

# جامعة القدس المفتوحة

كتاب  
اللغة الانجليزية 1  
0113

..... الاسم  
..... الجامعة:  
..... الرقم الأكاديمي:  
..... السنة الدراسية:

مكتب القدس للخدمات الطلابية - بالقرب من جامعة القدس المفتوحة - بيت جالا - 022750598

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# مكتب القدس للخدمات الطلابية

مقابل جامعة القدس المفتوحة/بيت جالا

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لدينا ملخصات ومساعدات وأسئلة سنوات سابقة لجميع التخصصات

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## Unit One

### Lesson one : Reading (Reading Strategies)

Now read the text quickly, and find out an answer to each of the following questions:

1. What is scanning?
2. What is skimming?
3. When do we use them in reading?

**Reading Strategies** قراءة الاستراتيجيات: Reading is the most important linguistic activity for literate people. The way you read depends on the purpose of your reading. Reading is an essential skill for academic success, and we all know how important it is. There are different reading strategies to use for different informational outcomes. Most important of these are scanning and skimming.

القراءة هي اهم نشاط لغوي للناس الذين يعرفون القراءة والكتابة . الطريقة التي تقرأ بها تعتمد على الغرض من قراءتك. القراءة هي مهارة أساسية لتحقيق النجاح الأكاديمي، ونحن نعلم جميعاً كم هو مهم. هناك استراتيجيات قراءة مختلفة لاستخدامها لنتائج إعلامية مختلفة. أهم هذه هي المسح الضوئي والقراءة السريعة.

**Scanning** المسح : Scanning is used when **looking for** a specific piece of information in a given text. When students scan, they look over the selection quickly to **locate** the particular piece of information they need and read only that information, but carefully. Once they find this information, they stop reading... Scanning is a fast form of reading that does not pay attention to every detail given in the text.

ويستخدم المسح عندما تبحث عن قطعة معينة من المعلومات في نص معين. عندما يتفحص الطلاب، فإنها تبدو سريعة الاختيار. لتحديد موقع قطعة معينة من المعلومات التي يحتاجون قراتها فقط ، ولكن بعناية. بمجرد العثور على هذه المعلومات، يتوقف الطلاب عن القراءة . المسح هو اسرع اشكال القراءة التي لا تلفت الانتباه إلى كل التفاصيل التي وردت في النص

**Skimming** القراءة السريعة : Skimming, like scanning, is a quick type of reading. Unlike scanning, though, the goal of skimming is to learn the main points in a larger selection of writing rather than answer one specific question... when students skim a reading passage, they should be pulling all the most essential information out of a piece. The most **straightforward** way to skim a given passage is to read the entire first paragraph, the **entire** last paragraph and read the first sentence of each additional paragraph in between. In so doing, students should be able to **identify** the major **themes** throughout the passage. Students should also pay attention to **italicized** or bold words, headings and **subheadings**. After skimming a passage, students can then decide whether to go back and read the entire selection or to scan for particular information.

القشط، مثل المسح الضوئي، هو نوع سريع من القراءة. على عكس المسح، على الرغم من أن الهدف من القشط هو أن نتعلم النقاط الرئيسية في مجموعة أكبر من الكتابة بدلاً من الاجابة على سؤال محدد واحد .... عندما يقرأ الطلاب فقرة قراءة سريعة، ينبغي سحب جميع المعلومات الضرورية للغاية من قطعة. الطريق الأكثر مباشرة لقراءة الفقرة قراءة سريعة هو قراءة الفقرة الاولى بأكملها، والفقرة الاخيرة بأكملها وقراءة الجملة الاولى من كل فقرة اضافية. اثناء القيام بذلك يجب ان يكون الطلاب قادرين على تحديد المحاور الرئيسية في جميع أنحاء الفقرة. ويجب على الطلبة ايضاً أن يولوا اهتماماً للكلمات المائلة أو بالخط العريض ، والعناوين الرئيسية والعناوين الفرعية. بعد القشط، يمكن للطلاب ان يقرر ما اذا كان سيعود ويقرأ التحديد بأكمله أو للبحث عن معلومات معينة.

#### Exercise (1) : Indicate whether the following statements are true or false.

- 1- Reading is an essential skill for academic success.
- 2- There are different reading strategies to use for different informational outcomes.
- 3- Reading is the most important linguistic activity for illiterate people.
- 4- Scanning is used when looking for a specific piece of information in a given text.
- 5- Skimming, like scanning, is a quick type of reading.
- 6- Unlike scanning, the goal of skimming is to learn the main points in a larger selection of writing rather than answer one specific question.
- 7- The most straightforward way to scan a given passage is to read the entire first paragraph, the entire last paragraph and read the first sentence of each additional paragraph in between.

1	2	3	4	5	6	7
T	T	F	T	T	T	F

Choose the correct answer

1. When a student scans, he looks over the selection quickly to ----- the particular piece of information he needs.

(√) **locate** ( ) underline and write ( ) write.

2. Scanning is a ----- form of reading that does not pay attention to every detail given in the text.

(√) **fast** ( ) slow ( ) simple and slow

3. The most ----- way to skim a given passage is to read the entire first paragraph.

( ) complex ( ) sophisticated (√) **straightforward**.

1	2	3
A	A	C

**Drag each of the following words to their meanings**

Scanning المسح	Entire كامل	Subheadings عنوان فرعي	Straightforward بسيط	Locate يحدد
Skimming قراءة سريعة	Looking for يبحث عن	Themes الفكرة الرئيسية	Italicized مائل	Identify يميز

- A. ----- to recognize something or discover exactly what it is, what its nature or origin is etc.  
 B. ----- to put or print something in italics a type of printed letters that lean to the right, often used to emphasize particular words  
 C. ----- the main subject or idea in a piece of writing, speech, film etc  
 D. ----- to try to find something searching  
 E. ----- to read something quickly to find the main facts  
 F. ----- to find the exact position of something  
 G. ----- simple and easy to understand  
 H. ----- a short phrase used as a title for a small part within a longer piece of writing  
 I. ----- Whole  
 J. ----- Reading something quickly to find specific information.

1	2	3	4	5	6	7	8	9	10
J	I	H	G	F	E	D	C	B	A

**2- Grammar: Parts of Speech**

**Parts of Speech Scenario**

تتألف اللغة الانجليزية من كلمات , وهذه الكلمات بدورها تقسم الى 8 أقسام تدعى أقسام الكلام وستحدث عن خمسة أقسام وهي:

- 1- Nouns. أسماء 2- Verbs. أفعال 3- Adjectives. صفات 4- Adverbs. أحوال 5- Preposition حروف جر

**1- Nouns: الأسماء:** What is a noun? A noun is a name of a person, place, thing or idea. Here are some

Nouns are names of persons, places, objects and ideas

الاسماء هي ما نسمي او ندعو به كل شيء حولنا من اشخاص او حيوانات او اشياء او افكار

examples:

- 1- Person like: a student, teacher, mother, Tom, the president, etc. (أشخاص مثل (معلم , أم , توم , الرئيس)  
 2- Place like: Palestine, university, Africa, room, etc. (أماكن مثل (فلسطين , الجامعة , أفريقيا , غرفة)  
 3- Thing like: pen, computer, camera, sun, etc. (أشياء مثل (قلم , كمبيوتر , كاميرا , الشمس)  
 4- Idea like: happiness, freedom, beauty, etc. (أفكار مثل (السعادة , الحرية , الجمال)

Now look at this example: Where are the nouns? مثال على الاسم, انظر أين الاسم?

Example: **Palestine** has nice **people**.

**2- Verbs: الأفعال**

Verbs are words that express action. They also indicate when the action takes place through the tense used

الأفعال و هي ما نقوم به من أعمال و الأفعال لها صيغ و اشكال مختلفة

examples:

- Action like : run, dance, swim, read, etc....
- State of being like : is, are, was, see, smell, hear, etc....

**4- An adjective الصفات**

Adjectives are words that describe a noun or a pronoun. An adjective could define the number, color, state, or kind of a noun or pronoun

الصفات هي الكلمات التي تصف الاسماء او الضمائر و هي تعبر عن اللون او العدد او الحالة او النوع الخ...

Number:	five,	ten	,	thirty
Color:	green,		red,	brown
State:	old,		tidy,	respectable

Kind: Italian, comical

تأتي الصفات عادة في اللغة الانجليزية قبل الاسماء :

red rose, hot tea, beautiful girl

Example :

- A beautiful lady → The adj “beautiful” is describing the noun ‘lady’.
- She is happy → The adj “happy” is describing the pronoun “she”.

و لكنها ممكن أن تأتي بعض الأفعال مثل verb be

she is beautiful  
 He is smart

We are happy

أو بعد الأفعال التي تعبر عن الحالات او كيف تبدو الأشياء linking verbs

The  
The  
He looks sad

food  
perfume

tastes good  
smells nice

#### 4- ADVERBS الظروف/الحال

Adverbs are words that describe a verb giving additional information about when, where, or how the action occurred

هي كلمات تصف الافعال و تعطي معلومات اضافية عن متى و اين و كيف حدث الفعل

- Most adverbs are formed by adding **ly** to the adjectives.

معظم الظروف تكوّن بإضافة **ly** للصفة.

slow → slowly

nice → nicely

happy → happily

careful → carefully

**There are many kinds of adverbs:**

هناك عدة أنواع من الظروف:

1. **Adverbs of manner:** express how an action was done.

الظروف الدالة على السلوك: الظروف التي تعبر عن كيفية وقوع الحدث.

\* I closed the window **carefully**.

\* The soldier fought **bravely**.

2. **Adverbs of time:** express the time when an action is or was done.

ظروف الزمان: الظروف التي تعبر عن كيفية زمن حدوث الفعل.

\* I'm going to leave for Cairo **tomorrow**.

\* What's going to happen **next**?

3. **Adverbs of place:** express when an action is done.

ظروف المكان: الظروف التي تعبر عن مكان وقوع الحدث.

\* I shall stand **here**.

\* I've looked **everywhere** for my lost pen.

Some words that end in **ly** can be both adjectives or adverbs. Most of them refer to time.

بعض الكلمات التي تنتهي بـ **ly** من الممكن أن تكون ظروف أو صفات. معظم هذه الكلمات تدل على الوقت. مثل:

Daily : يومياً weekly : أسبوعياً monthly : شهرياً yearly : سنوياً

\* A **daily** newspaper is published **daily**.

\* We get up **early** to catch an **early** train.

4. **Adverbs of frequency:** tell how often we do something.

الظروف الدالة على التكرار: التي تخبرنا عن عدد مرات حدوث الشيء. ومن هذه الظروف:

<b>Always</b> دائماً	<b>Often</b> غالباً
<b>Usually</b> عادة	<b>Sometimes</b> أحياناً
<b>Seldom</b> نادرًا	<b>Rarely</b> نادرًا جدًا
<b>Never</b> أبدًا	<b>Occasionally</b> من حين لآخر

**Verb to BE:** يأتي ظرف التكرار بعد الفعل المساعد: يكون فعل

Ali is **always** on time.

#### 5- Prepositions حروف الجر

**Prepositions are words used with nouns or pronouns to connect them with other verbs in the sentence**

احرف الجر هي كلمات تستعمل مع الاسماء او الضمائر و تربطهم مع باقي اجزاء الجملة

**Examples: in, on, at, from, above, behind, through, across**

ملاحظة هامة: بعض احرف الجر قد تأتي **adverbs** في بعض الجمل. حتى تعرف اذا كانت الكلمة حرف جر او **adverb** ننظر الى الكلمة التي بعدها. اذا كانت الكلمة اسم او ضمير عندها تكون الكلمة حرف جر اما اذا كانت غير هذا أي أن الجملة انتهت عند الكلمة المحيرة عندها تكون **adverb**

**we went around the field**

**around** هنا هي حرف جر لأنه جاء بعدها اسم **the field**

اما اذا كانت الجملة

**we went around**

فهنا **around** هي **adverb** لأنها في آخر الجملة

**Prepositions of time & place**

#### 1- prepositions of time : حروف جر الزمان

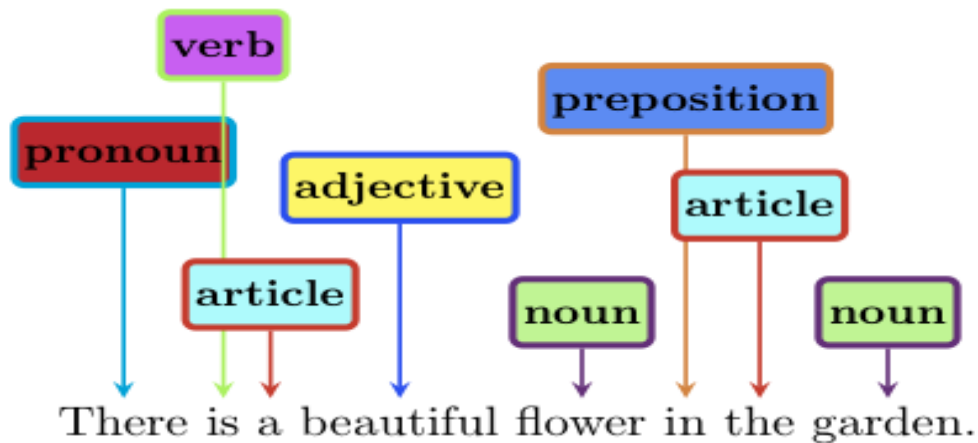
In	On	At	After	Before	During	Since
----	----	----	-------	--------	--------	-------

## 2- Prepositions of place : حروف جر المكان

At على	By بواسطة	Beside بجانب	Near قرب	Over فوق	Under تحت	Beneath تحت	Above فوق
Behind فوق	Up down تحت	Round حول	Through خلال	Between بين شيئين	Among داخل بيد عدة أشياء	Inside داخل	After بعد

1. On مع أيام الأسبوع
2. Inside يأتي حرف جر مع كلمة pockets (جيوب) →
3. At تستخدم حرف الجر مع الساعات
4. In تستخدم حرف الجر مع المدن
5. Between تستخدم حرف الجر مع كلمة locate →  
in the morning , at night , at noon

part of speech	function or "job"	example words	example sentences
<u>Verb</u>	action or state	(to) be, have, do, like, work, sing, can, must	English Club <b>is</b> a web site. I <b>like</b> English Club.
<u>Noun</u>	thing or person	pen, dog, work, music, town, London, teacher, John	This is my <b>dog</b> . He lives in my <b>house</b> . We live in <b>London</b> .
<u>Adjective</u>	describes a noun	good, big, red, well, interesting	My dogs are <b>big</b> . I like <b>big</b> dogs.
<u>Adverb</u>	describes a verb, adjective or adverb	quickly, silently, well, badly, very, really	My dog eats <b>quickly</b> . When he is <b>very</b> hungry, he eats <b>really</b> quickly.
<u>Preposition</u>	links a noun to another word	to, at, after, on, but	We went <b>to</b> school <b>on</b> Monday .



Choose the correct answer

1. I bought a \_\_\_\_\_ dress at the mall.  
(√) beautiful ( ) beauty ( ) beautifully
2. I left my shoes \_\_\_\_\_ the kitchen table.  
( ) in ( ) at (√) under
3. If we finish the work \_\_\_\_\_, we can go to the movie.  
(√) quickly ( ) quick ( ) quickly
4. On Saturdays I \_\_\_\_\_ from nine to five.  
( ) lady (√) work ( ) moon

5. I am sure I have \_\_\_\_\_ your friend before.

( ) meet (√) met ( ) meeting

1	2	3	4	5
A	C	A	B	B

Decide which parts of speech are the underlined words

1. Every evening my grandmother rocks in her rocking chair.

( ) an adjective ( ) a noun (√) a verb

2. The garden wall is made of rocks.

( ) an adjective (√) a noun ( ) a verb

3. There is a bridge across the river.

( ) an adjective (√) a preposition ( ) a verb

4. Yesterday, I helped my friend doing his homework.

(√) an adverb ( ) a noun ( ) a verb

5. When I travel, I take my cloth coat instead of my leather one.

(√) an adjective ( ) a noun ( ) a verb

1	2	3	4	5
C	B	B	A	A

Advice Transcript

The expression of giving and seeking advice

Giving Advice إعطاء نصيحة

We advise others in several ways: إعطاء النصائح بطرق مختلفة

•If I were you, .... لو كنت مكانك

•had better من الأفضل

•should ينبغي

•ought to يجب أن

Seeking Advice

You can ask for advice by using questions like or as the ones below.

يمكنك طلب المشورة باستخدام أسئلة مثل أو تلك أدناه.

•What do you advise me to do? ما هي نصيحتك لي

•What should I do? ماذا علي أن افعل

•What's your advice? ما هي نصيحتك

Salam: Thanks ..., but I face a difficult situation. Your help is badly needed.

Yousef: Okay... how can I help you?

Salam: My parents refused the idea of studying abroad. What should I do?

Yousef: I see... If I were you, I would discuss the matter with mom first. My mother as you know is very kind.

Salam: I talked with both mom and dad. She is kind, but her position is strange enough.

Yousef: What about my father...?

Salam: I don't know. I think he is reluctant.

Yousef: You should be patient. My father avoids taking hasty decisions.

Salam: What do you mean?

Yousef: You had better not ignore their concerns. Frankly, they love you.

Salam: If you were in my position, what would you do?

Yousef: I am afraid, Parents shouldn't be offended. I think we have to convince them that their concerns are reasonable, but you shouldn't lose the scholarship.

Salam: That is the point. I have to take a decision within 5 working days. The deadline for accepting the offer is next Monday. Time factor is critical.

Yousef: You are right. I should call our dad right now.

Read this letter carefully:

I'm thirty years old and I am a heavy smoker. In fact, I've been smoking for ten years. Recently, I've had some trouble with my lungs. My doctor insists that I give up smoking. I've tried hard to do so but so far I can't. What should I do?

أنا أبلغ من العمر ثلاثين عاماً وأنا مدخن شره، في الواقع، لقد بدأت التدخين منذ عشر سنوات. في الآونة الأخيرة، لقد واجهت المتاعب مع رئتي، يصير طبيبي على ضرورة الإقلاع عن التدخين. لقد حاولت جاهداً القيام بذلك ولكن حتى الآن لم استطع، فما علي أن افعل؟

As you can see, the writer is in trouble and is seeking advice. Which of the following pieces of advice would you give him? Choose the appropriate advice. Notice that you can give him more than one piece of advice. كما ترى, الكاتب في ورطة ويسعى للمشورة. أي من الاجزاء التالية من النصيحة التي تقدمها له؟ اختر المشورة المناسبة. لاحظ انه يمكنك منحة اكثر من نصيحة واحدة.

- 1- You'd better not listen to what the doctor says. لا أفضل أن تستمع الى الطبيب  
 2- Why don't you try sports? لماذا لا تحاول ان تمارس الرياضة  
 3- If I were you, I'd give it up right away. لو كنت مكانك لتوقفت عن التدخين حالاً  
 4- It might be a good idea to go for a long walk every morning. قد تكون فكرة جيدة ان تمشي مطولاً كل صباح  
 5- You should talk to your doctor again. He may change his mind. يجب ان تتحدث مع الطبيب قد يغير رأيه.

1	2	3	4	5
F	T	T	T	F

You have a limited amount of money and you want to buy a car. The money you have can only buy you a second-hand car, but you'd like to buy a new one. If you decide to buy a new car, you need to borrow some money from the bank or to sell a piece of land. You cannot make up your mind; in fact, you are confused.

لديك كمية محدودة من المال وترغب في شراء سيارة. إلا ان الأموال التي لديك يمكنها شراء سيارة مستعملة فقط. ولكن أنت ترغب في شراء واحدة جديدة. إذا كنت ترغب في شراء سيارة جديدة تحتاج إلى اقتراض بعض المال من البنك أو بيع قطعة أرض. في الواقع أنت مرتبك

You eventually go to a good friend of yours to seek advice. Which of the following expressions would you use? Notice that you can use more than one expression to seek advice.

في نهاية المطاف ذهبت الى صديقك لطلب المشورة. أي من العبارات التالية التي ستستخدمها؟ لاحظ انه يمكنك استخدام اكثر من تعبير واحد للحصول على المشورة.

1. Do you know where I can buy a new car? هل تعرف اين يمكنني شراء سيارة جديدة  
 2. What should I do? ماذا علي ان افعل  
 3. What would you advise me to do? ماذا تنصحنني ان افعل  
 4. If you were in my position, what would you do? اذا كنت في موقعي, ماذا كنت ستفعل  
 5. Where can I find someone to buy my land? اين يمكنني العثور على شخص لشراء أرضي  
 6. Can you lend me one thousand Dinars? هل يمكنك أن تقرضني ألف دينار  
 7. Would it be a good idea to sell my land? هل ستكون فكرة بيع أرضي جيدة

1	2	3	4	5	6	7
F	T	T	T	F	F	T

Choose the correct answer

1. I don't think \_\_\_\_\_ so hard.  
 (✓) you should work ( ) you shouldn't work ( ) you should to  
 2. You \_\_\_\_\_ more attention in class.  
 ( ) ought pay ( ) had out to pay (✓) ought to pay  
 3. If I were you, \_\_\_\_\_ less and study more.  
 ( ) you'd work (✓) I'd work ( ) I have worked  
 4. If I were \_\_\_\_\_, I'd visit my friends in Spain.  
 ( ) in your job ( ) in my position (✓) in your position  
 5. If I were \_\_\_\_\_, I'd move to another city.  
 (✓) in your shoes ( ) in your clothes ( ) in your jacket  
 6. My parents refused the idea of studying abroad.  
 (✓) What should I do? ( ) What should you do? ( ) What should they do?  
 7. You don't know how to solve your problem. The right question that you ask is If you were in my position,  
 .....  
 (✓) what would you do? ( ) what would you ask them ? ( ) who would they meet?  
 8. Your friend Soso suffers from sever headache. She asks for your advice.  
 ( ) What did you do? (✓) What should I do? ( ) What's your opinion?  
 9. Lina wants to visit Jerusalem for the first time in her life. She has no idea about the current regulations imposed on young Palestinians. She asks the police to advice her.  
 (✓) What should I do? ( ) When would you advise me ? ( ) help me!  
 10. Dr. Majed wants to visit China. He asks his friend Noor about the right time for his visit.  
 (✓) Do you think I should visit China in October?  
 ( ) How can I overcome language problems in China?  
 ( ) Who must help me at the port?

1	2	3	4	5	6	7	8	9	10
A	C	B	C	A	A	A	B	A	A



## Capital Letters

We use capital letters for specific situations. نستخدم الاحرف الكبيرة في الحالات الاتية.

أول الكلمة في الجملة دائماً بتكون حرف كبير :  
Mr., Mrs., Dear,  
اسم إنسان:

- Mary and Ali enjoy reading stories together.
- Bill and Tom are going to buy some books.

الألقاب:

Queen Elizabeth, King Edward  
يستخدم في أسماء اللغات والكلمات الجنسية :

- Ali speaks Arabic, English, French and Italian.
- Bill is French, whereas his wife is American.
- German cars are more expensive than Japanese ones.

في حال استخدام الألقاب لوحدها دون أسماء تكون أحرف صغيرة  
Hassan is a professor of chemistry at Cairo University.  
في حال استخدام الضمان بشرط أن تكون في بداية الجملة أحرف كبيرة  
She convinced him that we not interested in working with them.  
أسماء الأيام والأشهر والأعياد أحرف كبيرة :

Days of the week : Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday

Months of the year : January, February, March, April, May, June, July, etc.

أسماء الطرق والشوارع والمدن والقرى والولايات والدول والقارات غالباً ما تكون أحرف كبيرة:

Roads / streets Regent Road, Oxford Street

Villages/ cities Jerusalem, London

Countries Iraq, Palestine

Continents Asia, Africa, Europe

أسماء اللغات والجنسيات

Geographical names

أسماء البحيرات ( lakes ) والأنهر Rivers والقنوات Canals والخليج Gulfs والبحار Seas والمحيطات Oceans والجبال Mountains  
أحرف كبيرة

- 1- Seas: Dead Sea, the Black Sea
- 2- Lakes: Lake Ontario, Lake Nasser, Lake Tiberius.
- 3- Canals: the Suez Canal.
- 4- gulfs: Gulf of Mexico, Arabian Gulf.
- 5- Rivers: the Nile, the Amazon.
- 6- mountains: Mount Everest, the Mount of Olives.
- 7- Oceans: the Pacific Ocean, the Atlantic Ocean.

أسماء المؤسسات والكليات والجامعات والمستشفيات أحرف كبيرة.

- 1- Universities: Cairo University, Washington University.
- 2- Colleges: the Cambridge College of Arts.
- 3- Hospitals: the University of Jordan Hospital.
- 4- Institutions: the United Nations, the British Broadcasting,  
عناوين الكتب والمسرحيات والروايات حروف كبيرة .

- 1- William Shakespeare, wrote Hamlet, Macbeth; King Lear, Antony and
- 2- The title of Bills new book is Strangers on the Moon.
- 3- D.H. Lawrence wrote sons and Lovers.
- 4- Hemingway wrote his novel The Old Man and the Sea in 1952
- 5- A Trip to the Moon is the title of Bills new book.

Choose the correct answer

1. I can speak \_\_\_\_\_ well?  
( ) french (√) **French** ( ) the French
2. The Jordan River flows into the \_\_\_\_\_.  
(√) **Dead Sea** ( ) dead sea ( ) Dead sea
3. I studied English at \_\_\_\_\_.  
(√) **Al-Quds Open University** ( ) al-quds open university ( ) Al-Quds open university
4. This is my teacher, \_\_\_\_\_. He is English.  
( ) tom ( ) the Tom (√) **Tom**
5. I have written an essay about \_\_\_\_\_.

( ) english ( ) the english (√) English

6. \_\_\_\_\_ cars the most expensive ones.

(√) German ( ) german ( ) the germany

1	2	3	4	5	6
B	A	A	C	C	A

Read this letter carefully and Choose the appropriate advice.

*I'm thirty years old and I am a heavy smoker. In fact, I've been smoking for ten years. Recently, I've had some trouble with my lungs. My doctor insists that I give up smoking. I've tried hard to do so but so far I can't. What should I do?*

1- You'd better not listen to what the doctor says.

2- Why don't you try sports?

3- If I were you, I'd give it up right away.

4- It might be a good idea to go for a long walk every morning.

5- You should talk to your doctor again. He may change his mind.

1	2	3	4	5
F	T	T	T	F

Rewrite the words that should be in capital letters.

1. Do you know any person who speaks chinese? (Chinese)

2. The Nile is the longest river in the world. (Nile)

3. I studied english and french at the university of baghdad in 1960. (English/ French /University/Baghdad)

4. This is my friend, alexander. He is russian. (Alexander / Russian)

5. I find italian food very tasty, but my wife prefers indian food. (Italian/Indian)

## Unit Two

### Reading: Poet of Resistance

*This is a reading text about Mahmoud Darwish: A famous Palestinian character known as "Poet of Resistance" worldwide. This text enables you to be familiar with some basic information that characterized his life and poet*

Upon completing this section, you should be able to:

1. understand a reading text "Poet of Resistance".

2. use key words in political domain.

هذا النص هو عن محمود درويش (الشاعر الفلسطيني الشهير بإسم "شاعر المقاومة"، وهذا النص سيتيح لك معرفة بعض المعلومات الأساسية التي ميزت حياة الشاعر

وعند الانتهاء من قراءة النص ستكون قادرا على

1- فهم نص القطعة (شاعر المقاومة).

2- استخدام الكلمات الرئيسية في القطعة في نطاق سياسي



### Read the text

On March 13, 1941 Mahmoud Darwish was born in Al Birweh, Palestine. During the establishment of the State of Israel in 1948. His village was **destroyed** and his family fled to Lebanon. He found himself in **refugee** camps in southern Lebanon with tens of thousands of Palestinians, after they had been **uprooted** from the cities and villages of their **homeland**. His family returned the following year, secretly re-entering what became Israel but were denied citizenship because they were absent during the first **census** of Palestinians.

ولد محمود درويش في البروة، فلسطين في 13 مارس عام 1941. أثناء إنشاء دولة إسرائيل في عام 1948، ودمرت قريته وهربت أسرته إلى لبنان. وجد نفسه في مخيمات اللاجئين في جنوب لبنان مع عشرات الآلاف من الفلسطينيين، وبعد أن إقتلعوا من المدن والقرى في وطنهم. عادت عائلته العام التالي سراً، ولكن حرموا من حق المواطنة لأنهم كانوا في لبنان أثناء أول إحصاء للفلسطينيين.

In the 1960s, Darwish was for reciting poetry and traveling between villages without a permit considered a " **resistance** poet". He was placed under house arrest when his poem "Identity Card" was turned into a protest song. He was described as Exile's Poet or Poet of Resistance.

في عام 1960 سمّي درويش ب "شاعر المقاومة" بسبب قيامه بإلقاء الشعر والتنقل بين القرى دون تصريح. تم وضعه تحت الإقامة الجبرية عندما تحولت قضيدته "بطاقة الهوية" الى اغنية احتجاج , ووصف بأنه شاعر المنفى أو شاعر المقاومة.

In 1970, he left for Russia, where he attended the University of Moscow for one year, and then moved to Cairo where he worked at the newspaper Al – Ahram . He lived in exile or twenty-six years, between Beirut and Paris, until his return to Palestine in 1996, after which he settled in Ramallah in the West Bank.

في عام 1970, غادر الى روسيا , حيث حضر في جامعة موسكو لمدة سنة واحدة, ثم انتقل الى القاهرة حيث كان يعمل في صحيفة الأهرام. عاش في المنفى لمدة ستة وعشرين عاماً, بين بيروت وباريس, حتى عودته الى فلسطين عام 1996, وبعد ذلك استقر في رام الله في الضفة الغربية.

Considered Palestine's most **eminent** poet, Darwish published his first collection of poems, Leaves of Olives, in 1964, when he was 22. Since then, Darwish has published approximately thirty poetry and prose collections which have been translated into more than twenty-two languages. Some of his more recent poetry titles include: The Butterfly's Burden (Copper Canyon Press, 2006), Unfortunately, It Was Paradise: Selected Poems (2003), Stage of Siege (2002), The Adam of Two Eden's (2001), and The Music of Human Flesh (1980).

باعتباره الشاعر الابرز في فلسطين, نشر درويش مجموعته الاولى من القائد, أوراق الزيتون, عام 1964. عندما كان في سن الثانية والعشرون, ومنذ ذلك الحين, نشر درويش ما يقرب من ثلاثين مجموعة من الشعر والنثر التي ترجمت إلى أكثر من اثنتين وعشرين لغة. بعض من أحدث عناوين الشعر تشمل : عبء الفراشة (النحاس كانيون برس, 2006) , ولسوء الحظ , كانت الجنة :قصائد مختارة (2003), مرحلة الحصار (2002), وآدم من ثنين (إدس) (2001), والموسيقى من اللحم البشري (1980).

Darwish was an editor for a Palestine Liberation Organization monthly journal and the director of the group's research center. Darwish served from 1987 to 1993 on the executive committee of the Palestinian Liberation Organization (PLO). His resignation from the committee in 1993 was interpreted as a sign of protest against the Oslo Agreement, believing it was an unjust agreement and would not bring peace. He served as the editor-in-chief and founder of Al-Karmel Literary Review, published out of the Sakakini Centre since 1997

Darwish died in a Texas hospital aged 67, of **complications** following heart surgery. He was buried next to Ramallah's Palace of Culture. Upon his death Palestinian President Mahmoud Abbas declared three days of national **mourning** and flags were flown at half-mast.

كان درويش محرراً لمجلة منظمة التحرير الفلسطينية الشهرية, ومدير مركز الابحاث للمجموعة. خدم درويش عام 1987-1993 في اللجنة التنفيذية لمنظمة التحرير الفلسطينية. وفسر إستقالته من اللجنة عام 1993 كعلامة احتجاج ضد إتفاقية اوسلو, معتبراً أنه كان ظالم ولن يجلب السلام. شغل منصب رئيس التحرير العام للقوات المسلحة ومؤسس المجلة ادبية الكرمل, التي نشرت من مركز السكاكيني. توفي درويش عام 1997, في إحدى مستشفيات ولاية تكساس عن عمر 67 عاماً, جراء مضاعفات بعد عملية جراحية في القلب. دفن بجوار قصر رام الله للثقافة. أعلن الرئيس محمود عباس ثلاثة أيام من الحداد وتنكيس العلم الفلسطيني.

### **Read and Find out**

Now read the text quickly, and find out an answer to each of the following questions:

1. Why was Darwish described as Exile's Poet or Poet of Resistance? لماذا وصف درويش بشاعر المقاومة?
2. When did Darwish publish his first collection of poems, Leaves of Olives? متى نشر درويش مجموعته الاولى من القصائد اوراق الزيتون.

3. Where did Darwish die? أين توفي درويش

4. Where did he live ? أين عاش درويش

5. When did he return to Palestine ? متى عاد درويش الى فلسطين

متى عاد درويش الى فلسطين

### **Indicate whether the following statements are true or false.**

- 1- On March 13, 1948 Mahmoud Darwish was born in Al Birweh, Palestine.
- 2- Darwish returned to his homeland in 1950.
- 3- Darwish was Considered a “resistance poet,”
- 4- Darwish settled in Jerusalem in 1996.
- 5- His resignation from PLO committee in 1993 was interpreted as a sign of protest against peace in Palestine.
- 6- Darwish was buried next to Ramallah's Palace of Culture.
- 7- Darwish was an editor for a Palestine Liberation Organization monthly journal and the director of the group's research center.
- 8- His village was destroyed and his family fled to Syria.

1	2	3	4	5	6	7	8
F	F	T	F	F	T	T	F

### **Answer the following questions**

1- Why was Darwish placed under house arrest? لماذا وضع درويش تحت الإقامة الجبرية?

He was placed under house arrest when his poem “Identity Card” was turned into a protest song.

2- What did he work in Cairo ? ماذا عمل في القاهرة

He worked at the newspaper Al –Ahram .

3- What did President Abbas declare ? ماذا أعلن الرئيس عباس

Abbas declared three days of national mourning and flags were flown at half-mast

Choose the correct answer

- 1- He found himself in ----- camps in southern Lebanon with tens of thousands of Palestinians, after they had been uprooted from the cities and villages of their homeland.  
a) destroyed    b) complications    c) refugee    d) exile
- 2- He lived in ----- for twenty-six years, between Beirut and Paris, until his return to Palestine in 1996.  
a) approximately    b) complications    c) refugee    d) exile
- 3- Darwish has published ----- thirty poetry and prose collections which have been translated into more than twenty-two languages.  
a) uprooted    b) exile    c) approximately    d) editor
- 4- Darwish was an ----- for a Palestine Liberation Organization monthly journal and the director of the group's research center.  
a) complications    b) refugee    c) approximately    d) editor
- 5- Darwish died in a Texas hospital aged 67, of ----- following heart surgery.  
a) Uprooted    b) complications    c) exile    d) refugee

1	2	3	4	5
C	D	C	D	B

**Drag each of the following words to their meanings**

1- Complications تعقيدات	2- Mourning حداد	3- Destroyed دُمِر	4- Published نشر	5- Agreement اتفاقية
6- Editor محرر	7- Interpreted يفسر	8- Eminent بارز	9- Exile النفي	10- Resignation استقالة
11- Resistance مقاومة	12- Homeland الوطن الأم	13- Census التعداد	14- Refugee لاجئ	15- Uprooted اقتلاع

- A. ----- destroy something/somebody to damage something so badly that it no longer exists, works, etc.
- B. ----- a person who has been forced to leave their country or home, because there is a war or for political, religious or social reasons.
- C. ----- to leave a place where you have lived for a long time; to make somebody do this.
- D. ----- the country where a person was born.
- E. ----- the process of officially counting something, especially a country's population.
- F. ----- dislike of or opposition to a plan, an idea, etc.
- G. ----- the state of being sent to live in another country that is not your own, especially for political reasons or as a punishment.
- H. ----- (of people) famous and respected, especially in a particular profession.
- I. ----- a person who is in charge of a newspaper, magazine, etc., or part of one, and who decides what should be included.
- J. ----- to explain the meaning of something.
- K. ----- the act of giving up your job or position; the occasion when you do this.
- L. ----- an arrangement, a promise or a contract made with somebody.
- M. ----- to produce a book, magazine, CD-ROM, etc. and sell it to the public.
- N. ----- a thing that makes a situation more complicated or difficult.
- O. ----- sadness that you show and feel because somebody has died.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
3	14	15	12	13	11	9	8	6	7	10	5	4	1	2

**Simple present**

- 1- **المضارع البسيط:** نستخدم هذا النوع من الأفعال للحديث عن أعمال روتينية تحدث بشكل مستمر أو مع الحقائق الثابتة، سواء أكانت تلك الحقائق علمية، جغرافية، أو أي حقيقة كانت، أو مع العادات والتقاليد والأمثال الشعبية. وغالبا ما يستعمل مع هذه الصيغة ظروف التكرار - هناك وظيفة أخرى للمضارع البسيط ويستخدم عادة لوصف الأشخاص، والأماكن، الأشياء، الأحداث كيف يكون شكل simple present؟؟  
1- صيغة الفعل inf مع (s): عندما يكون الفاعل في الجملة مفرد (he, she, it) مثل (plays, writes, goes).

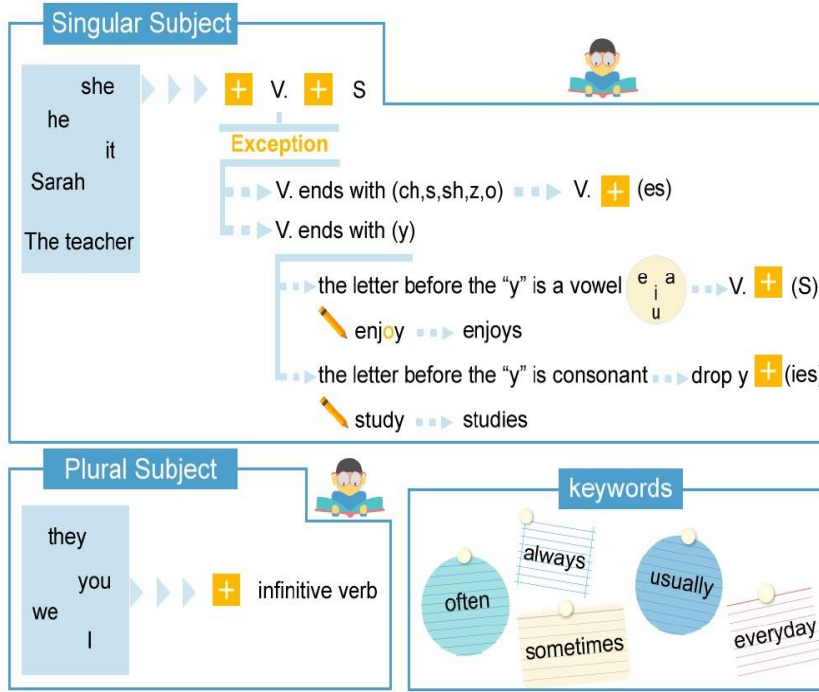
He, She, It ( speaks English well)

- 2- صيغة ( inf ) يعني الفعل مجرد بدون (s): عندما يكون الفاعل في الجملة جمع (I, we, you, they) مثل (play, write, go, cut).

Normally, usually, often, always, habitually, occasionally, from time to time, nearly always, every day, every week, etc...

Daily, weekly, monthly, hourly, annual, yearly.

## Present Simple Tense



Subject + verb + object

إذا فاعل ثم الفعل من غير إضافة حرف الـ (s) ثم المفعول به وحتى نطبق هذه القاعدة لا بد من توفر الشرط التالي في حالة توفر الضمائر التالية في محل الفاعل وهي :

Examples / I , you , they ,we

They watch the T.V every day هم يشاهدوا جهاز التلفاز يوميا

We watch the T.V every day. نحن نشاهد جهاز التلفاز يوميا.

You watch the T.V every day. أنت تشاهد جهاز التلفاز يوميا.

I watch the T.V every day. أنا أشاهد جهاز التلفاز يوميا.

إذا لا بد من تفادي خطأ وضع حرف الـ (s) فلا نقول: They watches the T.V every day.

وممكن أن نضع الـ (s) لو كان بدل They وجود He , She ,it

في زمن المضارع البسيط نستخدم ثلاث أفعال مساعدة وهي: Is , am , are

### singular (is)

تستخدم الـ (is) مع الأسماء أو الضمائر المفردة (She , He , it)

She is a muslim هي مسلمة

He is a muslim. هو مسلم

It is a nice book. هو كتاب جيد

Dana is a muslim girl. دانا فتاة مسلمة

### plural (are)

نستخدم الفعل المساعد (are) مع الضمائر (They ,we , you) أو الأسماء الجمع وليست المفرد

They are Muslims. هم مسلمين

We are Muslims. نحن مسلمين

You are Muslim. أنت مسلم

أما الفعل المساعد (am) نستخدمه فقط مع الضمير (I) فقط لا غير.

I am from Saudia Arabia. أنا من المملكة العربية السعودية.

ومن الأخطاء الفادحة أن نضع مع الضمير I الفعل المساعد is أو الفعل المساعد are

متى نستخدم الفعل المضارع البسيط ?

When to use the present simple ? Actions which happen regularly (every day, every week, etc).

أولاً: نستخدمه مع الحدث الذي يحدث عادة كروتين إما كل يوم أو كل أسبوع وهكذا

## Examples

They go to school every day. هم يذهبون للمدرسة كل يوم.

إذا الذهاب للمدرسة حدث من المعتاد عليه يومياً فهو روتين يومي.

She takes a shower every Friday. هي تستحم كل يوم جمعة.

إذا هذا حدث معتاد لها القيام به كروتين كل نهاية أسبوع.

ثانياً: الأشياء التي لا تتغير مثل (الحقائق العلمية , الأفكار...)

## Examples

The sun rises from the east تشرق الشمس من الشرق

وهذه حقيقة علمية لا تتغير فمن المتعارف عليه أن الشمس تشرق من الشرق

## Do / Does

الفعل do يأخذ الضمائر التالية: I , you , they ,we أما الفعل does يأخذ الضمائر التالية: He , she ,it

وحتى ننفي حدث معين نضيف كلمة not إلى Do / Does

Do / Does+ not

I do not like rice. أنا لا أحب الأرز.

She does not like rice. هي لا تحب الأرز.

**How to form questions in present simple? كيف نصيغ السؤال في المضارع البسيط؟**

She is a Muslim

. حينما نحول الجملة هذه إلى سؤال نضع الفعل في البداية ثم الفاعل ونكمل بقية الجملة ثم نضع علامة الاستفهام إذا حسب القاعدة التالية:

V + Subject + the rest of the sentence + ?

Is she a Muslim? ... فيصبح السؤال

وقد لا يتوفر أصلاً في الجملة الفعل المساعد لذلك نضيفه نحن في السؤال حسب ما يناسب الفعل إذا كان مفرداً أو جمع.

They watch the T.V every day

Do they watch the T.V every day? فيصبح السؤال:

\* عادة نستخدم مع المضارع البسيط الكلمات التالية: Always, usually, often

أمثلة المضارع البسيط:

2. She drives to work <u>every day</u> .	1. Faris makes his bed <u>every morning</u> .
4. We <u>usually</u> have dinner at home.	3. <u>Mary</u> is pretty.
6. This <u>table</u> looks nice.	5. <u>Jerusalem</u> is a beautiful city.
8. That <u>accident</u> is horrible.	7. The <u>earth</u> moves round the sun. حقيقة
10. Ali <u>resembles</u> his father.	9. Water <u>boils</u> at 100 c. حقيقة علمية
12. If we heat ice, it turns into water.	11. They <u>are</u> good students.
14. I normally <u>enjoy</u> the seaside.	13. Salem <u>visits</u> his sister occasionally.
16. I <u>go</u> to school by bus every morning.	15. I <u>am</u> a teacher.
18. Labeeb <u>drinks</u> milk daily.	17. My little brother likes Chocó.
20. The River <u>Jordan</u> flows into the Dead Sea.	19. Ali <u>speaks</u> English fluently.
21. We <u>live</u> in Jenin	

**Put the verb in parentheses in the correct form using simple present.**

1- Sami.....the newspaper every day. (read). The correct answer is **reads**

2- We always..... to school on foot. (go). The correct answer is **go**

3- I often..... my mother at home. (help). The correct answer is **help**

4- Dana always ..... her homework by herself. (do). The correct answer is **does**

5- Jerusalem..... a beautiful city. (be). The correct answer is **is**

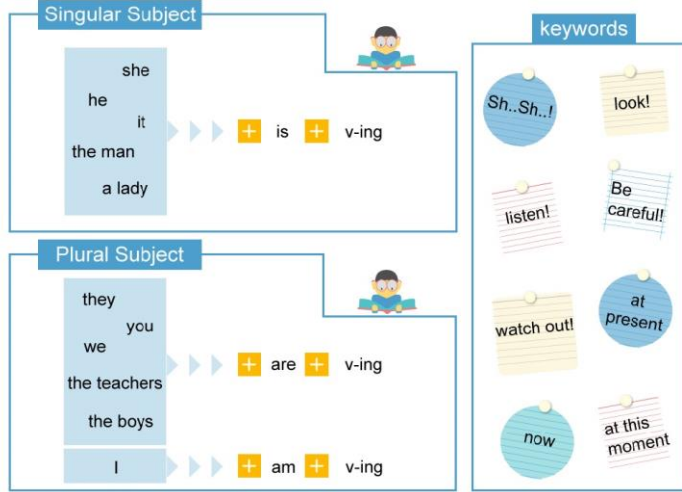
6- The Jordan River ..... into the Dead sea. (flow). The correct answer is **flows**

7- Ben usually ..... Television on after school (watch). The correct answer is **watches**

8- The child ..... Every night because she is sick. (cry). The correct answer is **cries**

## Present Continuous Tense

# Present Continuous Tense



## What do we mean by the term Present Continuous في البداية ماذا نعني بالزمن المضارع المستمر؟

لو نلاحظ من الاسم (مستمر) أي مازال في الاستمرار بعكس المضارع البسيط فقد ينتهي بعد مدة معينة. إذا هو الزمن الذي يعود على حدث لفعل معين يحدث الآن في هذا الوقت وما زال الحدث مستمرا وقد يتوقف وقد لا يتوقف إذا الحدث مستمر وليس في الماضي أو المستقبل.

## When to use the Present Continuous? متى نستخدم الفعل المضارع المستمر؟

إذا في حالات معينة تستخدم المضارع المستمر:

أولاً: في حالة التعبير عن عمل أو حدث أو نشاط معين بأنه مازال مستمرا في الوقت الذي يتكلم فيه الشخص. وهذا الحدث في زمن المضارع الحالي. وهذا العمل والحدث من المحتمل أن ينتهي في المستقبل. وغالبا ما تستخدم هنا كلمة now

## Examples

Naser and Mohammad are playing football now ناصر ومحمد يلعبون الآن كرة القدم.

إذا لو نلاحظ الحدث هنا هو لعب كرة القدم وهو مازال مستمرا الآن في زمن التكلم وقد ينتهي قريبا في المستقبل القريب أي قد ينتهي ناصر ومحمد من لعب الكرة بعد ساعة أو ساعتين. إذا الحدث هنا فيه استمرارية (اللعب بالكرة) لذلك نستخدم المضارع المستمر. ثانياً: في حالة التعبير عن عمل أو حدث أو نشاط معين يحدث في الماضي وما زال مستمرا في وقت المتكلم ومن المحتمل أن هذا الحدث قد يستمر في المستقبل لوقت غير محدد والذي قد يكون إما زمن طويل أو قصير.

Salem is working for an oil company. يعمل سالم في شركة للبترو.

إذا الحدث هنا وهو (العمل في الشركة) بدأ في الماضي وهو مازال مستمرا الآن أي أن سالم مازال يعمل في الشركة وعمل سالم في الشركة سيتم في المستقبل إلى أجل غير محدد. إذا الحدث هنا (العمل) يدل على الاستمرارية وعدم الثبات لذلك نستخدم المضارع المستمر.

Mary is studying music in New York. تدرس ماري الموسيقى في نيويورك.

الحدث هنا هو ((دراسة الموسيقى)) بدأ في الماضي وهو مازال مستمرا الآن أي أن ماري مازالت تدرس الموسيقى ودراستها ستستمر في المستقبل إلى أجل غير محدد. إذا الحدث هنا ((الدراسة)) تدل على الإستمرارية وعدم الثبات لذلك نستخدم المضارع المستمر.

ثالثاً: قد نستخدم المضارع المستمر للتحدث عن حدث أو عمل سوف يحدث في المستقبل، وفي هذه الحالة نستخدم كلمة أو عبارة أو شبه جملة تدل أن الحدث سيحدث في المستقبل.

## Examples

We are buying a new car as soon as the new models come out

سنشتري سيارة جديدة قريبا في الوقت الذي تظهر فيه الموديلات الجديدة.

إذا الحدث هنا وهو ((شراء السيارة)) هذا الحدث سيحدث قريبا أي في المستقبل القريب وشراء السيارة حدث مستمر يدل على الاستمرارية ولهذا استخدمنا المضارع المستمر. وكذلك استخدمنا كلمات تدل على المستقبل مثل as soon as

The new student is arriving next week. الطالبة الجديدة ستصل الأسبوع القادم.

إذا الحدث هنا وهو ((وصول الطالبة الجديدة)) هذا الحدث سيحدث قريبا أي في المستقبل القريب ووصول الطالبة حدث مستمر يدل على الاستمرارية ولهذا استخدمنا المضارع المستمر. وكذلك استخدمنا كلمات تدل على المستقبل مثل next week

رابعاً: في حالة التحدث عن حدث غالبا ما يحدث ويتكرر. وفي هذه الحالة نستخدم كلمة always

My young son is always learning new things. ابني الصغير عادة ما يتعلم أشياء جديدة.

وقد يكون التحدث عن شيء يتكرر غالبا قد لا يرضي المتكلم أي أنه لا يكون راضيا عما يحدث

Wake up! you are always sleeping. استيقظ أنت عادة ما تنام.

إذا المتحدث غير راضي هنا عن المخاطب في عادة النوم الكثير.

خامساً/ في حالة التحدث عن حدث متكرر الحدوث سواء هذا الأسبوع أو هذا الشهر أو هذه السنة.

I am taking five course this semester أنا أخذ خمسة مقررات هذا الفصل

إذا الحدث هنا هو دراسة المقررات التي تتكرر خلال هذا الفصل

She is writing another book this year. هي تكتب كتاباً آخراً هذه السنة.

إذا الحدث المتكرر هذه السنة هو كتابة الكتاب الأخر.

**How to form The present Continuous? كيف نصيغ الفعل المضارع المستمر؟**

أن الشيء الذي يميز صياغة المضارع المستمر هو إضافة (ing) ملحقة بالفعل ومسبقه بفعل مساعد أي (is-am- are) :

**أولاً: I + am + V -ing**

إذا حرف I ثم الفعل المساعد am (لأنه حرف الـ I ما يأخذ إلا الفعل المساعد am) ثم الفعل الأساسي ملحق به الـ(ing)

I am reading a nice story now. أنا أقرأ قصة جميلة الآن.

ثانياً: (she-he-it)+ is + V (ing) ثم الفعل المساعد is ثم الفعل ملحقا بـ (ing)

She is trying to improve her work. هي تحاول أن تحسن من عملها.

It is raining. إنها تمطر.

**ثالثاً: (we-you-they)+ are+ V (ing) ثم الفعل المساعد are ثم الفعل ملحقا به (ing)**

They are sleeping now. هم نائمون الآن.

You are singing beautifully. أنت تغني بعذوبة.

ملاحظة: هناك أفعال لا يمكن صياغتها على هيئة المضارع المستمر لأنها في الواقع لا تدل على الاستمرارية وإنما تدل على حالة معينة ووضع معين وعدم الاستمرارية لذلك لا يمكن صياغتها في شكل المضارع المستمر

**How to form Questions in Present Continous? كيف نصيغ زمن المضارع المستمر**

نضع الفعل المساعد في البداية ثم الفاعل

They are sleeping now

هذه جملة وحينما نحولها إلى سؤال تصبح

Are they sleeping now? هل هم نائمون الآن؟

**The present perfect continuous tense المضارع التام المستمر**

هو الزمن الذي يستخدم للتحدث عن نشاط أو عمل معين ((فعل)) وقع في الماضي (سواء كان الماضي البعيد أو القريب) واستمر هذا العمل أو الفعل إلى الآن، إذا ما يهمننا هنا في هذا الزمن هو إستمرارية الحدث .

مثلاً: أخي قام بتصليح السيارة من قبل ساعة ونصف وما زال إلى الآن يعمل في تصليح السيارة. طيب الفعل هذا أو الحدث هذا وهو ((تصليح السيارة) بدأ في الماضي القريب (قبل ساعة ونصف) وما زال إلى الآن أي أن الحدث لم ينتهي بعد..

**How to form The present perfect continuous tense? كيف نصيغ زمن المضارع التام المستمر؟**

عن طريق أولاً وضع الفعل المساعد

have or has

ثم نضيف كلمة

been

ثم نضيف الفعل وملحق به حرف

ing

have/has +been+ V- ing

سوف نقسم الصياغة إلى قسمين:

**أولاً: الصياغة الخاصة بالمفرد Singular والذي يأخذ الفعل المساعد has،**

وهنا يتبع هذا القسم الضمائر التالية أو ما يناسبها من الأسماء الظاهرة في الفاعل، وهذه الضمائر هي:

She-he-it

Subject + has+ been + V ing

إذا نضع الفاعل أولاً وهو أحد الضمائر السابقة أو ما يناسبها من الأسماء الظاهرة

.He has been working

**ثانياً: الصياغة الخاصة بالجمع Plural والذي يأخذ الفعل المساعد have**

وهنا يتبع هذا القسم الضمائر التالية أو ما يناسبها من الأسماء الظاهرة في الفاعل: وهذه الضمائر هي:

we – you - they

Subject + have+ been + V ing

إذا نضع الفاعل أولاً وهو أحد الضمائر السابقة أو ما يناسبها من الأسماء الظاهرة

They have been working

**When to use The present perfect continuous tense? متى نستخدم المضارع التام المستمر؟**

وهو استخدام واحد حينما نريد ان نشير إلى (مدة) عمل معين بدأ في الماضي واستمر إلى الحاضر.ولذلك نستخدم كلمات معينة.



Examples

I have been sitting here since seven o'clock. أنا أجلس هنا منذ الساعة تماما.

أي أنه كان جالسا ومازال جالسا. (الحدث تام مستمر)

You have been studying for five hours. Why don't you take a break?

أنت تدرس لمدة خمس ساعات متواصلة لماذا لا تأخذ قسطا من الراحة.

فالحدث هنا هو (الدراسة) كانت في الماضي من قبل خمس ساعات ومازالت إلى الآن.

It has been raining all day.

إنها تمطر هذا اليوم. فالحدث هنا هو نزول المطر حيث أنه كان ينزل منذ البداية ومازال مستمرا في الهطول فالحدث هنا تام وأيضا مستمر.

**Put the verb in parentheses in the correct form using simple present or present continuous.**

- 1- Sameer ..... An old friend of mine. (be) The correct answer is **is**
- 2- Dana ..... At the back of the room now. (sit) The correct answer is **is sitting**
- 3- Ahmad ..... to Europe every summer. (go). The correct answer is **goes**
- 4- My friends ..... Nightshifts now. We will not find them at home. (work). **are working**
- 5- Our dogs ..... more at night (bark). The correct answer is **bark**
- 6- Note all that ..... Is gold (glitter). The correct answer is **glitters**
- 7- John ..... to school at the moment. (cycle). The correct answer is **Is cycling**
- 8- My parents ..... A lot. (travel). The correct answer is **travel**
- 9- Smoking ..... cancer, so try to avoid it. (cause). The correct answer is **causes**
- 10- Ben **is doing** the exercise **now**.
- 11- The children **are reading** short stories **at this moment**.
- 12- **Listen!** Someone **is knocking** at the door.
- 13- I **am reading** a book with my friend **now**.
- 14- **Sh..Sh!** The babies **are sleeping** next door.

**use either the simple present form or the present continuous:**

Iyas is eight . He (dislike) ..... visiting the dentist. However, he (sit).....in the dentist's chair now. He (tremble)..... because he is afraid of the dentist. The dentist (pull).....out a lot of teeth everyday. He (wear) .....a white coat when he is at work; he (wear) .....one now. He (talk) .....to Iyas. He (want) ..... Iyas to come to see him at least once every year.

Iyas is eight . He **dislikes** visiting the dentist. However, he **is sitting** in the dentist's chair now. He **is trembling** because he is afraid of the dentist. The dentist**pulls** out a lot of teeth everyday. He **wears** a white coat when he is at work; he **is wearing** one now. He **is talking** to Iyas. He **wants** Iyas to come to see him at least once every year.

**Choose the correct answer**

- 1- We usually \_\_\_\_\_ dinner at home together.  
a) are having                      b) have                              c) had
- 2- Water \_\_\_\_\_ at 0 C.  
a) freezes                              b) freeze                              c) is freeze
- 3- Suzan often \_\_\_\_\_ some stories at school.  
a) read                                      b) hsa read                              c) reads
- 4- I \_\_\_\_\_ lunch with my family now.  
a) am having                              b) have                                      c) have had
- 5- The Jordan River \_\_\_\_\_ into the Dead Sea.  
a) flow                                      b) flew                                      c) flows
- 6- The girls \_\_\_\_\_ for the final exams at this moment.  
a) atr preparing                              b) prepare                              c) prepared
- 7- She yellow and blue together to make green.  
a) mix                                      b) mixes                                      c) mix's
- 8- She \_\_\_\_\_ her assignments at this moment.  
a) is doing                                      b) does                                      c) do
- 9- Sh....Sh! I \_\_\_\_\_ to the news on CNN.  
a) Listening                                      b) listen                                      c) am listening skills
- 10- Be quiet! The baby \_\_\_\_\_ next door.  
a) sleep                                      b) is sleeping                              c) sleeps

1	2	3	4	5	6	7	8	9	10
B	A	C	A	C	A	B	A	C	B

## الدعوة Inviting

نحن ندعو او نستدعي ، وهناك نوعان من الدعوة:

- 1- Informal inviting : الدعوة غير الرسمية , وهي لدعوة صديقك , أخوك أو شخصيات غير رسمية
- 2- Formal inviting : الدعوة الرسمية , وهي لدعوة شخصيات مهمة مثل وزير أو حاكم أو مسئول

**Informal invitations:** هناك عدة طرق لتقديم الدعوة الغير رسمية

### Example of informal invitation

هل ترغب أن تأتي معي لـ? .....for join me

-Do you want to go to the zoo? هل تريد الذهاب الى حديقة الحيوانات?

-How about going to the mall together? ما رأيك بأن نذهب الى المول سوياً?

-Let's have dinner on Sunday. دعنا نتناول العشاء يوم الاحد.

-Let's play tennis together. دعنا نلعب التنس سوياً

-Why not come round for a drink? لماذا لا تأخذ جوله للشرب?

-What about going out for a meal? ماذا عن الخروج لتناول اللحمة?

-Why not join us for a drink? لماذا لا تشاركنا الشرب?

Lina: Lama, are you doing anything tonight?

Lama: Not really. Why?

Lina: I'm going to Nablus tonight. **I wonder if you want to come with me.**

Lama: Nablus! What do you have there?

Lina: My brother, Sami, invited me to his birthday party.

Lama: **No, thanks. I'm** .....

Lina: What about having dinner? My mother is going to go to Amman with my father tonight. I cannot cook.

Lama: Oh, sure. Where?

Lina: I heard Abu Mazen Restaurant is excellent. Do you want to go there?

Lama: **It sounds good.**

Lina: Okay. I'll pick you up at your house at seven.

Lama: Okay, see you then.

**Formal invitations:** هناك عدة طرق لتقديم الدعوة الرسمية

### Examples of formal invitation

-You are cordially invited to ..... أنت بكل مودة مدعو لـ .....

-**Would you like to** go to the mall Saturday night?

-**Will you** see a movie with me?

-**I was wondering if we can** see a concert tonight.

-**I would like to invite you for** dinner tonight.

-**I was wondering if you would like** to join us for a meal.

-I thought you **might like** to try some,

-**We would like** to invite you to dinner four local cuisine.

Omer: **Would you like to go with me to Suzan graduation party next Monday?**

Huda: **Sure. I'd like to...**

Omer: Great!

Huda: What time is the party?

Omer: It is at 8:30, so I will pick you up at 8:15.

Huda: Okay. Do I need to bring something with me?

Omer: No. I bought a present for her.

Huda: You know, Suzan is a close friend. She deserves a special gift.

Omer: Don't worry! You will be surprised once you see it.

Huda: Thank you. See you on Monday.

Omer: Bye ... I call you tonight.

### Accepting invitation قبول الدعوة

- 1- That's fine Thanks شكرا
- 2- Great! Thanks. عظيم ! شكرا.
- 3- I'd love that. أحب أن افعل ذلك
- 4- We would be happy to سوف أكون مسرور لذلك
- 5- Sure. What time?
- 6- I'd love to, thanks.
- 7- That's very kind of you, thanks.

- 8- That sounds lovely, thank you.
- 9- Sounds like a good idea.
- 10- Thanks for your invitation. I'd be delighted to.
- 11- Yes, thanks. That would be great/wonderful.
- 12- Yes, I would.
- 13- I'd like to.
- 14- Okay.

Declining invitation      رفض الدعوة

Declining Invitations

"What a pity! I have many works to do tonight

- That's very kind of you, but .....
- Well, I'd love to, but .....
- I'm really sorry, but
- I'm awfully/terribly sorry. I have other plans for that night.
- I'd really like to, but I have .....
- Thanks for asking, but I'm afraid .....
- Sorry. I'm already .....
- Sounds good. But i can't.
- No, thanks.
- I'd love to, but I can't.
- I would love to but I can't.
- No, but thanks for inviting me.
- No, I'd better not.
- sounds great but I don't think I can.

When you decline an invitation, it is common to give an excuse. For example:

- I'd love to, but i can't. I have an exam tomorrow.
- Sounds good, but i don't think i can. I have to work late.
- No, i'd better not. My parents won't allow me to go.
- I'm afraid i can't. I have other plans.

يا لسوء الحظ! لدي لقاء مع مديري في تلك الليلة.

*Exercises: What would you say in the following situations?*

1- You want to invite your friend for dinner. (Invite him)

"Would you join me for dinner, Ahmad?"

2- Invite the governor of Jenin to the convocation day.

"You are cordially invited to the convocation day."

3- Invite your friend to drink tea with you.

"Would you like to join me for a cup of tea?"

**Do as required.**

A: Would you like to come over for dinner tonight?

B: ..... (Decline the invitation)

A: "OK, then how about getting together for coffee tomorrow afternoon?"

B: ..... (Accept the invitation)

A: ..... (Invite your friend)

B: "I'd love to, but I'm afraid I have another commitment this evening. Maybe another time."

Answers

B : **I would love that but I have a meeting from 8-9 pm.**

B : **Great ... thanks**

A : **Would you like to join me for a cup of coffee tonight?**

**Complete the conversation**

1. Sami: ..... to come over for dinner?      Would you like  
Hassan: Sure, I'd love to.
2. Bill: ..... don't ..... have dinner with us tomorrow?      Why / you  
John: ..... ; I'm meeting my boss tomorrow evening.      I can't

3. Susan: John and I ..... you and James to come over for coffee on Thursday evening. would like  
 Mary: ..... ! I'm sure John would ..... that. Great /love
4. Laila: Do you think you can ..... for dinner tonight? come over  
 Mona: I really can't tell. I need to check with my husband.
5. Hussein: My wife and I ..... to have you for dinner tonight. would like  
 James: Thanks! I'd ..... that. Love

**Choose the most appropriate answer for the following situations.**

- 1- Would you like to join me for a cup of coffee?  
 a) yes b) no c) that's fine . thanks
- 2- Why don't you come over for dinner tonight?  
 a) i don't know b) sorry c) i would love that
- 3- You are cordially invited to the graduation party of Prince Hamza next week.  
 a) i am a fraid b) i'll try c) great thanks
- 4- Have lunch with me!  
 a) i am not hangry b) what a pity! I have a meeting with my boss c) sorry

1	2	3	4
C	C	C	B

**Punctuation marks**

How to use some punctuation marks appropriately; mainly the full stop, question mark, exclamation mark, comma, and quotation marks.

**1- Full-stop النقطة**

Where do we use a full stop? The full stop or period is used at the end of statements, commands or requests such as the following examples:

End of statements & commands or requests:

بعد الجملة الخبرية والطلب والالتماس

1. We are studying English now. ← بعد الجملة الجبرية
2. Do as I tell you, ← طلب
3. Open the door, please. ← التماس

Abbreviation and initials:

بعد الاختصارات والألقاب

- He got his M.Sc. degree in 1980.
4. Most universities nowadays have Ph. D. programmes.
5. D.H, Lawrence is a great British novelist.
- \* It is also used in indirect question.

**The question mark علامة السؤال**

The question mark is used at the end of a direct question as in the following examples: تستخدم علامة السؤال في الأسئلة المباشرة

- 1- Where was Darwish born?  
 2- Did you read "Identity Card" for Mahmoud Darwish?

But it is not used after an indirect question.

ولا يجوز استخدامها في الأسئلة غير المباشرة كما في المثالين التاليين:

- 1- He asked me where I lived.  
 2- The student asked me when Mahmoud Darwish had written his poem.

**The exclamation mark علامة التعجب**

تستخدم علامة التعجب بعد الكلمة أو الجملة لتعبير عن شعور قوي أو جلب انتباه شيء غير عادي انظر إلى الأمثلة الآتية:

The exclamation mark is used after a word or a sentence to show strong feeling or to draw attention to something unusual or surprising. Have a look at the following examples:

- 1- Help! Fire!  
 2- Be careful!  
 3- What a beautiful lady!  
 4- That's amazing!

**The comma الفاصلة**

Commas and periods are the most frequent punctuation marks used in English. Use commas to separate words and word groups in a simple series such as:

- 1- Darwish visited Lebanon, Russia, Egypt and America.
- 2- I have some apples, potatoes, tomatoes and cucumbers.

#### استخدام الفاصلة

1- الفاصلة تتبع كلمة (yes) أو (no) وكذلك الأسئلة الذيلية :

Yes, he's a teacher 2- No, he didn't 3- He is a student, isn't he?

2- نستخدم الفاصلة للفصل بين الجمل التي تكون عناصرها متساوية:

I've just bought a pan , a pencil , an eraser and a sharpener.

Bill was a tall , thin ,dark man .

3- نستخدم الفواصل للفصل بين مكونات التاريخ:

My brother was born on Monday , August , 5 , 1980.

4- نستخدم الفواصل للبدل (Appositives) وهي كلمات تستخدم لتفسير أو وصف الأسماء.

Ali , my brother, is twenty years old.

We lived in Oslo , the capital of Norway , for many years.

- نستخدم الفواصل قبل الأسماء الموصولة التي تتبع أسماء العلم:

My father , who is seventy years old , still works hard on his farm.

John , who is a good friend of mine , will lend me some money to buy a new car.

لاحظ أن الأسماء الموصولة التي تتبع أسماء أخرى ووظيفتها لتعريف الأسماء لا تتبع بفواصل، أمثلة:

A novelist is a person who writes novels .

Students who hard usually their exams .

تستخدم الفواصل بعد if – clause إذا جاءت في بداية الجملة فقط، أمثلة:

If you work hard , you will succeed.

You will succeed if you work hard. لا نستخدم فاصلة

If it rains tomorrow , I'll stay home.

#### **The quotation marks** علامات الاقتباس

تستخدم هاتان العلامتان قبل أول كلمة وبعد آخر كلمة من الكلام المقتبس أو المنقول، ادرس الأمثلة التالية:

Well, double quotation marks are used for a direct quotation such as:

Helen said, "I love to read poetry."

- 1- He asked, "Who is your favorite writer?"

And quotation marks are also used with unfamiliar or unusual words, terms, phrases, titles, courses, etc. such as the following:

- 1- Tom told me that the story was "phony" which means unreal.
- 2- Darwish's "Identity Card" is a great piece of art.

#### Choose the correct answer

- 1- Mary can speak three languages which are Arabic \_\_\_\_\_ English and French.  
a) comma (,) b) full stop(.) c) exclamation mark(!)
- 2- She asked where they left the key \_\_\_\_\_  
a) exclamation mark(!) b) question mark(?) c) full stop(.)
- 3- What a wonderful day \_\_\_\_\_  
a) exclamation mark(!) b) question mark(?) c) comma (,)
- 4- Jerusalem \_\_\_\_\_ the capital of Palestine \_\_\_\_\_ is in our heart.  
a) comma (,)/comma (,) b) comma (,)/ full stop(.) c) comma (,)/ exclamation mark(!)
- 5- How long have you been here \_\_\_\_\_  
a) exclamation mark(!) b) question mark(?) c) full stop(.)

1	2	3	4	5
A	C	A	A	B

# Unit Three

## Reading: Jerusalem

This is a short reading text on Jerusalem. This old city is one of the most sacred places for Muslims, Christians and Jews. Moreover, it is the capital of the State of Palestine. Jerusalem is closed by Israeli military barriers. Palestinians in this city suffer from sever military restrictions on their movement and daily routine life. Israel wants to evacuate the city from its people and replace them with settlers. For these reasons , it becomes obvious that reading about Jerusalem is essential to know the reality of situation in the city.

Upon completing this section, you should be able to:

Find main ideas of reading text "Jerusalem".

### Jerusalem

The city of Jerusalem is the capital of Palestine and known in Arabic as Al-Quds or Baitul-Maqdis ("The Noble, Sacred Place"). Jerusalem is perhaps the only city in the world that is considered historically and **spiritually** significant to Jews, Christians, and Muslims alike. The city, resting on the original hills of the City of David and surrounded by a wall over four kilometers long with seven gates, 34 towers, and a citadel (the Tower of David), is divided into four residential quarters. Currently, Jerusalem is under Israeli **occupation** which led to **tension** and bloody **struggle** between Palestinians and Israeli military forces. Jerusalem shall include the present municipality of Jerusalem plus the surrounding villages and towns, the most eastern of which shall be Abu Dis; the most southern, Bethlehem ; the most western, Ein Karim , and the most northern, Shu'fat. It is a beautiful city, full of history and mystery, flooded with tourists from all over the world as well as religious **practitioners** from all creeds and colors. The churches are ancient, Mosques are delightful, the Muslims sites are impressive, and the old Bazaars and markets of the old city seem to be taken from an oriental dream. The food is diverse and good, and mixes the west with the east.

إن مدينة القدس هي عاصمة فلسطين والتي تعرف في العربية القدس أو بيت المقدس (النبييل , مكان مقدس). القدس هي ربما المدينة الوحيدة في العالم التي تعتبر تاريخياً وروحياً مهمه لليهود والمسلمين والمسيحيين على حد سوا. وتجلس المدينة على التلال الاصلية لمدينة داود ومحاطة بسور طوله اكثر من اربعة كيلومترات مع سبعة ابواب و34 برجاً, وقلعة (برج داود) وينقسم الى اربعة احياء سكنية. حالياً فإن القدس تخضع للإحتلال الاسرائيلي الذي أدى الى التوتر والصراع الدموي بين الفلسطينيين وقوات الجيش الاسرائيلي. وتشمل القدس بلدية القدس الحالية مضافاً اليها القرى والبلدات المحيطة بها, والجزء الشرقي لها (أبو ديس) والجنوب (بيت لحم) وأبعدها غرباً (عين كارم) والشمالى (مخيم شعفاط) . إنها مدينة جميلة, من ناحية التاريخ والغموض. تعج بالسياح من جميع انحاء العالم وكذلك يمارسون الشعائر الدينية من جميع المذاهب والالوان. الكنائس القديمة والمساجد السارة , وموقع المسلمين مثير للاعجاب , ويبدو أن البازارات القديمة وأسواق المدينة القديمة أنها مأخوذة من حلم شرقي, حيث الغذاء المتنوع يجمع بين الغرب والشرق.

Why is Jerusalem considered to be of religious importance to Christians, Muslims, and Jews?

لماذا تعتبر القدس ذات أهمية دينية لدى المسيحيين والمسلمين واليهود؟

For the Muslims, it is considered to be the place where Prophet Muhammad ascended to heaven after his night journey from Mecca to Jerusalem (Isra and Mi'raj). At those locations a mosque (Al-Aqsa Mosque) was built, as well as the Dome of the Rock. It is the third holiest site for Islam, and an active mosque and a tourist **attraction** to this day. The most important Muslim sites in Jerusalem are the Dome of the Rock and the Al-Aqsa Mosque which is the largest mosque in Jerusalem. It was the original Qibla (direction of prayer) before it was changed to Mecca. For the Christians it is the place where Jesus walked, preached, ate his last supper, was captured and **crucified** , **resurrected** and **ascended** to heaven. The Via Dolorosa and the Church of the Holy Sepulcher (church built around Jesus' tomb) as well as many other churches and sites in the **vicinity** are pilgrimage **destinations** and tourist attractions to this day. For the Jewish religion Jerusalem is considered to be the place where Kings Saul, David and others after them led their ancient kingdom up until about 2000 years ago.

بالنسبة للمسلمين تعتبر المكان الذي صعد النبي محمد عليه الصلاة والسلام الى السماء بعد ليلة من رحلته من مكة الى القدس (الاسراء والمعراج), في تلك المواقع تم بناء المسجد الاقصى, وكذلك قبة الصخرة . هو هو ثالث المواقع قداسة في الاسلام . وهي منطقة نشاط وجذب سياحي لهذا اليوم .  
المواقع الاكثر اهمية في القدس هي قبة الصخرة ومسجد الاقصى الذي يعد اكبر مساجد القدس. وكانت القبلة الاصلية (اتجاه الصلاة ) قبل تغييره الى مكة المكرمة. بالنسبة للمسيحيين فالقدس هو المكان الذي مشى به يسوع, واكل عشاءه الاخير, تم القبض عليه وصلب حيث بعث وصعد الى السماء. كنسية القبر المقدس (الكنيسة بنيت حول قبر يسوع) ضالاً عن غيرها من الكنائس والمواقع في المحيط, والتي تعتبر وجهات حج ومناطق لجذب السياح . أما بالنسبة لليهود فيعتقدون أن القدس هي المكان الذي أدى الملوك شاول وداود وغيرهم من بعدهم مملكتهم القديمة حتى قبل 2000 سنة.



There is a magical quality about the Old City of Jerusalem that does not exist anywhere else in the world. Perhaps it is due to the **glorious** history of the towering stone walls and ancient buildings, or the sacred atmosphere that surrounds the holy sites of Jewish, Christian, and Moslem religions. The **enchanting** quality of Jerusalem may also come from the colorful markets and narrow **alleyways** , or from the city's dynamic history - a history woven with war and peace, love and hate, destruction and resurrection. The Old City was originally built by King David in 1004 B.C.E. and has always been considered the center of the world. Ancient maps show the three continents known at the time: Europe, Asia, and Africa, situated in a circle with Jerusalem at their center. Since then Jerusalem has been cherished and glorified by kings, rulers, and conquerors who attempted to storm its walls and adored by ordinary people who made it the loadstone of their faith. This was the place where Jesus was crucified, and where Mohammed rose to Heaven. Over the years the Old City has undergone many changes which have made it one of the most interesting cities in the world as well as an important focal point for tourism.

هناك خاصية سحرية حول البلدة القديمة في القدس التي لا توجد في أي مكان آخر في العالم. ولعل هذا يرجع الى التاريخ المجيد من الجدران الحجرية الشاهقة والمباني القديمة، او الجو المقدس الذي يحيط الاماكن المقدسة في الديانات اليهودية والمسيحية والمسلمين عليه. الخاصية السحرية للقدس يأتي أيضاً من الاسواق الملونة والازقة الضيقة ، أو من التاريخ الديناميكي في المدينة – تاريخ المنسوج مع الحرب والسلام والحب والكراهية والدمار والقيامة. بنيت المدينة القديمة في الاصل من قبل الملك داود في عام 1004 قبل الميلاد واعتبرت دائماً مركز العالم. وتشير الخرائط القديمة القارات الثلاث المعروفة في ذلك الوقت : اوروبا و اسيا وافريقيا، مرسومات حول القدس التي تقع في مركزهم . ومنذ ذلك الحين تعزيز وتمجد القدس من قبل الملوك والحكامو والغزاة الذين حاولو اقتحام اسوارها، ومعشوقة من قبل الناس العاديين الذين جعلوها اساس عقيدتهم. وهذا هو المكان الذي بنى فيه اليهود المعبد، الذي صلى فيه يسوع، وحيث ارتفع محمد عليه الصلاة والسلام الى السماء. على مر السنين مرت المدينة القديمة في العديد من التغييرات التي جعلت منها واحدة من المدن الاكثر اثاراً للاهتمام في العالم وكذلك مركزاً هاماً للسياحة.

Now read the text quickly, and find out an answer to each of the following questions:

1. Why do you think Jerusalem is perhaps the only city in the world that is considered significant to Jews, Christians, and Muslims ?
2. What are the most important Muslim sites in Jerusalem ?
3. What are the most important Christian sites in Jerusalem ?
4. Why is Jerusalem flooded with tourists from all over the world?

**Indicate whether the following statements are true or false.**

- 1- Jerusalem is perhaps the only city in the world that is considered historically and spiritually significant to Jews, Christians, and Muslims alike. T
- 2- Currently, Jerusalem is under Israeli occupation which led to tension and bloody struggle between Palestinians and Israeli military forces. T
- 3- Jerusalem is the third holiest site for Islam. T
- 4- For the Christians Jerusalem is the place where Jesus walked, preached, ate his last supper. T
- 5- Over the years the Old City has undergone slight changes which have made it one of the most interesting cities in the world. F
- 6- The city of Jerusalem is the capital of Palestine and known in Arabic as Al-Quds or Baitul-Maqdis.
- 7- Jerusalem flooded with tourists from all over the world as well as religious practitioners from all creeds and colors.

1	2	3	4	5	6	7
T	T	T	T	F	T	T

**Drag each of the following words to their meanings**

1- Practitioners الممارسين	2- occupation احتلال	3- crucified صلب	4- tension توتر	5- attraction جذب	6- alleyways الأزقة	7- spiritually روحياً
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8- resurrected بُعِثَ	9- vicinity المناطق المجاورة	10- destinations أماكن	11- glorious مجيد , رائع	12- struggle صراع	13- enchanting ساحر	14- Ascended صعد
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- a. \_\_\_\_\_ a path in a park or garden, especially with trees or bushes on both sides / a narrow road or path between buildings.
- b. \_\_\_\_\_ very pleasant.
- c. \_\_\_\_\_ very beautiful.
- d. \_\_\_\_\_ the place where someone is going or where something is being sent or taken.
- e. \_\_\_\_\_ the area around a place or where the speaker is.
- f. \_\_\_\_\_ to bring someone back to life.
- g. \_\_\_\_\_ to kill someone by tying or fastening them with nails to a cross and leaving them there to die.
- h. \_\_\_\_\_ something that makes people want to go to a place or do a particular thing.
- i. \_\_\_\_\_ to rise to a position of higher rank.
- j. \_\_\_\_\_ someone involved in a skilled job or activity.
- k. \_\_\_\_\_ to use a lot of effort to defeat someone, prevent something, or achieve something .
- l. \_\_\_\_\_ a feeling of fear or anger between two groups of people who do not trust each other.
- m. \_\_\_\_\_ a situation in which an army or group of people moves into and takes control of a place.
- n. \_\_\_\_\_ relating to deep feelings and beliefs, especially religious beliefs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
6	13	11	10	9	8	3	5	14	1	12	4	2	7

**Choose the answer the text**

- Jerusalem is under Israeli occupation which led to tension and bloody struggle between Palestinians and Israeli military forces.
- Jerusalem includes the present municipality of Jerusalem plus the surrounding villages and towns.
- The most important Muslim sites in Jerusalem are the Dome of the Rock and the Al-Aqsa Mosque.
- Church of the Holy Sepulcher as well as many other churches are pilgrimage destinations and tourist attractions to this day.
- This was the place where the Jews built the Temple, where Jesus was crucified and where Mohammed rose to Heaven.

**Fill in the blanks with appropriate words**

- 1- Jerusalem is considered historically and spiritually ----- to all Christians and Muslims alike.  
a- significant                      b- diverse                      c- occupation                      d- ascended
- 2- Currently, Jerusalem is under the Israeli ----- which led to tension and bloody struggle between

**Palestinians and Israeli military forces.**

- a- significant                      b- diverse                      c- occupation                      d- ascended

3- The food is -----, delicious and mixes the western with the eastern taste.

- a- significant                      b- diverse                      c- occupation                      d- ascended

4- He was then taken to the sacred rock wherefrom he ----- to heaven by a stairway of

light.

- a- significant                      b- diverse                      c- occupation                      d- ascended

5- Al-Aqsa Mosque is the third ----- site for Islam which has been a highly-cherished mosque and a touris

attraction.

- a- significant                      b- diverse                      c- holiest                      d- ascended

6- The enchanting quality of Jerusalem may also come from the city's dynamic history - a history -----

----- with war and peace, love and hate, destruction and construction.

- a- woven                      b- diverse                      c- holiest                      d- ascended

7- Since then, Jerusalem has been cherished and glorified by kings, rulers, and conquerors who ----- to

storm its walls.

- a- significant                      b- attempted                      c- holiest                      d- ascended

1	2	3	4	5	6	7
A	C	B	D	C	A	B



## Simple Past Past Simple Tense

ماذا نعني بزمن الماضي البسيط؟ The past Simple Tense هو الزمن الذي يتحدث عن نشاط أو حدث أو فعل معين حدث وإنتهى في الماضي . إذا الفعل أو الحدث بدأ وإنتهى في الماضي.

كيف نصيغ زمن الماضي البسيط؟ How to form the Past simple Tense

هناك صياغتين للماضي البسيط:

أولاً: الصيغة المنتظمة (الغير شاذة) وهذه بكل بساطة تكون بإضافة فقط حرفي (ed) إلى نهاية الفعل فيصبح الفعل ماضي. ولكن ننتبه إلى أن هذه الطريقة لا تتبع مع كل الأفعال في اللغة الإنجليزية لكن تتبعها مع الأفعال المنتظمة وهي تسمى: Regular Verbs

Subject+ V-ed+ Complement

إذا الفاعل ثم الفعل مضافاً له حرفي Ed ثم بقية الجملة سواء كان فيها مفعول به أو لا.

It rained yesterday. لقد امطرت بالأمس.

إذا الفعل الأساسي هو Rain وكان في المضارع ولما حولنا الفعل إلى الماضي أضفنا حرفي ed إلى الفعل فتحول إلى ماضي.

Naser arrived last night. وصل ناصر الليلة الماضية.

إذا الحدث هنا وقع وانتهى في الليلة الماضية وهو وصول ناصر فوضعنا حرفي ed إلى نهاية الفعل حتى نعرف إن الفعل ماضي.

ثانياً: الصيغة الشاذة ومن الاسم نلاحظ أنها الصيغة التي لا يضاف لها ed في نهاية الفعل حتى تثبت أنها في الماضي. إذا الصيغة تكون بأن شكل الفعل كلية يتغير تماماً من ناحية الكتابة ومن ناحية النطق.

وكما قلت أن ليست كل الأفعال شاذة لكن هناك قائمة بالأفعال الشاذة والتي تسمى Irregular Verbs

متى نستخدم الماضي البسيط؟ When to use The Past Simple?

وعادة ما نستخدم كلمات معينة تدل على تحديد الزمن والوقت مثل: أولاً / في حالة التعبير عن نشاط أو فعل معين حدث في وقت محدد في الماضي

Yesterday أمس

last night الليلة الماضية

year ago منذ سنة

last week الأسبوع الماضي

last month الشهر الماضي

Examples:

It rained yesterday. لقد أمطرت بالأمس.

Naser arrived last night. وصل ناصر الليلة الماضية.

ثانياً/ أيضاً في حالة التعبير عن حدث معين ليس له زمن محدد في الماضي ويكون الوقت مفهوم من المضمون الكلي.

Examples:

He went to the town. لقد ذهب إلى المدينة.

إذا لا يوجد هنا وقت محدد هنا لوقت ذهابه.

He spoke to the captin about it. لقد كلم القائد عنه.

(لا يوجد وقت محدد عن الوقت الذي تكلم فيه)

The negative النفي

I walked to school yesterday. مثلاً عندنا هذه الجملة المثبتة

نحولها إلى جملة منفية نستخدم did not واختصارها Didn't ثم نضع الفعل الأصلي وليس الماضي إذا تصبح الجملة:

I Didn't walk to school yesterday. وصيغة النفي هذه تأتي مع جميع الضمائر التي نعرفها.

How to form Q كيف نصيغ السؤال؟

نستخدم أيضاً في السؤال الفعل did سواء كان مثبت أو منفي. Didn't.

Did you go out last night? هل خرجت ليلة البارحة؟

ولو لاحظنا إن إذا استخدمنا did على طول الفعل الأساسي يكون في صيغته الأصلية أي المصدر من دون أي إضافات.

When did Yaser die? متى توفى ياسر؟

ملاحظة/ لا ننسى إن الفعل be يعني is-am-are الماضي من: was -were

ملاحظة نحن لا نستخدم على الإطلاق الفعل did سواء في حالة النفي أو السؤال مع الفعلين was -were

## - Forming Past Simple Tense

**Regular verbs**

- verb ends with (e) → V. + (d)  
live → lived
- regular verbs → V. + (ed)  
walk → walked
- the letter before the "y" is a consonant → drop y + (ied)  
study → studied
- the letter before the "y" is a vowel (o, i, a, u) → verb + (ed)  
play → played

**Irregular verbs**

- Changing the verb from the infinitive verb → simple past form  
build : built  
teach : taught

**keywords**

last week, last year, yesterday, last month, a few minutes ago, in 1990, a month ago

The rule to make a sentence in the simple past tense is to take the infinitive verb and add "d" or "-ed" or "ied" for regular verbs or to use the past form of the irregular verbs.

يستخدم زمن الماضي البسيط للتعبير عن شأ حدث في الماضي.  
تكوين زمن الماضي البسيط

Subject + verb.2

**Regular Verbs** : يضاف الماضي للفعل لتكوين التصريف الثالث  
finish - finished – finished

الأفعال في اللغة الانجليزية تنقسم إلى قسمين:

Singular	Plural
I finished	We finished
You finished	You finished
He finished	They finished
She finished	
It finished	

**Irregular Verbs** : يتغير شكل الفعل نهائيا في الماضي والتصريف الثالث مثل  
go يذهب الفعل  
go - went – gone

Singular	Plural
I went	We went
You went	You went
He went	They went
She went	
It went	

أمثلة على زمن الماضي البسيط

She finished her work.

هي انتهت من عملها

They went to the cinema yesterday.

هم ذهبوا الى السينما بالأمس

النفي في زمن الماضي البسيط

Subject + did + not + verb

Singular	Plural
I did not finish	We did not finish
You did not finish	You did not finish
He did not finish	They did not finish
She did not finish	
It did not finish	

يمكنك اختصار ← did not إلى didn't

Affirmative: She finished her work.

Negative: She did not finish her work.

Affirmative: They went to the cinema yesterday. Negative: They did not go to the cinema yesterday.

السؤال في زمن الماضي البسيط

Did + subject + verb

Singular	Plural
Did I finish	Did we finish
Did you finish	Did you finish
Did he finish	Did they finish
Did she finish	
Did it finish	

Q1: Did she finish her work? Answer: Yes, she did. No, she did not.

Q2: Did they go to the cinema yesterday. Answer: Yes, they did. No, they did not.

### Past Continuous

What do we mean by the Past continuous tense بداية ماذا نعني بالزمن الماضي المستمر؟

The past continuous tense is really a very easy tense. Remember that past continuous tense is used to say that an action (or more) was happening and continued at a certain time in the past.

هو الزمن الذي يشير إلى فعل أو حدث مستمر في الزمن الماضي. أي أن هذا الحدث مازال في الاستمرار في الماضي بحيث بدأ في وقت معين في الماضي ومازال مستمرا ولازم نلاحظ إن الحدث مستمر في زمن الماضي وليس المضارع كما في الدرس الذي أخذناه.(زمن المضارع المستمر):  
E.g. They were playing outside when the rain fell.

تكوينه:

يتكون الماضي المستمر من was أو were + الفعل مضافا إليه ing

I was working - He was working - She was working

It was working - You were working - We were working

They were working

استخدامه:

1- نستخدم الماضي المستمر لكي نتحدث عن أشياء كانت تحدث في وقت ما في الماضي

I was waiting for a bus at six o'clock yesterday evening كنت أنتظر أتوبيس الساعة السادسة مساء أمس

He was working in the garden at 7 o'clock this morning كان يعمل في الحديقة الساعة السابعة هذا الصباح

They were sleeping at 12 o'clock yesterday هم كانوا نائمين الساعة الثانية عشر أمس

2- ونستخدم الماضي المستمر لكي نتحدث عن فعل كان مستمرا في الحدث وقطعه حدث فعل آخر

قصير في هذه الحالة نضع الفعل الذي استمر لفترة أطول في زمن الماضي المستمر ونضع الفعل الآخر ( القصير ) في زمن الماضي البسيط

We were watching the news when the telephone rang كنا نشاهد الأخبار عندما رن الهاتف

When the telegram arrived , I was packing a suitcase عندما وصل التلغراف كنت أعبئ حقيبة

The accident happened while they were coming down the mountain الحادث حدث بينما كانوا ينزلون من الجبل

While she was walking in the park , she met her friend بينما كانت تمشي في الميدان ، هي قابلت صديقتها

3- ونستخدمه مع while لوصف فعلين كانوا مستمرين في الحدث في نفس الوقت

She was cooking the dinner while he was talking to her هي كانت تطبخ العشاء بينما هو كان يتحدث إليها

While I was driving along this morning , I was thinking about what you had said

بينما كنت أقود السيارة هذا الصباح ، كنت أفكر فيما أنت قد قلته

While every one was talking and laughing , she was crying quietly in the kitchen downstairs

بينما كان كل شخص يتكلم ويضحك ، كانت هي تبكي بهدوء في المطبخ بالطابق السفلي

4- ونستخدم الماضي المستمر مع الظروف التي تبدأ ب all لكي نبين أن الفعل أو الحدث كان مستمر في الحدث خلال هذا الوقت  
طوال الليل - all night      طوال الصباح - all morning      طوال يوم أمس all day yesterday

كنت أشاهد التلفزيون طوال المساء i was watching television all evening  
كانت تمطر طوال الليل It was raining all night  
كانوا يعملون طوال نهاية الأسبوع They were working all weekend

ملحوظة:

بعض الأفعال لا تستخدم في الأزمنة المستمرة مثل : يعرف know و يريد want  
هي أرادت أن تكون كاتبة عندما عرفتها I knew her when she wanted to be a writer  
لاحظ وضع الفعلين في زمن الماضي البسيط وليس الماضي المستمر  
صيغة النفي: لكي ننفي فعل في الماضي المستمر نضع not أو n't بعد was أو were

I was not working أنا لم أكن أعمل  
We weren't working نحن لم نكن نعمل

صيغة السؤال:

نضع was أو were قبل الفاعل ثم الفعل مضافا إليه ing بعد الفاعل  
هل هي كانت تعمل عندما اتصلت؟ نعم ، هي كانت تعمل Was she working when you rang ? Yes , she was  
هل هو كان يبكي عندما رأيته؟ لا ، لم يكن يبكي Was he crying when you saw him ? No, he wasn't  
هل هم كانوا يعملون بجد؟ لا ، لم يكونوا كذلك Were they working hard ? No , they weren't

وإذا بدأ السؤال بأداة استفهام يكون كما يلي:

\*أداة الاستفهام + was / were + الفاعل + الفعل مضافا إليه? ing

ماذا كنت تفعل عندما بدأت تمطر؟ What were you doing when it started raining ?  
ماذا كان يفعل عند الساعة السادسة مساء أمس؟ What was he doing at six o'clock yesterday evening ?

### Past Continuous Tense

تكوين زمن الماضي المستمر

Subject + was / were + verb-ing

Singular	Plural
I was watching	We were watching
You were watching	You were watching
He was watching	They were watching
She was watching	
It was watching	

أمثلة على زمن الماضي المستمر

هو كان يشاهد التلفزيون عندما هي صرخت. He was watching the TV when she cried.

هم كانوا يتحدثون سويًا الأسبوع الماضي. They were talking together last week.

النفي في زمن الماضي المستمر

Subject + was / were + not + verb-ing

Singular	Plural
I was not watching	We were not watching
You were not watching	You were not watching
He was not watching	They were not watching
She was not watching	
It was not watching	

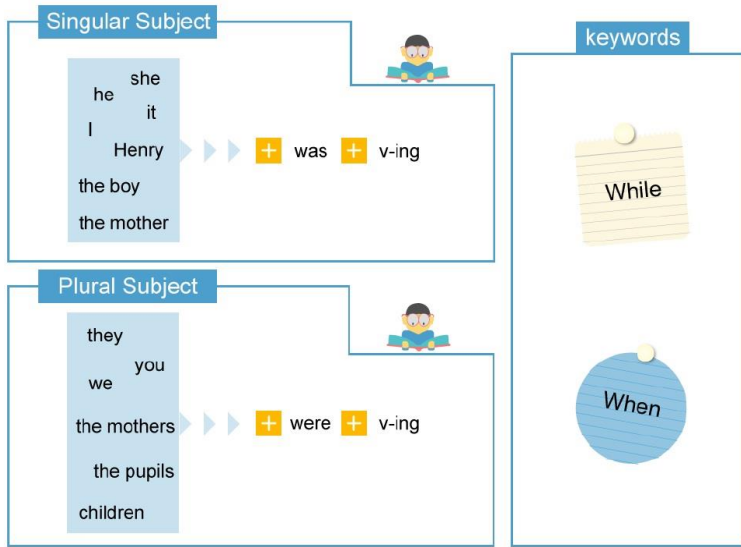
يمكنك اختصار إلى was not إلى wasn't و were not إلى weren't

Affirmative: He was watching the TV when she cried.

Negative: He was not watching the TV when she cried.

Affirmative: They were talking together last week.  
 Negative: They were not talking together last week.

## - Forming Past Continuous Tense



### السؤال في زمن الماضي المستمر

Was / Were + subject + verb-ing

Singular	Plural
Was I watching	Were we watching
Were you watching	Were you watching
Was he watching	Were they watching
Was she watching	
Was it watching	

Question: Was he watching the TV when she cried?

Answer: Yes, he was.

No, he was not.

Question: Were they talking together last week?

Answer: Yes, they were.

No, they were not.

### المضارع التام Present Perfect Tense

هو الزمن الذي نستخدمه للتحدث عن حدث أو فعل حدث قبل فترة وهذه الفترة غير محددة أي حدث قبل ساعة أو يوم أو يومين أو شهر ..... الخ وما زال اثره موجود ونتائج متبقية إلى الآن. إذا الحدث لا بد أن يكون فعل وقع أو حدث قبل فترة غير محددة. وقد تكون أحيانا محددة. \*ما زالت آثار هذا الفعل أو الحدث باقية إلى الآن.

مثلا لو كانت دانا معها كتاب وقرأته وعجبها واقتربت على صديقتها هبة أن تأخذ الكتاب , وهبه ردت انها قرأته بالسابق

Dana: Read this book , it is very nice.

Hiba: I have read it already.

لكن لو كان الفعل في زمن المضارع المستمر كنا تحدثنا عن شيء مازال مستمر

### قاعدة المضارع التام the present perfect How to form the present perfect tense?

Has//have + Past participle ( التصريف الثالث للفعل )

ومنعا للالتباس سنقسم القاعدة الى قسمين ولا بد من الالتزام بهما

القسم الاول هو **has** وهو فعل مساعد يأتي مع الضمائر ( he \ she \ it ) وبذلك تصيح الصيغة

Subject+has+ v (past participle)  
النصريف الثالث للفعل + has + نضع الفاعل  
ثم الفعل الرئيسي في صيغته الثالثة has ثم الفعل المساعد She-he-it  
امثلة

لقد تعلمت الفرنسية للتو She has learned French already  
لقد أضاع مفاتيحه. He has lost his keys.

القسم الثاني **have**

( I \ you \ we \ they ) بيأتي مع الضمائر

و تصيح الصيغة (Subject+have+ V (past participle)

إذا أولا نضع الفاعل وقد يكون الفاعل الضمائر الأربعة السابقة وهي I-you-we-they : ثم الفعل المساعد have ثم الفعل الاساسى فى صورته  
بالتصريف الثالث  
امثلة

I have met many people since I came here in June. لقد قابلت الكثير من الناس منذ لحظة قدومي في شهر يونيو.  
نحن هنا منذ أسبوعين ماضيين here for two weeks  
لقد استذكروا الدرس جيدا They have studied the lesson very good

متى نستخدم المضارع التام ؟ **When to use the Present Perfect tense?**

اولا في حالة التعبير عن حدث او نشاط ومستمر وهذا يبدأ في وقت محدد في الماضي واستمر إلى الوقت الحاضر أي زمن التكلم وفي هذه الحالة عادة  
نستخدم حرف الجر since  
امثلة

I have met many people since I came here in June. لقد قابلت الكثير من الناس منذ لحظة قدومي في شهر يونيو.  
اذن الحدث المحدد هنا هو مقابلة الناس والوقت المحدد هو شهر يونيو

He has spoken English since he was a child. هو يتحدث الإنجليزية منذ أن كان طفلاً.  
إذا الحدث هو تحدث اللغة الإنجليزية وهذا الحدث حدث في وقت معين أو محدد ((حينما كان طفلاً)) ومازالت آثار الحدث ((تحدث اللغة)) إلى الآن  
ثانيا : فى حالة التعبير عن حدث او نشاط استمر منذ زمن او وقت فى الماضى لكنه هذا الوقت ((غير محدد))بالضبط إلى زمن التحدث. وعادة  
نستخدم هنا حرف الجر **for**  
امثلة:

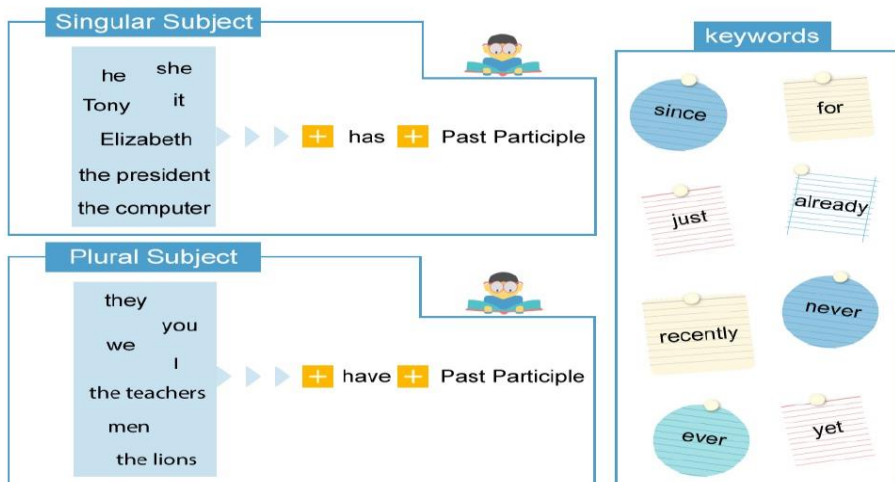
He has studied English for along time. لقد درس الإنجليزية منذ زمن بعيد.  
اذن الحدث هنا هو دراسة اللغة الانجليزية وهذا لم يحدث فى وقت معين أو محدد في الماضي((منذ زمن بعيد))،إلا أن آثار الحدث وهو دراسة اللغة  
الإنجليزية واقعة إلى الآن

They have been here for several years. هم هنا منذ سنين عديدة.  
اذن الحدث او تواجدهم هنا وهذا الحدث لم يحدث فى وقت معين او محدد فى الماضى ( منذ سنين عدة ) الا ان اثاره وهم تواجدهم هنا واقعة الى الان  
ثالثا فى حالة التعبير عن حدث او نشاط حدث مرة او عدة مرات أي حدث مكرر في الماضي وإلى وقتنا الحاضر  
امثلة

He has played football from time to time. هو يلعب كرة القدم منذ وقت لآخر.  
الحدث هنا هو لعب الكرة وهذا الحدث تكرر اكثر من مرة من الماضي وإلى الآن في الوقت الحالي

He has appeared on television Occasionally. يظهر هو بالتلفاز بين فترة واخرى

## Forming Present Perfect Tense



**Choose the correct answer**

- 1- When I \_\_\_\_\_ a cup of tea, my friends arrived.  
a- was drinking                      b- am drinking                      c- drinking
- 2- \_\_\_\_\_ you \_\_\_\_\_ Paris yet?  
a- Has visited                      b- Haven't visited                      c- Have visited
- 3- My teacher \_\_\_\_\_ the new lesson about Jerusalem yesterday.  
a- explained                      b- explain                      c- explains
- 4- We \_\_\_\_\_ about three hours ago.  
a) lift                      b) left                      c) were leave
- 5- While he \_\_\_\_\_ for the English exam, the telephone rang.  
a) were studying                      b) am studying                      c) was studying
- 6- Sam \_\_\_\_\_ a nice song for his friends last week. (sing)  
a) Sing                      b- sang                      c) song
- 7- The students \_\_\_\_\_ the homework together yesterday. (do)  
b) Did                      b) do                      c) done
- 8- Henry \_\_\_\_\_ traditional cakes when he was young.  
a) were selling                      b) selling                      c) was selling
- 9- While I \_\_\_\_\_ home, a girl ran down the street past me.  
a) was walking                      b) were walking                      c) am walking
- 10- \_\_\_\_\_ your mother \_\_\_\_\_ Jerusalem yet?  
a) Have visited                      b) Has visited                      c) Hasn't visited
- 11- We \_\_\_\_\_ already \_\_\_\_\_ the problem on the phone.  
a) have discuss                      b) has discussed                      c) have discussed
- 12- My friend \_\_\_\_\_ to France yet.  
a) hasn't been                      b) has been                      c) haven't been

1	2	3	4	5	6	7	8	9	10	11	12
A	C	A	B	C	B	A	C	A	B	C	A

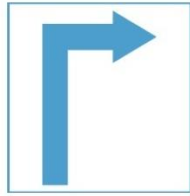
**Directions الاتجاهات**

Suhad: Please tell me how I get to your apartment?  
 Naela: Are you coming by car or by bus?  
 Suhad: I am coming by car.  
 Suhad: Please, could you tell me the easiest way of getting to your apartment?  
 Naela: Take the M 60 to Hebron and come of at junction 4.  
 Suhad: Hebron, can you spell that for me?  
 Naela: Hebron .  
 Suhad : Thanks.  
 Naela: OK, then turn right at the roundabout and take the first left my house is on the left next to the local food store.  
 Suhad: Is that the quickest way of getting to your apartment?  
 Naela: Yes, it is the quickest way by car.  
 Suhad: Would you draw me a map please? I don't know the area.  
 Naela: Yes.  
 Suhad: Thanks.



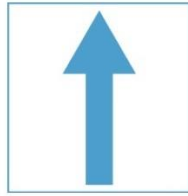
turn left

انعطف لليساار



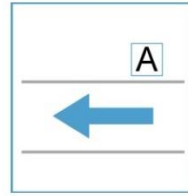
turn right

انعطف للييمين



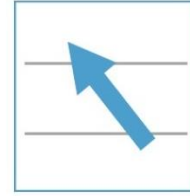
go straight ahead

أذهب إلى الأمام مباشرة



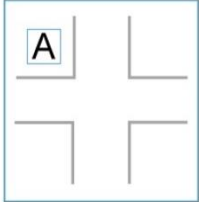
go past

مر



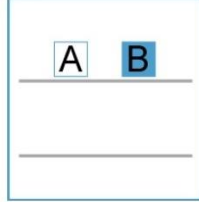
cross

تقاطع



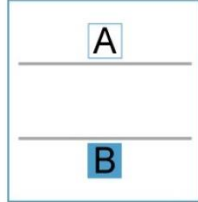
At the corner of

في الزاوية



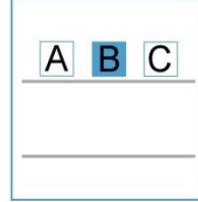
next to

بجاناب



opposite

مقابل



between

بين

### Asking Somebody for Directions للسؤال عن الاتجاهات

Look at the questions that used when you ask somebody for direction:

- Can you please tell me how I can get to Oxford Street? لو سمحت هل تستطيع ان تخبرني كيف اصل ل شارع اكسفورد
- Where is the nearest supermarket? اين سوپرماركت نصيرات
- How can I get to the local market? كيف استطيع الوصول الى السوبرماركت
- I'm trying to get to Downing Street. انا احاول الوصول الى الشارع.
- How do I get to the office? كيف استطيع الوصول الى المكتب
- What's the best way to get to your house next? ما هي افضل طريقة للوصول الى منزلك
- Where is McDonalds can you tell me please? اين يقع ماكдонаلد , هل تستطيع اخباري لو سمحت

### Giving Directions to Somebody

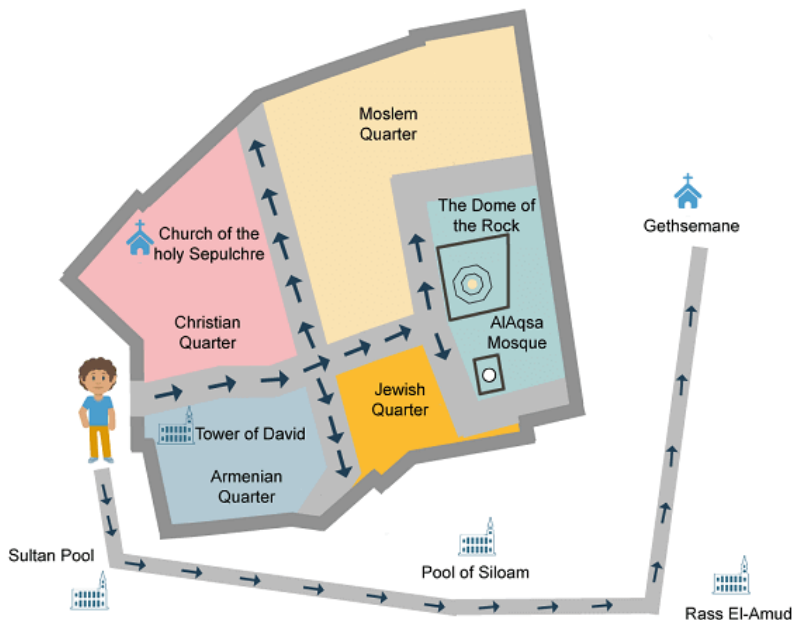
Look at these sentences that used when you give direction to somebody:

- Go straight to till you see the hospital then turn left.
- Turn back, you have gone past the turning.
- Turn left when you see a round about.
- Turn right at the end of the road and my house is number 67.
- Cross the junction and keep going for about 1 mile.
- Take the third road on the right and you will see the office on the right
- Take these condroad on the left and you will see the house on the left.
- The hospital is opposite the rail way station.
- The shop is near the hospital.
- The house is next to the local cricket ground.
- The shop is in between the chemist and KFC.
- At the end of the road you will see around about.
- At the corner of the road you will see red building .Just around the corner is my house you will need to stop quickly or you will miss it.
- turn right at the cross roads.
- Follow the sign posts for Manchester.

**Look at the following map and indicate whether the following statements are true or false.**

Look at the following map and indicate whether the following statements are true or false.





- 1- The Dome of the Rock is between Al Aqsa Mosque and Church of the holy Sepulchre. **F**
- 2- The Jewish Quarter is at your right in your way to Alqsa Mosque. **T**
- 3- AlAqsa Mosque is one block from Tower of David. **F**

Choose the most appropriate answer

1- Excuse me! \_\_\_\_\_ is the post office, please?

- a)How      b)What      c)Where

2- Could you tell me \_\_\_\_\_ to get to the History Museum, please?

- a)how      b)what      c)when

3- Would you mind \_\_\_\_\_ me some directions, please?

- a)explaining      b) giving      c)helping

4- I am \_\_\_\_\_ for the new children's library.

- a)asking      b)finding      c)looking

5- Walk two blocks and turn left \_\_\_\_\_.

- a) around the bank      b) at the traffic light      c) in the corner

5- Go \_\_\_\_\_ the flower shop, the drugstore, and the supermarket.

- a) across      b)behind      c)past

7- There are several souvenir shops on Apple Street, about three blocks \_\_\_\_\_ .

- a) away from      b) from here      c) near here

- Excuse me Sir, ..... AlAqsa Mosque from here?

Could you tell me how to get to

- Okay...It is not far from here. Just .....about 150meters.

go straight for

There ..... and then .....Then.....

cross the junction /go straight for one block /turn right

Al Aqsa is.....

three minute walk east of Jewish Quarter

- I would like to go to Rass El Amond.

Excuse me Sir

Uh... I see.....

Could you please tell me how to get there?/ I think you should take a taxi from here

It is about five minute bus ride. If you would like to walk.....

go straight until you see the pool of Siloam, Rass El Amond is less than 100 meter from there.

### Paragraph writing      كتابة فقرة

How to write a simple short paragraph appropriately because whether it is long or short we are going to use the same format and similar tips.

Refine, and explain your ideas so that you write a clear, well-developed paragraph:

كيفية كتابة فقرة قصيرة وبسيطة بشكل سليم, وسنستخدم نصائح تقبل وتوضح أفكارك لكتابة بشكل صحيح.

**Step 1:** Decide the Topic of Your Paragraph. What are you going to write about: it is a paragraph about yourself, your exams, your university or what? This is the Subject or topic of your paragraph.

الخطوة الأولى: قرر موضوع لفكرة تخصصك, وما الذي سوف تكتب عنه. فقرة عن نفسك, اختباراتك, جامعتك, أو عن أي شيء آخر.

**Step 2: Develop a Topic Sentence.** What is the topic sentence? It is a sentence that expresses the main idea of the paragraph in which it occurs. It carries what exactly you are going to discuss or talk about. It is what the whole paragraph talks about.

الخطوة الثانية: تطوير الجملة الرئيسية. ما هي الجملة الرئيسية؟ هي الجملة التي تعبر عن الفكرة الرئيسية والتي تحمل بالتحديد ما الذي سوف تناقشه أو التكلم عنه.

**Step 3: Demonstrate Your Point.** That is by writing some supporting sentences that support your point or the topic sentence. You can give examples, explain why you mentioned something or you can give specific details about your topic.

الخطوة الثالثة: عرض وجهة نظرك من خلال كتابة بعض من الجمل التي تقوم بتدعيم وجهة نظرك أو الجملة الرئيسية.

**Step 4: Give Your Paragraph Meaning and link it together.** This means you can use some linking words such as and, but, because, however, first, next, finally, and so no. Of course your sentences in the paragraph should be linked also by providing relevant information to the main topic. Do not include any irrelevant ideas or sentences in your paragraph.

الخطوة الرابعة: إعطاء المعنى للفكرة وربطها مع بعضها البعض ويعني هذا أن بالإمكان وصل الكلمات مثل ( , because , but, however, ) as , because , but, however, ) وبالطبع ينبغي على الجملة أن تكون متصلة من خلال المعلومات ذات صلة بالموضوع الرئيس.

**Step 5: Conclude.** End your paragraph by a conclusion or a sentence that summarizes the whole idea or paraphrases your topic sentence in an interesting way.

الخطوة الخامسة: الخاتمة. الانتهاء من الفقرة بتقديم خاتمة أو جملة تلخص كل الأفكار بطريقة ممتعة.

**Step 6: Look Over and Proofread.** When you finish writing your paragraph, leave it for a while and have a look at it again. If you have any spelling mistakes or sentences to rewrite them again, go ahead and do that before you come up with a final draft.

الخطوة السادسة: النظر والتدقيق. عندما تنتهي من كتابة الفقرة, انظر إليها مجدداً, وإذا وجدت أخطاء إملائية في الجملة, أعد كتابتها أو عدل عليها.

**Use capitalization and punctuation marks appropriately.** استخدام الأحرف الكبيرة وعلامات الترقيم بشكل مناسب

### Paragraph Template قالب الفقرة

A paragraph mainly has 3 parts: يتكون من ثلاث أجزاء

**1. Topic sentence:** الجملة الرئيسية

This sentence is the first sentence of a paragraph and summarizes the main idea of the paragraph.

هذه الجملة تكون في بداية الفقرة وتلخص لنا النظرة الرئيسية للفقرة.

All of the followed sentences will add information that expands upon or supports the idea stated here.

كل هذه الجمل التي سوف تليها تضيفي إضافة معلومات أو فكرة داعمة.

**2. Supporting sentences:** الجمل المساعدة

The second sentence identifies the first major supporting detail.

تزود الجملة الثانية بالتفاصيل المساعدة للجملة الأولى.

The third sentence brings up a second supporting detail.

الجملة الثالثة تقوم بتدعيم الجملة الثانية ..

Similarly, the fourth sentence mentions a third supporting detail.

الجملة الرابعة تقوم بتدعيم الجملة الثالثة وهكذا.

Additional sentences can be added here for additional supporting details or to divide one lengthy supporting detail into separate, easier-to-read sentences.

يمكن إضافة جمل للحصول على تفاصيل مساعدة إضافية أو تقسيم واحد طويل إلى أجزاء منفصلة أسهل لقراءتها.

**3. Conclusion:** الخاتمة

The last sentence of your paragraph is your concluding sentence, which quickly ties your supporting thoughts together.

وهي آخر جملة في الفقرة الخاصة بك وترتبط أفكارك مع بعضها البعض.

It also might restate your first topic sentence using different terms.

يمكن إعادة كتابة الجملة الرئيسية باستخدام مصطلحات مختلفة

When you want to write a paragraph, most of the time you should start off by coming up with an idea. After you have your idea or topic, you can start thinking about different things you can do to expand upon that idea. You should only finish the paragraph when you've finished covering everything you want about that idea

Sunday is my favorite day because I spend the day watching football with my dad .On Sunday, unlike the other days of the week when he works, my dad spends the whole day with me watching football on TV. We even eat lunch together while watching. The highlight of the day is watching the Dolphins game. Dad and I get so excited, we yell and cheer together .On Sundays, I get to combine watching my favorite sport and spending time with my favorite person—what a great day!

**Sort the sentences** رتب النقاط التالية حتى تصبح فقرة متكاملة

- He not only helped me find my books, but he also gave me some good advice on where to get tutorial help on campus and where I could find some good restaurants.
- If I had not met Tom that day, I might be still looking for the right books for my classes.
- I first met Tom standing in a line at the bookstore.
- One of the first people I met was Tom Anderson.
- I was having a difficult time finding the books for the English classes I was taking my first semester here.
- We have become better friends since then and he has been so helpful in answering any questions I have about going to schools in the USA and about the American culture.

**The right answer** بعد الترتيب تصبح الفقرة كالآتي

- One of the first people I met was Tom Anderson.
- I first met Tom standing in a line at the bookstore.
- I was having a difficult time finding the books for the English classes I was taking my first semester here
- He not only helped me find my books, but he also gave me some good advice on where to get tutorial help on campus and where I could find some good restaurants.
- We have become better friends since then and he has been so helpful in answering any questions I have about going to schools in the USA and about the American culture.
- If I had not met Tom that day, I might be still looking for the right books for my classes.

هذا السؤال مهم جدا

**Question (1): Write a short paragraph about yourself** اكتب فقرة قصيرة عن نفسك

**Question (2): Write a short paragraph to describe Jerusalem** اكتب فقرة قصيرة اوصف بها مدينة القدس

**Exercises(1) :- What would you say in the following situations.**

Your brother has broken his leg . ( advise him )

You want to advise a friend as to which subject s/he should study at the OU.

Your friend has got a headache. ( advise him )

**Answer (1)**

Why don't you go to the doctor.

If I were you, I would study English.

If i were you, i would take banadol

**Exercises(2) :- Rewrite the sentences using capital letters:**

1- Do You know any person who speaks chines?

2- The nile is the longest river in the world.

3- I studied English and French at the university of baghdad in 1960.

4- This is my friend, alexander. he is russian.

5- I find italian food very tasty, but my wife prefers Indian food.

**Answer (2)**

1- Do You know any person who speaks Chines?

2- The Nile is the longest river in the world.

3- I studied English and French at the university of Baghdad in 1960.

4- This is my friend, Alexander. he is Russian.

ضع الظرف الموجود بين الأقواس في مكانه الصحيح داخل الجمل التالية:

1. Nawal always walks. (slowly)
2. Ahmad closed the door. (violently)
3. The price of that car is expensive. (very)
4. She is intelligent. (highly)
5. Those children play football in the street. (sometimes)
6. They are happy and active. (usually)
7. My mother wasn't hurt in the accident. (fortunately)
8. The weather turned cold. (suddenly)
9. She has cleaned her teeth. (always)
10. She has much money in her bag. (always)

**الإجابات النموذجية**

1. Nawal always walks **slowly**.
2. Ahmad closed the door **violently**.
3. The price of that car is **very** expensive.
4. She is **highly** intelligent.
5. Those children **sometimes** play football in the street.

6. They are **usually** happy and active.
7. **Fortunately**, my mother wasn't hurt in the accident.
8. **Suddenly**, the weather turned cold.
9. She has **always** cleaned her teeth.
10. She **always** has much money in her bag.

5- I find Italian food very tasty, but my wife prefers Indian food.

**Exercises(3) :-** Choose the correct answer for the following using

1. Sami \_\_\_\_\_ the newspaper every day.  
a. read            b. reads            c. reading
2. We always \_\_\_\_\_ to school on foot.  
a. goes            b. go                c. went
3. I often \_\_\_\_\_ my mother at home.  
a. helping        b. helps            c. help
4. Suzan always \_\_\_\_\_ her homework by herself.  
a. did             b. does             c. do
5. The girls \_\_\_\_\_ for the final exams at this moment. (a)  
a. are preparing b. prepare c. have prepared
6. Sh...Sh! I \_\_\_\_\_ to the news on CNN. (c)  
a. listening       b. listen            c. am listening
7. She \_\_\_\_\_ her assignments at this moment. (a)  
a. is doing        b. does             c. do

**Answer (3)**

1	2	3	4	5	6	7
B	B	C	B	A	C	A

**Exercises(4) :-** Punctuate the following:

- 1- dr jamal works in al shefa hospital his sister mona says.
- 2- what a beautiful dress his wife exclaimed.
- 3- do you understand why I like meru asked Abbas.
- 4- faten asked where is my sister samia (4 pts)
- 5- the teacher said kenya is bordered on the east by somalia and the indian ocean

**Answer (4)**

- 1- "Dr. Jamal works in Al Shefa Hospital." His sister Mona says.
- 2- "What a beautiful dress!" his wife exclaimed.
- 3- "Do you understand why I like Meru?" asked Abbas.
- 4- Faten asked, "Where is my sister, Samia?"
- 5- The teacher said, "Kenya is bordered on the east by Somalia and the Indian Ocean."

**Exercises(5) :-** Choose the correct answer for the following using

1. They \_\_\_\_\_ when I went to their house.  
a. was sleeping    b. were sleeping    c. slept
2. They \_\_\_\_\_ their breakfast when the bus arrived.  
a. were eating      b. was eating        c. eating
3. The rain fell while she \_\_\_\_\_ to school.  
a. was cycling      b. were cycling      c. am cycling
4. I slept while my friend \_\_\_\_\_ hard.  
a. were study        b. was study          c. was studying
5. Henry \_\_\_\_\_ traditional cakes when he was young.  
a. were selling      b. selling              c. was selling
6. While I \_\_\_\_\_ home, a girl ran down the street past me. (a)  
a. was walking      b. were walking      c. am walking

**Answer (5)**

1	2	3	4	5	6
b	a	a	c	c	c

**Exercises(6) :-** Correct the form

1. Yesterday, he passed his exams. (pass)
2. Sam a nice song for his friends last week. (sing)
3. The students \_\_\_\_\_ the homework together yesterday. (do)
4. My brother \_\_\_\_\_ for his exam three days ago. (study)
5. The boys wiped the tables in the kitchen yesterday. (wipe)

**Answer (6)**

- 1- Bassed      2- sang      3- did      4- studied      5- wiped

**Exercises(7) :-** Choose the correct answer for the following using

1. My friend \_\_\_\_\_ to France yet  
a. hasn't been      b. has been      c. haven't been
2. Computers \_\_\_\_\_ our lives a lot recently.  
a. have changed      b. has changed      c. have change
3. Tony \_\_\_\_\_ just \_\_\_\_\_ his project on insects.  
a. hasn't finished      b. have finished      c. has finished
4. You \_\_\_\_\_ a lot since the last time I met you.  
a. have changed      b. have change      c. has changed
5. \_\_\_\_\_ your mother \_\_\_\_\_ Jerusalem yet?  
a. Have visited      b. Has visited      c. Hasn't visited
6. We \_\_\_\_\_ already \_\_\_\_\_ the problem on the phone.  
a. have discuss      b. has discussed      c. have discussed

**Answer (7)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>A</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>	<b>C</b>

**Exercises(8) :- Punctuate the following**

- 1- sami: my brother lives in amman.  
Sami, my brother, lives in Amman.
- 2- he said can you lend me your pen please  
He said ," can you lend me your pen, please?"
- 3- what a marvelous picture  
What a marvelous picture!
- 4- ibrahim touqan the famous poet studied in beirut  
Ibrahim Touqan, the famous poet, studied in Beirut.
- 5- i have two lectures in thursday.  
I have two lectures in Thursday.

**Exercise(9): Use the Correct Form**

Put in verbs in brackets in the correct form:

1. Ali (do) exercise now.
2. The guests (have) lunch this moment.
3. Samer (be) an old friend of mine.
4. Huda (sit) at the back of the room now.
5. Our dogs (bark) more at night.
6. Not all that (glitter) is gold.
7. John (cycle) to school at the moment.
8. My parents (travel) a lot. .
9. Smoking (cause) cancer, so try to avoid it.
10. Freed is a successful businessman, He (make) of money these days

**Answers (9)**

- 1- doing      2-are having      3-is      4-is sitting      5- bark
- 6- glitters      7-is cycling      8-travel      9-causes      10-is smoking

# Unit Four: Grammar

## The Use of Facebook in Classrooms

No one can deny or **undermine** the importance and influence of technology on students daily life. They are very active and professional in their use of various means of social networking. Facebook is one of the most attractive sites for them. They spend hours day and night searching, chatting, posting messages ...etc. This situation creates some problems and **challenges** to parents, students and instructors. How can we make technology a good servant for students and instructors at schools? Facebook, as the most attractive social site for students and others these days, is not only **beneficial** for communications and building social relations but it could be a significant tool of teaching and learning.

لا يمكن لأحد أن ينكر أو يقلل من أهمية وتأثير التكنولوجيا على الحياة الطلاب اليومية. حيث انهم نشطون جداً ومحترفون في استخدام وسائل مختلفة من الشبكات الاجتماعية. الفيسبوك هو واحد من المواقع الأكثر جاذبية بالنسبة لهم. انهم يقضون ساعات (ليلاً ونهاراً) في البحث، والردشة، ونشر الرسائل ... الخ. هذا الوضع يخلق بعض المشاكل والتحديات لاولياء الامور والطلاب والمعلمين. كيف يمكننا ان نجعل التكنولوجيا خادماً جيداً للطلاب والمعلمين في المدارس؟ الفيس بوك، الموقع الاجتماعي الأكثر جاذبية للطلاب وغيرهم في هذه الأيام، ليست مفيدة فقط. من أجل الاتصالات وبناء العلاقات الاجتماعية ولكن يمكن أن يكون أداة هامة للتعليم والتعلم.

Facebook **empowers** teachers to create groups for their students. These groups could spend fruitful time working on some assignments and projects assigned by their teachers. Students - instructor **interactions** are likely to be constructive and **amazing** to all participants. Thus, instructors contribute to the success and development of teaching learning process outside the traditional class. This way of communication offers effective and informal learning environment for students. They establish friendly relations with their classmates and their teacher. This social interaction enhances students learning abilities and language skills.

الفيس بوك يمكّن المعلمين من إنشاء مجموعات لطلابهم. ويمكن لهذه المجموعات قضاء وقتاً مثمراً في العمل على بعض المهام والمشاريع التي يكلفها المعلمون. التفاعل بين الطلاب والمعلم من المرجح أن يكون بناء ومدّش لجميع المشاركين. وبالتالي، يساهم المدربون في نجاح وتطوير عملية التعلم التدريسي خارج الصف التقليدي. هذه الطريقة من التواصل توفر بيئة تعليمية فعالة وغير رسمية للطلاب. حيث يقيم الطلاب علاقات ودية مع زملائهم ومعلميهم. هذا التفاعل الاجتماعي يعزز الطلاب تعلم القدرات والمهارات اللغوية.

Moreover, teachers should be fully aware of the various uses of technology in order to **engage** and motivate their students who are experts in the use of Facebook these days. Otherwise, a gap of communication and possibly lack of motivation on the part of students could **hinder** or misshape the optimal learning process. Another challenge for teachers is to **differentiate** between entertainment and academic activities.

وعلاوة على ذلك، يجب أن يكون المعلمون على علم تمام بالاستخدامات المختلفة للتكنولوجيا من أجل إشراك وتحفيز الطلاب الذين هم خبراء في استخدام الفيسبوك في هذه الأيام. وبخلاف ذلك، فإن وجود فجوة في التواصل وربما الافتقار إلى التحفيز من جانب الطلاب يمكن أن يعرقل عملية التعلم المثلى. ويتمثل التحدي الأخر للمعلمين في التمييز بين الأنشطة الترفيهية والأنشطة الأكاديمية.

In brief, Facebook is as important as the traditional class for students and teachers. For some students who cannot attend traditional classes technology is the solution. Teachers and students should be **creative** and be able to cope with huge advancements in technology. "Either sink or swim". Facebook is likely to be your virtual class. Traditional class is no longer enough particularly for **ambitious** and creative students and teachers.

باختصار، الفيسبوك هو بنفس أهمية الطبقة التقليدية للطلاب والمعلمين. بالنسبة لبعض الطلاب الذين لا يستطيعون حضور الحصص التقليدية فالتكنولوجيا هي الحل. وينبغي على المعلمون والطلاب أن يكونوا مبدعين وأن يكونوا قادرين على مواكبة التطورات الهائلة في مجال التكنولوجيا. "إما ان تغرق أو تسبح". ومن المرجح أن يكون الفيس بوك هو الصف الواقعي الخاص بك. لم يعد الصف التقليدي كافياً بشكل خاص للطلاب والمعلمين الطموحين والمبدعين.

Now read the text quickly, and find out an answer to each of the following questions:

1. How does Facebook empower Students – instructor interaction?
2. Teachers should be fully aware of the various uses of technology. Explain why this is important.
3. In your opinion, how do teachers differentiate between entertainment and academic activities?
4. In brief, Facebook is as important as the traditional class for students and teachers. Explain how .

Word	Meaning in english	بالعربي
<b>undermine</b>	to make someone less confident, less powerful, or less likely to succeed, or to make something weaker, often gradually. يجعل شخص ما اقل ثقة، اقل قوة، اقل نجاحاً، أو جعل شيء أضعف تدريجياً	يتلف
<b>challenges</b>	(the situation of being faced with) something that needs great mental or physical effort in order to be done successfully and therefore tests a person's ability. الموقف الذي نتعرض له، يتطلب جهد عقلي أو جسدي للقيام به بنجاح، وبالتالي يقيس قدرة الانسان	تحديات
<b>Servant</b>	a person who is employed in another person's house, doing jobs such as cooking and cleaning, especially in the past. الشخص الذي يعمل في منزل شخص اخر، يقوم بمهام مهينة مثل الطبخ، التنظيف	خادم

<b>beneficial</b>	helpful, useful, or good.	جيد , مفيد مساعد	<b>مفيد</b>
<b>empowers</b>	to give someone official authority or the freedom to do something.	إعطاء شخص ما سلطة رسمية أو الحرية لعمل ما .	<b>يفوض</b>
<b>interactions</b>	an occasion when two or more people or things communicate with or react to each other.	المناسبة التي يقوم بها شخصان بالتواصل أو ابداء ردود فعل فيما بينهما	<b>تفاعل</b>
<b>amazing</b>	extremely surprising.	مفاجئ بشكل كبير	<b>مدهش</b>
<b>engage</b>	to become involved, or have contact, with someone or something	ان يكون مشارك او لديه اتصال مع شخص او شيء معين	<b>يشارك</b>
<b>hinder</b>	to limit the ability of someone to do something, or to limit the development of something.	تقييد قدرة شخص على عمل شيء ما او تقييد تطور شيء ما	<b>يكبح</b>
<b>differentiate</b>	to show or find the difference between things that are compared.	يظهر او يجد الفرق بين اشياء تمت مقارنتها	<b>يفرق</b>
<b>creative</b>	producing or using original and unusual ideas.	انتاج او استخدام شيء بطريقة غير اعتيادية	<b>خلاق</b>
<b>ambitious</b>	having a strong wish to be successful, powerful, or rich.	وجود رغبة لدى الشخص في ان يكون ناجح او قوي او غني	<b>طموح</b>

**Exercise (1) : Indicate whether the following statements are true or false.**

- Facebook empowers teachers to create groups for their students.
- This social interaction enhances students learning abilities and language skills.
- Moreover, teachers shouldn't be fully aware of the various uses of technology in order to engage and motivate their students who are experts in the use of Facebook these days.
- Facebook is as important as the traditional class for students and teachers.
- Teachers and students shouldn't be creative and be able to cope with huge advancements in technology.
- Parents deny or undermine the importance and influence of technology on students daily life.
- Facebook, as the most attractive social site for students and others these days, is not only beneficial for communications and building social relations but it could be a significant tool of teaching and learning.
- For some students who cannot attend traditional classes technology is the solution.
- 'Either sink or swim'. Facebook is unlikely to be your virtual class.
- Traditional class is no longer enough particularly for ambitious and creative students and teachers.

1	2	3	4	5	6	7	8	9	10
T	T	F	T	F	F	T	T	F	T

**Exercise (2): Choose the right answer.**

- No one can deny or ----- the importance and influence of technology on students daily life.  
A- Undermine B- accept C- refuse D- master
- How can we make technology a good ----- for students and instructors at schools?  
A- Servant B- master C- services D- hinders
- Facebook ----- teachers to create groups for their students.  
A- Empowers B- hinders C- prevents D- master
- Students - instructor ----- are likely to be constructive and amazing to all participants.  
A- Action B- interaction C- participate D- master
- Moreover, teachers should be fully aware of the various uses of technology in order to engage and ----- their students who are experts in the use of Facebook these days.  
A- Motivate B- helping C- easing D- master
- Teachers and students should be ----- and be able to cope with huge advancements in technology.  
A- Powerless B- traditional C- creative D- master
- No one can deny or undermine the importance and ----- of technology on students daily life.  
A- significant B- constructive C- ambitious D- influence
- Students are very active and ----- in their use of various means of social networking.  
A- differentiate B- professional C- significant D- constructive
- Facebook could be a ----- tool of teaching and learning.  
A- professional B- significant C- constructive D- influence
- Students - instructor interaction are likely to be ----- and amazing to all participants.  
A- differentiate B- significant C- constructive D- ambitious
- Another challenge for teachers is to ----- between entertainment and academic activities.

A- differentiate B- professional C- significant D- constructive

12- Traditional class is no longer enough particularly for ----- and creative students and teachers.

A- significant B- constructive C- ambitious D- influence

1	2	3	4	5	6	7	8	9	10	11	12
A	A	A	B	A	C	D	B	B	C	A	C

**Exercise (3): Drag each of the following words to their meanings**

<b>Ambitious</b>	<b>creative</b>	<b>differentiate</b>	<b>hinder</b>	<b>engage</b>	<b>amazing</b>
<b>interaction</b>	<b>empowers</b>	<b>Beneficial</b>	<b>servant</b>	<b>challenges</b>	<b>undermine</b>

- \_\_\_\_\_ to make someone less confident, less powerful, or less likely to succeed, or to make something weaker, often gradually.
- \_\_\_\_\_ (the situation of being faced with) something that needs great mental or physical effort in order to be done successfully and therefore tests a person's ability.
- \_\_\_\_\_ a person who is employed in another person's house, doing jobs such as cooking and cleaning, especially in the past.
- \_\_\_\_\_ helpful, useful, or good.
- \_\_\_\_\_ to give someone official authority or the freedom to do something.
- \_\_\_\_\_ an occasion when two or more people or things communicate with or react to each other.
- \_\_\_\_\_ extremely surprising.
- \_\_\_\_\_ to become involved, or have contact, with someone or something.
- \_\_\_\_\_ to limit the ability of someone to do something, or to limit the development of something.
- \_\_\_\_\_ to show or find the difference between things that are compared.
- \_\_\_\_\_ producing or using original and unusual ideas.
- \_\_\_\_\_ having a strong wish to be successful, powerful, or rich.

The answer is

<b>Ambitious</b> 12	<b>creative</b> 11	<b>differentiate</b> 10	<b>hinder</b> 9	<b>engage</b> 8	<b>amazing</b> 7
<b>interaction</b> 6	<b>empowers</b> 5	<b>Beneficial</b> 4	<b>servant</b> 3	<b>challenges</b> 2	<b>Undermine</b> 1

**Exercise (4) : What is the main idea of the text?**

The answer is

Facebook is as important as the traditional class for students and teachers.

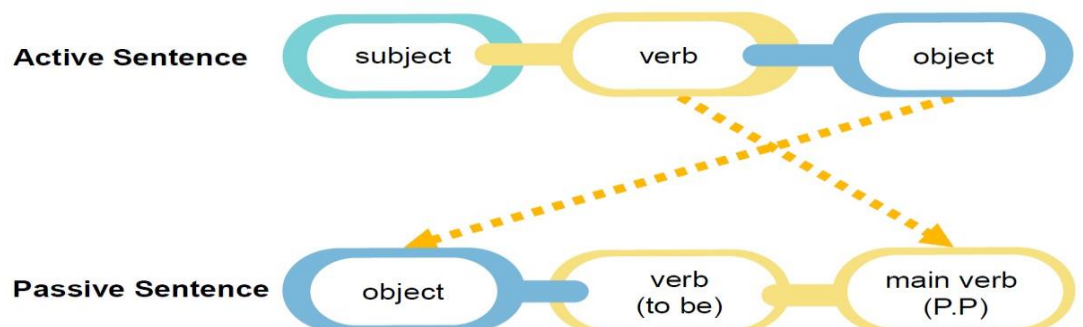
**How are passive sentences formed?**

**الفعل المبني للمجهول Passive voice:**

**كيف يتشكل الفعل المبني للمجهول**

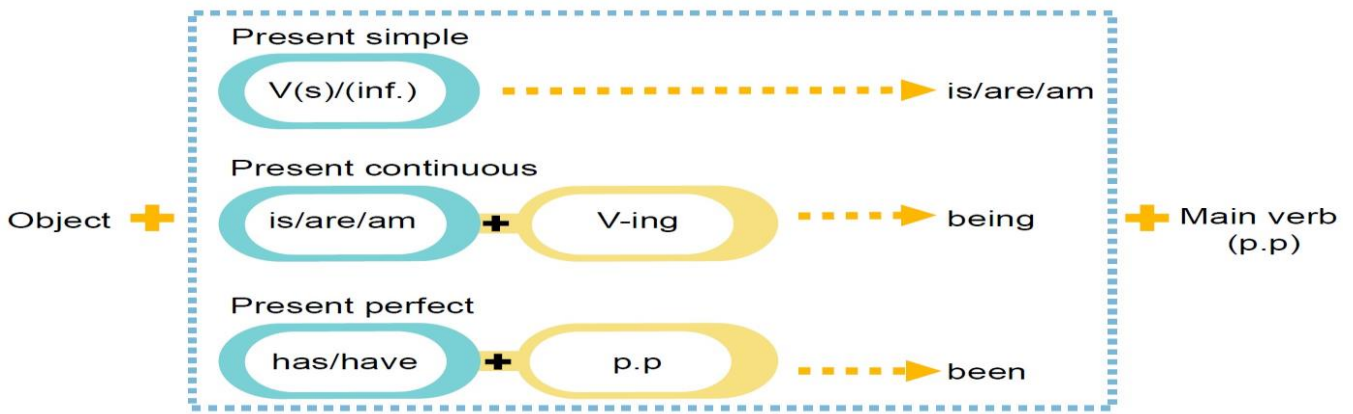
الفعل المبني للمجهول هو فعل يركز على المفعول به بوصفه مركزا للحدث وعادة ما يكون الفاعل مجهولا أو أن الفاعل غير مهم ذكره. في اللغة العربية:

- كسر الاطفال الزجاج (معلوم) ← كسیر الزجاج (مجهول)
- تنظف امي الشبايبك يوميا ← تُنظف شبايبكنا يوميا (مجهول).

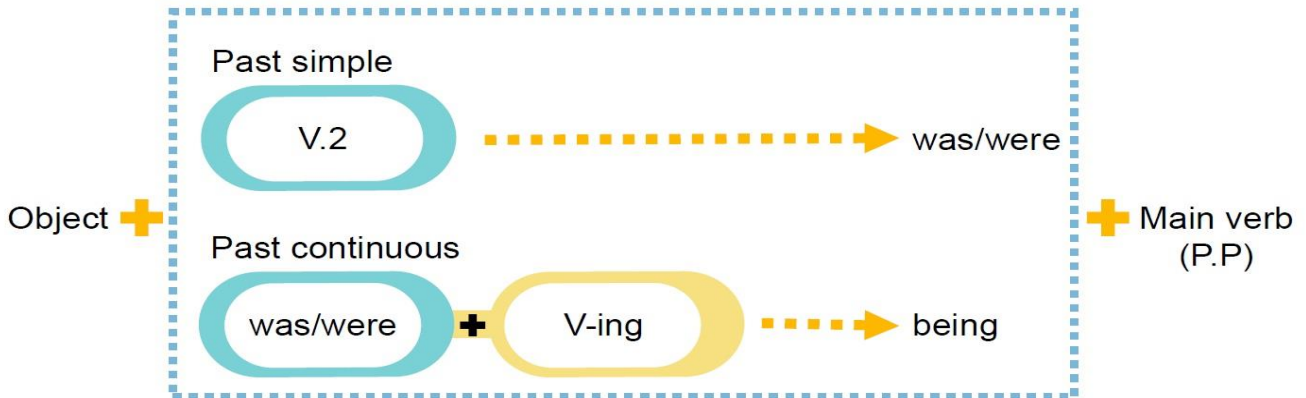




## Passive Rules



## Passive Rules



Look at the following sentences and find out when is passive used:

- Two police officers were killed in London last night.
- Computers are nowadays widely used in scientific research.
- The house was surrounded by guards.
- I have been told that Ali is in prison.

The passive is used in three main contexts:

- When the doer of the action (i.e. agent) is not known. For example: Two police officers **were killed** in London last night.
- When the agent is so explicit that there is no need to mention it. For example: Computers **are nowadays widely used** in scientific research.
- When the speaker is more interested in the action and the object than in the agent. For example: The house **was surrounded** by guards.
- When the speaker intends not to reveal the identity of the agent. For example: I **have been told** that Ali is in prison.

خطوات التحويل من (معلوم: active) الى (مجهول: passive) في اللغة الانجليزية:  
 1- نضع المفعول به في الجملة اولا. we put the object first at sentences.  
 2- تحويل الفعل. ولتأخذ الفعل ( Write ) كمثال للأفعال:

Tense	Active		Passive	
1.Simple present	Write	Writes	Is Are	Written
2.Simple past	Wrote		Was Were	Written
3.Present perfect	Has have	Written	Has Have	Been written
4.Past perfect	Had	written	Had	Been written
5.Present	is are	Writing	Is are	Being written

Past progressive .6	Was were	Written	Belong written	
Modal Verbs .7	Must May Shall Will Can Should Might would	Write	Must May Shall Will Can Should Might would	Be written

Forming passive sentences . شكل المبني للمجهول.

Passive sentences are formed

Object + passive + ( by + agent )

Sam cleans the house. مثال

The subject is (**Sam**), the verb is (**cleans**) and the object is (**the house**). But, if we begin the sentence with the object, we make a Passive Sentence. So, start with the object (**the house**), then change the verb to (**is cleaned**).

The passive sentence will be:

The house is cleaned. And you can add (**by Sam**) at the end.

Now it's time to look at how we formulate and construct the passive voice.

There are four steps:

- 1- First of all, define and specify the subject, the verb and the object.
- 2- Next, put the object at the beginning of your sentence.
- 3- Then, conjugate the verb (to be) in the same tense as the active sentence.
- 4- And finally, change the main verb in the past participle (PP) form. For example:

The man delivers the furniture. مثال

1. Put the object at the beginning of the sentence (the furniture).
2. Conjugate the verb to be in the present simple tense (is) and
3. Change the main verb in its P.P from (delivered)
4. Put by + the subject (the man) at the end of the sentence if necessary.

So the sentence becomes:

The furniture is delivered by the man.

To change from active into passive, you have to: عند التحويل الى المبني للمجهول في الزمن المضارع

1. Put the object at the beginning.
2. Decide on the verb if it is:
  - Present simple (V(s) or (inf.), use (is/are/am) according to the object.
  - present continuous (is/are/am + V-ing), use (being).
  - present perfect (has/have + PP), use (been).
3. Change the main verb in the PP form.

**Present simple:** المضارع البسيط

Someone writes the notes on the board every Sunday. مثال

This is an active sentence. To change it into a passive sentence,

- 1- you have to drop the subject (someone).
- 2- Put the object (the notes) at the beginning.
- 3- Add the helping verb (are) because (the notes) is plural and the verb is present simple.
- 4- And finally change the main verb (writes) in its PP form (written) not (wrote) and complete the rest of the sentence.

The notes are written on the board every Sunday. بعد التحويل

She teaches her son how to use Facebook well. مثال اخر

- 1- drop the subject (she). Then,
- 2- Put the object (her son) at the beginning.
- 3- Add the helping verb (is) because (her son) is singular and the verb is present simple.
- 4- And finally change the main verb (teaches) in its PP form (taught) and complete the rest of the sentence to be read in the passive as: Her son is taught how to use Facebook well.

**Present continuous:** المضارع المستمر

We are doing the job.

مثال

This is an active sentence. To change it into a passive sentence,

- 1- you have to drop the subject (We).
- 2- Put the object (the job) at the beginning.
- 3- Add the helping verb (is being) because (the job) is singular and the verb is in the present continuous tense.
- 4- And finally change the main verb (do) in its PP form (done).

The job is being done.

بعد التحويل

My sister is cleaning the rooms. Again, نأخذ مثال اخر على المضارع المستمر

- 1- drop the subject (my sister).
- 2- Then Put the object (the rooms) at the beginning.
- 3- Add the helping verb (are being) because (the rooms) is plural and the verb is in the present continuous tense.
- 4- And finally change the main verb (cleaned) in its PP form (cleaned) and passive sentence will be: The rooms are being cleaned.

**Finally: present perfect** المضارع التام

The active sentence is: I have done it. مثال

- To change it into a passive sentence,
  - 1- you have to drop the subject (I).
  - 2- Put the object (it) at the beginning.
  - 3- Add the helping verb (been) and do not forget to put (have with plural objects and has with singular ones) here we use (has) because the object (it) is singular.
  - 4- And in this case the PP form is already there (done) no need to change it.

It has been done. بعد التحويل

My mother has cleaned the tables. مثال

- 1- drop the subject (my mother). Then,
- 2- Put the object (the tables) at the beginning.
- 3- Add the helping verb (have been) because (the tables) is plural and the verb is present perfect.
- 4- And finally the PP is already there (cleaned) and the passive sentence will be:

The tables have been cleaned. بعد التحويل

There are four steps: للتحويل الى المبني للمجهول في الزمن الماضي

- 1- First of all, drop the subject
- 2- Next, put the object at the beginning of the sentence.
- 3- Then, conjugate the verb (to be) in the same tense as the active sentence.
- 4- And finally, put the main verb in the past participle or (PP) form.

Now, we need to focus more on some past tenses which are: وهنا علينا التركيز على الماضي بخطوات  
the past simple and the past continuous tense.

In order to change from active into passive, you have to: عند التحويل من مبني للمعلوم للمبني للمجهول

1. Put the object at the beginning
2. Look at the verb if it is:
  - past simple (V.2), use (was/were) according to the object
  - past continuous (was/were + V-ing), use (being)
- 3- Put the main verb in the PP form.

**Past simple:** الماضي البسيط

Someone stole the money. مثال على الماضي البسيط

This is an active sentence. To change it into a passive sentence,

- 1- you have to get rid of the subject (someone)
- 2- Put the object (the money) at the beginning
- 3- Add the helping verb (was) because (the money) is used as singular and the verb is past simple
- 4- And finally put the main verb (stole) in its PP form (stolen).

The money was stolen is a passive sentence. بعد التحويل الى المبني للمجهول

The teacher explained the lessons yesterday. لناخذ مثال اخر على الماضي البسيط

- 1- get rid of the subject (the teacher).
- 2- Then, Put the object (the lessons) at the beginning
- 3- Add the helping verb (were) because (the lessons) is plural and the verb is past simple
- 4- And finally put the main verb (explained) in its PP form which is already the same as (explained) and complete the rest of the sentence to be read as:

The lessons were explained yesterday. بعد التحويل

**Past continuous:** الماضي المستمر

They were repairing the door. مثال على الماضي المستمر

This is an active sentence. To change it into a passive sentence, هنا سنحول من مبني للمعلوم للمجهول

- 1- you have to get rid of the subject (They)
- 2- Put the object (the door) at the beginning
- 3- Add the helping verb (was being) because (the door) is singular and the verb is past continuous.
- 4- And finally put the main verb (repair) in its PP form (repaired).

The door was being repaired. بعد التحويل

My brother was washing the dishes. وهنا مثال اخر على المضارع المستمر

- 1- get rid of the subject (my brother).
- 2- Then, Put the object (the dishes) at the beginning
- 3- Add the helping verb (were being) because (the dishes) is plural and the verb is past continuous
- 4- And finally put the main verb (wash) in its PP form (washed) And the new sentence will be: The dishes were being washed.

Tense in the active التصريف في المبني للمعلوم	Tense in the passive التصريف في المبني للمجهول
<b>Present simple</b> ex: Someone gives John a dollar everyday	<b>is/are + past participle</b> John <i>is given</i> a dollar everyday
<b>Present continuous</b> ex: They are building a house.	<b>Is/are + being+ past participle</b> A house <i>is being built</i>
<b>Past simple</b> ex: Someone <i>gave</i> me a present	<b>Was/were + past participle</b> I <i>was given</i> a present
<b>Past continuous</b> ex: They were making a film	<b>was/were + being+ past participle</b> A film <i>was being made</i>
<b>Present Perfect</b> ex: Someone <i>has sent</i> me a letter.	<b>Have/has been+ past perfect</b> I <i>have been sent</i> a letter
<b>Past perfect</b> ex: Someone <i>had sent</i> me a letter.	<b>Had been+ past perfect</b> I <i>had been sent</i> a letter
<b>Future</b> ex: They will catch the thief	<b>Will be+ past participle</b> The thief <i>will be caught</i>
<b>must-can-should-have to</b> ex: They must find a solution	<b>must /can/should/have to +be + past participle</b> A solution <i>must be found</i>

Passive Sentence		Active Sentence
The students are helped a lot in doing the homework	أمثلة على التحويل من المبني للمجهول للمبني للمعلوم	Susan helps the students a lot in doing the homework.
The homework was being done.		You were doing the homework.
My room is being painted now.		The decorator is painting my room now.
The mail has been delivered.		The postman has delivered the mail.
My mother was helped yesterday.		We helped my mother yesterday.
The meat was being cooked.		She was cooking the meat.

**Exercise (1): Change these sentences to the passive voice.**

Active	Passive
Someone writes the notes on the board every Sunday.	The notes are written on the board every Sunday.
We are doing the job.	The job is being done
My sister is cleaning the rooms.	The rooms are being cleaned.
I have done it.	It has been done.
The postman has delivered the mail.	The postman has delivered the mail.
She was cooking the meat.	The meat was being cooked.
We helped my mother yesterday.	My mother was helped yesterday
You were doing the homework.	The homework was being done.

**Exercise (2): Choose the right answer.**

- 1- This unit \_\_\_\_\_ of five major sections.  
A- Consists                      B- was consisted                      C- is consisted
- 2- You can't use my room. It \_\_\_\_\_ now.  
A- is being painted                      B- paints                      C- painted
- 3- You should choose the book you \_\_\_\_\_ most.  
A- are liked                      B- like                      C- have been liked
- 4- The homework \_\_\_\_\_ yesterday by my friend.  
A- is doing                      B- does                      C- was done
- 5- The teacher \_\_\_\_\_ the lesson recently.  
A- Explain                      B- has explained                      C- has been explained

1	2	3	4	5
A	A	B	\C	B

**Exercise (3) : Indicate whether the following statements are true or false.**

1. We could change this statement into passive :Tom sleeps well every night.
2. We couldn't change this statement into passive: My mother looks tired these days.

<b>1</b>	<b>2</b>
<b>F</b>	<b>T</b>

**Making a Complaint - a faulty TV (تقديم شكوى مشكلة في التلفاز)**

When you have a bad experience, it's easy to get angry and complain. Sometimes that's not the best way to get what you want. Here are some simple tips to help you stay calm, be polite and get what you want when you complain in English.

Upon completing this section, you will be able to :

1. Express dissatisfaction in a polite way.
2. Use various expressions and forms of complaining.
3. Communicate with others in calm ways.

Noor: Good afternoon, **can I help you?**

Nariman: I hope so. **I have a problem** with this television.

Noor: **What is wrong with it?**

Nariman: **The sound and picture quality are awful.** There's a dark line down the left-hand side of the screen.

Noor: Do you have an outdoor antenna?

Nariman: Yes, I do.

Noor: **Do you remember when you bought it?**

Nariman: I think, one month ago.

Noor: Good. **Do you have the receipt?**

Nariman: As a matter of fact, I do.

Noor: **Do you like to exchange it?**

Nariman: **I want a refund.** A friend of mine bought the same model here and had exactly the same problems.

**Can I get cash back instead?**

Noor: **I'm afraid it isn't our policy to give refunds,** sir. I can give you store credit?

Nariman: **What is that?**

Noor: **I can give you a store coupon good** for 49.99 \$.

Nariman: **Okay, I'll take the coupon.**

**Making a Complaint - a Tour (تقديم شكوى جولة)**

Nader: I am having some **big problems on this tour.**

Maher: **What seems to be the problem?** We are here to help you.

Nader: This tour company **seems very disorganized.** No one seems to have a clear picture as to where we are going and when we are going to get there.

Maher: **I will see what I can do about that. How about** the accommodations on the tour?

Nader: So far, we have been staying in really out-of-the-way accommodations.

Maher: **Is anything wrong with your room?**

Nader: **The television in our room was broken, and they didn't send anyone to fix it.**

Maher: I will complain to the hotel manager about that. How about the hotel restaurant?

Nader: **The food in the restaurant was terrible.**

Maher: **What happened exactly?**

Nader: A few people from our group got sick. They suffered from sever pain and vomiting.

Maher: I am so sorry that you had such a bad experience. **We would like to offer you a free city tour and lunch to make it up to you.**

Nader: **Sorry, I have lost a lot of money.** I should see the manager.

Maher: **Okay, I'm afraid we can't help you at the moment.** The manager is not available. Could you leave your contact phone number? We will contact you soon.

### **Delaying a complaint**

<b><u>Making a complaint</u></b>	<b>تقديم شكوى</b>
•I'm afraid I have to make a serious complaint.	اخشى أنني سأقوم بتقديم شكوى جدية
•Look, I'm sorry to trouble you, but....	انظر , انا اعتذر عن التسبب بالمتاعب, ولكن.....
•Excuse me, I'm afraid...	لو سمحت , انا أخشى انه ....
•Excuse me, there seems to be something wrong with...	اعذرنى, يبدو أن هنالك شيء خاطئ يتعلق بـ.....
•I wonder if you could help me.....	اتساءل ان كان باستطاعتك مساعدتي ....
•I'm ringing to complain about...	انا اتصل , لاقدم شكوى حول .....
•I'm sorry, but I'm not satisfied with...	انا اسف , لكني غير راضٍ عن .....
•Unfortunately, there's a problem with...	لسوء الحظ , هنالك مشكله في ....
•I am very dissatisfied with the service I received.	انا مستاء جداً من الخدمة التي تلقيتها
<b><u>Getting the facts</u></b>	<b>الحصول على الحقائق</b>
Could you give me some details, please?	هل بإمكانك تزويدي ببعض التفاصيل, لو سمحت؟
What happened exactly?	ماذا حصل بالضبط؟
What seems to be the problem?	ما هي المشكلة؟
<b><u>Accepting a complaint</u></b>	<b>قبول الشكوى</b>
•Oh, I'm sorry about that.	اوه. انا اعتذر عن ذلك
•I wish it never happened.	كنت اتمنى لو لم يحدث ابداً
•Oh dear, I'm really sorry.	اوه عزيزي , انا حقا اسف
•I'm so sorry, I didn't realize....	انا اعتذر بشدة , لم اكن ادرك .....
•I just don't know how to say....	انا حقا لا اعلم كيف اقولها.....
•I just don't know what to say.....	انا حقا لا اعلم ماذا اقول .....
<b><u>Rejecting a complaint</u></b>	<b>رفض الشكوى</b>
•It's not our policy to replace items.	انها ليست سياستنا لاستبدال المواد
•It's not our fault that it hasn't arrived.	انها ليست مشكلتنا انها لم تصل بعد
•I'm afraid that's not quite right.	اخشى أن هذا ليس صحيحا تماما
•I'm sorry, there's nothing I can do.	انا اسف , لا يوجد شيء يمكنني القيام به
•Well,I'm afraid there is nothing we can do about it ctually.	حسناً, انا اخشى انه لا يوجد شيء يمكننا فعله حيال ذلك
•Well, I'm afraid there isn't much we can do about it.	حسناً. ليس بإمكاننا فعل الكثير بخصوص ذلك
<b><u>Delaying a complaint</u></b>	<b>تأجيل الشكوى</b>
I suggest you leave it with us and we'll see what can be done.	اقترح عليك ان تتركها هنا وسوف نرى ما يمكننا فعله
I'm afraid the manager/boss isn't in at the moment. Could you call later?	اخشى ان المدير ليس هنا حالياً, هل تستطيع الاتصال في وقت لاحق؟
I'm afraid we can't help you at the moment. Could you leave	اخشى اننا لا يمكننا مساعدتك في هذه اللحظة, بإمكانك

your contact phone number and address? We will contact you soon.

ترك رقم هاتفك او عنوانك , وسوف نتصل قريباً

**Exercise (1): Complete the dialogue with appropriate statements or questions**

1. Elan: Are you ready to order, Sir?
2. Richie: I wanted to try something new today, but I don't see anything interesting on the menu.
3. Elan: ..... (**What kind of food are you looking for?**)
4. Richie: Hmm.. nothing specific. Actually, I've tried all the dishes that are listed here. I was looking to explore new ones.
5. Elan: Let me to talk to the chef. I'm sure he can suggest something.
6. Richie: .....Let me just suggest that you add some more food variety to your menu. I haven't seen any changes in it, for a while now. (**No.That's okay.**)
7. Elan: You've been one of our more regular customers. I'll definitely take your suggestion to the manager.
8. Richie: .....you can bring me the red sauce pasta and potato wedges. (**That's good. For now,**)

**Exercise (2): Complete the dialogue with appropriate statements or questions.**

1. Andy: Excuse me! Are you out of vegetables today?
2. Sam: ..... (**I am sorry, Sir. I don't understand**)
3. **Andy: I ordered a Creamy Vegetable Soup and there aren't many vegetables in it. It's mainly just broth.**
4. **Sam: I really apologize for that. .... to replace it with a better one. (Allow me)**
5. **Andy: No. That's alright now. I'll just fill up on the main course.**
6. **Sam:..... . As a token of our apologies, we won't charge you for the soup. (I assure you it won't happen again)**
7. **Andy: That's good. I hope we won't be disappointed with the food quality.**
8. **Sam..... . (You will not, Sir.)**

**Exercise (3) : Indicate whether the following statements are true or false.**

1. I'm afraid I have to make a serious complaint.
2. I have a problem.
3. Excuse me, there seems to be something wrong with...
4. I'm sorry, but I'm not satisfied with...
5. Unfortunately, there's a problem with...

1	2	3	4	5
T	F	T	T	T

**E-mail writing**

For most of people, email is the most common form of communication specially business communication. Therefore, it is essential to write emails right. Although emails usually are not as formal as letters, they still need to be professional to present good images of the writers of emails and their professions. Because email is a widely used tool for communication, this section will present some useful tips that help learners to write effective emails.

Upon completing this section, you will be able to:

- Write formal emails effectively.
- Write informal emails appropriately .

some tips on how to write effective emails whether they are formal or informal.

بعض النصائح حول كيفية كتابة رسائل البريد الإلكتروني سواء كانت رسمية أو غير رسمية

- 1- Subject line: it should include what your content message is about, what your email is all about such as writing: VC tomorrow or Tom's CV. Do not include general information in the subject line such writing: Important or Urgent. You should be specific so the reader reads your email.  
 سطر الموضوع : يجب أن يشمل محتوى الرسالة الخاصة بك . و تحويه رسالة البريد الإلكتروني الخاص بك مثل (السيرة الذاتية لتوم) , ولا تشمل المعلومات العامة في سطر الموضوع مثل هذه الكتابة : ( هام , عاجل ) يجب أن تكون محددة بحيث يقرأ القارئ البريد الإلكتروني الخاص بك .
- 2- Keep the message of your email focused: What does this mean? It means to include an introductory line that summarizes what you exactly need or what is your email about. Numbering. Add numbers in the body of your email. This can help the reader follow up what is in your email and she/he does not miss any idea.  
 الحفاظ على رسالة البريد الإلكتروني الخاص بك : ماذا يعني ذلك؟ يعني أن تشمل خط تمهيدي تلخص ما تحتاجه بالضبط أو حول محتوى البريد الخاص بك , الترقيم : إضافة رقم هيئة البريد الإلكتروني . هذا الشيء يساعد القارئ على متابعة محتوى البريد الإلكتروني وبذلك القارئ لن يتجاهل اي خطوة أو فكرة
- 3- Short messages: Do not make your email long because people do not like to read long paragraphs. They might ignore them or do not read them at all. So, be clear and short.

الرسائل القصيرة : لا تجعل الرسالة طويلة , لان الناس لا يحبون قراءة الفقرات الطويلة , فقد يتجاهلونها أو لن يقرأوها على الإطلاق , لذلك اجعلها قصيرة وواضحة .

4- Be kind and do not flame. What does it mean? Do not reply if you are tired or in a bad mood or in a hurry.

Why? Because you might include impolite expressions or words in your email that bother your reader.

Therefore, write your emails when you are in a good mood to be polite and positive.

كن لطيف ولا تكن منفعل . ماذا يعني ذلك؟ لا ترد أن كنت متعباً أو في حالة مزاجية سيئة أو في عجلة من امرك . لماذا؟ لانك قد تتضمن عبارات غير مهذبة أو كلمات قد تزعج القارئ . لذلك اكتب رسالتك عندما تكون في مزاج جيد لتكون مهذب و ايجابي .

5- Formal and informal emails. To read my message and reply. This is an informal language. If you are writing emails to your friends, relatives or to very close people, you can use informal expressions or words. But if you are addressing people in high positions, you should be formal. Therefore, decide if your readers want formal or informal emails.

الرسائل الرسمية وغير رسمية : قراءة رسالتي والرد عليها " تعتبر لغة رسمية" , اذا كنت تكتب رسائل الى اصدقائك والاقارب أو الناس على مسافة قريبة منك يمكنك استخدام تعبيرات أو كلمات غير رسمية , لكن أن كنت تريد مخاطبة الناس في مناصب عليا يجب أن تكون رسالتك رسمية , لذلك تقرر ما اذا كان الناس يريدون رسائل رسمية أو غير رسمية .

6- Proof reading: Read through your email once again in order to check if you miss anything or you have any mistake. You need to check the spelling as well.

اثبات القراءة : من خلال قراءة البريد الإلكتروني مرة اخرى من اجل معرفة ما اذا كان هناك اخطاء أو قد نسيت أن تكتب شيء ما , وتحتاج الى تدقيق لغوي ايضا .

7- Capitalization and punctuation marks.

الاحرف الكبيرة , وعلامات الترقيم

Now, let's have a look at some differences between formal and informal expressions or words that can be used in your emails

الآن، دعونا ننظر على بعض الاختلافات بين التعبيرات الرسمية وغير الرسمية أو الكلمات التي يمكن استخدامها في رسائل البريد الإلكتروني الخاصة بك

No	Formal E-mails	Informal E-mails
1	No contractions or short forms (did not/ I am/ Television) لا يوجد اختصارات	Contractions or short forms (didn't/ I'm/TV etc.) يوجد اختصارات
2	No idioms (I am sick) لا يوجد عبارات اصطلاحية	Idioms (under the weather) يوجد عبارات اصطلاحية
3	More formal verbs Discover/ increase افعال رسمية اكثر	Phrasal verbs (V + Prep) Find out/ go up اشياء الجمل الفعلية
4	Do not use imperatives. Use more polite sentences such as: You may send it at your earliest convenience. Use (may/could/might, etc) لا يستخدم صيغة الامر	Imperatives: (A sentence that starts with a verb) Send it soon! استخدام صيغة الامر
5	Strongly Intelligent Children بشدة ذكي اطفال	Very / really / totally Smart Kids جداً/ حقاً / تماماً ذكي اطفال
6	No! / much/ very كثيراً	! / a lot كثيراً
7	Moreover Furthermore علاوة على ذلك علاوة على ذلك	On top of it all ( to connect ideas or to add information) علاوة على ذلك
8	Kind Regards /Yours truly تقبلوا فائق الاحترام / اطيب التحيات	Informal expressions : Love تعبيرات غير رسمية (حبيبي)

End your formal emails by using formal expressions such as "Kind Regards" or "Yours truly". However, you can end your informal emails by using an informal ending such as "Love".

You have also to remember that a formal email might look longer than an informal email. However, this is not a rule because it depends on your content and what you want to write in your email.

انهاء رسائل البريد الخاصة بك (الرسمية) عن طريق استخدام تعبيرات رسمية مثل "أنواع التحيات" أو "تفضلوا بقبول فائق الاحترام" .

انهاء رسائل البريد الخاصة بك (الغير رسمية) عن طريق استخدام النهاية الغير رسمية مثل (الحب).

تذكر أن الرسائل الرسمية تبدو اطول من الرسائل الغير رسمية , ومع ذلك هذه ليست قاعدة لأنه يعتمد على محتوى الرسالة التي سوف ترسلها .

**Some useful expressions that you could include in your emails, specially the formal ones.**

بعض من العبارات المفيدة التي يمكن أن تدرج في رسائل البريد الإلكتروني الخاصة بك، وخاصة تلك الرسمية

No	Expression	Use
1	Please find attached _____	When you add a computer file such as a CV or photos
2	I have forwarded _____ to you.	When you resend an email to this person such as Tom's CV or Ben's email
3	have cc'd _____ on this email	If you need to send somebody a copy from your email. So this can keep the manager for example in



		the loop. That is you want him/her to know what is going on or what is happening.
4	If you have any questions, please do not hesitate to contact me.	Do not wait to inform me about anything you need. Just ask.
5	I look forward to _____ing from you.	This is what you want the reader to do in a polite way.
6	Kind Regards/ Yours truly/ Regards	End your email with nice words

**Exercise (1): Complete the following informal email by using the following words and expressions**

.....Susan,  
 .....Are you still taking a trip to the US this summer? .....travel with you then. America is a wonderful country. It has nice people. ....enjoyed the last trip a lot. So, I want to visit it again with you. The restaurants are amazing and the food is delicious. There are some cheap shops that we can visit together. I can help you with ..... My husband .....a nice hotel and he is going to take us there! So,.....

.....Susan!

The correct answer is

**Hi Susan,**

**How are you doing dear friend? I really miss chatting with you!** Are you still taking a trip to the US this summer? **I am going to** travel with you then. America is a wonderful country. It has nice people. **My kids** enjoyed the last trip a lot. So, I want to visit it again with you. The restaurants are amazing and the food is delicious. There are some cheap shops that we can visit together. I can help you with **the shopping; never mind dear** . My husband **told me about** a nice hotel and he is going to take us there! So, **no worries** .

**I am looking forward to hearing from you dear Susan!**

**Love,**

**Elizabeth**

**Exercise(2): Complete the following formal email by using the following words and expressions**

..... ,  
 ..... on our discussion last Wednesday ..... , I filed a work order with the facilities department regarding the damage to the ascending escalator you reported.  
 ..... An examination of the escalator found that there was a shoelace caught in the gears. The shoelace has been removed and the escalator was tested extensively to ensure this would not happen again. .... the tests were passed and the escalator has been reopened.

..... to our attention ..... any other problems in our facilities.

.....  
 .....  
 .....

.....  
 The correct answer is

**Dear Ms Anderson ,**

**I am writing to follow up** on our discussion last Wednesday. **As you requested** , I filed a work order with the facilities department regarding the damage to the ascending escalator you reported.

An examination of the escalator found that there was a shoelace caught in the gears. The shoelace has been removed and the escalator was tested extensively to ensure this would not happen again. **I am pleased to report that** the tests were passed and the escalator has been reopened.

**Thank you for bringing this issue** to our attention. **Please continue to inform us should you have any** other problems in our facilities.

**Sincerely, Susan!**

**Tom Novak**

**Property Manager**

**Novak Skyscraper construction**

**Sort email** رتب اقسام الايميل

- **Subject: Major Issues at Today’s Staff Meeting**
- **Regards,**
- **I wanted to let you know that we’d had a staff meeting in the morning even though you were unable to attend.**
- **We also discussed some issues related to confidentiality of data filings and the budget update.**
- **Tom informed everyone about the progress made by our department in solving the security issues.**

- **From: Victor Smith**
- **Victor**
- **Dear Richard,**
- **You will find the detailed description on your desk.**
- **To: Richard Travis**

The answer :

1. **From: Victor Smith**
2. **To: Richard Travis**
3. **Subject: Major Issues at Today's Staff Meeting**
4. **Dear Richard,**
5. **I wanted to let you know that we'd had a staff meeting in the morning even though you were unable to attend.**
6. **Tom informed everyone about the progress made by our department in solving the security issues.**
7. **We also discussed some issues related to confidentiality of data filings and the budget update.**
8. **You will find the detailed description on your desk.**
9. **Regards,**
10. **Victor**

**Question (1): write an email**

Write an email to your friend to invite him/her to your birthday party next week.

**From: Student's name**

**To: Friend's name Subject: My birthday Party Next Week or Invitation to my Birthday Party**

**Dear \_\_\_\_\_,**

**I hope you are doing really well. I miss you a lot dear friend.**

**I am writing this email to invite you to come to my birthday party next week on Sunday. I am going to make a big party at my house. So, you should come. You can also bring with you whoever you like. The party will start at 5 pm.**

**I am looking forward to seeing you all there. Don't miss it because we will have a lot of fun dear.**

**Love**

**Your name**

## Money and Banks

Money and **banks** are very important for the **functioning** of the modern world. Without banks the way we use money would not work. Banks enable people to save money, borrow money and to pay for things with ease and security. Money is what you use to buy things. People have been using money for hundreds of years. People earn money from the jobs they work and use that money to save for the future or pay for their houses, cars, good, **taxes**, medical needs, and **household** items, among other things.

المال والبنوك مهمان جدا لسير لعمل في العالم الحديث. وفي غياب البنوك الطريقة التي نستخدم المال لن تعمل. البنوك تمكن الناس من توفير المال، اقتراض المال ودفع ثمن الأشياء بكل سهولة وأمان. المال هو ما تستخدمه لشراء الأشياء. كان الناس يستخدمون المال لمئات السنين. الناس كسب المال من الوظائف التي يعملون واستخدام تلك الأموال لإنقاذ للمستقبل أو للدفع لمنزلهم، والسيارات، والبضائع، والضرائب، والاحتياجات الطبية، والأدوات المنزلية، من بين أمور أخرى.

Banks are places where people can keep their money. Most people use banks to save money in their savings **accounts** and to pay money from their checking accounts. Today, when a person earns money from their job, their **paycheck** is often electronically **deposited** (put) into their savings or checking account. Then, they can pay their bills by writing checks from their checking accounts or pay online where their bills are electronically connected to their bank accounts.

البنوك هي الأماكن التي يمكن للناس ان يحفظوا على أموالهم فيها. معظم الناس يستخدمون البنوك لتوفير المال في حسابات الادخار الخاصة بهم ولدفع المال. اليوم، عندما يكسب الشخص المال من عمله، وغالبا ما يتم إيداع راتبه إلكترونيا (وضع) في مدخراته أو حساب جار. ثم يمكنه دفع فواتيره عن طريق كتابة شيكات من حساباته الجاري أو الدفع عبر الإنترنت حيث ترتبط فواتيره إلكترونيا بحساباته المصرفية.

Each country in the world has its own well known banks that have **branches** in nearly every city so that they are **convenient** convenient for people to use. People often have to visit the local branch of the bank when they want certain services. The people that work in the branches will be the bank **manager**, the person in charge, and various **tellers** who work behind the bank counter and help the customers. There will also likely be security guards to protect the money, workers and **customers**.

كل دولة في العالم لديها بنوك خاصة بها معروفة والتي لديها فروع في كل مدينة تقريبا بحيث تكون مريحة مريحة لاستخدام الناس. وغالبا ما يضطر الناس لزيارة الفرع المحلي للبنك عندما يريدون خدمات معينة. الناس الذين يعملون في الفروع هم مدير البنك، والشخص المسؤول، ومختلف الامناء الصندوق الذين يعملون وراء العداد ويساعدون العملاء. ومن المحتمل أن يكون هناك حراس أمن لحماية المال والعمال والعملاء.



banks	an organization where people and businesses can invest or borrow money, change it to foreign money, etc., or a building where these services are offered.	بنوك
functioning	the way in which something works or operates.	يعمل
taxes	(an amount of) money paid to the government that is based on your income or the cost of goods or services you have bought.	ضرائب
household	a group of people, often a family, who live together.	منزلي
accounts	an official record of all the money a person or company has spent and received.	حسابات
paycheck	the amount of money a person earns.	راتب
convenient	suitable for your purposes and needs and causing the least difficulty.	مناسب
Manager	the person who is responsible for managing an organization:	مدير
tellers	a person employed in a bank to receive and payout money	امناء الصندوق
customers	a person who buys goods or a service	عملاء
Deposited	to put something valuable, especially money, in a bank or safe(= strong box or cupboard with locks).	اودعت
Branches	one of the offices or groups that form part of a large business organization	فروع

Now read the text quickly, and find out an answer to each of the following questions:

1. Why do most people use banks?
2. What are the local branches offer in nearly every city?
3. Who is the bank manager?
4. What do security guards do ?

**Exercise (1) : Indicate whether the following statements are true or false.**

1. Money and banks are very important for the functioning of the modern world.
2. Without banks the way we use money would not work.
3. Banks enable people to save money, borrow money and to pay for things with ease and security.
4. Money is what you use to buy things.
5. People have been using money for four hundred years.
6. Most people use banks to save money in their savings accounts and to pay money from their checking accounts.
7. People often have to visit the main branch of the bank when they want certain services.
8. There will also likely be security guards to protect the money, workers and customers.

1	2	3	4	5	6	7	8
T	T	T	T	F	T	F	T

**Exercise (2): Drag each of the following words to their meanings**

functioning	taxes	banks	household	paycheck	accounts
convenient	deposited	branches	customers	manager	tellers

1. \_\_\_\_\_ a person who buys goods or a service
2. \_\_\_\_\_ a person employed in a bank to receive and payout money
3. \_\_\_\_\_ the person who is responsible for managing an organization:  
a bank manager
4. \_\_\_\_\_ suitable for your purposes and needs and causing the least difficulty.
5. \_\_\_\_\_ one of the offices or groups that form part of a large business organization.
6. \_\_\_\_\_ to put something valuable, especially money, in a bank or safe(= strong box or cupboard with locks).
7. \_\_\_\_\_ the amount of money a person earns.
8. \_\_\_\_\_ an official record of all the money a person or company has spent and received.
9. \_\_\_\_\_ (an amount of) money paid to the government that is based on your income or the cost of goods or services you have bought.
10. \_\_\_\_\_ a group of people, often a family, who live together.
11. \_\_\_\_\_ the way in which something works or operates.
12. \_\_\_\_\_ an organization where people and businesses can invest or borrow money, change it to foreign money, etc., or a building where these services are offered.

functioning 11	Taxes 9	Banks 12	Household 10	Paycheck 7	Accounts 8
Convenient 4	Deposited 6	Branches 5	Customers 1	Manager 3	Tellers 2

**Exercise (3): Answer the questions**

- 1- Why do most people use banks?
- 2- What are the local branches offer in nearly every city?
- 3- Who is the bank manager?
- 4- What do security guards do?

The correct answer is?

- 1- Most people use banks to save money in their savings accounts and to pay money from their checking accounts.
- 2- The local branches offer certain services.
- 3- The person in charge.
- 4- They protect the money, workers and customers.

**Exercise (4) : What is the main idea of the reading text?**

Money and banks are very important for the functioning of the modern world.

### Exercise (5): Choose the right answer.

- 1- Without banks the way we use money would not -----.  
A- Work                      B- help                      C- serve
- 2- Banks enable people to save money, ----- money and to pay for things with ease and security.  
A- Borrow                      B- buy                      C- export
- 3- People earn money from the jobs they ----- and use that money to save for the future or pay for their houses, cars and taxes.  
A- Dislike                      B- like                      C- work
- 4- Today, when a person earns money from their job, their ----- is often electronically deposited (put) into their savings or checking account.  
A- Paycheck                      B- money                      C- goods
- 5- Each country in the world has its own well known banks that have ----- in nearly every city .  
A- Office                      B- branches                      C- departments

1	2	3	4	5
A	A	C	A	B

### Making questions (Yes- No questions)

How to form Yes/No Question **كيف تكون سؤال في اللغة الانجليزية**

هناك انواع مختلفة من طرق تكوين الاسئلة في اللغة الانجليزية ولكن اسهلها هو السؤال ب "هل" والذي عادة ما تكون اجابتها ب نعم / لا

- A: Are you from around here?  
B: Yes, I am.  
A: Do you come here often?  
B: Yes, I do.  
A: Can I buy you a drink?  
B: No, thanks.  
A: Are you married?  
B: Yes, I am.

**قاعدة: يبدأ هذا النوع من الأسئلة بفعل (auxiliary):-**

**Am, is, are / was, were / has, have, had / does, do, did / will.**

**الخطوة الأولى:** إذا كانت الجملة تحتوي على فعل (aux) فنبدأ به وإن لم يكن فنشتق فعل (aux) إما (do) أو (does) أو (did).

**الخطوة الثانية:** نضع الفاعل بعد الفعل المساعد.

**الخطوة الثالثة:** إذا اشتققنا (do, does, did)، نجرد الفعل الرئيسي ونضعه بعد الفاعل. ومن ثم نكمل السؤال ونضع علامة السؤال (?).

To form a question from a statement, first count the numbers of verb.

لكي تكون سؤال ب "هل" يجب أن تتعرف على الأفعال الموجودة في الجملة وعددها .

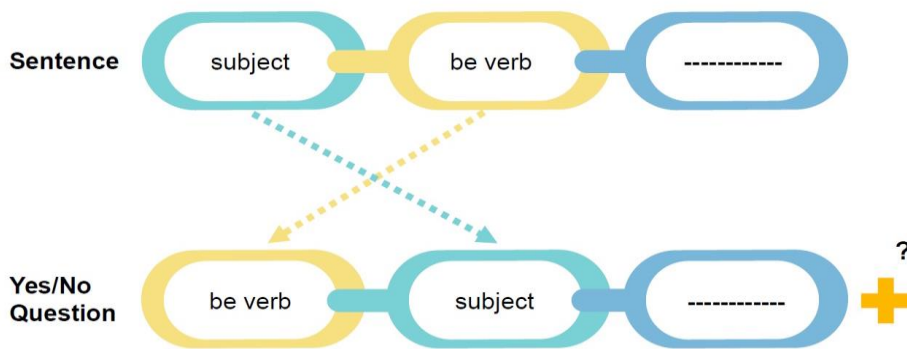
- 1- Ahmad is a doctor . (is) فعل واحد
- 2- Salam drives a sport car . (drives) فعل واحد
- 3- Sami played football last night . (played) فعل واحد
- 4- Dana is eating her dinner . (eating / is) فعلان ويعتبر (is) فعل مساعد
- 5- Deema has been living in Syria since 1999. (has/been/living) ثلاثة أفعال

- If there is one verb in the statement and the verb is a form of be, simply switch the positions of the subject and verb .

**Case 1:** If there is only one verb in the sentence and this verb is a (be verb) like: is/are/am/was and were, simply switch the (subject) and the verb (to be).

**القاعدة الأولى:** إذا كان هناك فعل واحد فقط في الجملة , وكان هذا الفعل من أشكال ( be ) , قم بتقديم الفعل على الفاعل.

## Yes/No Question: Case 1



1- Dana is a beautiful girl.

The subject is (Dana). The (be verb) is (is). switch the subject and the verb and the question will be:

→ Is Dana a young girl?

2- They were at home.

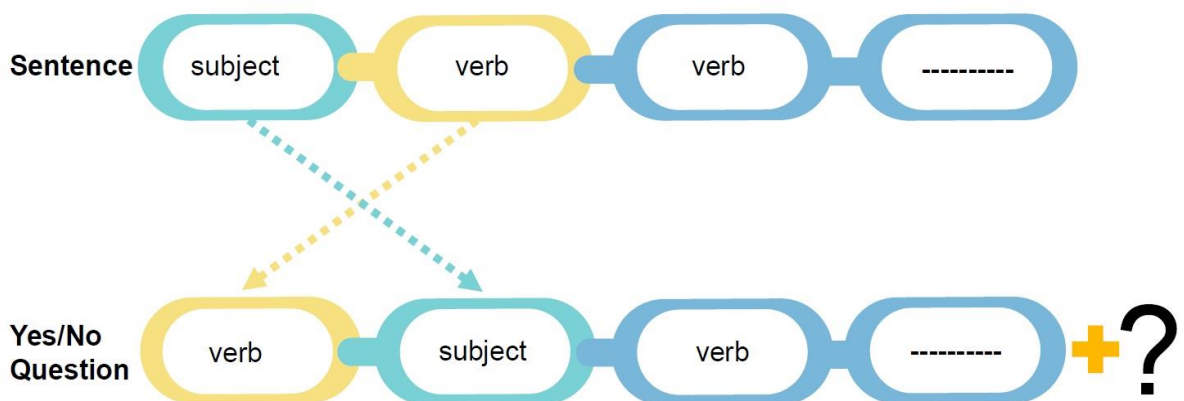
The subject is (They). The (be verb) is (were). switch the subject and the verb and the question will be:

→ Were they at home?

**Case 2:** If there are two verbs or more in the sentence, switch the subject and the first verb (only the first verb).

القاعدة الثانية : إذا كان هناك فعلين في الجملة (فعل مساعد واخر اساسي) قم بتقديم الفعل الاول المساعد على الفاعل.

## Yes/No Question: Case 2



امثلة محلولة ومشروحة

1- She can use Face book well.

The subject is (she). The first verb is (can) while the second verb is (use). Now, switch the subject (she) and the first verb (can) making it:

→ Can she use Face book well?

2- He had waited for his mother.

(He) is the subject and (had) is the first verb. (Waited) is the second verb. Now, switch the subject (he) and the first verb (had) making it:

→ Had he waited for his mother?

3- They have been studying for five hours.

(They) is the subject and the first verb is (have). The second verb is (been) and the third verb is (studying). Switch the subject (they) and the first verb (have) making it:

→ Have they been studying for five hours?

**Case 3:** If there is only one verb in the sentence and it is in the form of an action verb or a have verb (as a main verb not an auxiliary). Look first if the subject is singular or plural and if the action happens in the

present or past. In this case you have to use the verbs (to do), put (Does, Do or Did) at the beginning and change the main verb into its infinitive form.

القاعدة الثالثة : إذا كان هناك فقط فعل واحد في الجملة ولم يكن هذا الفعل هو ( be ) فإن العملية تكون أكثر تعقيداً .

Does is used for a singular subject and an action which is in the present tense.

إذا كان فعل الجملة في زمن المضارع البسيط و ينتهي ب s لان فاعل الجملة مفرد غائب - راجع تكوين زمن المضارع البسيط - نحذف s في نهاية الفعل ثم أضف does في بداية الجملة لتكوين السؤال.

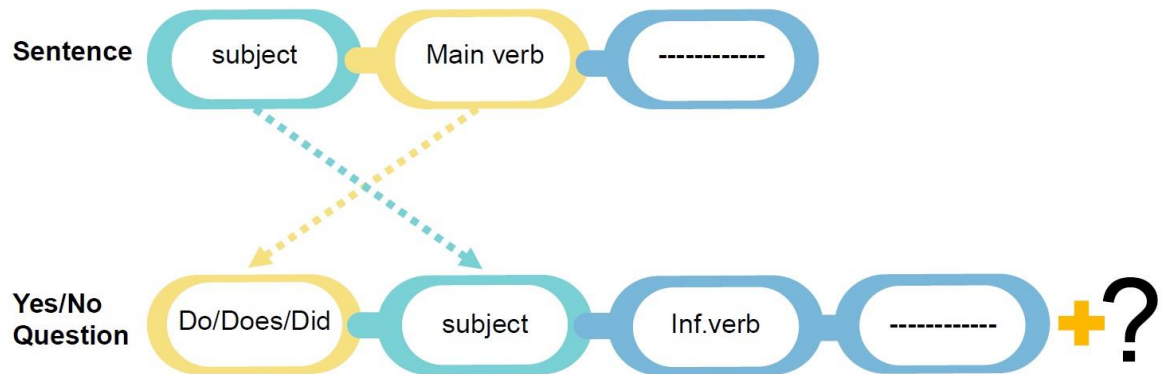
Do is used for a plural subject and an action which is in the present tense.

قم بوضع do في بداية الجملة لتكوين السؤال إذا كان زمن الجملة مضارعاً بسيطاً و لم يكن هناك s في نهاية الفعل

Did is used for both a singular and a plural subject and an action in the past tense.

إذا كان الفعل في زمن الماضي البسيط نضع did في بداية الجملة سواء كان جمع أو مفرد و يرد الفعل إلى أصله في التصريف الأول

## — Yes/No Question: Case 3 —



1- You like English. مثال

First, find the subject. The subject is (you). The form of (to do) that goes with the pronoun (you) is (Do) because the sentence is in the present simple tense. Place (Do) at the beginning or in front of the subject (you): (Do you). Now, look at the verb. The verb is (like). Change this verb into the infinitive. The infinitive for (like) is also (like). Add the rest of the sentence at the end and put a question mark (?) Your question will be:

→ Do you like English?

2- The lady speaks English well.

There is no (be verb) in the sentence. What is the subject? The subject is (the lady) and it is singular and the verb (speaks) is in the present simple form. So, what is the form of (to do) that goes with (the lady)? Yes, it is (Does). Place (Does) in front of the subject (the lady) or at the very beginning of your question. (Does the lady). Now, look at the verb. The verb is (speaks). What is the infinitive of (speaks)? Great! It is (speak). The correct question, then, is:

→ Does the lady speak English well?

3- Dana had a car.

The subject is (she) and the main verb is (had). (Notice that (had) here is not an auxiliary because it is not followed by a PP verb such as saying: had written or had broken). So, (had) here is the main verb and it is in the past form. That's why we are going to use (Did). Place (Did) in front of the subject (she). (Did she). Now,:

→ Did Dana have a car?

4- Ted eats eggs for breakfast.

The subject is (Ted). And there is only one main verb which is (eats). The form of (to do) that goes with the subject (Ted) is (Does) because the sentence is in the present simple tense. We put (Does) in front of the subject (Ted) and we have to change the main verb (eats) into its infinitive which is (eat) and complete the rest of the question.

Does Ted eat eggs for breakfast?

5- Amy wanted to go out.

The subject is (Amy) and the verb is (wanted) and it is in the past form. So, we have to use (Did). in front of the subject (Amy) and the infinitive form of (wanted) is (want). So, the correct answer is: Did

→ Amy want to go out?

6- They are angry.

Correct! Are they angry?

The subject is (They). The (be verb) is (are). Now, switch the subject and the verb and that's it.

→ Are they angry?

7- He has been waiting for her for a long time.

(He) is the subject and the first verb is (has). The second verb is (been) and the third verb is (waiting). Switch the subject (he) and the first verb (has) making it:

→ Has he been waiting for her for a long time?

## Yes-No Questions

### Examples

No.	Sentences	Yes/ No Questions
1.	Tom is a healthy person.	Is Tom a healthy person?
2.	They were at home.	Were they at home?
3.	She can use Facebook well.	Can she use Facebook well?
4.	He had waited for his mother.	Had he waited for his mother?
5.	They have been studying for five hours.	Have they been studying for five hours?
6.	You like English.	Do you like English?
7.	The lady speaks English well.	Does the lady speak English well?
8.	She had a car.	Did she have a car?

### Exercise 1 : Write yes-no question for the following statement

1. Tom was doing his homework yesterday. **Was Tom doing his homework yesterday?**
2. Ted eats eggs for breakfast. **Does Ted eat eggs for breakfast?**
3. Amy wanted to go out. **Did Amy want to go out?**
4. They are angry. **Are they angry?**
5. He has been waiting for her for a long time. **Has he been waiting for her for a long time?**

## Wh Questions

وهي الفئة الرئيسية الثانية من فئات السؤال في اللغة الانجليزية وكما هو واضح عنوانها هي الاسئلة التي تبتديء بـ Wh

- ذهب أحمد إلى المدرسة \_\_\_\_\_ أين ذهب أحمد؟
- كسر الأطفال الزجاج \_\_\_\_\_ من كسر الزجاج؟

قاعدة تكوين السؤال بشكل عام:

Wh + aux (فعل مساعد) + subject (الفاعل) + inf (المجرد من الفعل)

انتبه: اذا توفر في الجملة فعل مساعد نستخدمه في السؤال، وإذا لم يتوفر، فنشتق فعل مساعد إما (do, does, did) من الفعل الرئيسي في الجملة. ومثال ذلك:

Deema goes to school daily.

لا يوجد فعل مساعد فنشتق (does) لأن الفعل (goes) مضارع:  
السؤال عن أين تذهب ديما يوميا، إذن نستخدم (where):

Where does Deema go daily?

\* قاعدة مهمة سؤال (who):  
إذا كان الخط تحت الفاعل، فإننا لا نحتاج لعمل أي تغييرات في السؤال.

The students wrote the home works yesterday.

Who wrote the home works yesterday?

Ahmad is eating an apple now.

Who is eating an apple now?

I - Who (subject): حين يكون المسؤول عنه فاعل (للاشخاص)

Sami keeps the keys. سامي يحتفظ بالمفاتيح

Who keeps the keys? من الذي يحتفظ بالمفاتيح?

These boys are students. هؤلاء الأولاد تلاميذ.

Who are these boys? من هؤلاء الأولاد?

Arabs took my gun. العرب أخذوا بندقيتي

Who took my gun? من الذي أخذ بندقيتي?

2-Whom



يستخدم للسؤال عن المفعول به ، اي عن الذي وقع عليه فعل الفاعل بغض النظر عن صيغته أو كونه مفردا أو جمعا وبعض النظر عن صيغة الجملة الزمانية

I Saw Sami

لاحظ أن الفعل ماضي ولا يوجد فعل مساعد فاننا نستخدم did

She has paid for Sarmi and me.

Whom has she paid for? من الذي دفعت هي له

I wrote for Hanan.

Whom did you write for? لمن كتبت الرسالة

3) Whose ( owner ) :

تستخدم هذه الكلمة للسؤال عن المالك ( owner ) لشيء ما مذكور في السؤال ، لاحظ أن استخدامها مرهون بالمالك مهما كانت صفته في الجملة سواء فاعلا أو مفعولا.

I took Smeera's book .

Whose book did you take?

(4) What:

ان هذه الأداة عامة للسؤال عن الأشياء  
1- السؤال عن الفاعل في حالة الأشياء .

The storm delayed me. العاصفة أخرتني

What delayed you? من الذي أخرك

I read Al- Hadaf magazine. أنا أقرأ مجلة الهدف

What magazine do you read? أي مجلة تقرأ

They ate rice.

What did they eat?

They ate rice with meat.

What did they eat rice with?

ملاحظة : عندما نستخدم that مع جرف جر فان حرف الجر بالعادة يتم وضعه في نهاية جملة السؤال .

I opened the drawer with my knife .

What did you open it with?

غالبا ما تستخدم هذه الاداة في الاسئلة التي تستوضح حول الاختيار من اثنين أو مجموعة من أشياء سواء كانت فاعلا أو مفعولا .

5- Which: Which book do you want? I want an English book.

Which dog was the first? The white dog was the first.

6- Why هذه الكلمة تعني لأي سبب وعادة ما تم الاجابة عليها

(In order to, so as to, to, because)

He was late because he missed the bus.

Why was he late?

7-When تستخدم للسؤال هذه الاداة للسؤال عن الزمن

I get up at 7 o'clock.

When do you get up?

Arabs will return Palestine back next century.

When will Arabs return Palestine back?

8- Where تستخدم للسؤال عن المكان

I live in Palestine. → Where do you live?

I have traveled to Paris. → Where have you traveled?

إذا كان الهدف من السؤال إعطاء معلومة معينة فيجب أن يبدأ بإحدى أدوات السؤال التالية والتي تسمى:

Where?	أين	للسؤال عن المكان
When?	متى	للسؤال عن الزمان
Why?	لمماذا	للسؤال عن السبب
What?	ما/ ماذا	للسؤال عن شيء
Which?	أي	للاختيار بين شيئين
Who?	من	للسؤال عن فاعل عاقل

Whom?	من	للسؤال عن مفعول به عاقل
Whose?	لمن	للسؤال عن الملكية
How?	كيف	للسؤال عن الحالة
How many?	كم عدد	للسؤال عن العدد
How much?	كم كمية	للسؤال عن الكمية
How long?	كم طول	للسؤال عن الطول
How old?	كم عمر	للسؤال عن العمر
How far?	كم بعد	للسؤال عن المسافة

## WH- Questions

### Examples

No.	Sentences	WH- Questions
1	John is playing <b>football</b> .	What is John playing?
2	She can leave <b>at 7.30</b> .	When can she leave?
3	Susan visits her grandma <b>every week</b> .	How often does Susan visit her grandma?
4	That is <b>Tom's</b> car.	Whose car is that?
5	<b>Elizabeth</b> leaves school early every Sunday.	Who leaves school early every Sunday?
6	John helps <b>Amy</b> .	Who/m does John help?

### Exercise 1 : Write yes-no question for the following statement

- Tom was doing his homework yesterday. **Was Tom doing his homework yesterday?**
- Ted eats eggs for breakfast. **Does Ted eat eggs for breakfast?**
- Amy wanted to go out. **Did Amy want to go out?**
- They are angry. **Are they angry?**
- He has been waiting for her for a long time. **Has he been waiting for her for a long time?**

### Exercise (2): Drag each of the following words to their WH-Questions

What	Which	Who	How	Whose	When	Why	Where
A-	_____	is your teacher?					
B-	_____	car is that?					
C-	_____	was your trip?					
D-	_____	book is better, the blue or the red one?					
E-	_____	do you learn English?					
F-	_____	did she go?					
G-	_____	are you getting home?					
H-	_____	are they doing?					

The answer is

What	Which	Who	How	Whose	When	Why	Where
H	D	A	C	B	G	E	F

### Exercise (3): Choose the right answer.

1- \_\_\_\_\_ does your teacher live?

A- Where                      B- Who                      C- How often

2- \_\_\_\_\_ is your child? She looks very young.

A- When                      B- How deep                      C- How old

3- \_\_\_\_\_ do you visit your old friends?

A- Who                      B- How old                      C- How often

4- \_\_\_\_\_ does this T-shirt cost?

A- How many                      B- How much                      C- How often

5- \_\_\_\_\_ students are there in your class?

A- How many                      B- How much                      C- How old

6- \_\_\_\_\_ she usually go to school on foot?

A- Do                      B- Does                      C- Did

7- \_\_\_\_\_ they buy a new house yesterday?

A- did                      B- do                      C- Are

8- How often \_\_\_\_\_ they have an English class?

A- does                      B- do                      C- is

9- \_\_\_\_\_ you studying English now?

A- Were                      B- Did                      C- Are

10- \_\_\_\_\_ Tom help me next week?

A- Is                      B- Were                      C- Can

1	2	3	4	5	6	7	8	9	10
A	C	C	B	A	B	A	B	C	C

### Polite Request

“Politeness is having or showing behavior that is respectful and considerate of other people.” Oxford Dictionary. Maintaining proper etiquette and speaking properly to a person without offending him or her is politeness. So, basically it’s treating people with respect. There are many reasons why politeness is important in life but one of them is that if you’re polite, you are more likely to achieve your objectives and get what you want . Politeness can and will improve your relationships with others, help to build respect and rapport, boost your self-esteem and confidence, and improve your communication skills.

This section enables you to use polite expressions and phrases in communication with others.

Upon completing this section, you should be able to:

1. Use polite expressions and phrases in communication with others.
2. Make polite requests

Ali: Good morning ...

Soso: welcome Ali ...nice to see you. How are you?

Ali: I am fine thank you. Uh... I would like to ...

Soso: Ali, you have something in your mind. What is the matter?

Ali: yes, I have to work and study at the same time. It is hard for me to overcome this problem.

Soso: How can I help you? You are an outstanding student.

Ali: I would really appreciate it if you could help me fix my schedule.

Soso: Don't worry. What is wrong with your classes?

Ali: In order to work at Al-Quds newspaper, I have to make shifts for some classes.

Soso: OK. Which classes?

Ali: I have to work from 9am-12am on Mondays, Wednesdays and Fridays.

Soso: I see...

Ali: Would you mind changing Mondays and Fridays classes?

Soso: Unfortunately, it is too late for such changes.

Ali: Would you please call the chairperson? He might accept my request.

Soso: I know you are one of the best students in my classes. Today at the department meeting, I'll discuss the matter with my colleagues and see if we can help you.

Ali: Thank you very much. Do you mind calling you after the meeting?

Soso: You're welcome. Call me at 4:30.

Ali: Thank you. You are a great teacher.

**Different ways to make polite requests**

طرق مختلفة لجعل الطلبات مهذبة

- Could you please tell me how to get to the train station ? ارجو أن تقول لي كيفية الوصول الى محطة القطار ؟
- Would you please call me back in an hour? هل تستطيع رجاءاً الاتصال بي خلال ساعة؟
- Can you finish the report by Friday? هل تستطيع الانتهاء من التقرير بحلول يوم الجمعة ؟
- Would you mind sending me the document by mail? هل لديك مانع بارسال الملفات لي بواسطة الايميل ؟
- Do you mind calling me back later? هل لديك مانع بالاتصال بي لاحقاً ؟
- Would you mind sending it to me when it's finished? هل تستطيع ارسالها لي عندما تنتهي منها؟
- Is there any chance you could ....? هل هناك اي فرصة؟
- Are you okay to send that ....? هل انت بخير لارسال هذا؟
- I would really appreciate it if you could ....? سأكون ممتناً جداً لو امكنتك؟
- If you could ...? اذا كان بإمكانك؟

**Exercise (1): Do as required.**

**Case(1)**

- A: How are you doing today? ( I'm fine. What about you?)
- B: .....
- A: **Never better, thank you.**

**Case(2)**

- A: **Hi, how are you doing?** (I'm doing well. How about you?)
- B: .....
- A: **I'm pretty good. Thanks for asking.**

**Case(3)**

- A: **Bye, bye. Have a nice evening.** (Have a good day. Othman!)
- B: .....

**Exercise(2): Complete the following dialogue**

- Othman: Good to see you again.
- Nabeel: Lovely to see you too.
- Othman: ..... (How about joining me and my wife for dinner?)
- Nabeel: **Thank you for asking me, but I've already promised to eat dinner with my sister.**
- Othman: **Maybe some other time then.**
- Nabeel: ..... (Certainly.)
- Othman: **It's been lovely to see you.**
- Nabeel: ..... (Have a good day. Othman!)

**Exercise (3): Choose the right answer.**

**1- How do you do?**

- A- How do you do? B- How are you? C- thank you

**2- What's up?**

- A- Really busy, thanks, and you? B- not much C- How about you?

**3- Would you help me with my homework, please?**

- A- That's all right! B- You're welcome. C- Not at all.

**4- Excuse me, can you tell me the way to the town hall?**

- A- Well, I am not sure ...but, the police officer there could help you. B- Sorry C- I am busy

**5- Would you mind locking the door when you leave?**

- A- Don't mention it. B- No C- Why

1	2	3	4	5
A	A	C	A	A

**السيرة الذاتية C.V. How to write**

The best way to start your CV will be with your Personal information's which include:

- 1- Personal Information
  - Your full name: الاسم الرباعي
  - Your address: العنوان كامل
  - Your home and mobile number: رقم الهاتف / رقم الجوال
  - Your e-mail address: عنوان البريد الالكتروني

You can also add: Date of birth, Martial Status and Nationality.

- 2- Education section (academic qualifications). قسم المؤهلات العلمية

Again you have to begin with the most recent first.

- Add the date, تاريخ الحصول على المؤهل العلمي
- the name of the institution اسم
- the degree.

3- Employment History (experiences and skills) التاريخ الوظيفي (المؤهلات والخبرات) comes next. Always give the most recent job first. Include the date that you have worked the title of your most recent position and the company name with its location. Then continue with the previous job next with similar information as above and so on .  
وهنا عليك أن تبدأ بالوظيفة الاحدث اولاً وتشمل (التاريخ الذي عملت به / والمسمى الوظيفي / اسم الشركة التي وظفت بها .

4- the relevant Trainingship and certificates. الشهادات والدورات التدريبية  
Include the period of the training course or the date, the name of the institution and the course title.  
تشمل فترة الدورة التدريبية أو تاريخ، واسم المؤسسة واسم التخصص.

5- The Hobbies and Interests section should not be underestimated. Show hobbies and interests when this can demonstrate your skills outside of the workplace because they can also be helpful in the workplace later.  
الهوايات والأنشطة

6- The last part of the CV is References. You have to include some details about your referees. You can add their titles, first names and their surnames, their positions and their addresses.  
واخيرا يتم وضع المعرفين وبعض المعلومات عنهم مثل المسمى الوظيفي ورقم الهاتف أن وجد وعنوانهم

**Here is a summary of what we have discussed so far:**

Section 1: Personal Information المعلومات الشخصية

Section 2: Education (Academic Qualifications) المؤهلات العلمية

Section 3: Employment History: (Experiences and Skills) التاريخ الوظيفي

Section 4: Training (Training-ship and certificates) الشهادات والدورات

Section 5: Hobbies and Interests الهوايات والأنشطة والاهتمامات

Section 6: References المعرفين

**Finally, make sure that your CV is:**

- 1- Brief موجزة
- 2- On 2 pages في صفتين
- 3- Clear and concise واضحة
- 4- Neat and relevant أنيقة وذات صلة
- 5- Easy to read سهلة القراءة
- 6- Positive words كلمات ايجابية
- 7- Check spelling تدقيق إملائي
- 8- Use the same font استخدام نفس الخط
- 9- Keep it up to date محفوظة للاستعمال

## الاسم الرباعي

### Personal Information (معلومات شخصية)

Date of Birth:

Place of Birth:

Nationality:

Martial Status:

Address:

.Home:

Mobile:

Email:

### Education المستوى التعليمي

### Languages اللغات

Language	Conversation	Reading	Writing
Arabic	Excellent	Excellent	Excellent
English	Good	Excellent	Good

Experiences الخبرات

Courses الدورات

Skills المهارات بشكل عام

Computer skills : مهارات استعمال الكمبيوتر

Activities and Interests : أنشطة وأهتمامات

Hobbies : الهوايات

References : معرفيين

Exercises(1) :- Ask Yes / No questions about the following statements:

1. Sami enjoys reading novels.
2. I get up early in the morning.
3. Suad lives in Jerusalem.
4. The children go to school every day.
5. It gets cold in this area in December.!
6. I have a beautiful car. .
7. S he has a beautiful car.
8. They have too much money.
9. She studied English three years ago.
- 10- Ahmad & Salma come to school early.

Answers(1)

1. Does sami enjoy reading novels?
2. Do you get up early in the morning?
3. Does Suad live in Jerusalem?
4. Do they go to school every day?
5. Does she have a beautiful car?
6. Do they have too much money
7. Did she study English three years ago?
8. Do they come to school early?

Exercises(2) :- Ask Wh questions about the following statements:

- 1- Our house is far from here.  
Whose house is far from here?
- 2- Ahmad enjoys playing football.  
What does Ahmad enjoy?
- 3- They took George to hospital yesterday.  
Where did they take George yesterday?
- 4- this car costs one hundred pounds.  
How much does this car cost?
- 5- the photograph was taken in the garden.  
Where was the photograph taken?
- 6- Sami has got a camera.  
What has Sami got?
- 7- She keeps her money in her bag.  
Where does she keeps her money.
- 8- She drives her car slowly.  
How does she drives her car?
- 9- I go to the mosque five times a day.  
How many times do you go to the mosque?
- 10- Huda is cooking in the kitchen.  
What is Huda doing in the kitchen?
- 11- she lived in Ramallah two years ago.  
When did she live in Ramallah?
- 12- I saw Selma's husband last month.  
Whose husband did you see last month?
- 13- Jane goes shopping twice a week.  
How many times does she go shopping?

14- the cold makes her shiver.

What makes her shiver?

15- Ahmad met the manager of the company last year.

Whom did Ahmad meet last year?

Exercise (3): Ask wh-questions that can be answered by the phrases in Italics:

1. Bill went to England.

2. Hani left at nine o'clock.

3. We live in the Jerusalem.

4. My father goes to work at seven o'clock.

5. Ali is working in the garden now.

6. They are leaving in few minutes.

7. Mary was cleaning the windows at midnight.

8. Mary was cooking in the garden.

9. I have lived in three houses so far.

10. We have lived in this house for ten years.

11. Algeria has been an independent country since 1962.

Answers: الاجابات

1- Where did Bill go?

2- When did Hani leave?

3- Where do they live

4- When does your father go to work?

5- Where is Ali working now?

6- When are they leaving?

7 - When was Mary cleaning the windows?

8- Where was Mary cooking?

9- Where have you lived so far?

10- How long have we lived in this house?

11- Since when has Algeria been an independent country?

Exercises (4) : Change the following sentences into passive voice:

1- Mary and Bill served dinner.

Dinner was served by Mary and Bill.

2- the street duster cleans our streets daily.

our streets are cleaned daily.

3- the bomb injured many people.

Many people were injured

4- the gale has broken the trees.

the trees have been broken.

5- the farmer is ploughing the field now.

the field is being ploughed now.

6- I must pay the price in cash .

the price must be paid in cash.

7- does mother cook lunch everyday?

Is lunch cooked every day?

8- did the explosion kill many people?

Were many people killed by the explosion?

9-Huda paints our house every year.

our house is painted everyday.

10- she is writing many articles now.

many articles are being written now.

11- the government will pay the salaries.

the salaries will be paid

Exercises (5): Change the following sentences into passive voice:

1- Mary and Bill served dinner.

Dinner was served by Mary and Bill.

2- the street duster cleans our streets daily.

our streets are cleaned daily.

- 3- the bomb injured many people.  
Many people were injured
- 4- the gale has broken the trees.  
the trees have been broken.
- 5- the farmer is ploughing the field now.  
the field is being ploughed now.
- 6- I must pay the price in cash .  
the price must be paid in cash.
- 7- does mother cook lunch everyday?  
Is lunch cooked every day?
- 8- did the explosion kill many people?  
Were many people killed by the explosion?
- 9-Huda paints our house every year.  
our house is painted everyday.
- 10- she is writing many articles now.  
many articles are being written now.
- 11- the government will pay the salaries.  
the salaries will be paid

**Exercise (6): Change these Sentences to the passive voice**

- 1- The street duster ,clean our street every day .
- 2- The bomb injured many people .
- 3- The gale had broken
- 4- The agent had delivered the furniture while my wife was out.
- 5- The farther is ploughing the field now.
- 6- I must pay the price in cash.
- 7- Does mother cook lunch every day?
- 8- Did the explosion kill many people?
- 9- The police handcuffed the prisoner.
- 10- The enemy killed his father.
- 11- The Government is building new schools ..
- 12- Farmers spray insecticides.
- 13- The teacher explains new exercises.
- 14- Little spots cover me.
- 15- Surface irrigation systems irrigate many dunums .
- 16- The doctor has examined the sick.
- 17- They have made a lot of progress.
- 18- Have you posted the novel?
- 19- We must keep the factory open.
- 20- We should warn the staff.
- 21- We ought to make thing clean to them.
- 22- we'll hold the meeting on Monday.
- 23- I must speak to him.
- 24- We should warn them.
- 25- No body asked you to come.
- 26- No one asked her to speak.
- 27- Rana doesn't cook vegetables well.
- 28- Ahmad didn't write' the poem.

**Answers: الاجابات**

1. Our street is cleaned every day by the street duster.
2. Many people were injured by the bomb.
3. The trees have been broken by the gale.
4. The furniture had been delivered by the agent while my wife was out.
5. The field is being ploughed by the farmer now.
6. The price must be paid in cash.
7. Is lunch cooked every day by mother?
8. Were many people killed by the explosion?



9. The prisoner was hand cuffed by the police.
10. His father was killed by the enemy.
11. New schools are being built by the government.
12. Insecticides are sprayed by farmers.
13. New exercises are explained by the teacher.
14. I am covered with little spots.
15. Many dunums are irrigated by surface irrigation systems.
16. The sick have been examined.
17. A lot of progress has been made.
18. Has the novel been posted?
19. The factory must be kept open.
20. The staff should be warned.
21. Things ought to be made clear to them.
22. The meeting will be held on Monday.
23. He must be spoken to.
24. They should be warned.
25. You weren't asked to come.
26. She wasn't asked to speak.
27. Vegetables aren't cooked well.
28. The poem wasn't written.

Ask Yes / No questions about the following statements:

- 1- Sami enjoys reading novels.
- 2- I get up early in the morning.
- 3- Suad lives in Jerusalem.
- 4- The children go to school every day.
- 5- She has a beautiful car.
- 6- They have too much money.
- 7- She studied English three years ago.
- 8- Ahmad & Salma come to school early.
- 9- I have played football.

Answers:

- 1- Does sami enjoy reading novels?
- 2- Do you get up early in the morning?
- 3- Does Suad live in Jerusalem?
- 4- Do the children go to school every day?
- 5- Does she have a beautiful car?
- 6- Do they have too much money?
- 7- Did she study English three years ago?
- 8- Do they come to school early?
- 9- Did you have play football?