

سلسلة الوحدة التعليمية في اللغة الإنجليزية

إعداد
أ. إياد الزرقعة

للسانوية العامة (التوجيهي)
جميع الفروع

الوحدة الثانية
Unit Two

English
for
Palestine



**Unit two: Under pressure**

Word	Arabic meaning	English meaning
Aware (of)	مدرك لـ	Starting to notice
Convinced	مقتنع	Sure that something is true
Disappointed	محبط	Sad because unexpected result
Fees	رسوم	Money you pay for a service
Inevitable	لا مفر منه / حتمي	Impossible to avoid
Nowadays	هذه الأيام	Around the present time
Persevere	يجتهد / يحافظ / يستمر	Don't give up
Impatient	غير صبور	Not wanting to wait
Personal	شخصي	Connected with yourself
Point	غرض / هدف	Purpose
Priority	أولوية	very important to deal with before other things
Revision	مراجعة	studying before an exam
On the market	في السوق	available to buy
reward	يكافئ	give something good

**القسم الأول : القراءة (Reading)****Passage One**

Do you sometimes feel that you're wasting a lot of your time and not getting enough done? Don't worry – you're not alone. Most of us fail to manage our time effectively. There are lots of books about time management on the market, but you don't need to waste time (and money) reading them. Here are some tried and tested tips for getting things done.

هل تشعر أحيانا أنك تضيع الكثير من الوقت مع قليل من الإنجاز؟ لا تقلق – فأنت لست وحدك. معظمنا يفشل في إدارة الوقت بفاعلية. يوجد في السوق الكثير من الكتب حول إدارة الوقت، ولكنك لست بحاجة لإضاعة الوقت والمال في قراءتها هنا بعض النصائح المجربة والمختبرة.

A- Look after yourself**B- First things first****C- Just do it!****D- One step at a time****E -Keep going****TIME MANAGEMENT**

Tip 1 It's so easy to make excuses and find ways to avoid the thing you know you should be doing. Experts advise us to break this habit by becoming aware of our own excuses. The 'right time' to do something never arrives: the best time to do something is usually now. Once you've got started, you'll probably find that it wasn't as hard as you thought.

انه من السهل خلق الأعذار وإيجاد طرق لتجنب شيء أنت تعلم ان عليك فعله. ينصح الخبراء بالتوقف عن هذه العادة عن طريق رفع درجة الوعي بأعدائنا. "الوقت المناسب لفعل شيء ما لن يصل ابدا. أفضل وقت للقيام بأي شيء هو الآن. بمجرد ان تبدأ ستكتشف أن الأمر لم يكن صعبا كما كنت تعتقد.

Tip 2 It's important to make yourself a 'to do' list or exam revision timetable, but remember that listing things isn't the same as doing them (see Tip 1!). Once you've worked out what needs to be done, decide which tasks have the highest priority and which can be left till later.

انه من المهم أن تصنع لنفسك قائمة بالأفعال التي عليك فعلها او جدول مراجعة للاختبار ولكن تذكر أن وضع الأشياء في قائمة ليس تماما كتنفيذها. انظر الى النصيحة رقم 1 عندما تنفذ ما يجب عليك القيام به، حدد أي المهام لها حق الأولوية وأي المهام يمكن تأجيلها لوقت لاحق.

Tip 3 It's inevitable that things don't always go as well as you expect them to. If you find that you've 'hit a wall', there are two things you can do. First, persevere: with a bit more effort, you may find that you break through the wall. But if that doesn't work, try having a (short) break. Do something completely different, and come back to the task.

مما لا شك فيه ان الأمور لا تسير دائما حسب ما تتوقع فإذا واجهك عائق ما هناك أمرين تستطيع من خلالهما تجاوز هذا العائق. أولا: المواظبة بقليل من الجهد الإضافي ستجد بانك اجتزت هذا العائق فإذا وجدت ان هذا لا يجدي نفعا. امنح نفسك استراحة قصيرة افعل فيها شيء مختلف تماما ثم عد الى المهمة مرة أخرى.

Tip 4 Even if you're under stress, there's no point making yourself ill – that will just make the pressure worse. Make sure you remember to eat regularly and healthily, and, even though it may be hard, try to get enough sleep.

ان كنت تعيش تحت ضغط أو توتر ما، فلا جدوى ان تمرض نفسك فهذا يجعل التوتر اسوأ، كن متأكدا ان تتذكر ان تتناول وجبات منتظمة وصحية وحتى لو كان الامر صعبا عليك. حاول أن تأخذ قدرا كافيا من النوم.

Tip 5 You can't always make your brain work 'on demand'. Don't spend too long on one task, and learn to recognise when you're slowing down. Divide large tasks into smaller parts that are easier to manage, and reward yourself for completing them by doing something fun.

لن تستطيع دائما أن تجعل عقلك يعمل عند الطلب. لا تضيع وقتا طويلا على مهمة واحدة. وتعلم ان تعرف نفسك عندما تتخاذل، قسم المهام الكبيرة الى أجزاء أصغر لتكون أسهل في إدارتها وكافئ نفسك على إنجازها عن طريق القيام ببعض الترفيه.



Do you sometimes feel that you're wasting a lot of your time and not getting enough done? Don't worry – you're not alone. Most of us fail to manage our time effectively. There are lots of books about time management on the market, but you don't need to waste time (and money) reading them. Here are some tried and tested tips for getting things done.

A- Look after yourself

B- First things first

C- Just do it!

D- One step at a time

E -Keep going

TIME MANAGEMENT

Tip 1 [C] It's so easy to make excuses and find ways to avoid the thing you know you should be doing. Experts advise us to break this habit by becoming aware of our own excuses. The 'right time' to do something never arrives: the best time to do something is usually now. Once you've got started, you'll probably find that it wasn't as hard as you thought.

Tip 2 [B] It's important to make yourself a 'to do' list or exam revision timetable, but remember that listing things isn't the same as doing them (see Tip 1!). Once you've worked out what needs to be done, decide which tasks have the highest priority and which can be left till later.

Tip 3 [E] It's inevitable that things don't always go as well as you expect them to. If you find that you've 'hit a wall', there are two things you can do. First, persevere: with a bit more effort, you may find that you break through the wall. But if that doesn't work, try having a (short) break. Do something completely different, and come back to the task.

Tip 4 [A] Even if you're under stress, there's no point making yourself ill – that will just make the pressure worse. Make sure you remember to eat regularly and healthily, and, even though it may be hard, try to get enough sleep.

Tip 5 [D] You can't always make your brain work 'on demand'. Don't spend too long on one task, and learn to recognise when you're slowing down. Divide large tasks into smaller parts that are easier to manage, and reward yourself for completing them by doing something fun.

1- Read the main article quickly. Then choose the best title A–E for each tip.

A- Look after yourself

B- First things first

C- Just do it!

D- One step at a time

E -Keep going

2- Answer the following questions:

1- What is it easy for us to do in our life?

to make excuses and find ways to avoid the thing you know you should be doing

2- According to experts how can we overcome these habits?

by becoming aware of our own excuses.

3- What is the right time to do something? Why?

The 'right time' to do something never arrives: the best time to do something is usually now

4- What should we do when listing things in our timetable?

decide which tasks have the highest priority and which can be left till later.

5- According to 'tip 3' what should we do if we fail from the first attempt?

there are two things you can do. First, persevere: with a bit more effort, you may find that you break through the wall. But if that doesn't work, try having a (short) break. Do something completely different, and come back to the task.

6- What will happen if you are still making yourself ill?

that will just make the pressure worse.

**7- What should you do to look after yourself?**

Make sure you remember to eat regularly and healthily, and, even though it may be hard, try to get enough sleep.

8- What should we do instead of spending too long time on one task ?

Divide large tasks into smaller parts that are easier to manage, and reward yourself for completing them by doing something fun .

2- Decide whether each of the following sentences are true or false:

- | | |
|--|-------|
| 1- The 'right time' to do something always arrives. | (F) |
| 2- listing things easier than doing them. | (F) |
| 3- Things always go as well as you expect them to. | (F) |
| 4- You should be patient to achieve the difficult tasks. | (T) |
| 5- To achieve your task, try more than time. | (T) |
| 6- You have to eat regularly and healthily to get work done. | (T) |
| 8- Your brain is able to work at all times. | (F) |
| 9- You should always slow in your task. | (F) |

3- Replace the underlined parts of the sentences below with words or phrases from the text. (The part of the text where you can find the words / phrases is given in brackets.)

- 1- (Introduction) With all the new products available to buy nowadays, it's very hard to decide which to buy. on the market
- 2- (Tip 1) She's starting to notice the impact of things that she says and does on other people. becoming aware of
- 3- (Tip 2) Studying before an exam can be very stressful, but it's necessary. When asked to say what they want in the future, most people say health and happiness are the most important. exam revision., the highest priority
- 4- (Tip 3) If you're finding a job difficult, it's important that you don't give up. persevere
- 5- (Tip 4) There's no purpose in trying to open the door. It's locked Point
- 6- (Tip 5) Young babies expect to be given food whenever they want it. Some parents give their children something good if they do well in exams. on demand , reward

4- Look at what five students say about exam revision. Then decide which tip from the text is the best for each student.

- | | |
|--|-----------|
| 1- There's so much to do that it gets confusing and I don't know where to start. | Tip (2) |
| 2- I sometimes reach a point where I get bored and information just stops. | Tip (3) |
| 3- I get worried and my head starts hurting. | Tip (4) |
| 4- I always seem to find other things to do and time just runs out. | Tip (1) |
| 5- I sometimes think it's all too hard and want to give up. | Tip (5) |

**Passage Two**

The results of a new poll show that financial problems have taken over from the environment as the main concerns for young people. The survey asked over 12,000 people aged between 14 and 18 what they were most worried about. The clear 'winner' was 'finding a job', while the environment was only the seventh greatest worry. This compares with similar polls in the last fifteen years, when environmental worries came first.

تبين نتائج لاستبيان جديد بأن المشاكل المالية قد حلت محل البيئة كأهم اهتمامات الشباب. سأل الاستبيان أكثر من 12 ألف شخص تتراوح أعمارهم ما بين 14 - 18 ما هو أكثر شيء يقلقهم؟ الفائز الواضح كان "إيجاد فرصة عمل" بينما كانت البيئة فقط سابع أكثر شيء يقلق. يقارن ذلك باستبيانات مشابهة في آخر خمسة عشر سنة، عندما كانت المخاوف البيئية تحتل المرحلة الأولى.

One of the poll's organisers commented that the results demonstrated a clear change in attitude. 'It's not just that getting a job is the main worry,' he said. 'Also included in the top six worries were getting into debt (6th) and passing exams (4th=). I'm convinced that there's a connection. Because of changes in the job market, there is more and more pressure on young people nowadays to pass exams and go on to university in the hope of finding a good job. Rising university fees make it inevitable that many students graduate from university with huge debts.'

علق أحد منظمي الاستبيان على أن النتائج بينت تغير واضح في السلوك. لقد قال بأن "الحصول على وظيفة لم يكن القلق الرئيسي فقط" فقد شملت الأشياء المقلقة الستة أيضا الغرق في الديون (السادس) وتقديم الامتحانات (الرابع مكرر). أنا مقتنع بأنه يوجد علاقة. يوجد ضغط كبير على الشباب اليوم بسبب التغيرات في سوق العمل ليجتازوا الاختبارات و يستمروا في الجامعة على أمل إيجاد وظيفة جيدة. ارتفاع رسوم الجامعات يجعلها حتمية بأن الكثير من الطلاب يتخرجون من الجامعات بديون ضخمة.

Other concerns mentioned by large numbers of young people also tended to be personal rather than social, including worries about relationships (2nd), health (3rd) and 'fitting in with peers' (4th=).

ذكرت اهتمامات أخرى من قبل أعداد كبيرة من الشباب تكون أيضا شخصية أكثر من كونها اجتماعية، تشمل قلق العلاقات (الثاني)، الصحة (الثالث) والتأقلم مع الزملاء (الرابع مكرر).

Annette Coleman, director of the Green Earth organisation, said yesterday that she was 'disappointed, but not surprised' at the fall in the number of young people concerned about the environment. 'It's not that environmental concerns are less urgent than before – quite the opposite in fact. It's just that after decades of publicity on topics like climate change, so little has actually changed. A lot of people get the feeling that

there's nothing we can do about it, and young people in particular tend to be impatient. Of course, the other thing is that in times of economic difficulty, people are more likely to focus on worries that are more immediate and have an impact on their daily lives.'

انيت كولمان – مديرة منظمة الأرض الخضراء – قالت بالأمس بأنها محبطة ولكن ليست متفاجئة من انخفاض عدد الشباب المهتمين بالبيئة. هذا لا يعني أن هموم البيئة أقل أهمية مما كانت عليه في السابق وفي الحقيقة على العكس تماما إنما هو (الإحباط) فقط بعد عقود من النشر حول مواضيع مثل تغييرات المناخ فإن القليل جدا قد تغير بشكل حقيقي

أصبح لدى الكثير من الناس الشعور بأنه لا يوجد شيء ممكن فعله لها (البيئة) وأصبح أغلب الشباب يميلوا إلى عدم الصبر وبالطبع الشيء الآخر أنه بوجود الصعوبات الاقتصادية، من المحتمل أن يركز الناس على المخاوف الأكثر إلحاحاً والتي لها تأثيراً على حياتهم اليومية.



[1] The results of a new poll show that financial problems have taken over from the environment as the main concerns for young people. The survey asked over 12,000 people aged between 14 and 18 what **they** were most worried about. The clear 'winner' was 'finding a job', while the environment was only the seventh greatest worry. **This** compares with similar polls in the last fifteen years, when [5] environmental worries came first.

One of the poll's organisers commented that the results demonstrated a clear change in attitude. 'It's not just that getting a job is the main worry,' **he** said. 'Also included in the top six worries were getting into debt (6th) and passing exams (4th=). I'm convinced that there's a connection. Because of changes in the job market, there is more and more pressure on young people nowadays to pass [10] exams and go on to university in the hope of finding a good job. Rising university fees make it inevitable that many students graduate from university with huge debts.'

Other concerns mentioned by large numbers of young people also tended to be personal rather than social, including worries about relationships (2nd), health (3rd) and 'fitting in with peers' (4th=).

Annette Coleman, director of the Green Earth organisation, said yesterday that she was [15] 'disappointed, but not surprised' at the fall in the number of young people concerned about the environment. 'It's not that environmental concerns are less urgent than before – quite the opposite in fact. It's just that after decades of publicity on topics like climate change, so little has actually changed. A lot of people get the feeling that there's nothing we can do about **it**, and young people in particular tend to be impatient. Of course, the other thing is that in times of economic difficulty, people [20] are more likely to focus on worries that are more immediate and have an impact on **their** daily lives.'

1- Complete the following:

1. Nowadays, financial problems are the main concern for young people.
2. The first top worry for young people is finding a job while the environment is the seventh greatest worry.
3. For most young people, personal concerns are more important than social concerns.
4. The text mentions some personal concerns like health and fitting in with peers.
5. He was really disappointed because he thought he would get better results than he did.
6. Don't be so impatient I'll be finished soon.
7. Nowadays, people focus on concerns which have more impact on their daily life.

2- Decide whether each of the followings is TRUE (T) or FALSE (F):

1. The environment is no longer the main concern for young people. (T)
2. The results of the survey reflect a clear change in young people's attitudes. (T)
3. The environmental concerns are not as urgent as they used to be previously. (F)
4. Nowadays, economic difficulty has great effect on young people's concerns. (T)
5. Most young people concern tend to be social rather than personal. (F)



3- Write what the following pronouns refer to:

1. they (line 3) [young people \(aged between 14-18\)](#)
2. This (line 4) [the results of the survey](#)
3. he (line 7) [one of the poll's organizers.](#)
4. it (line 18) [the environment](#)
5. their (line 20) [people](#)

4- Find words in the text which have the meaning of the following:

1. sure or certain that something is true: [convinced](#)
2. money you pay for a service: [fees.](#)
3. impossible to avoid: [inevitable](#)
4. connected with yourself: [personal](#)

- Answer the following questions:

1-Why is it important for young people to pass exams and go to university?

[In the hope of finding a good job.](#)

2-Why do many students graduate from university with huge debts?

[Because of rising university fees.](#)

3-What does the results of the new poll show about young people's concerns? Put them in order according to the text:

[1- finding a job](#)

[2- worries about relationships](#)

[3- health](#)

[4- fitting in with peers 4 passing exams](#)

[6- getting into debts](#)

[7- the environment](#)

4. What connection the writer shows between the 1st , 6th and 4th (passing exams) concerns?

[Lots of young people nowadays want to pass exams and go on to university in the hope of finding a good job. But rising university fees make many students graduate from university with huge debts.](#)

Complete the table about young people's concerns:

Financial concerns	Personal concerns
getting into debt	fitting in with peers
passing exams	health
finding a job	worries about relationships

**القسم الثاني : المصطلحات (Vocabularies)**

Replace the underlined parts of the sentences below with words or phrases from the box:

***Point – reward – revision - on the market – persevere – becoming aware of –
the highest priority – on demand***

1-With all the new products available to buy nowadays, it's very hard to decide which to buy.
on the market

2-She's starting to notice the impact of things that she says and does on other people.
becoming aware of

3-Studying before an exam can be very stressful, but it's necessary. When asked to say what they want in the future, most people say health and happiness are the most important.
revision the highest priority

4-If you're finding a job difficult, it's important that you don't give up. persevere

5-There's no purpose in trying to open the door. It's locked Point

6-Young babies expect to be given food whenever they want it on demand

7-Some parents give their children something good if they do well in exams reward

Match the words with their meanings.

Words		Meanings
1-convinced	2	a -around the present time
2-nowadays	5	b -connected with yourself
3-fees	7	c -not wanting to wait
4-inevitable	6	d -sad because of an unexpected results
5-personal	3	e -money you pay for a service
6-disappointed	4	f -impossible to avoid
7-impatient	1	g-sure or certain that something is true



Use the words to complete the sentences below:

convinced – nowadays – fees – inevitable – personal – disappointed – impatient

- 1-Don't be so impatient, I'll be finished soon.
- 2-We all make mistakes sometimes, so it's inevitable that you will too.
- 3-There are some problems with this idea. I'm not really convinced it will work.
- 4-He was disappointed because he thought he would get better results than he did.
- 5-She didn't go to a private school because her parents couldn't afford the fees.
- 6-The form asks for a lot of personal details like age and nationality.
- 7-Students have more money worries nowadays than they had in the past

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

order - the way - purpose - business - request - arrival - duty – time

- 1-**On** arrival at the hotel, please go to the reception desk .
- 2-Police officers only have to wear uniforms when they're **on** duty.
- 3-The book you need is **on** order and will probably be here next week .
- 4-This isn't a holiday. We're here **on** business
- 5-He hates people being late, so make sure you're **on** time
- 6-He stopped to buy a newspaper **on** the way home .
- 7-I don't believe it was an accident. I think he did it **on** purpose
- 8-We will be pleased to send you more details **on** request

Finish the sentences with suitable words from the box:

revision – nowadays – inevitable – fees – convinced

- 1-We all face problems in life. It's inevitable that you do too.
- 2-Many students are complaining about rising university fees
- 3- Heba hasn't prepared well for the exam. I'm not really convinced she will pass it.
- 4- It's important to do daily revision if you really want to succeed.
- 5- It's easier for people to communicate with each other nowadays more than in the past.



Match words in the boxes to make fixed phrases. Then use the phrases to complete the sentences:

A	B	Fixed phrases
Time	Timetable	time management
job	Management	job market
revision	Aims	revision timetable
future	market	future aims

- 1-Frequent changes in the [job market](#) create more challenges for young people.
- 2-. It is believed that [time management](#) is the secret of success in life.
- 3- You should specify your [future aims](#) before taking any decision.
- 4- My teacher advised me to make a [revision timetable](#) in order to organize my time.

Complete the sentences with (on + noun) from the box:

order - the way - purpose - business - request - arrival - duty – time

1. More details will be sent [on request](#) .
2. Please remind me to buy some sugar [on the way](#) home .
3. Ali has travelled to China for two weeks [on business](#) .
4. We are late and the train always arrives [on time](#).
5. Soldiers are not allowed to leave their places while they are [on duty](#).
6. I don't believe it was an accident. He made it [on purpose](#).

**القسم الثالث: القواعد (Grammar) Language**

أفعال يتبعها to + مصدر Verb followed by (to + infinitive)	أفعال يتبعها الفعل + ing Verb followed by (V + ing)
Fail - ask - advise - tell - decide - - promise - refuse - manage - seem - want- offer - ask - tell - decide - agree - seem - expect - advise - hope - afford - help - learn	Suggest - Enjoy - miss - Insist on - mind Face - mention - practice - finish - Feel like - Can't help - keep - Give up - Consider - Look forward to. بالإضافة الى حروف الجر مثل in - on - about - etc...

Like, prefer, hate, love:

إذا جاء قبل هذه الأفعال كلمة would ('d) يأتي بعدها (المصدر + to) ، أما إذا لم يسبقها would نستخدم بعدها صيغة (verb + ing)

Would like would prefer would hate would love	to + infinitive	Like Prefer hate love	V + ing
--	-----------------	--------------------------------	---------

Ex.:

- I quit like **playing** the piano.
- I **would love to come** with you.

Remember/ stop:

يتوقف / Stop	توقف مؤقت لفعل شيء آخر	to + infinitive
	توقف عن فعل شيء بشكل دائم	V + ing

Ex.:

- We were lost so we stopped **to ask** the way. كنا تائهين لذلك توقفنا لنسأل عن الطريق (توقف مؤقت).
- He was getting tired , so he stopped **working**. هو كان متعب لذلك توقف عن العمل (توقف دائم).

يتذكر / Remember	تذكر حدث ينبغي عليك ان تفعله	To + infinitive
	تذكر أحداث حدثت في الماضي	V + ing

Ex.

- You should remember **to eat** regularly. يجب عليك أن تتذكر أن تأكل بشكل منتظم (تذكر شيء يجب فعله)
- I remember **feeling** stressed when I was child. أنا أتذكر شعوري بالضغط عندما كنت صغيراً (تذكر حدث في الماضي)



أسئلة إثرائية

Complete the sentences with correct form of the verb in brackets: to + infinitive or – ing: -

- 1) Thank you for agreeing me with this work. (help)
- 2) I enjoy TV, but tonight I'd like something different (watch, do).
- 3) They wouldn't stop, but they promised more quietly. (take, speak).
- 4) "did you remember the tickets? (bring)
- 5) "yes I remember them in my pocket before we left (put).

Circle the correct verb forms: -

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

Correct the mistakes in the sentences: -

- I must remember thanking Hassan next time I see him.

Complete the following sentences with infinitive or – ing form of the verb in brackets: -

- 1) The mechanic managed..... the machine after hard efforts. (repair).
- 2) They promised..... ready by 9:00, but I'm not sure they will be (be).
- 3) She's hoping her study by July 2007.
- 4) I tried him to agree with your proposal (persuade).
- 5) We'd better work early (starting)
- 6) People used..... Fire by rubbing two sticks together (make)
- 7) I decide For the competition (not enter).

Choose the correct form: -

- 1) He prefers to watching TV (to read/ reading)
- 2) Do you feel like for a swim? (going/ to go)
- 3) He's thinking of (emigrate / emigrating).
- 4) We had a lot of difficulty in The house (find / finding)
- 5) I am looking forward to you (see/ seeing)
- 6) I am used to Up early (get/ getting)
- 7) He gets used to At night (working / work)
- 8) Try to avoid in the rush hour. (to travel/ travelling)
- 9) She suggested till dawn (to travel/travelling).
- 10) It's no point Through the keyhole. (to look/ looking)
- 11) Would you mind the door? (to close/ closing)
- 12) children enjoyed..... The holiday in the countryside (to spend/ spending).



Correct the verbs in brackets: -

- 1) Do you feel like (go) to a film or would you like (stay) at home?
- 2) I like (listen) to folk music.
- 3) I'd hate (be) beside volcano when it started.

Choose the correct answer: -

- 1) He told a really funny joke. We couldn't stop (to laugh / laughing)
- 2) Did you remember him any message? (to give/ giving)
- 3) Please stop I'm trying to finish a letter (to talk) / talking)
- 4) Don't you remember computer games together when we were kids? (to play/ playing).
- 5) I can remember very proud and happy when I graduated (being / to be).
- 6) When you come to school today, remember My book. (to bring/ bringing)
- 7) Students put their pens down and stopped (to write/ writing).
- 8) Please remember the letter? (to post/ posting).
- 9) I'm going to stop a few things on my way home. (to buy/ buying).
- 10) My father stopped things which we really don't need (to buy/ buying).

Complete the following the correct forms of the verbs between brackets: -

- 1) I know the keys are here, I them down somewhere. (remember/ put).
- 2) We were tired, so we lunch (stop/ have)

حل أسئلة الكتاب الوزاري

A) Complete the sentence with the verbs in the box (not) to: (Period 3 – page 18)

(decide – agree – promise – refuse – offer – manage)

- 1) She won't like it if you **refuse** to do what she asked.
- 2) I'm sure they'll **decide/ agree** to stay when they see how enjoyable the place is.
- 3) I didn't **manage** to catch the early bus, so I was late.
- 4) If you lend your phone to me, I **promise not** to lose it.
- 5) When there's a problem, they always **offer** to help.
- 6) Let's shake hands and **agree/ decide** to forget the argument.

B) Complete the sentence with the verbs in the box: (Period 3 – page 18)

(Give up / avoid/ feel like/ mind/ keep / finish)

- 1) I didn't **feel like** cooking anything, so I want out a café.
- 2) The important thing is that you should never **give up** trying.
- 3) I don't **mind** playing computer game, but it isn't my favorite way of passing the time.
- 4) The cat crossed the road suddenly and the driver couldn't **avoid** hitting it.
- 5) I'll call you back as soon as I **finish** writing this report.
- 6) He doesn't like it when people **keep** interrupting him.

**C) Complete the sentences with like/love/Hate +ing or infinitive from the verb in brackets:**

(Period 4 – page 20)

- 1) I'm happy here in the city. I would **hate to live** (live) in a city.
- 2) She **likes/loves listening** (listen) to music. It's her favorite way of passing the time.
- 3) Would you **like/love to go** (go) out to the theatre this evening?
- 4) Most young people **hate getting up** (get up) early when they're tired
- 5) He would **like /love to be** (be) famous film star, It's his dream.
- 6) If had the chance, I would **like /love to study** (study) in another country.

D) Complete the sentence with the infinitive or ing from the verbs in brackets: (Period 4 – page 20)

- 1) The first thing I remember **hearing** is the sound of my mother singing/ (**hear**)
- 2) You shouldn't stop **trying** just because it's a bit difficult(**try**).
- 3) I must remember **to post** this letter while I'm in town(**post**).
- 4) If you're getting confused, remember **to think** about what you want to say. (**think**)
- 5) I remember **feeling** surprised when I first heard the news (**feel**).
- 6) While walking along the street, I saw him stop **to look** in a shop window.(**look**)

E) Write sentences in answer to the question below: (Period 4 – page 20)

- 1) A friend is getting stressed about exam revision. what would you advise him/ her to do?
I advise you to make a revision timetable.
- 2) What hobby do you like doing, and which new hobby would you like to do in the future?
I like swimming. I would like to learn embroidery.
- 3) What do you have to remember to do in the next few days?
I must remember to redecorate the kitchen.
- 4) Is there anything in your life that you would like to stop doing?
I'd like to stop sleeping late.
- 5) What should you remember to do before going on a long journey?
I should remember to prepare sandwiches and drinks.
- 6) What should you stop doing if you want to be fit?
I should stop eating fast food.

Circle the correct verb forms (Revision Period 3 – page 62).

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



القسم الرابع : الكتابة (Writing)

أولاً : القسم الأدبي :

Personal Statement

- هو عبارة عن نص يكون جزء من سيرتك الذاتية تقدمه للجامعة تشرح فيه سبب اختيارك للتخصص .
- هو نفس الموضوع السابق مع اختلاف الجهة المرسل إليها.
- يمكن كتابة الموضوع السابق مع عدم ذكر بعض الجمل التي تعني أنك (سوف تلتحق بالجامعة بعد الانتهاء من الدورة) مع جملة خاتمة.

Write your own personal statement to apply for specific course in the university.

Personal Statement

الفقرة الأولى : لماذا أنت متقدم لهذا التخصص؟

There are several reasons why I am applying for a course in _____. I am applying for this because I have been interested in such fields since I was young and it developed through time . In fact, I would love to work in this field as a career in the future . I am sure this is where my future is .

الفقرة الثانية : ما الذي فعلته متعلق بهذا التخصص؟

At the moment, I am studying Math , Science and English as my main subjects at school, and I believe these subjects will all be useful for the career I have chosen . I have been reading books about it , so I know a lot about the basic ideas, but I need to extend what I already know. Actually I used to volunteer in related societies after school to have more experience .

الفقرة الثالثة : لماذا تعتقد نفسك مناسب لهذا التخصص؟

I believe I am the right person for this major because I know and practiced the skills needed for it and I enjoy doing it . As you can see from the attached files I got high grades in my school and different related courses . I hope the information I have given you is enough for you to accept me on the course .



ثانياً : القسم العلمي :

Write an essay (150-200) words about: how to manage your time effectively.

Paragraph 1: Choose the right time to make yourself a to do list.

Paragraph 2: Organize time and look after yourself.

Paragraph 3: One step at a time.

Paragraph 4: State your opinion.

Time Management

Time management is a vital skill, one that will be necessary in your chosen career as well as in the university. People have different time clock's, and what works for one student might not work for you. Time management techniques involve setting goals, establishing priorities. When we think of time management, we tend to think of personal time management. When we master time management skills, we'll be more organized, efficient and happier.

إدارة الوقت مهارة مهمة و ستكون ضرورية في مشوارك المهني الذي ستختاره أيضاً في الجامعة. يختلف الناس في أوقاتهم فما يصلح لشخص ما قد لا يصلح لك . طرق ادارة الوقت تشمل تحديد الأهداف والأولويات . عندما نفكر بإدارة الوقت نميل للتفكير بإدارة الوقت من ناحية شخصية فعندما نتحكم بمهارات إدارة الوقت سنكون أكثر تنظيماً وكفاءة و سعادة .

You probably have a lot of things to do, so asses how important and how urgent the tasks are; then make sure high priority tasks, and avoid time wasters! Make the task as specific as possible. Try dividing tasks into smaller tasks. Once you've started, it's easier to keep going.

من المحتمل أن يكون لديك الكثير من الأشياء لتفعلها لذلك حدد الأشياء المهمة والملحة ومن ثم حدد الأولويات وتجنب الأشياء المهدرة للوقت واجعل المهام محددة قدر الامكان قم بتجزئة المهام الى مهام صغيرة فعندما تبدأ بتنفيذها سيكون الأمر أسهل لتستمر .

The first step in effective time management is analyzing how you currently spend your time and deciding how you want to change your way of spending your time. Unless time is managed properly, nothing can be accomplished. Time is a unique resource. It's indispensable, irreplaceable, and therefore invaluable. A day of every one consists of 24 hours only, no more and no less. Every piece of work requires time, and also energy. Time is money and measure of effort, so use it wisely.

الخطوة الأولى في إدارة الوقت الفعالة هي تحليل كيفية قضاء وقتك حالياً وتحديد الطريقة التي تريدها لتغير طريقتك في قضاء وقتك . اذا لم تتم ادارة الوقت بشكل جيد لن تحقق شيء فالوقت مصدر فريد من نوعه ولا يمكن استغناء عنه ولا يمكن استبداله لذلك فهو لا يقدر بثمن . يومنا جميعاً يتكون من 24 ساعة فقط لا أكثر ولا أقل كل عمل يحتاج الى وقت وأيضاً يحتاج الى طاقة . الوقت مال و مقياس للجهد لذلك استخدمه جيداً .