Who** asked a question yesterday? (The teacher)
- What** did the teacher ask yesterday? (a question)

Read the situation Then write a question for each answer. نص السؤال

The police arrested Ahmad.

.....? (the police)
.....? (Ahmad)

Circle the correct answer النمط الثاني

..... makes you relax in the evening? Coffee (What / Who)
..... drove the car downtown? (who / which)
Who the message? (sent / did send)

مراجعة شاملة للقواعد

1. Choose the correct answer.

1. We English language for years.
a. learn b. have learnt c. have been learning d. learnt
2. The adult human body 206 bones.
a. has b. have c. is having d. had
3. Our head teacher cannot talk to you. He a meeting.
a. had b. has c. have d. is having
4. You are speechless. What you about?
a. do think b. are thinking c. is thinking d. have thought
5. I got up early this morning, then I my breakfast.
a. take b. took c. had taken d. was taking
6. I you deserve this mark.
a. think b. am thinking c. was thinking d. thinks
7. What did you do when you the bad news?
a. hear b. were hearing c. heard d. are hearing
8. I to music when you gave me a ring.
a. listened b. was listening c. listen d. have listened
9. While I was going to school, I remembered I my wallet at home.
a. forget b. forgot c. have forgotten d. had forgotten
10. We are all worried because my father's health worse very fast.
a. got b. is getting c. was getting d. were getting
11. I was shopping, I stopped a cup of coffee.
a. getting b. to get c. got d. get
12. I remember a loud bang. a. to hear b. hear c. hearing d. heard
13. The phone is ringing. Ahmad: I it.
a. will get b. am going to get c. am getting d. may get
14. Look at the queue. We in for hours.
a. won't get b. aren't going to get c. are going to get d. aren't getting
15. My neighbour isn't popular, so he the next election.
a. probably won't win b. won't probably win c. will probably win d. probably will win
16. Some people prefer clothes to new ones.
a. to wear b. wore c. wearing d. worn

17. Who this terrible noise?
 a. do make b. made c. make d. did made
18. Are you busy? I asked him
 a. if he is busy. b. if he was busy? c. if was he busy. d. if he was busy.
19. Linguistics's the scientific study of language,?
 a. is it b. has it c. hasn't it d. isn't it
- 20 My father warned me my money unwisely.
 a. to spend b. spending c. not to spend d. spends
21. You will need to find a way to for you.
 a. get made b. got it made c. get made it d. get it made
22. I regret my money in profitable business.
 a. investing b. to invest c. not investing d. not to invest
23. He wishes that he he ball, but unluckily, he didn't do it.
 a. hadn't passed b. had passed c. to pass d. passing
24. His life is full of interesting
 a. experience b. an experience c. experiences d. a experience
25. I don't have now, so we will talk later.
 a. times b. many times c. much times d. much time

2. Question Number Two.

A. Correct the mistake in each sentence.

1. Mohammad had very interesting experience while he was in Jordan.
2. I had to pay back money I had borrowed.....
3. My teacher always gives us a lot of advices.
4. There isn't many information in the new book.
5. He regrets to accept the new job.....
6. I know that Ahmed was upset, but he should have shouted at me.
7. My parents told me spend more time on revising my exams.
8. Linda cut her hair, doesn't she?
9. I asked if was he at the party.
10. Attention! The next plane is going to arrive at six p.m.
11. I have been watching this movie five times this month.
12. The English which is speaking in India is very difficult to understand.
13. Just trust me! I am not going to tell anyone about your secret.
14. If you lend me your new mobile, I promise to lose it.
15. You are looking very tired. You have been working for hours.....

B. Complete these sentences with the correct answer.

1. The new cook uses different for different purposes. (oil / oils)
2. Politics the activities of the government. (is / are)
3. The director must sign this before leaving out. (papers / paper)
4. Please remember your identity and a photo with you. (bringing / to bring)
5. I don't know what he at this moment. (does / is doing)
6. Tomorrow's exam easy. Who knows? (might be / is going to be)

Question Number Three

A. Rewrite the following sentences, using the words given.

1. We need to (the grass) before it grows. (have / cut)
2. When I was tired, I drank a lot of water. (I regret)
3. Did someone give you the address? (I asked him)
4. I think that you'd better devote more time for your study. (My teacher advised me)
5. The main road was blocked, but we took it. (We wish)

B. Rewrite these sentences using reduced relative clauses.

1. Who is the girl who sat next to your sister?
2. People who enter the garden without permission will be punished.
3. I can't find my notebook which contains all my addresses.
4. Applications that were sent before the closing date will be taken in our consideration.
5. All houses that have been demolished will be rebuilt from the start of next month.

C. Complete the following with the correct tense of the verbs in brackets.

1. I remember my wallet in my pocket before going out this morning. (put)
2. I wish that I this laptop because it is much cheaper these days. (buy)
3. It was a secret, so you should her about it. (tell)
4. The municipality warned people against rubbish in the street. (drop)
5. Every half hour! I stop a cigarette. (smoke)
6. He was taken to the clinic because he had a arm. (break)
7. If the printer doesn't work, what you? (do)
8. Citizens are very worried about pollution in the area. (rise)
9. Some students didn't understand the lesson until I it three times. (explain)
10. I him as soon as I saw the photo. (know)
11. Children are curious: They never stop questions. (ask)
12. Everyone for me when I got to the meeting late. (wait)

Question Number Four.

A. Add question tags to the following statements.

1. My brother and I sleep early every night,
2. That's a big mistake,
3. Ahmad'd choose the blue shirt,
4. Sarah read the whole story,
5. I'll never forget my first interview with him,

B. Report these questions.

1. Why didn't you close the door? He asked me
2. What are you doing? I asked her
3. How much of your time do you spend on playing computer games? I asked him
4. Is your sister good at English? I asked Huda
5. Did you see the show on TV? He questioned

C. Complete the following with (a , an , the or – (= no article) .

1. teachers don't usually get high salaries.
2. When would you like to pay pack money I lent you?
3. You are really honest man.

4. I think it is very long way.

إجابات أسئلة القواعد

Question Number One:

1. c 2. a 3. d 4. b 5. b 6. a 7. c 8. b 9. d 10. b 11. b. 12. c. 13. a
14. b 15. a 16. d 17. b 18. d 19. d 20. c 21. d 22. c 23. b 24. c 25. d

Question Number Two:

A 1. experiences 4. much 7. to spend 10. will arrive 13. won't tell 2. the money 5. accepting
8. didn't she 11. have watched 14. not to lose 3. advice 6. shouldn't 9. he was 12. spoken 15. Look

B. 1. oils 2. is 3. paper 4. bringing 5. is doing 6. might be

Question Number Three:

A. 1. We need to have the grass cut before it grows. 2. I regret drinking a lot of water (when I was tried).
3. I asked him if someone had given him the address. 4. My teacher advised me to devote more time for my
5. We wish we hadn't taken the main road / it.

B. 1. the girl sitting 2. People entering 3. notebook containing 4. Applications sent 5. houses demolished

C. 1. putting 2. hadn't bought 3. shouldn't have told 4. dropping 5. to smoke 6. broken 7. will / do
8. rising 9. had explained 10. knew 11. asking 12. was waiting

Question Number Four:

A. 1. don't we 2. isn't it 3. wouldn't he 4. didn't she 5. will I

B. 1. why I hadn't closed the door. 2. what she was doing. 3. how much of his time he spent on playing
4. if her sister was good at English. 5. if I had seen the show

C. 1. - / no article 2. the 3. an 4. a