



مراجعات الثانوية العامة

للعام الدراسي 2022 - 2023

الخميس 21 شوال 1444هـ / 11 مايو / أيار 2023 Thursday



إعداد المدرسين / عماد رزق الشافعي (مدرسة الكرمل الثانوية للبنين) + خليل ورد

مراجعات مبحث / اللغة الإنجليزية (الحلقة الثانية)

درس in/on

- My friend's life could be _____ (**in danger** / in advance)
- The refugees believe that their lives are (on danger/**in danger**)
- You have to apply for this job _____writing and confirm the date you intend to join. (**in** / on) *
- Borrowing can be a problem. You don't want to find yourself _____ debt (**in** / on) *
- We bought tickets _____ in case there weren't any left on the day. (**in advance** / in debt)
- You can pay for your goods when you get them; you don't need to pay____. (**in advance** / in debt).
- There would be no difficulty if such an agreement were made expressly and (**in writing** \ on writing)
- There are lots of good paintings on _____ at the museum this week. (**show** / duty)
- There are lots of books about time management on _____.(duty / **the market**)
- The products will be (**on sale** / in sale) next week.
- You can pay for the goods ___ receipt. (in / **on**)
- Police officers only have to wear uniforms when they're on _____. (show / **duty**)
- During holidays there is always an officer_____ who deals with enquiries. (on order\ **on duty**)
- On _____ at the hotel, please go to the reception desk. (**arrival** / purpose)
- I don't believe it was an accident. I think he did it on _____. (the way / **purpose**)
- Please remind me to buy some sugar _____ home. (**on the way** / on time)
- The book you need is on _____ and will probably be here next week. (**order** / demand)
- We don't have that CD in the store right now, but we have it _____. (**on order** / on business)
- Young babies expect to be given food on _____ (**demand** / the way)
- More details=information will be sent _____.(on demand / **on request**)
- Don't list references or state , references are available_____.(on duty/ **on request**)
- My brother has been _____business since she left school. (**in** / on)
- Ali has travelled to Turkey for two weeks _____.(on arrival / **on business**)
- Emad set the alarm so he'd wake up ___to give his two sons their medication. (on time / **in time**)
- The pressure to reach a destination ___ has serious consequences for our driving safety. (on time\ **in time**)
- He hates people being late, so make sure you're _____time (in / **on**)
- We are late and the train always arrived _____. (on duty / **on time**) سؤال من الرزم

درس الكلمات المركبة

- Making lots of money is not a very high _____for him. (**priority** / minded)
- The safety of the country is a _____over any other matters . (**high priority**/comfort zone)
- Most people feel that education needs to be given _____. (**high priority** / like-minded)
- The badly wounded people take (**high priority** / high rigidity) for medical attention than those only slightly hurt.
- The simplest way to go beyond your _____ is to learn a new skill. (**comfort zone** / high priority)
- To be outstanding, you need to break your routine and leave your_____. (**comfort zone** /foundation course)
- Most students usually have to complete a one-year ___ first. (**foundation course** / comfort zone)
- When I left school, I did a _____in art. (unintended meaning / **foundation course**)
- He did a _____ course before starting a university. (**foundation** / financial)
- The club offers an opportunity for _____ people/women to get together. (**like-minded** / different- minded)

- After months of work, the police had a _____. (**breakthrough**/ break through)
- The _____(break down / **breakdown**) of communication caused all this misunderstanding.
- The _____period between the old manager and the new one was a difficult time. (hand over/**breakdown**)
- We were spending too much so we've had to introduce some _____. (cut back / **cutback**)
- Hospitals are on_____ to deal with casualties from the crash. (stand by/ **standby**)
- We need to stop this _____of our business by a larger company. (take over / **takeover**)
- His big _____came when he attended a 'start-up weekend'. (**breakthrough** / break through)
- There was a problem with the plane just after/ during _____(take-off / take off)
- The plane crashed five minutes after _____. (**takeoff** / take off) سؤال من الرزم

- The prisoners were able to _____defense and escaped. (breakthrough / **break through**)
- The soldiers were ordered to (**hand over** / handover) their guns.
- The prisoners _____the fence and escaped. (breakthrough / **break through**)
- Many devices _____at the same time when the guarantee expires. (**break down** / breakdown)
- Our dish washer _____just a month after the guarantee had expired (cutback / **cut back**)
- The government _____(cut backs / **cuts back**) its spending to improve the economic situation.

تمارين على سؤال أكمل الفراغ

A. Complete the following sentences with words from the box :

on the market - routine - fees - convinced - stuck - excuse

- Doing the same _____ is not always an advantage . It can make you get bored. U.1
- The manager didn't accept my _____ for being late . U.1
- The driver was _____ in his car after the accident and he couldn't get out. U.1
- Hiba hasn't prepared well for the exam . I'm not really _____ she will pass it. U.2
- Many students are complaining about rising university _____. U.2
- There are many Chinese products _____ nowadays. U.2

B. Complete the following sentences with words from the box :

fear patted fantasy remote revealed strangers

- The teacher _____ the boy on his back to encourage him. U.3
- Rania feels shy when she meets _____. U.3
- She lives in a _____ village , far away from our town . U.4
- Although she prepared well for the exam , she still has a _____ of failing. U.4
- The young man lives in wa world of _____. He dreams of being a king . U.7
- The survey _____ that top earners in the country tended to be men. U.7

C. Complete the sentences with words from the box :

amateur distribute sector combination

- In the financial _____, banks and insurance companies have both lost a lot of money U.8
- Please _____ the examination papers round the class . U.8
- Pink is a _____ of red and white U.9
- He was an _____ singer untill the age of 40 , when he turned professional U.9

D. Complete the sentences with words from the box. (5 points)

panic make a living roughly sector disappointed

- One box may look bigger than the other, but in fact they are _____equal in volume.
- Office workers fled in _____ as the fire took hold .
- If you think I'll agree to that, then you're going to be sadly _____
- He managed to _____one summer by selling drinks on the beach.
- The country is making efforts to expand such economic _____ as tourism and information technology.

E. Complete the sentences with words from the box (5 points)

attempt inevitable participate reluctant borders

- Everyone in the class is expected to _____ actively in these discussions
- A rise in all prices seems _____ after the war between Russia and Ukraine .
- The doctor seemed _____ to tell the family about the patient's serious diseases.
- Hundreds of refugees crossed the _____ to escape the fighting
- The police closed the road in an _____ to reduce the traffic in the city

F. Complete the sentences with words from the box. (4 points)

guarantee - reward - inevitable - worth

- Police are offering a _____ for information leading to a conviction
- It isn't _____ spending so much money on such an old house.
- Having such a huge wealth is no _____ that he leads a happy life.
- We all make mistakes , sometimes, so it's _____ that you will too.

insisted - get on show - request - order - demand - receipt - market - sale - duty - purpose - arrival - the way participate - interested - keeps - expert in writing - advance - danger - debt - common

in time to / for sure - always - have to be on time

in business since - for holiday - away - traveled on business

break through // // // break down addicted to // // // take - hand over

left-rule-turned-find out take off // // // run into

come across - worry about suitable for - satisfied with

warned against choose between

capable-aware-lack of // // // protected - prevent from

give - catch - put up

Complete the sentences using the appropriate prepositions in the box: (5 points)

with from in between for against

- The school brought in an expert _____ careers advice.
- Some films are not suitable _____ children .
- Cyclists should wear helmets to protect them _____ injury .
- My friend is not satisfied _____ his new job. He complains a lot.
- His teacher warned him _____ giving up .
- You must choose _____ honor and death. (choose between/ choose from)

into in for about on

- Luckily, the bus was late leaving, so we were _____time to catch it.
- I was surprised when I ran _____an old friend of mine yesterday .
- There are lots of good paintings _____show at the museum this week.
- There are various things that young people worry _____.
- This job isn't really suitable _____old people.
- Everybody should be made aware _____ the risks involved (for / of)

قواعد المنهج كامل من وحدة 1 - 9 ... توجيهي 2022-2023

Complete the sentences with the correct tense of the verbs in brackets. (5 - 6 points)

مراجعة قواعد الوحدة 1

زمن المضارع البسيط

- Nancy usually **tells** (tell) us funny stories .
- Nancy and Ali usually **tell** (tell) us funny stories .
- I've got a computer, but I **don't use** (not / use) it quite often.
- I **don't enjoy** this kind of music you are listening to particularly . (not enjoy)
- What do you usually **do** after school ? (do)
- Khalil Ward **believes** (believe) the teaching online is not good for her. *
- I can't understand what the writer **means** (mean)
- I'm sorry, but I **don't agree** (not agree) with what you're saying.
- Does** she **remember** (remember) the name of the girl ? *
- I **don't like** (not / like) Rami. He always **complains** (complain) about his work. *
- Do** you **know** when Mr. Kareem is coming back ?He isn't on his office . (know)
- Clubs and societies **are** (be) a vital part of college life.
- Reading stories for children **promotes** their brain development and imagination. (promote)
- Washings hands well **prevents** (prevent) transmitting diseases.
- Solving mathematical puzzles **enhances** (enhance) students' performance in studies .
- Lack of job opportunities **causes** lots of stress among young people. (cause)
- Be careful ! the snake **is approaching** you . (approach)
- Please be quite ! I **am studying** (study) for the exam .
- Listen! What language **are** Ali's guests **talking** (talk)?
- Languages **are disappearing** (disappear) very fast these days .
- Freshers **are gathering** (gather) in the hall right now.
- I **don't know** the right answer right now. (not know)

" كلمات دالة على وجود تغير " مضارع مستمر

- Mahmoud's English **is getting** (get) better quickly أفضل بسرعة . *
- The population of the world **is increasing** very fast سريع (increase)
- We all want to feel we **are making** (make) progress تقدم in our lives.
- What (happens / **is happening**) outside في الخارج ?

" تم التحضير بشكل مؤكد " زمن قريب - مضارع مستمر

- Ahmad can't come to our meeting. He **is taking** the car to garage at 5p.m. (take)
- I **am playing** tennis with Julia tomorrow غداً. I have talked to her. (play)
- What are you **doing** (be / do) tonight الليلة ?
Would you like to come and watch the game ?
- Khalil **is travelling** to Cairo next week الأسبوع القادم. The plane ticket تذكرة is already booked. (travel)
- Their son **is going to live** مصدر in Jordan next year. * (live)
- The cost of living **is rising** very fast. Every year things **are** more expensive. (rise / be)
- Look ! The police office **is running** (run) after the man . He **wants** (want يريد) to catch him.
- I **suppose** (suppose يفترض - فعل خبري) I must go now. My wife زوجتي **is waiting** (wait) for me at home. *
- We all **want** (want مضارع بسيط - فعل خبري - يريد) to feel.We **are making** (make) progress تقدم in our lives. *
- Look! Your mum is مضارع بسيط جاهز - مضارع بسيط في الحديقة. She **is watering** (water يسقي) the flowers.
- The children are مضارع بسيط بسيط جاهز - مضارع بسيط في غرفة المعيشة. They **are watching** (watch يشاهد) T.V.
- (I'm not enjoying / **don't enjoy**) parties normally , but I (enjoy / am enjoying) this one .
- She might be able to see you, but she (talks / **is talking** فعل استمراري) to a customer and it sometimes أحياناً **takes** / is taking) a long time.
- He (**works** / is working)in the afternoons , but today he (takes / is taking) his son to the doctor .





Think / have / look

- Please be quiet. I **am thinking** .(think) يفكر
- I **am thinking** (think) يفكر of buying a new phone.
- You're very quiet. What **are** you **thinking** (think) about? *
- What **do** you **think** the meeting will be **about** ? (think) ***
- What **do** you **think** (think) يعتقد is the reason for her success?
- Many people **think** (think) يعتقد they can't change their lives.
- Don't hesitate تتردد ,Sami. I **think** (think) يعتقد you are right.
- The teacher **doesn't think** (not /think) يعتقد the exam is complicated معقد.
- I **doesn't think** (not /think) يعتقد blue is the right color for her.
- Why **are** you **looking** (look) ينظر at me like that? Have I said something wrong?
- All of them seem surprised. I don't know what they **are looking** at.(look) ينظر
- Samya **looks** (look) يبدو amazing (صفة) مذهل in the red dress.
- He **is looking** (look) in the mirror المرأة ينظر and he **looks** (look) يبدو smart (صفة) أنيق .
- Everyone **is looking** (look) out of the window الشباب ينظر to the man that **looks** (look) يبدو strange. (صفة) غريب *

- Khalil Ward **is having** (have) a shower because he **has** (have) an important appointment موعد .
- I can't talk now because I **am having** (have) my dinner .
- I **am having** a party next week. Can you come? (have)
- We **have** (have) three bedrooms in our new house.
- I **am having** (have) my breakfast, so I'll call you back in ten minutes.
- Sameer **has** an exam every Tuesday , so he must study hard .(have)
- They (have / **are having**) a good dinner there.
- They (**don't have** / haven't had) any problem at all.

has / have + (V.3) ed مضارع تام

has/have + been + (ing) مضارع تام مستمر

- The floor is clean now. I **have just washed** (just / wash) it.
- I only started this book yesterday and I **have already read** (read)150 pages.
- I've talked to him on the phone, but we **have never met** (meet)
- How many tests **have you had** (have) so far this week ?
- My sister who has been teaching English for thirty years **has't retired** yet .(retire) دائماً تكون متغية
- We can't get a table right now because we **haven't looked** a table yet. (not/ book) دائماً تكون مثبتة
- Have you packed** (pack) all your things in boxes yet ?
- I can't find / accident حادث my pen. Where **have you put** (put)it?
- I **have lost** (lose) (يفقد) my keys. Can you help me look for them?
- How long **have you been living** (live) here ? Five years *
- What **has he been doing** (do) all this time ?
- You were away a long time. What **have you been doing** ? (do)
- I am exhausted. I **have been cleaning** (clean) my room all morning. *
- Rula **has been studying** (study) since 3 o'clock . She'll take a break in an hour.
- Rami and Laila **have been** (be) married for ten years. *
- Khalil Ward **has had** (have) this car for 20 years . *
- I **have known** (know) Sana' and Rania since we were at school. *
- Have you ____ (been knowing - **known**) each other for a long time?
- How long **have they been** (be) married ?
- I **have been calling** (call) you for half an hour. Where **have you been**? (be) (call / be)
- My father **has had** (have) his lunch for more than an hour.
- We **have known** (know) Ali for 15 years, but we **have never/ever/just/already visited** him at home. (visit) *
- I **have been working** (work) since 3 o'clock . I **have just finished** (just/finish) my homework. *
- I **have been playing** (play) football for two years. My team **has own** (win) 5 matches so far. *
- We **have been walking** (walk) for hours, but we **haven't arrived** (arrive) yet.
- He **has been sleeping** (sleep) for more than nine hours and **hasen't got up** (not /get up) yet.
- We **have been studying** (study) for four hours, and I **haven't finished** (not/ finish) yet .
- He has been looking (look) for a new job for a few months , but he **hasen't found** found (find) anything good yet.
- We have been waiting over an hour and he still **hasen't arrived** (not arrive). *
- Her grandfather still **remembers** (remember) the day when the dam broke.
- The train **is still standing** (stand) in the station. I think we can catch it.
- I **was still doing** (do) my homework at 10:30 pm last night./yesterday / ago

مراجعة قواعد الوحدة 3

- I **heard** music coming from my neighbor's apartment last night. (hear)
- Our teacher was absent yesterday, so we **didn't take** the exam.(not /take)
- Where **did** you **spend** (spend) your last winter holiday ? *
- Yesterday at this time, Jana **was writing** (write) a letter of complaint for the manager. *
- Nuha **was watching** (watch) a frightening movie at ten p.m. last night.
- While = As my sister **was cleaning** (clean) the furniture , she **broke** (break) my mom's vase. *
- When I **woke up** (wake up) from the dream, I **was lying** (lie) in my own bed.
- When I **got** (get) to the meeting, half an hour late, everyone **was waiting** (wait) for me.
- I **burnt/ burned** (burn) my finger while I **was cooking** breakfast . (cook) *
- Her mother **asked** (ask) her why she **was crying** (cry)
- We **were studying** (study) for the history exam when the lights **went** (go) off. *

- He **was waiting** (wait) for his bus at the bus stop when the robbers **attacked** him.(attack) *
- What **were you doing** (do) when the Headmaster **entered** the class ?
- Some people **were talking** (talk) during the film so he **asked** (ask) them to be quiet .
- Khalil **had washed** (wash) his car before he **cleaned** (clean) the garage .
- She **had't seen** (not/see) a bear before he **moved** (move) to Alaska.
- Helen **went** (go) to bed after she **had watched** (watch) her favorite programme. *
- I **felt** (feel) much better after I **had taken** (take) the medicine.
- Ahmed **went** to school after he **had had** (have) his breakfast.
- After they **had fought** a long period , the soldiers **won** (win) the last battle .
- After Rami **had read** (read) the letter, he **burned** it.
 - Before he **moved** (move) to Alaska , she **had't seen** (not/see) a bear
- We **felt** (feel) tired because = after we **had walked** (walk) 7 miles.
- We **recognized** (recognize) him because = after we **had seen** (see) several time before . *
- I couldn't get into the house because = after I **had lost** (lose) my keys. *
- I **needed** (need) to be at work early this morning because = after there was some work that I **had't finished** (not finish) the day before.
- He **was** (be) happy yesterday because = after he **had recalled** the joyful days of childhood. (recall)
- I **asked** (ask) him to come back later because = while I **was working** (work) .
- He **became** wet during his walk because = while it **was raining** (rain)
 - ✓ We **felt** (feel) tired because = after we **had walked** (walk) 7 miles= (يعمل استمراري)
- When I went in , everyone **was laughing** (laugh) , probably because someone **had just told** (just tell) a joke.
- I thought the dog **was barking** (bark) because it **had heard** (hear) someone outside, but there was nobody there. *
- Emad got wet during his walk because it **was raining** (rain) and he **had forgotten** (forget) to take an umbrella .
- Yesterday I **watched** (watch) a good old movie that I **had't seen** before . (not / see) *
- They **did't understand** (not understand) until she **had explained** (explain) it twice.
- By the time I **got** there , the concert **had already begun** (begin) *
- Khalil **knew** (know) something funny **had just happend** (just happen) , but he didn't know what it was.
- We **were studying** (study) for the history exam when the lights **went** (go) off.
- Khalil **found** (find) it hard to think clearly when the loud music **was playing** (play).
- I **took** (take) the book back to the library when I **had finished** (finish) reading it .
- When I **got** (get) home , I was tired , so I **went** (go) straight to bed .
- When I **told** (tell) them about my mistake , they all **laughed** (laugh).
- When they **got** (get) home last night , they **found** (find) that somebody **had broken into** (break into) their apartment
- We **will send** (send) you the information when we get V.1 it. *
- I **don't understand** (not understand) English when native speakers talk V.1 fast. *
- As soon as I **saw** (see) the photo I **recognized** (recognize) who it was.
- They **came** as soon as I (was calling / **called**) them .
- Khalil Ward **gave** (give) the right answer, but the teacher **did't hear** (not hear) him. *
- I **wanted** (want) to ask my son for help, but I **saw** (see) that he was busy. *
- She **took** (take) a taxi to the station and **arrived** (arrive) just in time. *
- She **did't take** (not take) the bus to work this morning , she **went** (go) on foot.
- While she **was driving** to work , she suddenly remembered that she **had forgotten** to turn off the cooker. (drive / forget)
- When I **entered** (enter) the shop I **realized** that I **had forgotten** (forget) the money at home so I couldn't buy anything .
- When Sara **came** home , she **realized** that someone **had broken into** her apartment. (break into)
- When they **got** home last night, they **found** (find) that somebody **had broken into** (break into) their apartment .
- When the boss **walked** into the room, we **knew** that someone was going to get fired. (know)
- I **was waiting** in the queue at passport control when I suddenly **realized** (realize) that I **had forgotten** (forget) my passport.
- I **was talking** (talk) to an old school friend that I **had kept** (keep) in touch with when she **mentioned** another person.
- She **realized** that she **had lost** (lose) her necklace when she **was going** (go) to the concert.
- One day I **noticed** that the bananas I **had bought** (buy) about a week before **were going** (go) brown.

مراجعة قواعد الوحدة 2

- Complete the sentences with the correct verb form (to-infinitive or -ing form) (2 - 3 points)
- You should give up **using** (use) these kinds of dangerous tools. *
 - Rami kept **talking** during the film . (talk)
 - Finally I managed _____ (**to finished** / finishing) the work . *
 - I decided _____ (**to got** / getting) something new for you. *
 - Don't you mind **being** (be) away from your family for such a long time?
 - He had made his decision and refused **to change** (change) his mind عقله .
 - Have the men finished **repairing** (repair) the roof ? *
 - My friend has a lot of books. He enjoys _____ (**reading** / to read) *
 - He advised me **not to buy** a second - hand refrigerator . (not / buy) *
 - I don't feel like **discussing** (discuss) this problem with them. *
 - Would you like **to pay** (pay) now or later ? *
 - They'd hate _____ (**to start** / starting) eating before their father come. *
 - A: Do you usually get up early ?
B: Yes, I like=hate=love _____ (to get / **getting up**) early. *

- While walking along the street, I saw him stop **to look** in a shop window. (look)
- We've stopped (**using** / to use) plastic bags in supermarkets . *
- On the way to Edinburgh , we stopped ____ (looking / **to look**) at an old castle.
- You should stop **smoking** (smoke) , it's not good for your health. *
- We were hungry, so we stopped _____ (having/ **to have**) lunch at Khamees Restaurant.
- We stopped **to have** (have) a rest راحة because we were really sleepy نعاس / نوم.
- There's too much noise اللزعاج . Can you all stop **talking** please ? (talk)
- An old walking along the road = way = street طريق stopped **to talk** to us. (talk)
- You shouldn't=Don't=never=wouldn't stop **trying** just because it's a bit difficult. (try)
- We stopped **to check** the tyres العجلات after an hour driving. (check) يفحص
- He can still remember **being** (be) in hospital when he was five .
- I must remember ____ (**to post** / posting) this letter. It's very important.
- I remember **feeling** (feel) surprised when I first heard the news.
- I always remember **meeting** (meet) her for the first time .
- The first thing I remember **hearing** (hear)is the sound of my mother singing.
- You should remember **to send** (send)an email to let them know about the changes.
- I absolutely remember **paying** (pay) him . I gave him 20\$. *
- If you're getting confused , remember ____ about what you want to say. (**to think** / thinking)
- Remember **to eat** (eat) regularly and healthily.
- I remembered **locking** the door when I left but I forgot to shut the windows.

مراجعة قواعد الوحدة 4

- A. Complete the sentences using **going to**, **will** or the **present continuous tense** with the verbs in brackets. (3 points)
- Ali **is having** a garage sale this weekend . زمن قريب . He's put out signs and organized everything he wants to sell. (have)
 - Don't you have any money ? 7
Don't worry , I **will pay** (pay) for the taxi.
 - A: Why are you carrying حمل a hammer مطرقة ? نية / خطة
B : I **am going to put** up some pictures صور . (put)
- B. The one thing we can predict is that **the figures may continue to rise in future**. (show a 100% possibility)
The one thing we can predict is that **the figures will continue to rise in future**
C. We are able to breathe in space without special equipment . (show a 0 % possibility)
We won't be able to breathe in space without special equipment .

- Circle the correct answer: (2 - 3 points)
- Hani is very good at playing tennis . She (**will probably** / may well) win the match .
 - Khalil is very bad at playing tennis . She (will probably / **may well**) win the match .
 - Emad is very good at playing tennis . She (will probably / **may well**) lose the match .
 - Fadi is not good at playing tennis . She (**will probably** / may well) lose the match .
 - Muna is very clever ذكي , so she (may / **may well**) win the competition.
 - She's better than most of the others, so she (may not / **may well**) win the prize.
 - The team haven't done a lot of exercise , so they (**may not** / **won't**) win the match.
 - The questions are very unclear غير واضحة , so he (might well / **may not**) answer them.
 - Emad has يمتلك all the right qualifications مؤهلات , so he _____ get the job. (may not / **might well**)
 - Khalil doesn't have يمتلك Jall the right qualifications مؤهلات , so he _____ get the job. (**may not** / might well)
 - I am sure they _____ finish it in a minute . They are very fast سريع . (**will** / won't)
 - He is ill - sick -tired -exhausted -don't feel well -busy -a favor tonight . He (**probably won't** / may not) go to party .
 - I'm free tonight . I (probably won't / **may well**) go to Ann's party .
 - Just try it . You _____ (won't / **may**) find that it's easier than you thought . Who knows ?
 - I can't be sure , but this idea (**will probably** / will) solve the matter .
 - Where is Ann ? I don't know , she (**might** / will) be at the park .
 - We (might well / **might**) get there in time , but I'm not certain .
 - There's no guarantee, but he _____ be able to mend the car. (**may** / will)
 - Mira (could / **may = might**) not be here when you come . I'm not sure !
 - Fuad (**may** / will) win the race for his little training. I doubt شك = not sure it.
 - Tom (**might stay** / will stay) with us when he visits Palestine. He didn't promise.
 - Don't worry . I promise ايوعد (may not / **won't - will**) tell anyone what happened .
 - He doesn't speak English fluently . He _____ face problems in communication. (**may well** / may not)
 - I haven't cooked anything for dinner . I (**might well** / probably won't) get a delivery.
 - Khalil Ward is an excellent trainer . I'm sure he (might / **will**) succeed in his future career .
 - You obviously (could get / **won't get**) the job if you don't apply for it.
 - She (**will** / might) definitely help you because she is a kind person .
 - Scientists predict that the world's population (**will** / could) _____ continue to rise.
 - Please take your seats. This evening's concert (**I'll wait** / I'm going to) begin in five minutes.
 - Our school has announced that the exams (**will** / might) start next month.
 - Attention please! The next flight _____ arrive at 9:00. (**will** / might)





32. I've just missed the 8:30 train, but its ok, _____ for the next one. (I'll wait / I'm going to wait)
33. This (will be / might be) the right answer but we'll have to check with our teacher.

تم التحضير بشكل مؤكد

34. Khalil Ward _____ to Cairo next week. The plane ticket is already booked. (is going to travel / is traveling)
35. Nabil (is going to buy / is buying) شراء a new flat. He has already paid a part of its price. تخطط مؤكد ???
36. Sorry, I can't see you tonight, I am _____ for my exam. (reading/going to read)
37. My sister (is having / is going to have) a graduation party this afternoon. Everything is arranged = organized يرتب .
38. I'm (leaving / going to leave) to Canada tomorrow . I've got my plane tickets تذكرة .
39. Noor got the tickets in advance . She (is going to attend / is attending) the movie .
40. Their son _____ in Jordan next year. زمن بعيد (is living / is going to live)
41. Rula says! The train (will arrive / is going to arrive) in ten minutes. تحذير
42. That wall doesn't look safe.
43. Look! The plane is coming close and closer .
44. Hurry up! The train (will arrive / is going to arrive) in ten minutes. تحذير
45. Amir (is going to study / is studying) medicine خطة طب (is going to study / is studying)
46. I think (going to sink / is going to sink) يغرق / sinking) , there's a hole in its bottom .
47. There's nothing on TV so I think ا قرار سريع (could / will)
48. Because he doesn't have a car , I think احتمال he (could / will) be late متأخر for the meeting .
49. She has already decided. She (is going to / will) buy خطة/ شراء مجرد نية/ خطة buy
50. You look quite tired! I (am going to / will) wash the dishes for you. عرض
51. Don't drive like a crazy man. We (are having - are going to have) an accident. توقع/ تنبؤ/ تحذير حادث
52. Rami is digging يفتح a hole فتحة . He (is going to / may) plant يزرع a palm tree . يوجد دليل
53. A: Oh. I have cut my finger . B: Don't worry لا تقلق (will bring / am going to bring) you a plaster . *
54. If you give me 30\$ reduction خصم on the price سعر of this phone , I (will buy / am going to buy) it soon قريباً .

مراجعة قواعد الوحدة 5

Rewrite the following sentences using reduced relative clauses.

- The city centre was full of cars which blocked the road.
The city centre was full of cars blocking the road.
- Anyone who tries to cheat during the exam will have to leave the hall soon.
Anyone trying to cheat during the exam will have to leave the hall soon.
- The lady who stood there alone lost her son in a car accident.
The lady standing there alone lost her son in a car accident.
- The participant who won the competition came from Italy.
The participant winning the competition came from Italy.
- People who sat at the back couldn't hear the speaker's voice.
People sitting at the back couldn't hear the speaker's voice.
- Trees which fell in the storm have resulted in several accidents.
Trees falling in the storm have resulted in several accidents.
- Most people prefer the food that's cooked at home.
Most people prefer the food cooked at home.
- I live in a pleasant room which is overlooking the garden.
I live in a pleasant room overlooking the garden.
- Things which are used for decoration are expensive.
Things used for decoration are expensive.
- The scientists who are researching the causes of cancer are making progress.
The scientists researching the causes of cancer are making progress.
- The man who was arrested last night committed a crime.
The man arrested last night committed a crime.
- I read a novel that was written by Jules Verne.
I read a novel written by Jules Verne.
- Passengers who were hurt in the accident were taken to the hospital.
Passengers hurt in the accident were taken to the hospital.
- Teams which have completed the first round go into the quarter finals.
Teams completing the first round go into the quarter finals.
- Do you know the man who has a book اسم in his hand?
Do you know the man having a book اسم in his hand?
- I saw a bird that had the most beautifully coloured feathers.
I saw a bird having the most beautifully coloured feathers.
- Students who will be selected tomorrow will be offered a scholarship.
Students selected tomorrow will be offered a scholarship.
- It seems that Earth is the only planet which will support life.
It seems that Earth is the only planet supporting life.

قاعدة : past participle or -ing

Complete the sentences with the (past participle or ing) form of the verbs in brackets: (2 points)

- It was a disappointing book because I expected it to be much better. (disappoint)
من (يخطئ) ؟ الكتاب = معلوم = معلوم ing = معلوم
- Some frozen food nowadays is almost as good as fresh food. (freeze)
من (يجمد) ؟ الثلجة / الطعام = مجهول = مجهول V.3

مراجعة قواعد الوحدة 7

Report the following questions (2 – 3 points)

- Does anyone know where the nearest police station is?
He asked if anyone knew where the nearest police station was .
- " Did you have enough time to finish your work?"
Karrem asked Lubna if she had had enough time to finish her work
- Why didn't you take the medicine regularly ?
The doctor asked the patient why he/she hadn't taken the medicine regularly
- Why don't you phone me before 9:30?
Khalil asked his sister why she didn't phone him before 9:30
- Have you ever worked as a manager ?
The reporter asked Bilal if he had ever worked as a manager
- Can you get me a ticket to the play please ?
My mum asked us if we could get her a ticket to the play please
- " When will I know the results of the examination ? "
Muna asked her teacher when she would know the results of the examination
- "Why must we leave the hall so early?"
The workers asked the manager why they had to leave the hall so early
- Who is that girl in the red dress ? "
Laila asked who that girl was in the red dress
- " Is your office near where you live ? "
She asked him if his office was near where he lived
- " Is there anything I can do for you ? "
Alia asked her friend if there was something she could do for her .
- Am I following the instructions well ?
The secretary asked herself if she was following the instructions well
- "Where are you planning to go next?"
He asked the tourists where they were planning to go next
- Are you busy during the weekend ?
My friend asked me if I was busy during the weekend
- Were you at the party with your father ?
My friend asked me if I had been at the party with my father
- Who wants some yogurt ice-cream ?
Khalil asked me who wanted some yogurt ice-cream .

مراجعة قواعد الوحدة 7

Add question tags to the sentences below: المثبت نفي (2-3 points)

- The student can't read carefully , can he / she?
- The criteria of evolution aren't clear , are they?
- My mother's sickness was very serious , wasn't it?
- The money I gave you is enough , isn't it?
- The man I met downtown was our previous teacher , wasn't he?
- I'm afraid Sarah won't pass this interview , will she?
- She's finished V.3 her project , didn't she ?
- She's never been V.3 annoying , has she ?
- She's sent V.3 us two invitation , hasn't she ?
- It's quite hot today , isn't it ?
- Ahmad's car's really durable , isn't it ?
- They'd prefer to come early , wouldn't they ?
- He'd never met her before , had he ?
- Nowadays , Ali and I know differently , don't we ?
- Both of them speak English , don't they ?
- Huda rarely comes these days , does she ?
- You and your brother worked for company , didn't you ?
- The news of the queen's death shocked everyone , didn't it ?
- I cut my finger two days ago , didn't I ?
- They usually cut these branches in March , do they ?
- Nabil's aunt hit him hard , didn't she ?
- You put us up in your house when the rain flooded our house , didn't you ?
- Heba has had no money , has she ?
- The student's books had disappeared , hadn't they ?
- He had cake and coffee for dessert , didn't he ?
- Nobody has replied to our email , have they ?
- Everybody here speaks English , don't they ?
- Nothing has the end , does it ?

مراجعة قواعد الوحدة 8

advised = told = warned

- " It would be better/should spend more money on developing your new products." • My father advised me to spend more money on developing my new products
- "You should do a lot of market research before setting up a company." • Everyone advised me to do a lot of market research before setting up a company
- " You should read the contract carefully before you sign it." • The lawyer advised his client to read the contract carefully before he signed it • that he should read the contract carefully before he signed it."
- "We think you should spend more on marketing." • They told me that they thought I should spend more on marketing مصدر • They told me to spend مصدر more on marketing

5. 'You'd better not invest money in that company.'

| | | |
|--------------------------------|---------|---|
| A financial expert told him | not to | invest money in that company |
| A financial expert warned him | against | investing money in that company |
| A financial expert advised him | that | he'd better not invest money in that company. |

6. 'Don't spend money on things that you can't really afford.'

| | | |
|---------------------|---------|--|
| My friend warned me | not to | spend money on things that I couldn't really afford |
| My friend warned me | against | spending money on things that I couldn't really afford |

7. "Don't talk on the mobile and drive."

The police officer warned the driver against talking on the mobile and driving

8. 'It's not a good idea to give up control just to get financial support.'

| | | |
|-------------------------|---------|--|
| His advisor warned him | not to | <u>give up control just to get financial support</u> |
| His advisor advised him | against | <u>giving up control just to get financial support</u> |
| His advisor told him | that | |

It was not a good idea to give up control just to get financial support

- √ giving up control just to get financial support was not a good idea .
√ giving up control just to get financial support was a bad idea .

9. " Turn the music down " .

My father told me to turn the music down

10. " Switch off your mobile phones while takeoff "

The flight attendant told us to switch off our mobile phones while takeoff

11. Stay inside to avoid catching COVID19. (He advised me)

He advised me to stay inside to avoid catching COVID19

12. Water and warm climate make the soil fertile.

√ My teacher told me that water and warm climate made the soil fertile

13. 'Remember that the value of investments can go down as well as up.'

The article warned readers that the value of investments could go down as well as up

14. 'Don't forget that business start-ups are really hard work.'

A friend told / advised / warned me that business start-ups were really hard work.

Rewrite the sentences, replacing the underlined part with a causative structure. (3 points)

Rewrite the following sentences using (have / get + object+ the past participle)

- The dentist took out one of my teeth only yesterday.
I had one of my teeth taken out only yesterday
- My colleague helped me write the report.
I had / got the report / written
- Don't forget to pay for someone to clean the carpets before the party .
Don't forget to have the carpets cleaned before the party .
- We'd better ask someone to write the report because we are very busy .
We'd better have the report written because we are very busy .
- I have asked someone to check our electric wires before leaving .
I have had our electric wires checked before leaving .
- Kamal has just asked someone to repair the central heating in hi house .
Kamal has just had the central heating repaired in hi house .
- Salma can't make her wedding dress , so she asks a designer in Paris to make it for her.
Salma can't make her wedding dress , so she has it made for her.
- You must ask the manager to sign the cover of your book in the conference .
You must have the cover of your book signed in the conference .
- You'd better ask someone to check the letter (((before you send it .)))
(causative structure)
You'd better have the letter checked (((before you send it .)))
- I'm going to check this application before I send it in case there are any mistakes.
I'm going to have this application checked.
- He took his car to the garage and paid them to repair it.
√ He took his car to the garage and had it repaired.
- I need now a hairdresser to cut my hair before the party begins .
I need to have my hair cut before the party begins .
- You need a haircut before you go to the interview .
You need to have your hair cut before you go to the interview
- Don't forget to clean your jacket before the wedding.
Don't forget to have your jacket cleaned before the wedding.
- Don't forget to take your jacket to the cleaners before the wedding.
Don't forget to have your jacket cleaned before the wedding.
Don't forget to have your jacket taken before the wedding.
- It's a great idea to ask the programmer for help with your computer.
It's a great idea to have your computer programmed .
- She took her bracelet to the jeweler's so that she could to mend it .
She took her bracelet to have it mended.



مراجعة قواعد الوحدة 9

Rewrite the following using the words in brackets: (2 - 3 points)

1. Mary didn't prepare for the interview , so she didn't get the job.

| تكملة | فعل | نفي | فاعل |
|-------------------|-----------|--------------|---------------|
| for the interview | prepared | had / hadn't | she |
| for the interview | prepared | have | ary should |
| for the interview | preparing | not | Mary regret = |

2. Ahmad bought a car . It breaks down so often and causes him trouble .

- Ahmad wishes **he hadn't bought a car**
- Ahmad should **n't have bought a car**
- Ahmad regret **buying a car**

3. Noor knows it was a mistaken idea to waste time every day . (Noor wishes)

- Noor wishes **he / she hadn't wasted time every day**
- Noor shouldn't **have wasted time every day**

4. I was very lazy (when I was younger) .

- I wish **I hadn't been very lazy**
- I regret **being very lazy**

الدروس المكملة في قواعد المنهج

1. Write the full questions :

- How often / you / go to the dentist ?
How often do you go to the dentist ?
- What time / you / usually / go to bed?
What time do you usually go to bed?
- What / you / do / on Sundays?
What do you do on Sundays?
- What kind of music / you / prefer?
What kind of music do you prefer?
- you / enjoy / playing computer games ?
Do you enjoy playing computer games?
- What / your parents / do / at the moment?
What are your parents doing at the moment?
- Listen! What language / they / speak ?
Listen! What language are they speaking ?
- How many times / Brazil / win / the World Cup ?
How many times has Brazil won the World Cup ?
- you / ever / speak to a famous person ?
Have you ever spoken to a famous person ?
- How long / you / study English? work
How long have you been studying English?
- How long / they / be / married ?
How long have they been married ?
- How many / books / you / buy / yesterday ?
How many books did you buy yesterday ?
- His new apartment cost 60.000 dollars . (Complete the question)
How much did his new apartment cost ?
- The manager was talking about the problem.
What was the manager talking about ?

(Form a question for the given answer)

15. A terrible earthquake destroyed a lot of houses . (Write a full question)
What destroyed a lot of houses ?

16. The Palestinian students usually choose technical subjects . (Write a full question)
What do the Palestinian students usually choose ?

17. The earthquake damaged many houses.
What did the earthquake damage ?

18. The questions confused the students.
What confused the students ?

19. The earthquake damaged many houses.
What did the earthquake damage ?

20. The earthquake damaged many houses.
What did the earthquake damage ?

21. The earthquake damaged many houses.
What did the earthquake damage ?

22. The earthquake damaged many houses.
What did the earthquake damage ?

23. The earthquake damaged many houses.
What did the earthquake damage ?

24. The earthquake damaged many houses.
What did the earthquake damage ?

25. The earthquake damaged many houses.
What did the earthquake damage ?

26. The earthquake damaged many houses.
What did the earthquake damage ?

27. The earthquake damaged many houses.
What did the earthquake damage ?

28. The earthquake damaged many houses.
What did the earthquake damage ?

29. The earthquake damaged many houses.
What did the earthquake damage ?

30. The earthquake damaged many houses.
What did the earthquake damage ?

31. The earthquake damaged many houses.
What did the earthquake damage ?

32. The earthquake damaged many houses.
What did the earthquake damage ?

33. The earthquake damaged many houses.
What did the earthquake damage ?

34. The earthquake damaged many houses.
What did the earthquake damage ?

35. The earthquake damaged many houses.
What did the earthquake damage ?

36. The earthquake damaged many houses.
What did the earthquake damage ?

37. The earthquake damaged many houses.
What did the earthquake damage ?

38. The earthquake damaged many houses.
What did the earthquake damage ?

39. The earthquake damaged many houses.
What did the earthquake damage ?

40. The earthquake damaged many houses.
What did the earthquake damage ?

41. The earthquake damaged many houses.
What did the earthquake damage ?

42. The earthquake damaged many houses.
What did the earthquake damage ?

43. The earthquake damaged many houses.
What did the earthquake damage ?

44. The earthquake damaged many houses.
What did the earthquake damage ?

45. The earthquake damaged many houses.
What did the earthquake damage ?

46. The earthquake damaged many houses.
What did the earthquake damage ?

47. The earthquake damaged many houses.
What did the earthquake damage ?

48. The earthquake damaged many houses.
What did the earthquake damage ?

49. The earthquake damaged many houses.
What did the earthquake damage ?

50. The earthquake damaged many houses.
What did the earthquake damage ?

51. The earthquake damaged many houses.
What did the earthquake damage ?

52. The earthquake damaged many houses.
What did the earthquake damage ?

53. The earthquake damaged many houses.
What did the earthquake damage ?

54. The earthquake damaged many houses.
What did the earthquake damage ?

55. The earthquake damaged many houses.
What did the earthquake damage ?

56. The earthquake damaged many houses.
What did the earthquake damage ?

57. The earthquake damaged many houses.
What did the earthquake damage ?

58. The earthquake damaged many houses.
What did the earthquake damage ?

59. The earthquake damaged many houses.
What did the earthquake damage ?

60. The earthquake damaged many houses.
What did the earthquake damage ?

61. The earthquake damaged many houses.
What did the earthquake damage ?

62. The earthquake damaged many houses.
What did the earthquake damage ?

63. The earthquake damaged many houses.
What did the earthquake damage ?

64. The earthquake damaged many houses.
What did the earthquake damage ?

65. The earthquake damaged many houses.
What did the earthquake damage ?

66. The earthquake damaged many houses.
What did the earthquake damage ?

67. The earthquake damaged many houses.
What did the earthquake damage ?

68. The earthquake damaged many houses.
What did the earthquake damage ?

7. We finished the lecture. We went for a break. (after)

• We had **finished** the lecture. We went for a break.

• After we had **finished** the lecture , we went for a break.

• We went for a break after we had **finished** the lecture.

8. The teacher gave the exam . She explained the lesson . (Before)

• The teacher gave the exam . She had **explained** the lesson .

• Before the teacher gave the exam , she had **explained** the lesson .

• After She had **explained** the lesson , the teacher gave the exam .

• She had **explained** the lesson before the teacher gave the exam .

• The teacher gave the exam after she had **explained** the lesson .

9. I took the medicine. Then I felt better. (until)

• I **didn't feel** better until I had taken the medicine.

• **Until I had taken** the medicine , I didn't feel better

10. He didn't come to the party last week . He was ill . (because)

• He didn't come to the party last week because he had been ill .

• Because he had been ill , he didn't come to the party last week

| الحديث الأول / ماضي تام | الحديث الثاني / ماضي بسيط |
|-------------------------|---------------------------|
| He was ill | He did 't come |
| كان مريض | لم يأتي للحفلة |

• He didn't come to the party last week because he had been ill .

• Because he had been ill , he didn't come to the party last week

3. Circle the correct answer :

- _____ music do you prefer ? Pop music غير عاقل
(What kind of / How long)
- _____ do you make a revision on your plans ? (How many / How often)
مرات / مرتين / مرة / Daily / Weekly / Monthly / Yearly / Once / twice
- _____ cups of coffee do you drink in a day? 3 cups عدد
(How many / كم العدد / How much)
- _____ have you been studying English ? Ten years مدة زمنية
(How many / How long / كم المدة)
- _____ drove the car downtown ? Ahmed عاقل (What / Who)
- _____ makes you relax in the evening ? Coffee غير عاقل (Who / What)
- Who _____ the message? (sent / did send)
- A: What (**disturbed** / did disturb) you when you were working?
B: The noise.
- _____ broke the window ? (Who \ Who did)
- _____ the earthquake damage? (what \ what did) *

4. دروس غير أزمئة وحدة 1 + 3 ممكن أن تدخل مع سؤال الأزمنة

- A: " Sami, I can't go out because I haven't got any money."
B: Don't worry I **will lend** some money. (lend) **offer** العرض يدل على العرض
- They prepared well for the match , so I'm sure they **will win** (win)
- A: " Why are you holding a piece of paper ? "
B: I **am going to write** (write) a letter to my friend back home in Palestine.
- A: Why are you filling that packet with water?
B: I **am going to wash** (wash) the car .
- I **am meeting**/ (meet) , my friends at the weekend so I can't see you.
- Just a moment I **will help** you with the bags. (help) * عرض
- Gaza municipality is **going to build** a new library here soon. (build) *
- Look at the clouds! It **is going to rain** (rain) soon. *
- Stop worrying about this exam !
You **will pass** (pass) it very easily. *
- We **will send** you the information **when** we get V.1 it. (send)
- Blackboards _____ replaced by interactive boards in the near future.
(are going to be \ **will be**)

- Would you like **to have** dinner with us on Friday? (have)
- I'd hate **to live** (live) at the top of a really tall building.
- I **don't understand** (not understand) English **when** native speakers talk fast.
- I don't regret **saying** (say) what I did because I was right.
- I think he'll regret **not going** (not go) to university.
Not if he makes a lot of money as a football star.
- I'm sorry, I should **have contacted** (contact) you before, but I forgot.
- You shouldn't **have told** (tell) them that. It was a secret.
- I wish I **had paid** V.3 (pay) more attention انتباه
in class when I was younger.
- I wish you **hadn't told** V.3 (tell) him what
I said. Why? I didn't know it was a secret سر.
- Haven't** you finished yet ? مضارع تام (Complete the negative question)
- Didn't** you enjoy the film yesterday? (complete the negative question)
- Why **don't** you want to go out tonight? Is it because you're too busy?
(Make negative question)
- I only **realized** that I **had forgotten** (forget) my ID card at home
while I was getting (get) into the examination hall.
- Look ! The police officer **is running** (run) after the man .
He **wants** (want) to catch him .
- As soon as she read V.2 her son's letter ,
her tears **fell** V.2 (fall) unconsciously . بلا وعي

Rewrite the sentences, using have + the objects in brackets + the past participle of the verbs in the box. (Note there are more verbs than needed):

| | | |
|-------------|--------|----------|
| redecorated | signed | repaired |
|-------------|--------|----------|

- Khalil Ward needs to (his watch) because it's stopped working.
Khalil Ward needs to have his watch repaired because it's stopped working.
- They had to (the kitchen) because of water damage.
They had to have the kitchen redecorated because of water damage.

تعبير خاص بجميع الفروع ما عدا الفرع العلمي (الكتاب الأول)

| | | |
|------------------------|--|-----------------|
| Environment Studies | the Mountain Climbing Club | Making Sweets |
| Information Technology | National Institution for Fashion Designing | theatre studies |
| ICT | Geography | |
| English | Computer games design and programming course | |
| Agriculture | The Palestinian Scout Association | |

There are several reasons why I am applying for a course in ICT. I am looking forward to the experience of university life and the challenges of studying at this level.

- Write an application form = personal statements to apply for a foundation course in ICT.
Do the following:
• Explain the reasons for choosing this course. • Write about your experience in this field.
Write about how you expect your interest in the subject to develop.

I am applying for this course because I have been interested in the subject of **ICT** for many years, and I would like to work in this field as a career in the future. I have been reading books about **ICT** since I was nine years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

At the moment, I am studying English, geography and IT as my main subjects at school, and I believe these subjects will all be useful in the career I have chosen. Since I started secondary school, I have been a member of the school **ICT**, and have been President of the society for the last two years.

After finishing my final exams June, I plan to spend a year doing this course, and I will then apply to university to study **ICT**. My general aim is to study **ICT** and especially its impact on our life. I believe this is one of the most important fields that we need in the 21st century.

I hope my application is successful, and I am looking forward to studying at your college.

- Write a story about a strange coincidence , a misunderstanding or funny unintended meaning that happened to you or someone you know.
1. Who are the people in the story? 2. What happened, where and when?
3. Why was it strange or funny for you? 4. What was the final result?

Some time ago, I was working at a school in the North of England. I met another teacher there called Martin and we became good friends. So I invited him to stay with my family one summer. My brother Tom was staying there too. One day at breakfast, Martin got a watch out of his pocket. Tom saw it and asked if he could have a closer look. We were all amazed when he said it used to be his. To prove this, he pointed to his initials on the back and told us he'd lost it on a beach the year before. Martin then told us that he'd found the watch on the same beach.

3. You are Sameer , you live in Nablus . Write an enquiry letter to Oredoo Company asking them about the possibility of training for 3 weeks as a telecommunication engineer .
Dear Sir / Madam,
I am writing to ask you about the possibility of training for 3 weeks as a telecommunication engineer . I am a 18-year-old student at Milton Secondary School and I am trying to arrange 3 weeks of work experience at Oredoo Company beginning Monday April 20th. My main subjects next year will be geography, English, and information technology, so it would be perfect if I could spend a week doing something connected with one of these subjects. I enclose my C.V. However, I would be grateful for any experience you are able to offer. If you need any further information, please contact me at the above address or by email. I look forward to hearing from you.
Yours faithfully,
Sameer

You are Shadi Ali the Purchasing Manager of Healthcare Company . Write a business enquiry letter to Mrs. Sali Alhamedy the Sales Manager of Medical Equipment Company asking about the following points: List of hygienic products / the price / how long guarantee / ways of payment / delivery period .
Dear Mrs. Sali Alhamedy,
I am writing to send you a list of hygienic products, including prices.
أكتب إليك لترسل إلينا قائمة بالمنتجات الصحية ، بما في ذلك الأسعار.
نحن مهتمون بشراء عدد من الأقفان والقفازات وتوسيل الجبن.
سيكون هناك طلبًا كبيرًا ، لذلك نسأل عما إذا كان يمكن تخصيص الأسعار.
We would be grateful if you could send details of a guarantee on these parts, and how long it is, the delivery period and methods of payment.
سنتكون ممتنين لو تفضلتم بإرسال تفاصيل الضمان على هذه الأجزاء ، ومدة ذلك ، وفترة التسليم وطرق الدفع.
I look forward to hearing from you.
Yours sincerely ,
Sh Ali
Shadi Ali

Read the email and write a reply.
Apologize for the problem give an explanation. say what you have done to solve the problem.
In your reply:
Dear Sir / Madam,
I am writing in connection with your recent order. The order was delivered ten weeks ago, with a request for payment within a month. Could you please contact me as soon as possible to make the situation clear?
Yours faithfully
J. Bridges James Bridges
Accounts Department
الحل
Dear Mr Bridges ,
Thank you for the recent order you sent recently. But, I apologize for not receiving the payment and this is due some technical problem with the banks where I deal with.
شكرا لك على الطلب الأخير الذي أرسلته مؤخرا. لكنني أعتر عن عدم استلام الدفعة وهذا بسبب بعض المشاكل التقنية مع البنوك التي أعامل معها. However, within 2 hours the transfer will be sent to you by Western Union .
Yours sincerely,
Kh Ward
Khalil Ward

You are Nidal. You are an educational expert. Write an email for your friend who intends to establish a private school. (7/12/2019V)
Say what advice you would give him, tell him what qualifications and personal qualities are required to have a successful school and give him some useful tips regarding the idea.
قل ما هي النصيحة التي ستقدمها له ، وأخبره بالمؤهلات والصفات الشخصية المطلوبة له ، لديه مدرسة ناجحة ولقد لم بعض التجارب المفيدة فيما يتعلق بالفكرة.
Dear Ward ,
How are you, I hope that you are in a good health and enjoying yourself.
I am writing to start a new business.
To be a successful business person , you should have leadership skills , a good intellect, ambition and physical appearance.
لكي تكون رجل أعمال ناجحًا ، يجب أن تتمتع بمهارات قيادية وذكية وطموح ومظهر جسدي جيد.
To start a new business , you should have an idea , take advice , do your research , get financial support, develop your product , market the product and look to the future .
لبدء عمل تجاري جديد ، يجب أن يكون لديك فكرة ، وأخذ النصيحة ، وحماس على الدعم المالي ، تطوير منتجك وتسويقه والتطلع إلى المستقبل.
إذا كنت بحاجة إلى مزيد من المعلومات ، يرجى الاتصال بي .
I look forward to hearing from you.
Yours sincerely ,
J Ali
Jehad Ali

- You are Alaa, write an email to your friend Wafa telling him/her about a funny story happened to you .
• Who were the people in the story ?
• What happened , where and when ?
a. How did you feel ?

- You are Nidal , write a letter to your friend Ramy telling about your future job .
Make use of the following :
1. Reasons for choosing this job .
2. Good and bad points about it .
3. The difficulties that you may face , and suggestions to overcome them .

- You are Nihad, write an email to your cousin Sami who wrote telling you about his problem in time management in the first year at university. Advise him how to manage his time effectively.
Make use of the followings: (look after yourself, make a 'to do' list, set priorities etc ...) 3/12/2022 (V)

