



Giants' Skills

مهارات العمالة

لصف الثالث الثانوي

افهم بهذا الكورس
درجات أسئلة المهارات



يحتوي على كل أسئلة المهارات
التي لا غنى عنها
لكل طلاب المرحلة الثانوية

- يعتقد الكثيرون أن صعوبة الترجمة تكمن في صعوبة الكلمات والمفردات ولكن التكوين السليم للجملة وتبسيط وتخمين المعنى هو البداية الصحيحة لضمان الحصول علي أعلى الدرجات في الترجمة.
- لا ترجمة لكلمة دون قراءة الجملة ولا ترجمة لجملة دون قراءة الفقرة ولا ترجمة لفقرة دون التعرف علي السياق العام.
- الترجمة ليست مجرد نقل كلمة أو لفظ وإنما هي نقل مفاهيم الكلام بكل ما حولها من إحياءات تربطها بالنص.
- مثال: كلمة (have) من الصعب ترجمتها خارج السياق. لاحظ اختلاف ترجمتها من جملة لأخرى:

- ▶ They **have** a car.
- ▶ They **have** a shower.
- ▶ They **have** breakfast.
- ▶ They **have** a nice time.
- ▶ They **have** a cold.
- ▶ I **had** a letter last week.



الترجمة هي فن نقل المعنى
والاستخدام الأمثل لمعاني الكلمات

كيف أترجم؟

يوجد بعض التعليمات التي يجب إتباعها مثل:

- ١ قراءة النص المراد ترجمته عدة مرات حتى يتم فهمه جيداً، فلا بد أن يكون المعنى العام للنص واضحاً في ذهن الطالب قبل البدء في ترجمته.
- ٢ البدء في ترجمة النص، مع الحرص على تحديد بدايات ونهايات الجمل، واستخدام علامات الترقيم بطريقة صحيحة تناسب اللغة التي ينقل إليها.
- ٣ أن يحسن المترجم اختيار الألفاظ والتعبيرات المناسبة في اللغة التي ينقل إليها.
- ٤ بعد الانتهاء من الترجمة لابد من قراءة النص المترجم وتصويب ما به من أخطاء إملائية أو نحوية أو غيرها، وتقديم وتأخير ما قد يلزم من عبارات حتى تستقيم العبارات والجمل.
- ٥ يتم الصياغة كما ينبغي أن تكون، مع مراعاة ترابط الجمل باستخدام الأدوات اللغوية المناسبة.
- ٦ عدم اللجوء إلى الحذف والاختصار أو الإطالة بأي حال من الأحوال، مما قد يخل بالنص، ومحاولة توصيل المعنى بدقة قدر المستطاع.
- ٧ عند الترجمة من اللغة العربية إلى الإنجليزية حاول أولاً أن تترجم من عربي إلى عربي أي تفسر الكلمات بلغة بسيطة مثل كلمة (يقوم بـ / ينفذ / يعمل / يؤدي) كل تلك الكلمات تترجم (do).
- ٨ امتلاك حصيلة لغوية مع معرفة كيفية تكوين جملة في اللغة الإنجليزية.
- ٩ الكلمة الواحدة قد يكون لها أكثر من معني حسب سياق الكلام مثلاً كلمة (catch) لا يمكننا ترجمتها خارج سياق الكلام لما تحتويه من معاني مثل (يمسك - يقبض علي - يصاب بـ - يصاد - ...).
- ١٠ كثرة الحل هو الطريق الأمثل لإتقان الترجمة فالترجمة مهارة لا يمكنك اكتسابها دون كثرة التدريب لذا أكثر من الحل بنفسك ودرب نفسك علي الحل الاختياري وقواعد تحويل الكلام من لغة لأخرى.



(1) حدد التكوين السليم للجملة:

يوجد في اللغة العربية جملة اسمية وجملة فعلية، ومعظم الجمل العربية تبدأ بالفعل، بينما لا يوجد في اللغة الإنجليزية إلا الجملة الاسمية فقط. ولذلك يجب مراعاة : لابد من تحديد أجزاء الجملة سواءً كانت.

جملة بسيطة تتكون من ثلاثة أجزاء أساسية مثل :

تناولت آية وجبة حارة. / يحب المصريون بلدهم. / لقد عاقبه معلمه.

لاحظ ترجمة هذه الجمل :

① فاعل	② فعل	③ مفعول
Aya	had	a hot meal.
Egyptians	like	their country.
His teacher	has punished	him.

أو كانت جملة طويلة مثل :

قابلت أصدقائي في النادي بسعادة الأسبوع الماضي.

ذاكر الطالب الدرس بجد في غرفته أمس.

لاحظ ترجمة هذه الجمل :

①	②	③	تكملة الجملة		
فاعل	فعل	مفعول	ظرف كيفية	ظرف مكان	ظرف زمان
I	met	my friends	happily	in the club	last week.
The pupil	studied	the lesson	hard	in his room	yesterday.

قد تكون تكملة الجملة ظرفاً / صفة / عبارة / شبه جملة / حرفاً / رابطاً

حاول بنفسك



(أجزاء الجملة)

←

1. ذهبت إلى السينما أمس.

- (a) I went last Friday to the cinema. (b) went I to the cinema last Friday.
 (c) last Friday, I to the cinema went. (d) I went to the cinema last Friday.

(أجزاء الجملة)

←

2. زرت علي أمس في منزله.

- (a) visited Ali in his house yesterday. (b) Ali visited me in his house yesterday.
 (c) I visited Ali in his house yesterday. (d) In his house I visit Ali yesterday.

(كلمات / تكوين الجملة)

←

3. إن القراءة هي مفتاح المعرفة والعمل الجاد هو الطريق إلى السعادة.

- (a) Reading is the key to knowledge and hardly work is the path to happy.
 (b) Reading is the key to knowledge and hard work the bath to happiness.
 (c) Reading the key to knowledge and hard work is the path to happiness.
 (d) Reading is the key to knowledge and hard work is the path to happiness.

وهو الركن الأول في الجملة. ويكون (إما اسماً، أو ضميراً)

- ▶ **Ahmed** likes travelling abroad.
- ▶ **We** met our friends at home.

The subject

الفاعل

يدل علي معني مقترن بزمن محدد (المضارع والماضي والمستقبل).

- ▶ They **have made** an accident.
- ▶ I **will visit** you next week.

The verb

الفعل

يدل علي من وقع عليه الفعل. ويكون (إما اسماً، أو ضميراً)

- ▶ Mai studied **the lesson**.
- ▶ I call **them** every day.

The object

المفعول

الظرف الذي يصف الفعل، ولذا يأتي الظرف عادةً بعد الفعل الأساسي لكي يصفه.

- ▶ She spoke **politely**.
- ▶ Toka speaks English **well**.

Adverb of manner

ظرف
الكيفية

وهو اسم يدل علي مكان حدوث الفعل.

- ▶ She walked politely **in the street**.
- ▶ All the passengers went **ashore**.

Adverb of place

ظرف
المكان

هو اسم يدل علي زمن حدوث الفعل.

- ▶ We travel to Aswan **in winter**.
- ▶ **Yesterday**, I visited my uncle.

Adverb of time

ظرف
الزمن

حاول بنفسك



1. لدينا الكثير من المشكلات الاجتماعية التي تعوق أي تقدم متوقع. ← (كلمات / تكوين الجملة)

- (a) We have a lot of social problems that hinder any progress expected.
- (b) We have a lot of social problems that hinder any expected progress
- (c) We have a lot of social problem that hinder some expected progress.
- (d) Have we a lot of social problems that hinder any expected progress?

2. انها تتصرف بشكل مؤدب الآن هنا. ← (كلمات / تكوين الجملة)

- (a) She here now behaves politely.
- (b) She behaves politely here now.
- (c) Now, she behaves her politely.
- (d) She behaves polite there now.

3) الفاعل والمفعول

لابد أن تحتوي الجملة في الإنجليزية علي فاعل وغالباً مفعول ولا يوجد فاعل أو مفعول مستتر.

رأيتهما تعبر الطريق بسرعة لتلحق بالأتوبيس.

► I saw **her** crossing the road quickly to catch the bus.

قد يكون الفاعل أو المفعول اسم (إنسان / حيوان / جماد / مكان) أو ضمير (فاعل / مفعول).

I	he	she	it	you	they	we	ضمائر الفاعل
me	him	her	it	you	them	us	ضمائر المفعول
أنا	هو	هي	هذا (لغير العاقل)	أنت / أنتم	هم	نحن	

► They provided **us** with all our needs.

قد يُسبق الفاعل أو المفعول بصفة ملكية أو اسم إشارة.

my....	his...	her...	its...	your..	their...	our...	صفات الملكية
ملكي	ملكه	ملكها	لغير العاقل	ملكك	ملكهم	ملكنا	

► He did **his** homework.

► She brought **her** bags.

أسماء الإشارة في اللغة العربية (هذا - هذه - ذاك - ذلك - هذان - هاتان - هؤلاء - أولئك) وأما الإنجليزية:

this...	that...	these...	those....
هذا	تلك	هؤلاء	أولئك
للمفرد القريب	للمفرد البعيد	للجمع القريب	للجمع البعيد

► I think I saw **those** boys before.

► I bought **this** car last week.

this boy	هذا الولد	that book	ذلك الكتاب
these pens	هذه الأقلام	those birds	تلك الطيور

حاول بنفسك



(كلمات / تكوين الجملة)

اتصلنا بهم لنسأل عن احتياجاتهم.

- They called us to ask about their needs.
- We called their to ask about their needs.
- We called they to ask about their needs.
- We called them to ask about their needs

4) كيفية التعامل مع الضمائر

الإنجليزية لا تعرف سوى ضمير واحد للمخاطب وهو (you) ويقابله في اللغة العربية ضمائر عديدة وهي (أنت - أنتي - أنتما - أنتن - أنتم) ولا يتغير شكله في الفاعل أو المفعول أو المفرد والجمع.

- ▶ You are a good boy.
- ▶ You are a good girl.
- ▶ You are good boys (girls).

الضمير (they) يقابله في العربية (هما - هم - هن).

- ▶ They are men.
- ▶ They are women.
- ▶ They are two friends.

الضمير (it) يعود على حيوان أو جماد أو إنسان أحياناً، ويترجم إلى "هو" أو "هي" أو "إنه".

- ▶ It is six o'clock.
- ▶ It is Ahmed who did that.
- ▶ It is nice to see you well.

الضمائر المستترة في العربية يجب إظهارها في الإنجليزية:

نفخر بما حققته سلسلة العمالقة هذا العام.

- ▶ We're proud of what the Giants' series has achieved this year.

يمكننا دمج الكلمات في اللغة العربية ولكن عند ترجمتها إلى الإنجليزية نترجم كل الكلمات والعكس:

- ▶ I saw him eating his meals. رأيتَه يأكل وجباته.
- ▶ I gave her my pen. أعطيتها قلمي.

الضمير المضاف إلى فعل يترجم إلى ضمير مفعول:

me him her it you them us

ضمائر المفعول

يُمكننا العمل الجاد من تحقيق أهدافنا وطموحاتنا.

- ▶ Hard work enables us to achieve our goals and ambitions.

الضمير المضاف إلى اسم يترجم إلى صفة ملكية:

my... his... her... its... your.. their... our...

صفات الملكية

يزور السياح مصر كل عام للاستمتاع بجوها البديع

- ▶ Every year, tourists visit Egypt to enjoy its charming weather.

(أظهار الضمير المستتر / كلمات)

←

3. نأمل في وضع حد للأمية والبطالة والفقر.

- a) We hope to put an end to illiteracy, unemployment and poverty.
- b) They hope to put an end to illiteracy, unemployment and poverty.
- c) Hope to put an end to illiteracy, unemployment and poverty.
- d) We hope to put an end to illiteracy, unemployment and poor

الفعل كلمة تعبر عن حركة أو حالة أو حدث وتأتي بعد الفاعل وتحدد زمن الجملة.

- She **works** as a nurse. ► I **will visit** Cairo soon.

لاحظ أن الفعل يتبع الفاعل من حيث المفرد والجمع.

① إذا كان الفاعل جمع يأتي بعده فعل جمع are - were - have - infinitive ...

② إذا كان الفاعل مفرد يأتي بعده فعل مفرد is - was - has - v + s ...

- He **is** lazy. ► They **are** lazy.
► She **walks** to school. ► We **walk** to school.

لا بد أن يكون الفعل في اللغة الإنجليزية ظاهراً بخلاف اللغة العربية التي قد يكون فيها الفعل مستتراً. مثل "هو طبيب" أين فعل الجملة؟ هي جملة سليمة ولا تحتاج فعل في اللغة العربية لكن في الإنجليزية لا بد من الفعل لذا نضع فعل يكون (V. be).

- He **is** a lazy man. إنه رجل كسول.
► They **are** doctors. هم أطباء.

يمكننا ترجمة فعل (V. be) إذا كان فعل أساسي معانٍ مختلفة (يعتبر / يمثل / يُعد / ...).

تعتبر مصر إحدى الدول النامية.

- Egypt **is** one of the developing countries.
أما إذا كان فعل مساعد أي بعده فعل أساسي لا يترجم بل يدل على زمن الجملة.
► He **is playing** tennis now. هو يلعب تنس الآن. (مضارع مستمر)
لاحظ: لا تترجم هنا **is** لأنها فعل مساعد وليست فعل أساسي

يمكننا ترجمة فعل (V. have) إذا كان فعل أساسي معانٍ مختلفة (يملك / لديه / يقتني / يتناول / يأخذ / يقضي).

تمتلك مصر الكثير من الآثار العظيمة.

- Egypt **has** a lot of great monuments.
أما إذا كان فعل مساعد أي بعده فعل أساسي لا يترجم بل يدل على زمن الجملة.
► He **has attended** the party. لقد حضر الحفل. (مضارع تام)
لاحظ: لا تترجم هنا **has** لأنها فعل مساعد وليست فعل أساسي.
حدد زمن الجملة: هل هو مضارع أم ماضي أم مستقبل أم مزيج من الأزمنة المختلفة:
لقد نجحت مصر في تحسين الاقتصاد وسيكون لهذا أثراً كبيراً على مستوى المعيشة.

- Egypt **has succeeded** in improving economy and this **will have** a great effect on the standard of living.

(زمن الفعل / كلمات) ←

4. يعتمد النجاح في الحياة على الصبر والعمل الجاد.

- a) Succeed in life depends on patient and hard work.
b) Successful in life depends on patience and hard work.
c) Success in life depend on patience and hard work.
d) Success in life depends on patience and hard work.

(6) كيفية التعامل مع الصفات:

تأتي الصفة عادةً قبل الاسم الموصوف (المراد وصفه) في اللغة الإنجليزية
أو بعد **be**.

- ▶ Mona is a **beautiful** girl.
- ▶ I met a **strange** man.
- ▶ He is a **fat** boy.

لا تتغير الصفة بتغير الفاعل من المذكر إلى المؤنث مثل:

ولد ماهر / بنت ماهرة
a **clever** boy / a **clever** girl

لا تتغير الصفة بتغير الفاعل من المفرد إلى الجمع (الصفات لا تجمع بإضافة **s - es**)

أولاد ماهر / ولد ماهر
a **clever** boy / **clever** boys

يمكن أن تسبق الصفة بأداة المعرفة **the** لتحل محل اسم جمع يعود على الناس.

- ▶ **The rich** should help **the poor**.
- ▶ **The young** should care of **the old**.

يمكن إضافة ظرف قبل الصفة لتحديد درجة قوة أو ضعف الصفة.

- ▶ Mount Everest is **extremely high**.

قد يكون الاسم صفة لاسم آخر.

- ▶ It is a **stone** wall.
- ▶ It is a **two-day** voyage.
- ▶ It is a **three-hour** drive by car.

(الصفة)

1. تقوم مصر بمشروعات جديدة عملاقة لحل مشكلة البطالة.

- (a) Egypt is doing giant new projects to solve the unemployment problem.
- (b) Egypt is doing projects giant new to solve the unemployment problem.
- (c) Egypt is doing giant new projects to solve the problem unemployment.
- (d) Egypt is doing a giant new projects to solve the unemployment problem.

(صفات الملكية)

2. لقد أنهيت عملي.

- (a) I have finished me work.
- (b) I have finished his work.
- (c) I have finished my work.
- (d) I have finished mine work.

(الحال والضمير المستتر)

3. يجب أن نعمل بجد حتى تصبح مصر دولة متقدمة.

- (a) We should work hard so that Egypt will become a developed country.
- (b) We should work hardly so that Egypt will become a developed country.
- (c) We should work hard so that Egypt will become a developing country.
- (d) We should work hardly so that Egypt will become developed country.

(الصفة)

4. على طالب مجتهد.

- (a) Ali is a clever student.
- (b) Ali is clever student.
- (c) Ali is clever a student.
- (d) Ali is a student clever.



Translation from previous Exams تمارين مجمعة من الامتحانات السابقة

التمارين بدون كلمات مساعدة حتى لا يتعود الطالب علي وجود كلمات ويعتمد علي نفسه.



Exercise 1

Translate into Arabic

- 1 A goal is something you want to achieve. First, you must decide what your goal is. 2021
- 2 Learning is like the earth; the more you dig, the more knowledge you gain. 2021
- 3 Egypt is famous since ancient times for its curative tourism which treats many diseases. 2021
- 4 A child should be given a chance to express himself or herself without tight restrictions or permanent criticism. 2021
- 5 We all appreciate the profession of teaching because a good teacher builds a good citizen. 2021
- 6 Egyptian women have always played a vital role in development projects. 2021
- 7 We should honour great writers and thinkers, especially those who have published distinguished works. 2021

Translate into English

- 1 يجب أن نرشد استهلاكنا من المياه والا سوف نواجه مشكلات خطيرة في المستقبل القريب. 2021
- 2 يشهد العالم الكثير من الأوبئة مثل جائحة فيروس كورونا الذي قتل ملايين من البشر وأثر بشكل خطير علي الاقتصاد العالمي. 2021
- 3 المشاركة في الرياضة تعلم الشباب القيم الأساسية مثل العمل الجماعي. 2021
- 4 تنظيم الوقت والعمل الجاد هما أساس النجاح لأي عمل نقوم به. 2021
- 5 التكنولوجيا الحديثة سلاح ذو حدين؛ لذا يجب أن تستخدم بحرص. 2021

(1) تجنب دائما الترجمة الحرفية أو نقل الكلام دون فهم المعنى

الترجمة الحرفية تؤدي إلى الإخلال بشكل الجملة فمثلا:

"يبنى التعليم الفرد والمجتمع وهو السبيل الوحيد للتقدم بمصر."

► build education the person and the society and he way only to improve by Egypt. (X)

وهذه ترجمة حرفية لم تلتزم بقواعد اللغة ولذا تكون إجابة خطأ ويكون التصحيح.

► Education builds the individual and society and it is the only way to progress in Egypt. (✓)

(الترجمة الحرفية)



تهتم الدولة بالتعليم اهتماما كبيرا.

- a) Care the state greatly of Education.
- b) The state is in Education greatly interested.
- c) The state is greatly interested in Education.
- d) The state Education is greatly interested in.

(2) كيفية التعامل مع الحال (الظرف)

تأتي الصفة دائما قبل الاسم والظرف بعد الفعل وآخره "ly" بخلاف الغير منتظم.

She behaves **politely**.

إنها تتصرف بشكل مؤدب.

⇒ She is **polite**.

إنها مهذبة.

He is a **fast** driver.

إنه سائق سريع.

⇒ He drives **fast**.

هو يقود بسرعة.

in the morning, at noon, at dawn, yet....

قد يدل الظرف على زمان مثل:

in the club, at home, in the corner,....

قد يدل الظرف على مكان مثل:

well, quickly, slowly, lovingly,....

قد يدل الظرف على حال الفعل مثل:

hardly, rather, slightly, quite, very,...

قد يوضح الظرف صفة من الدرجة أو المقدار

once, twice, always, usually, every..

قد يدل الظرف على مدى تكرار الحدث (عدد المرات)

(الصفة والحال)



تتصرف بحكمة.

- a) She behave wisely.
- c) He behaves wisely.

- b) She behaves wisely.
- d) She behaves wise.

(الصفة والحال)



أذاكر بجد لكي أنجح.

- a) I study hard and succeed.
- c) I study hard to succeed.

- b) I study hard for succeed.
- d) I study hardly to succeed.

(الصفة والحال)



لقد أنهيت مشروعي بشكل جيد.

- a) I have finished my project good.
- c) I have finished my project better.

- b) I have finished my project well.
- d) I have finished my project best.



Translation from previous Exams تمارين مجمعة من الامتحانات السابقة

التمارين بدون كلمات مساعدة حتى لا يتعود الطالب علي وجود كلمات ويعتمد علي نفسه.

- 1 Cash machines permit people to withdraw money at any time. 2020
- 2 All Egyptians aspire to the development of the education system to face global challenges. 2020
- 3 Air pollution is an invisible killer which affects women and girls more than men. 2020
- 4 A lot of people reject change as they prefer following their usual life style. 2020
- 5 Candidates for the jobs must have knowledge of at least one foreign language. 2020
- 6 The need to life-long learning has become urgent, especially as we live in the age of globalization. 2020
- 7 Online distance learning is a method of instruction, which connects learners with educational resources. 2020

Translate into English

- 1 أتاح بنك المعرفة المصري الحصول على المعلومات من مصادر علمية موثوقة. 2020
- 2 إن إتباع قواعد النظافة الشخصية يمكن أن يقي من الكثير من الأمراض. 2020
- 3 لم تعد الطرق التقليدية للتدريس ذات جدوى إذا أردنا الارتقاء بالتعليم. 2020
- 4 لا يمكن لأحد أن يهزمك أو يعرقل نجاحك طالما تسلحت بالعلم والأمل. 2020
- 5 يجب أن يلعب الجميع دوراً إيجابياً في تنمية بلدنا حتى تنعم الأجيال القادمة بالرخاء. 2020
- 6 العدالة هي إحدى القيم الأساسية الموجودة في كل النظم الاجتماعية. 2020
- 7 تولي الحكومة اهتماماً عظيماً بالمرأة حيث منحتها الاهتمام وجعلتها تشغل أرفع المناصب في مختلف الميادين. 2020

Present	Past simple	P.P.	Meaning
spend	spent	spent	يقضي / ينفق
keep	kept	kept	يحفظ
leave	left	left	يترك
lose	lost	lost	يفقد
think	thought	thought	يفكر
make	made	made	يصنع
win	won	won	يفوز

لقد أصبحت ضرورة ملحة ان نبدء في انشاء عاصمة جديدة بدلا من القاهرة.

► It has **become** an urgent need to begin **setting up** a new capital **instead of** Cairo.

1 إنه جيد في لعب الشطرنج. (حرف الجر) ←

- (a) He is good for playing chess. (b) He is good at play chess.
(c) He is good in playing chess. (d) He is good at playing chess.

2 ان تزايد السكان في دولة نامية سوف يعوق تقدمها. (سوف + الزمن) ←

- (a) The increase of population in a developing country hinders its progress.
(b) The increase of population in a developing country hinder its progress.
(c) The increase of population in a developing country hindered its progress.
(d) The increase of population in a developing country will hinder its progress

3 اتصفح الانترنت لكي أعرف أحدث الأخبار. (ترجمة لام التعليل / لكي) ←

- (a) I surf the internet to find out the latest news.
(b) I surf the internet for find out the latest news.
(c) I surf the internet because find out the latest news.
(d) I surf the internet to finding out the latest news.

4 ستبقى القراءة الوسيلة المثلى للمعرفة في العصور كلها. (س) ←

- (a) Reading is remaining the ideal means of knowledge in all ages.
(b) Reading has remained the ideal means of knowledge in all ages.
(c) Reading will remain the ideal means of knowledge in all ages.
(d) Reading will remain the ideal mean of knowledge at all ages.

5 يجب تحسين جودة المنتجات المحلية حتي تنافس المنتجات الاجنبية. (المبني للمجهول) ←

- (a) The quality of local products must be improved to compete with foreign products.
(b) The quality of local products must be improve to compete with foreign products.
(c) The quality of local products must improve to compete with foreign products.
(d) The quality of local products must be improving to compete with foreign products.



سؤال الترجمة ممكن يجيلك مقال

(ملكية) ←

1 أحمل كتب أصدقائي الآن.

- a I am carrying my friends books now.
- b I am carrying my friends' book now.
- c I am carrying my friends' books now.
- d I am carrying my friend's books now.

(الأفعال الناقصة) ←

2 كان لزاما على مصر أن تدعو لمؤتمر دولي لتحقيق السلام.

- a Egypt had to call for an international conference to achieve peace.
- b Egypt has to call for an international conference to achieve peace.
- c Egypt should to call for an international conference to achieve peace.
- d Egypt have to call for an international conference to achieve peace.

(ترجمة يجب) ←

3 يجب ان نستخدم أفضل الطرق لتربية أطفالنا الصغار.

- a We must use the best methods to raise our young children.
- b We have to used the best methods to raise our young children.
- c We should to use the best methods to raise our young children.
- d We can use the best methods to raise our young children.

(التعليل / صفة الإشارة) ←

4 لا يمكن للدول ان تستغنى عن مصر لدورها الرائد فى المنطقة.

- a Countries can't dispense Egypt to its pioneering role in the area.
- b Countries can't dispense Egypt for it's pioneering role in the area.
- c Countries can't dispense Egypt for it pioneering role in the area.
- d Countries can't dispense Egypt for its pioneering role in the area.

(ترجمة لقد) ←

5 لقد أثبت الشباب أنهم قادرون على المساهمة فى صنع التقدم.

- a The youth have proved that they are able to contribute to make progress.
- b The youth prove that they are able to contribute to make progress.
- c The youth have proved that they able to contribute to make progress.
- d The youth may prove that they are able to contribute to make progress.

(لا بد / لازم) ←

6 لا بد لكل الدول أن تتعاون لحل مشكلة الاحتباس الحراري.

- a All countries must cooperate to solve the global warming problem.
- b All countries should cooperate to solve the global warming problem.
- c All countries has to cooperate to solve the global warming problem.
- d All countries need to cooperate to solve the global warming problem.

(ضمائر الوصل) ←

7 الأمية مرض اجتماعي خطير علينا القضاء عليه.

- a Illiteracy is considered a serious social illness that we have to abolishit.
- b Illiteracy is considered a serious social illness whose we have to abolish.
- c Illiteracy is considered a serious social illness who we have to abolish.
- d Illiteracy is considered a serious social illness that we have to abolish.

(صفات الملكية / الزمن) ←

8 تعتمد أي أمة على شبابها في تنفيذ المشروعات الزراعية والصناعية.

- a Any nation depends on its youth to do agricultural and industrial projects.
- b Any nation depends on it's youth to do agricultural and industrial projects.
- c Any nation depend on its youth to do agricultural and industrial projects.
- d Any nation depends on its youth to do agriculture and industry projects.

6 تتسم الحياة في الريف المصري بالانسجام والتكافل الاجتماعي والحب والتعاون المتبادل.

- (a) Life in the Egyptian countryside is characterized by harmony, social solidarity, love and mutual cooperation.
- (b) Life in the Egyptian country are characterized by harmony, social solidarity, love and mutual cooperation
- (c) Life in the Egyptian countryside is characterized by harmony, society solidarity, love and mutual cooperation.
- (d) Life in the Egyptian countryside is characterized by harmony, social solidarity, love and mutual operation.

7 أصبحت زيادة الإنتاج واجباً وطنياً للقدرة على مواجهة مشكلة زيادة عدد السكان والبطالة في مصر.

- (a) Increasing production have become a nation duty to be able to face the problem of overpopulation and the unemployment in Egypt
- (b) Increasing protection has become a national duty to be able to face the problems of overpopulation and the unemployment in Egypt
- (c) Decreasing production has become a national duty to be able to face the problem of overpopulation and the unemployment in Egypt
- (d) Increasing production has become a national duty to be able to face the problem of overpopulation and the unemployment in Egypt

8 إن التخطيط الجيد وحسن استغلال الوقت والتعاون بين أعضاء فريق العمل لابد أن يؤدي إلى النجاح الباهر في العمل ويوفر الوقت والجهد.

- (a) Good planning, good use of money, and cooperation between team members should lead to impressive work success and save time and effort.
- (b) Good planning, good use of time, and cooperation between team members should lead to impressive work success and save time and effort.
- (c) Good planning, good use of time, and cooperation between team organs should lead to impressive work success and save time and effort.
- (d) Good planning, good use of time, and cooperation between team members should seek to impress work success and save time and effort.

9 بفضل التكنولوجيا الحديثة أصبح العالم قرية صغيرة ولذلك يمكنك مشاهدة الأحداث الجارية التي تحدث في العالم في وقت حدوثها.

- (a) Thanks to modern technology, the world has become small village, so you can watch the current event in the world at the time of its occurrence
- (b) Thanks to modern technology, the world has become a small village, as you can watch the current events in the world at the time of occurrence
- (c) Thanks to modern technology, the world has become a small village, so you can watch the current events in the world at the time of its occurrence
- (d) Thanks to modern technology, the world has become a small village, so you can watch the current events in the wod at the time of his occurrence.

كلمات هامة للبدء من هنا



paragraph	فقرة	Parts of speech	اجزاء الكلمة
essay	مقال	verb	الفعل
introduction	مقدمة	noun	الاسم
indent	المسافة الخالية (اول الفقرة)	adjective	النعت / الصفة
introductory paragraph	فقرة المقدمة	adverb	الظرف / الحال
topic sentence	الجملة الرئيسية	pronoun	الضمير
thesis statement	العبارة الافتتاحية	prepositions	حروف الجر
hook	الجملة الجاذبة	articles	ادوات (النكرة والمعرفة)
body (bulk)	جسم المقال / المتن	conjunctions	روابط
supporting sentence	الجملة الداعمة	punctuation	علامات الترقيم
conclusion	الخاتمة	full stop=period	النقطة
closing sentence	الجملة الختامية	exclamation mark	علامة التعجب
e-mail	الرسالة الالكترونية	question mark	علامة الاستفهام
sender (From)	الراسل	speech mark	علامات التنصيص
receiver=recipient (To)	المُرسل اليه	apostrophe	العليا الفاصلة
subject (About)	الموضوع	coma	الفاصلة
greeting / salutation	التحية	colon	نقطتان
closing	الخاتمة	semi-colon	الفاصلة المنقوطة
signature / sign-off	التوقيع	dash (hyphen)	شرطة
header	الرأس	slash	شرطة مائلة
footer	التذييل	closing words	الكلمات ختامية
formal language	اللغة الرسمية	to conclude,	خلاصة الموضوع
informal language	اللغة الغير الرسمية	to sum up,	خلاصة الموضوع
messaging language	لغة المراسلة	to summarize	خلاصة الموضوع
slang	اللغة العامية	in short,	باختصار
user name	الاسم قبل @ / اسم المستخدم	in summary,	باختصار
domain name	اسم بعد @ / اسم النطاق	in conclusion,	باختصار
password	الرقم السري	in other words	بعبارة أخرى
Types of essay	انواع المقال	Finally,	أخيرا
narrative	روائي / قصصي	on the whole	في المجمل
descriptive	وصفي	all in all	في المجمل
expository	تفسيري	to put the whole in a nutshell	خلاصة الموضوع
argumentative	نقاشي / جدلي		
persuasive	اقناعي		

transition words	الكلمات الانتقالية / الروابط	This means.....	هذا يعني.....
Addition	العطف والإضافة	necessity	الضرورة
and	و	lack of necessity	عدم الضرورة
in addition (to)	بالإضافة إلى	recommendation	النصح / التوصية
additionally	بالإضافة إلى	prohibition	المنع
besides (that)	بالإضافة إلى	deduction	استنتاج
moreover	بالإضافة إلى	ability	القدرة / الاستطاعة
furthermore	بالإضافة إلى	possibility	الاحتمال
as well as	بالإضافة إلى	suggestion	الاقتراح
along with	بالإضافة إلى	request	الطلب
Contrast	التناقض	order	الأمر
although	بالرغم من	moral	المغزى
though	بالرغم من	direct quote	اقتباس مباشر
even though	بالرغم من	advice	نصيحة
nevertheless	بالرغم من	blame	لوم
yet	بالرغم من	regret	ندم
in spite of	بالرغم من	wishing	تمني
despite	بالرغم من	possibility	الاحتمال
but	لكن	expressing opinion	التعبير عن الرأي
however	مع ذلك	expressing rules	التعبير عن القواعد
on the other hand	من الناحية الأخرى	asking for help	طلب مساعدة
Cause & Effect	السبب والنتيجة	offering help	عرض مساعدة
therefore	لهذا السبب	invitation	دعوة
consequently	نتيجة لذلك	warning	تحذير
as a result	كنتيجة لذلك	helping verb	فعل مساعد
because / since / as	لأن	synonym	مرادف
so (thus)	لذلك	antonym	مضاد
for this reason	لهذا السبب	opposite	عكس
otherwise	والا / خلاف ذلك	paraphrase	يعيد صياغة
Comparison	المقارنة	summarize	يلخص
too	أيضا	prefix	البادئة (مقطع أول الكلمة)
as well	أيضا	suffix	اللاحق (مقطع آخر الكلمة)
also	أيضا	a series of	سلسلة من
Sequence	التسلسل الزمني	cite	يستشهد
after	بعد	imperatives	صيغة الأمر
before	قبل	abbreviation	اختصار
while	بينما	for example	على سبيل المثال
first (second. ..)	أولا (ثانيا...)	for instance	على سبيل المثال



Ali and I met yesterday.	الضمير (I) يكتب دائما حرف كبير
They travelled abroad.	أول حرف في الجملة
Ali said, " We will visit you tomorrow".	أول حرف في الجملة بعد علامات التنصيص
Do you like pasta?	أول حرف في السؤال
I called Ali and Mai .	أول حرف في أسماء الأشخاص
Asia is the biggest continent in the world.	أول حرف في أسماء القارات
Egypt has strong ties with Sudan .	أول حرف في أسماء الدول
Rome is one of the world's most beautiful capitals.	أول حرف في أسماء العواصم
I am from Bani Suef .	أول حرف في أسماء المدن
The Pacific Ocean is the world's largest ocean.	أول حرف في أسماء المحيطات
It is joined to the Mediterranean Sea by the Suez Canal .	أول حرف في أسماء البحار والقنوات المائية.
The River Nile is the longest river in the world.	أول حرف في أسماء الأنهار
Lake Nasser is a man-made lake.	أول حرف في أسماء البحيرات
The Sphinx is a large stone statue with a lion's body that stands in Giza in Egypt .	أول حرف في أسماء الأعلام
Ahmed is Egyptian but Tom is American .	أول حرف في أسماء الجنسيات
Toka likes English but she can't stand French .	أول حرف في أسماء اللغات
We like to visit our relatives on Fridays .	أول حرف في أسماء أيام الأسبوع
My father died in October .	أول حرف في أسماء شهور السنة
King Abdullah ruled Jordan.	أول حرف في الألقاب قبل الاسم
Where will you stay? When will you arrive?	أول حرف في الجملة بعد (؟ - !)
Mr - Dr - Pro	في اختصارات الألقاب
TV - IT - CV	في اختصارات الكلمات



احرص على اقتناء كتاب قواعد العملاقة
في اللغة الإنجليزية

للتميز



Punctuation Marks

علامات الترقيم

علامات الترقيم هي بمثابة رسومات يتم وضعها بين الكلمات، أو الجمل لكي تُعين القارئ على فهم المعنى المراد أو المقصود بشكل سهل وبسيط، ولذلك يجب اختيار علامات الترقيم بشكل دقيق ومناسب.

تعتبر علامات الترقيم ذات أهمية لتنظيم ما نريد كتابته، حتى يكون أكثر وضوحاً ومفهوماً للقارئ.

استخدام علامات الترقيم المناسبة مثل (الاستفهام، التعجب، الاقتباس...) يحقق الترابط بين الجمل، وبالتالي يسهل علينا فهمها.

أنواع علامات الترقيم

هناك العديد من علامات الترقيم بهدف توضيح معنى الجمل وسردها بشكل منظم وهي:

Period / Full stop	النقطة	.
Exclamation	علامة التعجب	!
Question mark	علامة الاستفهام	?
Comma	الفاصلة	,
Semicolon	الفاصلة المنقوطة	;
Colon	النقطتين	:
Apostrophe	الفاصلة العليا	'
Quotation Marks / Speech Marks	علامات التنصيص	" "
Hyphen	الواصلة / الشرطة	-
Slash	الشرطة المائلة	/

استخدامات علامات الترقيم

النقطة The period / full stop (.)

النقطة هي إحدى علامات الترقيم المستخدمة في نهاية الجمل الخبرية أو الجمل الأمرية:

- ▶ We had pizza for dinner last night.
- ▶ If it rains tomorrow, I'll bring my umbrella.
- ▶ Please, don't feed the animals.

The question mark

علامة الاستفهام

في نهاية السؤال الذي يبدأ بأداة استفهام (Wh question) والذي يبدأ بفعل مساعد (Yes or No question) أو السؤال المذيل (Tag question).

- ▶ What do you do? ▶ How old are you?
- ▶ Are we allowed to feed the animals?
- ▶ He came late, didn't he?

The exclamation mark

علامة التعجب

تستخدم علامة التعجب في نهاية الجملة التي تظهر معنى أو فكرة بها تعجب، وبعض الحالات الأخرى مثل التشويق، والغضب، الأمور الصارمة، وعند الشعور بالألم، أو إظهار الدهشة والتعجب من شيء أو شخص ما.

- ▶ I am really excited about my new job! (excitement التشويق)
- ▶ If you come to work late again, you're fired! (anger الغضب)
- ▶ Leave me alone! (anger الغضب)
- ▶ Johnny, don't play with your food! (strict command امر صارم)
- ▶ Ouch! You just stepped on my foot! (pain الألم)
- ▶ I can't wait to go to Paris! (excitement التشويق)
- ▶ Wow! (Great! - Oh, my god!) What a beautiful house! (الدهشة)
- ▶ Ha! Ha! Ha! (ridicule السخرية)
- ▶ I'm so happy to see you! (happiness السعادة)

Apostrophe (')

الفاصلة العليا

الفاصلة العليا لها صيغتان: الدمج وإظهار الملكية
 ① الدمج: (حيث تقوم بدمج كلمتان وتكون الفاصلة العليا هنا بمثابة الحروف المحذوفة) وتكون صيغة مختصرة لأحد أفعال to be وهي (am - is - are) والأفعال المساعدة مثل has, have, had, will, ...

Word	abbreviation
I have	I've
It has	It's
Who is	Who's
does not	doesn't
I would	I'd
cannot	can't

Word	abbreviation
I am	I'm
They are	They're
She is	She's
He would	He'd
It is	It's
I will not	I won't

كبدل للحرف الناقص في الاختصارات:

- ▶ I'm a teacher. (I am.....)
- ▶ She's waiting at the bus stop. (She is.....)
- ▶ It's time to start the meeting. (It is time...)
- ▶ It's been a while since we spoke. (It has been..)

- ▶ He'd never take a bribe. (He would...)
- ▶ He'd called us before he left. (He had.....)
- ▶ Ali doesn't like the idea. (not = n't)

٢ نستخدم (s) في الملكية مع المفرد والجمع الشاذ والاسم الذي لا يعدو (s) في حالة الملكية الجمع:

- ▶ Have you seen Ali's car? (The car that Ali owns)
- ▶ It is my brother's birthday today. (The birthday of my brother)
- ▶ These are boys' bags. (The bags of boys)

للحظ عدم استخدام الفصلة العليا (s) مع ضمائر الملكية:

Possessive pronouns: (yours - hers - ours - theirs)

- ▶ That room is hers. (don't say: her's)
- ▶ Is this book yours? (don't say: your's)

للحظ أن الفاصلة العليا (s) في (it's) عبارة عن اختصار، لكن (its) تدل على الملكية.

It's = it + is → has

- ▶ I can't buy this shirt because it's very expensive.
- ▶ Look at that horse! Its hair is blue. ملكية

Comma (,)

الفاصلة السفلى

وهي من علامات الترقيم كثيرة الاستخدام، وتستخدم كما يلي:

- ١ بعد مفردات القوائم كبديل لتكرار (and) (على أن توضع and بين آخر اثنين فقط)
 - ▶ We need to buy milk, eggs, flour and sugar for the cake.
 - ▶ The car is spacious, stylish and affordable.
- ٢ توضع مع الكلمات التي ليست جزءاً من الجملة مثل الحال في أول الجملة.
 - ▶ Unfortunately, he missed his flight.
 - ▶ Nevertheless, we managed to get home after sunset.
- ٣ بعد الاسم المنادي إذا جاء في أول الجملة وقبل المنادي إذا جاء في آخر الجملة.
 - ▶ Mai, can you come here and help me with this?
 - ▶ Can I get you something to drink, Ali?
- ٤ تستخدم في الإيميل والخطاب في التحية أو الخاتمة.

Greeting → Dear sir, Dear madam, Dear Ali,

Closing → Yours faithfully, Yours sincerely, Yours truly,
- ٥ قبل السؤال المذيل لفصله عن باقي الجملة.
 - ▶ You are going to the party this weekend, aren't you?
 - ▶ Mai saw a lion, didn't she?
- ٦ وقد تستخدم أيضاً الفاصلة بعد الأسماء والألقاب.
 - ▶ Sir, please have a seat.
- ٧ توضع قبل (please) إذا جاءت في آخر الجملة أو بعدها إذا جاءت في أول الجملة.
 - ▶ Raise your voice, please. Please, raise your voice.

٨ بعد عبارات الرفض والموافقة والاستدراك التالية:

- ▶ Yes, she can swim.
- ▶ No, she can't swim.
- ▶ Sorry, I have to leave now.
- ▶ Excuse me, can you tell me the way to the club?

٩ تستخدم مع الروابط.

- ▶ I wanted her to be a doctor. However, she had other plans.
- ▶ After I had studied, I slept.
- ▶ If I have much money, I will buy a new car.

١٠ فصل أفكار الجمل بحيث يتم وضعها بعد كل جملة أو فكرة مكتملة المعنى.

- ▶ Mark went by bus, and Allison took a train.
- ▶ He studied hard, but he failed.

١١ بعد علامات التنصيص "....." التي تحتوي على جملة خبرية إذا جاءت في أول الجملة وقبلها إذا جاءت في آخر الجملة:

- ▶ Ali said, "I'm very tired".
- ▶ "I'm very tired", said Ali.

أما إذا كانت علامات التنصيص "....." تحتوي على سؤال فنستخدم (,) قبلها فقط وليس بعدها:

- ▶ Nada asked, "What did Mai do yesterday?"
- ▶ "What did Mai do yesterday?" asked Nada.

١٢ مع الجملة الاعتراضية (,) :

- ▶ Ali, who is playing there, is my best friend.
- ▶ Days, which was written by Taha Hussien, is very boring.

Quotation Marks (" ")

علامات التنصيص

تستخدم علامات التنصيص ليوضع بينهما نص الكلام المباشر وللاحظ أنه لابد أن يبدأ الكلام بينهما بحرف كبير.

- ▶ "You'll never believe what happened last night." Mai said.
- ▶ Martin Luther King said, "I have a dream."

تستخدم علامات التنصيص مع عناوين الأعمال الأدبية.

- ▶ Did you read "The Bells" by Poe?

colon (:)

النقطة

تستخدم النقطتان قبل القوائم

- ▶ I bought: apples, bananas and oranges.

في العناوين الوصفية والتعريفات

- ▶ The Prisoner of Zenda: A fictional Novel.

للتعبير عن النسبة و الفصل بين الساعة و الدقائق

- ▶ It is 12:30.
- ▶ The ratio of women to men becomes 5 : 1.

semi - colon (;)**الفاصلة النقطية**

تستخدم لربط جملتين كاملتين في جملة واحدة دون استخدام كلمات وعبارات الربط:

► My mother is a doctor; my father is an accountant.

للإضافة تفاصيل لعناصر القائمة:

► I read; novels, poems, stories, plays.

Slash (/)**الشرطة المنقطة**

تستخدم للتخيير بمعنى أو بدلاً من كلمة or:

► Every citizen should cast his / her vote.

بدلاً من كلمة per عند التعبير عن المقاييس

► 120 Km/hour = 120 Kilometre per hour

Hyphen (-)**الواصلة / الشرطة**

تستخدم في حالة الكلمات المركبة

► sister-in-law

► well-organised

► co-operation

تستخدم في حالة الصفات المركبة

► a ten-year-girl

► a ten-minute-break

تمارين علامات الترقيم

- 1 We use the question mark (?)
 - (a) to express opinion.
 - (b) at the end of a statement.
 - (c) to show certainty.
 - (d) at the end of a question.
- 2 Which of the following is punctuated correctly?
 - (a) What a nice day,
 - (b) What a nice day.
 - (c) What a nice day!
 - (d) What a nice day?
- 3 Which of the following has the correct ending punctuation mark?
 - (a) What a terrible accident?
 - (b) What a terrible accident.
 - (c) What a terrible accident!
 - (d) What a terrible accident"
- 4 Which sentence of the following is correctly punctuated?
 - (a) Let's eat Candy.
 - (b) Let's eat Candy
 - (c) Let's eat, Candy.
 - (d) Lets eat, Candy.
- 5 Which of the following is punctuated correctly?
 - (a) My father said to me "Why are you late, Ahmad?"
 - (b) My father said to me, "Why are you late Ahmad?"
 - (c) My father said to me, "Why are you late, Ahmad?"
 - (d) My father said to me, "why are you late, Ahmad?"
- 6 Which sentence of the following is correctly punctuated?
 - (a) Colon
 - (b) Full stop
 - (c) Semicolon
 - (d) Comma

- 7 Which of the following sentences is punctuated correctly?
- a Wael did you understand why I had travelled to luxor alone?
 - b Wael, did you understand why I had travelled to Luxor alone.
 - c Wael, did you understand why I had travelled to Luxor alone?
 - d Wael, did you understand Why I had travelled to Luxor alone?
- 8 Which of the following is punctuated correctly?
- a Ahmed said, Where did you spend your holiday, Ali?
 - b Ahmed said, "Where did you spend your holiday, ali?
 - c Ahmed said, Where did you spend your holiday, Ali.
 - d Ahmed said, "Where did you spend your holiday, Ali?"
- 9 Which of the following sentences has the correct punctuation?
- a The minister said 'elections will be held in schools and clubs'.
 - b The minister said, elections will be held in schools and clubs.
 - c The minister said, "Elections will be held in schools and clubs".
 - d The Minister said "Elections will be held in schools and clubs".
- 10 Which of the following sentences has the correct punctuation?
- a The Egyptian flag has three colors: black, red, and white.
 - b The Egyptian flag has three colors: Black, Red, and White.
 - c The Egyptian flag, has three colors, Black, Red, and White.
 - d The Egyptian flag has three colors; black, red, and white.
- 11 Which of the following has the correct ending punctuation mark?
- a Were they faster, they'd catch up with their friends?
 - b Were they faster, they'd catch up with their friends!
 - c Were they faster, they'd catch up with their friends.
 - d Were they faster, they'd catch up with their friends:
- 12 Which sentence of the following is correctly punctuated?
- a Omar and Ali who have always been friends no longer talk to each other.
 - b Omar and Ali who have always been friends, no longer talk to each other.
 - c Omar and Ali, who have always been friends, no longer, talk to each other.
 - d Omar and Ali, who have always been friends, no longer talk to each other.
- 13 Which sentence of the following is correctly punctuated?
- a Aya why didn't you do your homework!
 - b Aya Why didn't you do your homework.
 - c Aya, why didn't you do your homework?
 - d Aya, Why you didn't do your homework?
- 14 Which sentence of the following is correctly punctuated?
- a If you study hard, you will get high marks!
 - b If you study hard, you will get high marks.
 - c If You study hard, You will get high marks.
 - d If you study hard you will get high marks.

- 15 Which of the following can be used to express excitement?**
 (a) quotation mark (b) exclamation mark
 (c) question mark (d) Full stop
- 16 Wow..... You got the full mark.**
 (a) ? (b) : (c) ; (d) !
- 17 I study English..... my sister studies medicine.**
 (a) . (b) : (c) ; (d) !
- 18 I study English..... my sister studies medicine.**
 (a) . (b) : (c) ; (d) !
- 19 Which sentence of the following is correctly punctuated?**
 (a) We have to buy a new car,or we have to fix the old one.
 (b) we have to buy a new car or we have to fix the old one.
 (c) We have to buy a new car,or We have to fix the old one.
 (d) We have to buy a new car or we have to fix the old one
- 20 Which sentence of the following is correctly punctuated?**
 (a) Education, I have long argued, is a lifelong process.
 (b) Education, I have long argued is a lifelong process.
 (c) Education I have long argued, is a lifelong process.
 (d) Education I have long argued is a lifelong process
- 21 Which sentence of the following is correctly punctuated?**
 (a) First we have to start saving money.
 (b) First, we have to start saving money?
 (c) First, We have to start saving money.
 (d) First, we have to start saving money.
- 22 Which sentence of the following is correctly punctuated?**
 (a) The van, in the driveway, needs new tires.
 (b) The van, in the driveway needs new tires.
 (c) The van in the driveway, needs new tires.
 (d) The van in the driveway needs new tires.
- 23 Which sentence of the following is correctly punctuated?**
 (a) The school hired an English teacher; Ahmed Al Daifi.
 (b) The school hired an English teacher: Ahmed Al Daifi.
 (c) The school hired an English teacher, Ahmed Al Daifi.
 (d) The school hired an english teacher; Ahmed Al Daifi.
- 24 Which sentence of the following is correctly punctuated?**
 (a) Children, not parents, should make this decision.
 (b) Children not parents should make this decision.
 (c) Children, not parents should make this decision.
 (d) Children not parents, should make this decision.

25 I read..... poems, plays and novels.

- (a) . (b) : (c) ; (d) !

26 The is used after a word used to address a person.

- (a) , (b) : (c) ; (d) -

27 Mr Ahmed is a well educated teacher.

- (a) , (b) : (c) ; (d) -

28 Which sentence of the following is correctly punctuated?

- (a) He moved on October 15, 2003, and bought a new house.
 (b) He moved on October 15 2003 and bought a new house.
 (c) He moved on October 15. 2003. and bought a new house.
 (d) He moved on October 15: 2003: and bought a new house.

29 Which sentence of the following is correctly punctuated?

- (a) We walked to school; they took a taxi.
 (b) We walked to school: they took a taxi.
 (c) We walked to school; They took a taxi.
 (d) We walked to school; they took a taxi

30 Which sentence of the following is correctly punctuated?

- (a) Ali's car won't start because its battery is dead.
 (b) Ali's car won't start because it's battery is dead.
 (c) Ali's car wont start because its battery is dead.
 (d) Alis' car won't start because its battery is dead.

31 Which sentence of the following is correctly punctuated?

- (a) I found a boy's hat in the childrens' library.
 (b) I found a boys' hat in the children's library.
 (c) I found a boy's hat in the children's library.
 (d) I found a boys hat in the children's library.

32 Which sentence of the following is correctly punctuated?

- (a) The house lost it's roof in the storm.
 (b) The house lost its' roof in the storm.
 (c) The house lost its roof in the storm.
 (d) The house lost it is roof in the storm

33 Which of the following sentences is punctuated correctly?

- (a) Yes I'm going to return from Hurghada with my friends Rami Tamer and Adel on Friday.
 (b) Yes, I'm going to return from Hurghada with my friends Rami, Tamer and Adel on Friday.
 (c) Yes, I m going to return from hurgada with my friends Rami, Tamer and Adel on friday.
 (d) Yes, i'm going to return from Hurghada with my friends Rami, Tamer and Adel on Friday



الجملة الخبرية تُعطي معلومة ما، وتكون إما مثبتة أو منفية.



السؤال المذيل عبارة عن سؤال قصير يضاف في نهاية الجملة الخبرية لزيادة التأكيد ومعناه "أليس كذلك" أو "هل أنا علي صواب".



هو السؤال الذي يستخدم فيه أداة استفهام للسؤال عن شيء محدد وتختلف الإجابة باختلاف أدوات الاستفهام:



يمكنك الرجوع الى كتاب القواعد من صفحة 60 حتي 69 (شرح بالتفصيل)
يرتبط هذا السؤال ارتباط وثيق بكل قواعد المنهج

- 1 Which of the following sentences is structurally INCORRECT?
 - a No sooner had I returned home, than I had lunch.
 - b Hardly had I returned home, when I had lunch.
 - c I had scarcely returned home, when I had lunch.
 - d No sooner had I returned home, then I had lunch.
- 2 Which of the following sentences is structurally correct?
 - a No accident like this has never happened in our area.
 - b No accident like this has ever happened in our area.
 - c No accident like this has ever been happened in our area.
 - d No accident like this has never been happened in our area.
- 3 Which of the following is structurally correct?
 - a Could you tell me why you didn't do your homework?
 - b Could you tell me why didn't you do your homework?
 - c Could you to tell me why you didn't do your homework?
 - d Could you tell me why you hadn't done your homework?

- 4 Which of the following is structurally correct?
- a I went to the mechanic's for repair my car.
 - b I went to the mechanics' to have my car repaired.
 - c I went to the mechanic's to have repaired my car.
 - d I went to the mechanic's to have my car repaired.
- 5 Which of the following sentences is structurally INCORRECT?
- a I got my sister to tidy my room.
 - b I made my sister tidy my room.
 - c My sister was made tidy my room.
 - d My sister was supposed to tidy my room.
- 6 Which of the following sentences is structurally correct?
- a Having repaired, the car became ready for the long journey.
 - b After the car had repaired, it became ready for the long journey.
 - c Having been repaired, the car became ready for the long journey.
 - d After the car has been repaired, it became ready for the long journey.
- 7 Which of the following sentences is structurally correct?
- a I haven't seen Rami for the last time we were in the village.
 - b I haven't seen Rami since the last time we were in the village.
 - c I haven't seen Rami since the last time we have been in the village.
 - d I didn't see Rami since the last time we were in the village.
- 8 Which of the following is correctly structured?
- a One's parents know what best for one.
 - b One's parents know what best for him.
 - c One's parents know what is best for one.
 - d One's parents know what is best for him.
- 9 Which of the following is correctly structured?
- a I wish visiting Turkey next year.
 - b I wish I had visited Turkey next year.
 - c I wish I have visited Turkey next year.
 - d I wish I could visit Turkey next year.
- 10 Which of the following sentence is complete?
- a I have not met him since last week. b I have not met since last week.
 - c I have not met him since he will travel.
 - d I have not met him for last week.
- 11 Which sentence is a fragment?
- a I didn't attend the party as I was ill.
 - b I didn't attend the party since I was ill.
 - c I didn't attend the party so I was ill.
 - d I didn't attend the party because I was ill.



20 Which of the following is correctly structured?

- a** Can you tell me what the time was?
- b** Can you tell me what was the time?
- c** Can you tell me what the time is?
- d** Can you tell me what is the time?

21 Which of the following is correctly structured?

- a** All citizens has to work hard to share in their country's progress.
- b** All citizens have to work hard to share in their country's progress.
- c** All citizens should to work hard to share in their country's progress.
- d** All citizens must to work hard to share in their country's progress.

22 Which of the following is correctly structured?

- a** I work for a big company whose exports are very high.
- b** I work for a big company who exports are very high.
- c** I work for a big company where exports are very high.
- d** I work for a big company which exports are very high.

23 Which of the following is correctly structured?

- a** Had he not been careful, he would have hit the young lady.
- b** Hadn't he not been careful, he would have hit the young lady.
- c** If he not been careful, he would have hit the young lady.
- d** Unless he not been careful, he would have hit the young lady.

24 Which of the following is correctly structured?

- a** Every of students has their books.
- b** Every students has their books.
- c** Each of students has their books.
- d** Each students has their books.

25 Which of the following is correctly structured?

- a** This exam is too hard to answer.
- b** This exam is too hardly to answer.
- c** This exam is so hard to answer.
- d** This exam is such hard to answer.

26 Which of the following sentences is structurally correct?

- a** I wish I have saved more money when I was young.
- b** If I had been in your position, I will have saved more money when I was young.
- c** If I have been careful, I would have saved more money when I was young.
- d** I wish I had saved more money when I was young.

الروابط: عبارات تستخدم لإظهار العلاقة بين جملتين

Phrases are used to show the connection between two sentences.



روابط الإضافة

Linking Words showing addition

and = in addition = furthermore = moreover

بالإضافة إلى
بين جملتين

- ▶ We went shopping **and** watched a film.
- ▶ We went shopping. **In addition**, we watched a film.

as well as = in addition to = besides

بالإضافة إلى
(v + ing)

- ▶ **In addition to going** shopping, we watched a film.
- ▶ **As well as going** shopping, we watched a film.

إذا استخدمت في ربط جملتين يختلف فيهما الفاعل، فإن الفعل يتبع الفاعل الأول:

- ▶ **I as well as** my brother **am** keen on music.
- ▶ My brother **as well as** I **is** keen on music.

not only but also ليس فقط .. ولكن أيضا

not only but as well ليس فقط ولكن ... أيضا

- ▶ We **not only** went shopping, **but also** we watched a film.

روابط السبب

Linking Words showing reason

because
since
as

جملة

because of
owing to
due to
on account of
thanks to

noun
v + ing

- ▶ We didn't enjoy the day **because** the weather was cold.
= We didn't enjoy the day **because of** the cold weather.

The reason

جملة

is / was that

جملة

- ▶ He was absent **because** he was ill. = **The reason** he was absent **was**....

روابط النتيجة

3

Linking Words showing result

so لذلك / that's why / therefore / consequently
/ thus / for this reason / as a result لذا / لذلك

- ▶ He was ill **so** he was absent.
- ▶ It was raining, **that's why** we didn't go out.

روابط الغرض

4

Linking Words showing Purpose

to / so as to / in order to + inf. لكي

- ▶ Toka goes to school **to learn**.
- ▶ Jana studies hard **in order to join** the engineering faculty.

in the hope of + v + ing. لكي

- ▶ Jana studies hard **in the hope of joining** the engineering faculty.

so that / in order that / in the hope that لكي



- ▶ He **studies** hard so that he **can** get full marks.
- ▶ He **studied** hard so that he **could** get full marks.

روابط التناقض

5

Linking Words showing contrast

although/ though / even though / even if / nevertheless بالرغم من

يأتوا في بداية الجملة أو بين جملتين (بينهم تناقض).

- ▶ **Although** he is 70, he is energetic.
- ▶ **Even though** he is rich, he isn't happy.

in spite of

+ n. / V+ing على الرغم من

despite

- ▶ **Despite** being 70, he is energetic.
- ▶ He isn't happy **in spite of** being rich.

In spite of the fact that

Despite the fact that

+ جملة

- ▶ **In spite of the fact that** he is 70, he is energetic.
- ▶ **Despite the fact that** he is rich, he isn't happy.

- 1 We can use to express addition.
 (a) although (b) because (c) so (d) as well as
- 2 We can use to express reason.
 (a) although (b) because (c) so (d) as well as
- 3 We can use to express cause.
 (a) although (b) because (c) so (d) as well as
- 4 We can use to express contrast.
 (a) although (b) because (c) so (d) as well as
- 5 We can use to express purpose .
 (a) although (b) because (c) in order to (d) as well as
- 6 We use "However" in a paragraph or an essay to express.....
 (a) summary (b) contrast (c) addition (d) introduction
- 7 We use "Consequently" in a paragraph or an essay to
 (a) introduce the result of something
 (b) give a reason for something
 (c) give contrasting information
 (d) introduce a summary of the main points
- 8 We use "Despite" in a paragraph or an essay to show
 (a) purpose (b) contrast (c) addition (d) reason
- 9 We use "besides" in a paragraph or an essay to show
 (a) purpose (b) contrast (c) addition (d) reason
- 10 We use "Nevertheless" in a paragraph or an essay to show
 (a) purpose (b) contrast (c) addition (d) reason
- 11 We use "so that" in a paragraph or an essay to show
 (a) purpose (b) contrast (c) addition (d) reason
- 12 We use "Despite" in a paragraph or an essay to show
 (a) summary (b) contrast (c) addition (d) reason
- 13 We use "Due to" in a paragraph or an essay to show
 (a) summary (b) contrast (c) addition (d) reason
- 14 We use "but " in a paragraph or an essay to show
 (a) result (b) contrast (c) addition (d) reason
- 15 We use "That's why" in a paragraph or an essay to show
 (a) result (b) contrast (c) addition (d) reason
- 16 We use "Thanks to " in a paragraph or an essay to show
 (a) result (b) contrast (c) addition (d) reason
- 17 We use "Therefore" in a paragraph or an essay to show
 (a) result (b) contrast (c) addition (d) reason
- 18 He could win the race he trained hard.
 (a) although (b) because (c) so (d) as well as

A paragraph is a **series of sentences** that talk about one subject. It starts on an indented line.

الفقرة هي مجموعة من الجمل التي تتحدث عن موضوع واحد. تبدأ الفقرة ب مسافة بادئة.

A good paragraph consists of a topic sentence, three supporting sentences, and a conclusion sentence.

تتكون الفقرة الجيدة من

جملة واحدة افتتاحية ثلاث جمل داعمة جملة ختامية

و تتراوح الفترة من 5 الي 7 جمل (من 4 الي 5 سطور)

ابداً الفقرة بـ **Capital letter** وقم بإنهاء الجملة بـ **full stop**

اترك مسافة بادئة **indentation** في أول سطر من موضوعك بما يعادل خمسة أحرف.

أجزاء الفقرة



1) Topic sentence الجملة الرئيسية

It is the first sentence of a paragraph.

هي الجملة الأولى من الفقرة.

It states the main idea of the paragraph .

توضح الفكرة الرئيسية للفقرة.

It summarises the main idea of the paragraph.

تلخص الفكرة الرئيسية للفقرة.

2) Supporting Sentences الجمل الداعمة

They explain more about the topic sentence .

تشرح المزيد عن الجملة الافتتاحية.

They form the body of the paragraph.

يكون جسم الفكرة.

They give details to support the main idea .

تعطي تفاصيل لتدعيم الفكرة الرئيسية.

They give facts, details and examples.

تعطي حقائق و تفاصيل و أمثلة.

3) Concluding Sentence الجملة الختامية

It is the last sentence in the paragraph.

آخر جملة في الفقرة.

It ties the ideas of the paragraph .

تربط افكار الفقرة

It restates the main idea of the paragraph .

تعيد صياغة الفكرة الرئيسية للفقرة.

خصائص الكتابة الجيدة



unity	وحدة الموضوع	<p>► All the sentences develop the main idea.</p> <p>جميع الجمل تطور الفكرة الرئيسية.</p>
coherence	الترايط (التسلسل المنطقي)	<p>► All the sentences should be related to the topic sentence and organized logically, flow smoothly, and stick together.</p> <p>يجب أن ترتبط جميع الجمل بالفكرة الرئيسية وأن تكون منظمة بشكل منطقي ، ومتدفقة بسلاسة ، و تتعلق ببعضها البعض.</p>
emphasis	توكيد الأولويات	<p>► All the important ideas are prominent.</p> <p>إبراز الافكار المهمة.</p>
focus	التركيز	<p>► Each paragraph or essay should have a clear central idea.</p> <p>يجب أن يكون لكل فقرة أو مقالة فكرة مركزية واضحة.</p>
development	تطوير الفكرة	<p>► All the sentences should support the central idea. They should explain and illustrate it through examples and details.</p> <p>يجب أن تدعم جميع الجمل الفكرة المركزية. يجب عليهم شرحها وتوضيحها من خلال الأمثلة والتفاصيل.</p>
correctness	دقة اللغة	<p>► All the sentences should be written in a generally correct standard English, with complete sentences.</p> <p>يجب كتابة جميع الجمل باللغة الإنجليزية بشكل صحيح وبشكل عام ، مع جمل كاملة المعنى.</p>



للتميز احرص على اقتناء سلسلة العمالة في اللغة الإنجليزية

خطوات عملية الكتابة



Writing steps

خطوات الكتابة

- | | |
|---------------------------------|--|
| ① Brainstorming
العصف الذهني | ► Write down ideas about the topic
اكتب الأفكار حول الموضوع |
| ② Outlining
الخطوط العريضة | ► Organize your ideas
نظم أفكارك |
| ③ Drafting
الصياغة | ► Turn your ideas into sentences and paragraphs
حول أفكارك إلى جمل وفقرات |
| ④ Revising
مراجعة | ► Change and improve the content of your writing
قم بتغيير وتحسين محتوى كتاباتك |
| ⑤ Editing
التحرير | ► Correct grammar, capitalization, punctuation, and spelling errors
صحح الأخطاء النحوية والكتابة بالأحرف الكبيرة وعلامات الترقيم والأخطاء الإملائية |

My favourite season

الموسم المفضل



My favorite season is winter.

I like the cold weather and snow. When it is cold, I like wearing the scarf and gloves that my grandma made for me. In the winter, there are lots of fun things to do. On weekends, I like to go iceskating with my friends, When it snows, we make snowmen and have snowball fights. Winter has great holidays, too. My favorites are Christmas and New Year's Day because I get presents. I think winter is the best of all the seasons .



احرص على اقتناء قواعد العملاقة
في اللغة الإنجليزية

للتميز

An essay is **a series of paragraphs** that talk about one subject.

المقال هو مجموعة من الفقرات التي تتحدث عن موضوع واحد.

انواع المقال

1) descriptive وصفي

It describes the topic. هو يصف الموضوع.

It appeals to the senses of touch, smell, sight, sound, and taste.

يناشد الحواس اللمس ، والشم ، والبصر ، والصوت ، والذوق.

It may not follow grammatical rules.

قد لا تتبع القواعد النحوية.

2) narrative روائي

It narrates a story. يروي قصة.

It includes a sequence of topic sentences .

يتضمن تسلسل في جمل الموضوع.

3) expository تفسيري

It defines something or gives instructions.

انه يعرف شيئاً ما أو يعطي تعليمات.

It explains a process to the reader .

يفسر موضوع للقارئ.

It needs research and the writer's knowledge .

يحتاج للبحث و معرفة الكاتب.

4) Persuasive اقناعي

It seeks to make the reader agree with the writer's point of view.

يسعى إلى جعل القارئ يتفق مع وجهة نظر الكاتب.

It needs facts on the topic.

يحتاج حقائق حول الموضوع.

مكونات المقال

يتكون المقال من مجموعة من البرجرافات، مرتبة ومنسقة جيداً. وأي مقال يتكون على الأقل من 3 برجرافات. برجراف المقدمة، وبرجراف جسم المقال، وبرجراف الخاتمة. يتكون المقال من ثلاثة مكونات رئيسية، وهي:



1 Introduction المقدمة

المقدمة هي أول فقرة في المقال **the first paragraph** وتكون عبارة عن برجراف واحد. مهمة المقدمة هي أن تُعرّف القارئ ما سيقبل على قراءته داخل جسم المقال. كذلك يجب أن تكون المقدمة تشويقية وواضحة وبسيطة قدر الإمكان. وتحاول أن تجذب انتباه القراء للموضوع. المقدمة: جملة بها العبارة الافتتاحية **thesis statement**. يمكنك بدء المقدمة بسؤال، وجعل جسم المقال هو الإجابة الكاملة والتفصيلية عن هذا السؤال.

العبارة الافتتاحية thesis (topic) statement

The thesis statement states the main idea of the essay. It sets limits on the topic.

توضح الجملة الرئيسية الفكرة الرئيسية للمقال، وهي تضع حدوداً للموضوع. الفكرة الأساسية التي ترفع المقال عادة تأتي في أول جملة. وتسمى العبارة الافتتاحية. وبالتالي يجب أن تكون أهم عبارة في المقال. وهي التي تعطي الفكرة الأساسية لكاتب المقال. وكذلك شعوره ورأيه حول الموضوع. وبالطبع العبارة الافتتاحية لا يجب أن تكون عامة بشكل واسع ولا ضيقة جداً. وقد تكون:



الجملة الجاذبة The Hook Sentence

A hook is an opening statement in an essay that attempts to grab the reader's attention so that they complete the reading.

هي الجملة الافتتاحية في المقال وتهدف إلى جذب انتباه القارئ ليستمر في القراءة.

2

Body (Bulk)

جسم المقال

The body is the middle paragraphs between the introduction and the conclusion.

- هو الفقرات الوسطى بين المقدمة والخاتمة
- هنا يمكنك كتابة أكثر من برجراف، ويتم هنا تناول أكبر قدر من المعلومات حول المقال.
- في جسم المقال يمكنك مناقشة السلبيات والإيجابيات لموضوع المقال، أو مميزات وعيوبه.
- فجسم المقال هو الجزء الذي يكون فيه التفصيل العميق للموضوع. مثلاً إن كان موضوع المقال عن التعليم. فيمكنك كتابة برجراف :
- ✓ عن مميزات التعليم والأنظمة التعليمية المتقدمة.
- ✓ نتحدث في برجراف آخر عن عيوب وسلبيات الأنظمة التعليمية.
- ✓ في برجراف ثالث ، يمكنك أن تتناول فيه المقترحات التي تراها لتطوير الأنظمة التعليمية

Supporting Sentences

الجملة المساندة

العبارة الافتتاحية تتبعها في العادة عدد من الجمل تسمى بالجملة المساندة . هذه الجمل تكمل المقالة. وفي المقالات الجيدة كل الجملة المساندة تعطي معلومات أكثر عن العبارة الافتتاحية وتفسر الفكرة الرئيسية بإعطاء أمثلة وحقائق وتفاصيل عن الموضوع.

3

Conclusion

الخاتمة

The conclusion is the last paragraph of the essay.

- ✓ الخاتمة هي الفقرة الأخيرة من المقال.
- The conclusion restates the introductory paragraph.
- ✓ تؤكد الخاتمة علي صياغة الفقرة التمهيدية
- ✓ تعد الخاتمة ملخصاً مبسطاً وإجمالياً لمحتوى جسم المقال.
- ✓ الخاتمة تكون عبارة عن برجراف واحد فقط.
- ✓ هنا يمكنك كتابة استنتاجك أو رأيك حول موضوع المقال أو يمكنك كتابة نصيحة.
- ✓ يعبر هذا الجزء عن شخصيتك، حيث تعرض رأيك ومقترحاتك والحلول وقد يشمل نصيحة أو تحذير أو تلخيص لما قلته.
- ✓ البعض يقول أن الخاتمة هي نفسها المقدمة لكن بصياغة مختلفة. أيًا كان، فالخاتمة هي إعادة تذكير بموضوع المقال مع تلخيص وتبسيط أكثر.

The Concluding Sentence

الجملة الخاتمة

في العادة ينتهي المقال دائما بجملة تسمى الخاتمة، وهذه الجملة تسحب المقال إلى النهاية وتخبر القارئ أيضا بانتهائها. والخاتمة دائما تخبر القارئ من جديد بالفكرة الأساسية للمقال ولكن باستخدام كلمات وطريقة أخرى أو بتلخيص النقاط الرئيسية لها. وبالطبع يجب أن تتبع نموذج المقال وتكون مكملة له.



An essay

1) The Introduction المقدمة

It contains a thesis or the main idea of the topic.

تحتوى علي الجملة الرئيسية او الفكرة الرئيسية للموضوع.

It contains the hook statement. تحتوي علي الجملة الجاذبة

It gives a general idea about the topic.

تعطى فكرة عامة عن الموضوع

It catches the reader.

تجذب القارئ

It is the first paragraph.

تكون في أول برأجراف

2) The main body الموضوع

A body paragraph explains and supports the ideas of the essay.

Support the different parts and ideas of the thesis
We can use pros, cons, details, facts, analysis,...

Transition words / linking words

الروابط الانتقالية

Using supporting sentences

The body paragraph should have information about the essay.

Contains the paragraphs between the introduction and the conclusion.

3) The conclusion الخاتمة

This is the last paragraph of the essay.

آخر برأجراف في المقال.

It signals the end of the essay.

تشير الي نهاية المقال.

It summarizes (restates) the thesis.

تلخص الجملة الرئيسية.

It is a brief review of the main body.

تعطى مراجعة ملخصة لجسم الموضوع الاساسي.

It summarises the topic and paraphrases the thesis.

تلخص الموضوع وتعيد صياغة الجملة الافتتاحية.

البريد الإلكتروني E-mail

كيف تكتب الإيميل باللغة الإنجليزية؟

عليك إتباع التعليمات التالية



- ١ خصص نصف ساعة لـ **e-mail** ولتكن بعد الانتهاء من حل جميع الأسئلة.
- ٢ لا بد من عمل مسودة في آخر صفحة من ورقة الإجابة وبدء كتابة كل الجمل وعمل الإطار العام للإيميل.
- ٣ في أول خانة أكتب بريدك الإلكتروني.
- ٤ في ثاني خانة أكتب بريد صديقك الإلكتروني.
- ٥ في ثالث خانة أكتب عنوان البريد الإلكتروني وليكن مثلاً **Hello**.
- ٦ ابدأ في كتابة الـ **e-mail** بعبارة (**Dear.....**) ومكان النقاط اكتب اسم من ترسل له **e-mail**. ولا تنس وضع **comma** بعد اسم من ترسل له **e-mail**.
- ٧ اكتب مقدمة أنيقة ولا تنس ترك مسافة بادئة **indentation**.
- ٨ اكتب الموضوع الأساسي بعد المقدمة.
- ٩ حسن خطك قدر الإمكان ولا تقم بالشطب نهائياً في الإيميل.
- ١٠ قم بإنهاء الـ **e-mail** بخاتمة أنيقة. وبعد الخاتمة اكتب (**Best Wishes**) ولا تنس وضع **comma** وتحتها اسم الراسل.

From:	Ahmed 2020 @yahoo.com
To:	Ali 2021@yahoo.com
Subject:	Good news
<p>Dear Ali,</p> <p>I am sending you this e-mail hoping that you and your family are all enjoying the best of luck and health. How are you? I want to tell you some good news. I am coming to London with my family on August 10th. Could you meet me at the airport, please? I will stay in Britain for 2 weeks. I wish it would be a nice holiday. I intend to improve my English and meet such nice people in London. I want to gain information about the history and geography of Britain. I know that London is full of nice landmarks such as Big Ben and London Bridge, so I hope to enjoy my time. I look forward to hearing from you.</p> <p style="text-align: center;">Best wishes, Ahmed</p>	

الأجزاء الرئيسية لرسالة البريد الإلكتروني

المرسل (Sender (From line)

يكتب هنا عنوان البريد الإلكتروني للشخص الذي أرسل الرسالة

From: Ahmed 2020 @yahoo.com

الجزء الذي يسبق @ يسمى (user name)

الجزء الذي يتبع @ يسمى (domain name)

المرسل إليه (Recipient (To line)

يكتب هنا عنوان البريد الإلكتروني للشخص المرسل إليه الرسالة

To: Ali 2021@yahoo.com

الجزء الذي يسبق @ يسمى (user name)

الجزء الذي يتبع @ يسمى (domain name)

شريط الموضوع (Subject Line)

يكتب هنا موضوع الرسالة الإلكترونية

Subject (About): Good news

لابد أن يصاغ اسم الموضوع بشكل جيد و واضح و مختصر ليشرح المستلم علي فتح الرسالة

التحية (Salutation / Greeting)

تختلف التحية باختلاف نوع اليميل فهناك :

- ❶ اليميل الرسمي : وهو ايميل يرسل إلى جهة رسمية (عمل / دراسة / شكوي /)
- ❷ اليميل الغير الرسمي : وهو ايميل يرسل إلى جهة غير رسمية (صديق / اقارب /)

formal email

Dear ,
Dear Sir,
Dear Madam,

informal email

Hi ,
Hello ,
Hey,

الموضوع (Body)

يحتوي موضوع البريد الإلكتروني على هدف الرسالة

formal email

لا تستخدم اختصارات
لا تستخدم كلمات مختصرة
لا تستخدم صيغة الأمر

informal email

يمكننا استخدام مقدمة للترحيب
يمكننا استخدام الاختصارات
والكلمات المختصرة وصيغة الأمر



- 1 contains the hook statement.
☐ a Introduction ☐ b Body ☐ c Hook ☐ d Conclusion
- 2 contains a thesis or the main idea of the topic.
☐ a Hook ☐ b Body ☐ c Introduction ☐ d Conclusion
- 3 explains and supports the ideas of the essay.
☐ a Introduction ☐ b Body ☐ c Hook ☐ d Conclusion
- 4 contains the paragraphs between the introduction and the conclusion.
☐ a Introduction ☐ b Body ☐ c Hook ☐ d Conclusion
- 5 summarises the topic and paraphrases the thesis
☐ a Introduction ☐ b Body ☐ c Hook ☐ d Conclusion
- 6 A/An is another name for the attention-grabber sentence.
☐ a body ☐ b closing ☐ c introduction ☐ d hook
- 7 A/An shows the beginning of a paragraph.
☐ a dash ☐ b period ☐ c indent ☐ d capital letter
- 8 The "bulk" is another name for the of an essay.
☐ a body ☐ b hook ☐ c conclusion ☐ d thesis
- 9 A/An is the last paragraph of an essay.
☐ a introduction ☐ b body paragraph ☐ c thesis ☐ d closing
- 10 A/an is a digital message.
☐ a paragraph ☐ b letter ☐ c essay ☐ d email
- 11 A/An is included in the introduction of an essay.
☐ a final ☐ b conclusion
☐ c summary of the paper ☐ d thesis statement
- 12 The body of the essay includes the of the essay.
☐ a topic paragraphs ☐ b first paragraphs
☐ c closing sentences ☐ d middle sentences
- 13 "From: Ahmed 2020 @yahoo.com" This email account refers to
☐ a recipient ☐ b reciever ☐ c addressee ☐ d sender
- 14 "To: Ali 2021@yahoo.com" This email account refers to
☐ a recipient ☐ b transmitter ☐ c address line ☐ d sender
- 15 "About: good news" This field refers to
☐ a subject ☐ b reciever ☐ c addressee ☐ d sender



- 16 "To: Ali 2021@yahoo" Ali 2021 is called
a title **b** domain name **c** nick name **d** user name
- 17 In an informal email, you CAN'T conclude it with ".....".
a Bye **b** Yours sincerely **c** See you later **d** See you soon
- 18 In an e-mail, the..... line is where you type what the e-mail is about.
a to **b** subject **c** attachment **d** from
- 19 When you write a paragraph, you start with a/an..... sentence.
a closing **b** introduction **c** conclusion **d** ending
- 20 One can close an informal email with ".....".
a Bye **b** Yours sincerely **c** Yours faithfully **d** Best wishes
- 21 Which of the following is sent with an e-mail?
a An article. **b** An attachment. **c** A letter. **d** An SMS.
- 22 It is recommended that you first write the of your essay.
a body **b** sentence **c** moral **d** conclusion
- 23 How many theses should an essay cover?
a One **b** Three **c** Two **d** Five
- 24 You do not include in a closing paragraph.
a moral **b** final results **c** hook **d** concluding sentences
- 25 A/An ...essay provides a detailed sensory description of something.
a narrative **b** descriptive **c** persuasive **d** expository
- 26 A/Anessay seeks to make the reader agree with the writer's point of view.
a narrative **b** descriptive **c** argumentative **d** persuasive
- 27 A/An essay defines something or gives instructions.
a narrative **b** descriptive **c** argumentative **d** expository
- 28 A/An essay narrates a story.
a narrative **b** descriptive **c** argumentative **d** expository
- 29 In an informal email, you can conclude with
a Bye **b** See you later **c** Yours sincerely **d** a & b
- 30 When writing a paragraph, you close with a/an sentence.
a thesis **b** closing **c** introductory **d** hook
- 31 Messaging language doesn't requirerules of writing.
a formal **b** informal **c** former **d** comfortable

واليك عزيزي الطالب، أهم الأسئلة التي تأتي في القطع وترجمتها إلى اللغة العربية:

1 Put a suitable title for the passage.

ضع عنواناً مناسباً للقطعة.

2 What is the main idea of the passage?

ما هي الفكرة الرئيسية في القطعة؟

3 Find in the passage words which mean a) b)

استخرج كلمات من القطعة تعني....

4 What does the pronoun.....refer to?

ما الذي يشير إليه الضمير.....؟

5 What does the underlined word mean / refer to?

إلى ماذا تشير الكلمة التي تحتها خط؟

6 Summarize the main idea of the passage.

لخص الفكرة الرئيسية في القطعة

7 Show - Explain - Discuss the reasons.....

وضح - اشرح - ناقش الأسباب.....

8 Write down - Summarize with words of your own.

اكتب - لخص بكلمات من عندك

9 What do you think (is your opinion) of.....?

فسر لماذا / ما رأيك في.....؟

10 Do you agree / oppose / think?

هل (توافق) - (تعارض) - (تعتقد).....؟

11 Mention in detail / in brief....

اذكر بالتفصيل..... / باختصار.....

12 From your point of view / In your opinion.....

من وجهة نظرك / (في رأيك).....

13 From the point of view of the writer (author).....

من وجهة نظر الكاتب (المؤلف).....

14 Which of the following sentences can be a good paraphrasing for the paragraph

أي من الجمل التالي تكون أفضل شرح للفقرة.....

15 The word “.....” in the paragraph means

الكلمة في الفقرة..... تعني.....

16 This passage mainly deals with.....

تتعامل هذه القطعة بشكل أساسي مع.....



Test yourself

1) Read the following passage, then answer the questions:

In a small village, there lived a little girl whose name was Sophia. Her uncle gave her a few of pennies⁽¹⁾ to share with her twin brother John in their fifth birthday. She looked at the pieces and said, "What shall we do with them, Mother?" "You mustn't spend them foolishly⁽²⁾," said their mother. The twins ran into the street. They wondered⁽³⁾ what they should buy. Should they buy candy⁽⁴⁾? They hardly knew how it tasted. Should they buy a toy? If they had been the only children in the family, things might have been different. But there were three boys older than them and two little younger sisters.

They hadn't gone far when they met a larger boy who was blowing a flute⁽⁵⁾. "I wish I had that flute," John said. The big boy looked at them and blew it again. Oh, what a pretty sound it made!" Sophia showed the money to the boy. "You may have them if you will give us the flute." "All of them?" The boy asked. She looked at her brother then nodded⁽⁶⁾. "Well, it's a deal," said the boy, and he gave the flute to the boy and took the pennies. Little John was very happy. They ran home quickly.

"You've paid a dear price for this thing. You might have bought half a dozen⁽⁷⁾ of such flutes with the money" said his mother. The twins saw what a mistake they had made. The flute did not please John anymore. He threw it upon the floor and began to cry. "Never mind", said the mother very kindly. "You are only very little, and you will learn a great deal as you grow bigger.

- (1) عملة نقدية
- (2) بحماقة
- (3) يتساءل
- (4) حلوى
- (5) مزمار
- (6) علامة الموافقة
- (7) دسنة

A Choose the correct answer from A, B, C or D:

- 1 The central idea of this passage can be
 - (a) The older you grow , the wiser you will be .
 - (b) The more people you meet, the more money you will get.
 - (c) The more money you get , the fewer things you will buy.
 - (d) The more relatives you have , the more money you will earn.
- 2 liked to have the flute.
 - (a) John
 - (b) Sophia
 - (c) The boy
 - (d) The mother
- 3 After John's experience of buying the flute, he might learn to
 - (a) ask his father for money
 - (b) stop crying
 - (c) value things
 - (d) waste his money

- 4 Although the mother advised her children to spend money wisely, she didn't get when they didn't.
 (a) satisfied (b) happy (c) delighted (d) upset
- 5 Which of the following sentences can be a good paraphrasing for the last paragraph in the passage?
 (a) The mother threatened John telling him that he had to get her other pennies instead of the lost ones.
 (b) The mother calmed down John telling him that they would gain more experience through life situations.
 (c) The mother punished John telling him that they would not have any nice flutes in their life.
 (c) The mother warned John that he shouldn't buy flutes from boys in the street.
- 6 How were the twins deceived by the boy?
 (a) They decided to buy a flute to their mother.
 (b) The boy sold them his flute for more than it deserved.
 (c) They had to buy a flute to play with brothers.
 (d) The mother gave them money to buy a flute.
- 7 "They hardly knew how it tasted" .This sentence shows that the twins
 (a) had to inform their mother (b) didn't like candy
 (c) live in poverty (d) preferred to taste it
- 8 According to the passage , the big boy took the advantage on the children and
 (a) tried to sell the flute. (b) play the flute again.
 (c) gave them the flute for free. (d) took all their money.



للتميز
احرص على اقتناء كتاب قواعد العملاقة
في اللغة الإنجليزية

①

make

or

do



- Everyone..... mistakes when they're learning something new.
 (a) make (b) makes (c) do (d) does
- I am sure my brother well in yesterday's test.
 (a) solved (b) gave (c) did (d) made
- Mai promised me to..... her best in her next exams.
 (a) make (b) does (c) do (d) made
- He hoped the project would money.
 (a) make (b) give (c) do (d) does
- Teachers show students how to research online.
 (a) make (b) do (c) sit (d) let
- Freelance workers have to their own accounts.
 (a) do (b) get (c) make (d) take
- Ali as well as his friends clever plans.
 (a) do (b) does (c) make (d) makes
- If you weren't a teacher, what job would you?
 (a) work (b) cause (c) do (d) make
- exercise a part of your daily routine.
 (a) Make (b) Do (c) Making (d) Doing
- exercise is a part of my daily routine.
 (a) Make (b) Do (c) Making (d) Doing

2

صفة

+

ed

يصف الذي يشعر بهذا الشعور

confused / excited / tired / amazed / interested

صفة

+

ing

يصف المتسبب في الشعور

confusing / exciting / tiring / amazing / interesting

- 11 The instructions were really
 (a) confused (b) confusingly (c) confusing (d) confusion
- 12 If you're about anything, phone my office.
 (a) confusing (b) confusion (c) confusingly (d) confused
- 13 I've never seen him look so
 (a) tired (b) tiring (c) retired (d) tried
- 14 It will be to see what happens when he gets a bit older.
 (a) interesting (b) interest (c) interested (d) interests
- 15 The film was so that I watched it twice.
 (a) excited (b) excitement (c) exciting (d) excitedly
- 16 I feel during the exams.
 (a) confusing (b) confusion (c) confusingly (d) confused
- 17 He's an player to watch.
 (a) amazingly (b) amaze (c) amazed (d) amazing
- 18 I've had such a day.
 (a) tiring (b) tired (c) retired (d) tiringly

3 - full of ممتلئ بـ - fill with يملأ بـ

- 19 My head is ideas.
 (a) fill off (b) fill with (c) full with (d) full of
- 20 The train was completely
 (a) fill (b) full (c) fool (d) foil
- 21 His wartime experiences would a book.
 (a) full (b) fold (c) fill (d) fall

4

the

+

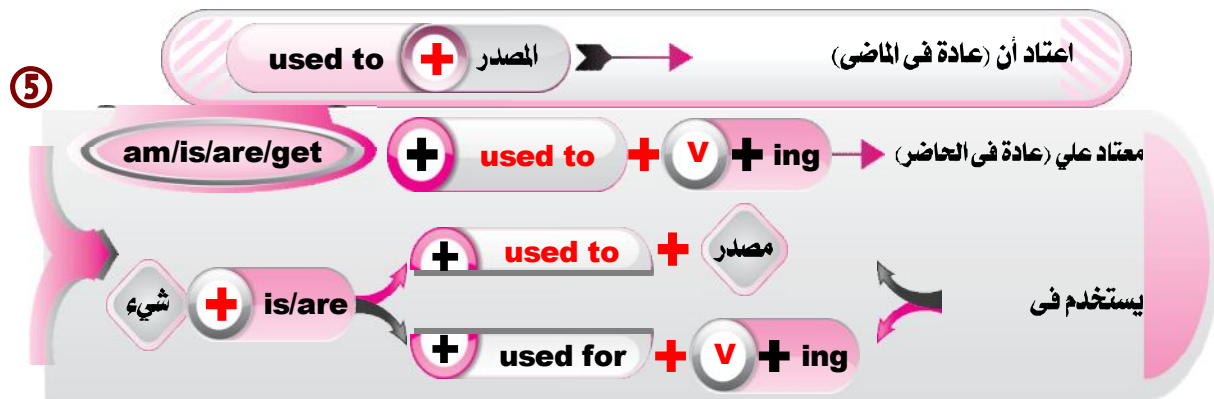
صفة

=

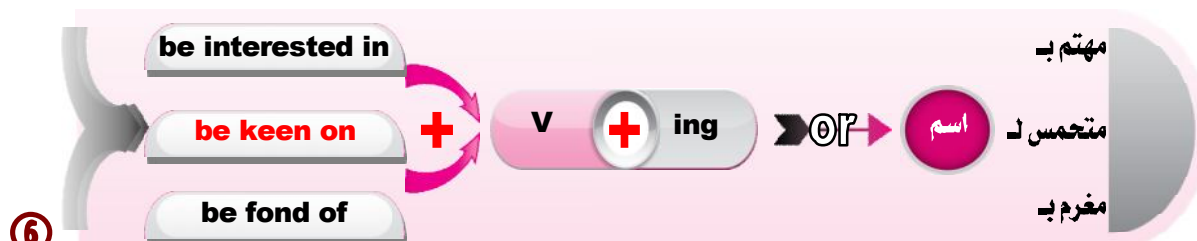
اسم جمع

- the poor = (poor people) الفقراء - the disabled المعاقين

- 22 need special care.
 (a) The disability (b) abled (c) disabled (d) The disabled
- 23 The poor have to be helped by
 (a) rich (b) a rich (c) the rich (d) riches
- 24 Teachers who teach should be sympathetic.
 (a) a disabled (b) the disabled (c) disability (d) disabled



- 26 We're eating out more often than we
 (a) are used for (b) are used to (c) used to (d) use to
- 26 The saw is used wood.
 (a) to cutting (b) cut (c) for cutting (d) cutting
- 27 Nowadays, she sleeping early.
 (a) is used for (b) is used to (c) used to (d) get used to
- 28 A thermometer is used..... temperature.
 (a) to measure (b) to measuring (c) for measure (d) measure
- 29 I to watching TV at night.
 (a) gets used (b) get used (c) used (d) is used
- 30 When I was young, I tennis.
 (a) used to play (b) am used to playing
 (c) used to playing (d) am used to play
- 31 "I used to get up early." This means
 (a) I get up early now. (b) I don't get up late now.
 (c) It is my habit to get up early now. (d) I no longer get up early.



- 32 She's keen playing tennis.
 (a) on (b) with (c) from (d) in
- 33 I've always been interested music.
 (a) of (b) with (c) from (d) in
- 34 I like to travel but, then again, I'm very fond my home.
 (a) of (b) with (c) from (d) in
- 35 He is interested in playing football. This means that
 (a) He dislikes playing football. (b) He hates playing football.
 (c) He can't stand playing football. (d) He likes playing football.



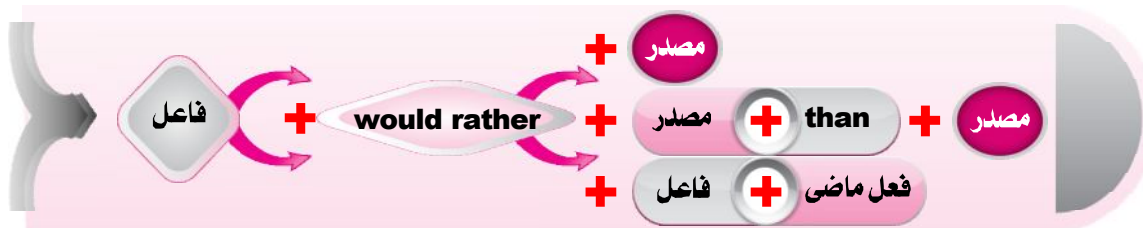
- 36 My teacher provides paintings and paper me.
 (a) with (b) at (c) for (d) from
- 37 My teacher provides me paintings and paper.
 (a) with (b) at (c) for (d) from
- 38 The hotel a shoe-cleaning service for guests.
 (a) improves (b) proofs (c) proves (d) provides
- 39 The project is designed to provide young people work.
 (a) with (b) for (c) at (d) from



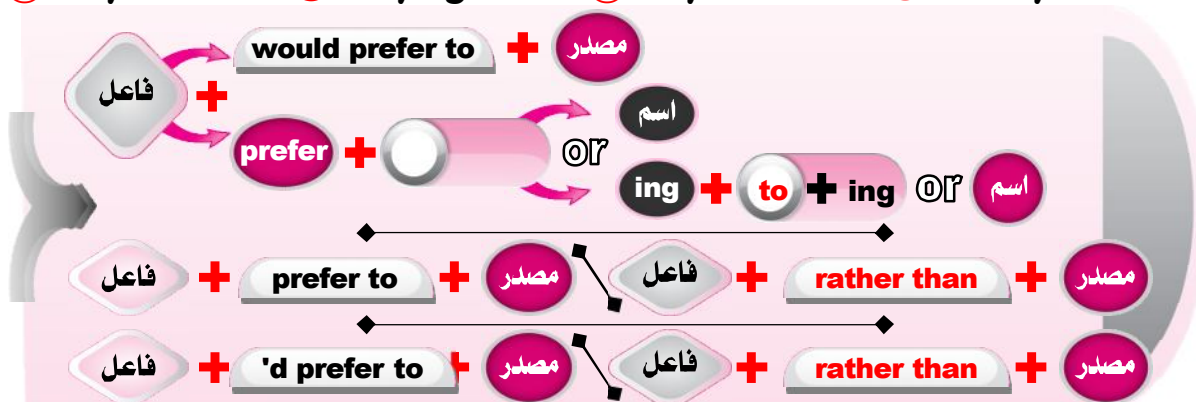
- 40 She had to help her husband his working in his shop.
 (a) done (b) do (c) to doing (d) doing
- 41 She had to help her husband his work in his shop.
 (a) with (b) into (c) about (d) by
- 42 She had to help her husband working in his shop.
 (a) over (b) into (c) about (d) by
- 43 She had to help her husband doing his working in his shop.
 (a) over (b) into (c) in (d) by
- 44 He helped me the problem.
 (a) solving (b) with solving (c) to solving (d) in solving



- 45 The doctor recommended him up smoking.
 (a) giving (b) gives (c) to give (d) gave
- 46 The doctor recommended up smoking.
 (a) giving (b) gives (c) give (d) gave
- 47 The doctor recommended that he up smoking.
 (a) giving (b) given (c) gave (d) give
- 48 My friend recommended that I quickly for the next exam.
 (a) revised (b) revising (c) should revise (d) had revised



- 10 I'd rather with my friends.
 (a) staying (b) stayed (c) stay (d) to stay
- 11 I'd rather go to the cinema watch TV.
 (a) to (b) than (c) rather than (d) too
- 12 I'd rather you early.
 (a) slept (b) sleep (c) sleeping (d) sleeps
- 13 I'd rather you home yesterday.
 (a) gone (b) had gone (c) went (d) go
- 14 I'd watch TV.
 (a) love (b) like (c) prefer (d) rather
- 15 I'd rather watch TV than novels.
 (a) reading (b) read (c) reads (d) to reading
- 16 I'd rather all my classmates calm during the lessons.
 (a) stayed (b) staying (c) stay (d) to stay



- 11 I'd prefer TV rather than sleep.
 (a) to watching (b) watching (c) watch (d) to watch
- 12 I'd prefer not this issue.
 (a) discussed (b) discuss (c) to discuss (d) discussing
- 13 He prefers watching football playing it.
 (a) to (b) than (c) rather than (d) too
- 14 I'd prefer to the cinema rather than to stay here.
 (a) to go (b) go (c) went (d) gone
- 15 I'd prefer to have dinner at home go to restaurants.
 (a) rather than (b) other than (c) to (d) neither than
- 16 Jana prefers watching TV to football.
 (a) play (b) plays (c) playing (d) played

- 480 When I was a child, I used to puzzles.
 (a) make (b) do (c) fall (d) think
- 481 The ambulance gave the patient urgent first-aid on the way to hospital.
 (a) crew (b) staff (c) cattle (d) gang
- 482 They didn't the danger they were in.
 (a) recognize (b) realize (c) coat (d) cost
- 483 his friends, Ahmed doesn't play football.
 (a) Unlike (b) As (c) Because (d) In addition to
- 484 Most students are usually before taking exams.
 (a) stress (b) stressing (c) stressful (d) stressed
- 485 My computer is to the printer to print exam papers.
 (a) communicated (b) contacted (c) connected (d) disconnected
- 486 My grandfather died 84.
 (a) age (b) aging (c) aged (d) ages
- 487 He couldn't stop when he received the medal.
 (a) smiling (b) to smile (c) smiled (d) is smiling
- 488 Although he was in disguise, I was able to him.
 (a) recognize (b) concept (c) realise (d) travel
- 489 I spent two hours football.
 (a) play (b) played (c) plays (d) playing
- 490 This book a lot of important information.
 (a) consists (b) includes (c) conclude (d) have
- 491 It's really important for us all to stay with each other online.
 (a) connected (b) contacted (c) contracted (d) connecting
- 492 The.....of your good education will appear in your behaviour.
 (a) effect (b) effective (c) affect (d) effectively
- 493 We didn't expect her great result. We saw that she was
 (a) worrying (b) worried (c) surprising (d) surprised
- 494 I needed help, so I asked my friend to me a favour.
 (a) push (b) take (c) send (d) do
- 495 We got lost in the forest. It was an exciting
 (a) experience (b) experiment (c) exercise (d) adventurous
- 496 Most require that you pass an interview.
 (a) a work (b) jobs (c) work (d) a job



للتميز
 احرص على اقتناء كتاب قواعد العمالة
 في اللغة الإنجليزية

Synonym & Antonym

word	meaning	Synonym	المترادف	Antonym	العكس
abandon	يتخلى عن / يتنازل	desert	يهجر	cleave to	يتمسك بـ
ability	قدرة / براعة / قابلية	cleverness	مهارة / موهبة	disability	عدم القدرة
		capability	مقدرة / قابلية	incapability	عدم القابلية
		efficiency	فاعلية / كفاءة	inability	عجز
able	قادر / بارع	capable	بارع	incapable	غير قادر
		clever	ماهر / ذكي	impotent	عاجز
		competent	مختص / مقتدر	incompetent	غير واثق
abnormal	غير عادي / غير سوي	unusual	نادر / فريد	usual	معتاد / مألوف
		unnatural	غير طبيعي	natural	طبيعي / فطري
		irregular	غير معتاد / شاذ	regular	معتاد / دائم
		anomalous	غير سوي	ordinary	مألوف / عادي
accompany	يصاحب	escort	يحرص / يرافق	desert	يتخلى عن
accurate	صحيح / دقيق	correct	صحيح	incorrect	غير صحيح
achieve	ينجز / يتم	fulfill	ينجز	fail	يفشل
		accomplish	يحقق / ينهي	miss	يخطئ
active	نشط / فعال	busy	مشغول	lazy	كسول
		industrious	مجتهد	idle	عاطل / خامل
		sprightly	مفعم بالحيوية	inactive	غير نشيط
actual	واقعي / فعلي	real	حقيقي	virtual	افتراضي
admit	يسمح / يعترف	confess	يعترف / يقر	deny	ينكر / يتبرأ
		permit	يتيح	dispute	يجادل / يفند
advertise	يعلم / يعلن	announce	يذيع / يبلغ	hide	يخفي / يكتُم
		publish	يعلم / ينشر	cover	يغطي
advise	ينصح / يحذر	warn	يحذر / ينذر	deter	يثني / يعوق
		admonish	ينصح / ينذر	dissuade	يصرف عن
affecting	مؤثر	touching	مؤثر	amusing	ممتع
		moving	محرك للمشاعر	funny	مسلي / مضحك
afraid	خائف	fearful	خائف	unafraid	غير خائف
		frightened	مرتعد	bold	جريء
		terrified	مروع / خائف	courageous	شجاع
aged	قديم	ancient	عتيق	recent	حديث
aged	كبير في السن	old	كبير / عجوز	young	صغير / شاب

word	meaning	Synonym	المترادف	Antonym	العكس
gain	كسب / ربح	winning	كسب/فوز	loss	خسارة
		profit	ربح/مال	waste	ضياع
		benefit	فائدة/نفع	forfeiture	فقدان
general	عام	common	شائع	local	محلي
		usual	معتاد	rare	نادر
generous	كريم	liberal	كريم	illiberal	بخيل
		munificent	جواد	mean	خسيس
		magnanimous	شهم	stingy	بخيل
gift	هدية / هبة	present	هدية	forfeit	غرامة
		grant	منحة	fine	غرامة
give	يعطي	grant	يمنح	take	يأخذ
		furnish	يمد/يزود	suppress	يكمد/يختم
glad	مسرور	joyful	مبتهج	gloomy	عابس
		merry	مرح	dejected	مكتئب
		elated	سعيد	grieved	حزين
glory	شهرة/مجد	fame	شهرة	disgrace	خزي
		praise	ثناء/مجد	contempt	امتهان
		respect	احترام	reproach	ازدراء
		honor	إجلال/سمعه حسنه	dishonor	خزي
govern	يحكم / يهيمن	rule	يحكم	misrule	سوء الحكم
		direct	يوجه	misgovern	يسئ الاداره
		guide	يرشد	mismanager	يسئ الاداره
greedy	شراهة/جشع/طماع	voracious	شراهة/طماع	unselfish	غير اناني
		gluttonous	شراهة/طماع	generous	كريم
		grasping	شراهة/طماع	moderate	معتدل
		rapacious	شراهة/طماع	abstemious	متعفف
guilty	مذنب	culpable	ملام	innocent	برئ
		criminal	مجرم	guiltless	برئ
		blameworthy	مستحق للوم	blameless	برئ
harmful	ضار/مؤذ	hurtful	مؤذ	helpful	مفيد
		noxious	ضار	harmless	غير مؤذ
		injurious	مؤذ	useful	نافع
handy	قريب/في المتناول	near	قريب	unhandy	غير ملائم



Exercise on Vocabulary

- 1 is the synonym of "old-fashioned".
 (a) **Fashionable** (b) **Current** (c) **Out of date** (d) **Fashion**
- 2 The museum has special facilities for **handicapped** people.
 "handicapped" means.....
 (a) **abled** (b) **disabled** (c) **ability** (d) **disability**
- 3 is the synonym of "serious".
 (a) **Lovely** (b) **Friendly** (c) **Tough** (d) **Easy**
- 4 Encourage and depress are
 (a) **synonyms** (b) **antonyms** (c) **opposites** (d) **the same meaning**
- 5 Suitable and proper are
 (a) **synonyms** (b) **antonyms** (c) **opposites** (d) **the same meaning**
- 6 Asleep and awake are
 (a) **synonyms** (b) **antonyms** (c) **verbs** (d) **the same meaning**
- 7 Pain and ache are
 (a) **synonyms** (b) **antonyms** (c) **opposites** (d) **the same meaning**
- 8 The adjective "alive" can be the opposite of the adjective ".....".
 (a) **moving** (b) **dead** (c) **serious** (d) **suitable**
- 9 The verb "paraphrase" is similar in meaning to the verb ".....".
 (a) **waste** (b) **challenge** (c) **extract** (d) **explain**
- 10 is the synonym of "survival".
 (a) **live** (b) **leave** (c) **alive** (d) **life**
- 11 is the antonym of "downsides".
 (a) **advantages** (b) **disadvantages** (c) **cons** (d) **demerits**
- 12 She was frightened that the plane'd crash. "**frightened**" means.....
 (a) **brave** (b) **interested** (c) **excited** (d) **horrified**
- 13 is the antonym of "fact".
 (a) **Non-fiction** (b) **Fiction** (c) **Fictional** (d) **Factual**
- 14 is the synonym of "invisible".
 (a) **Live** (b) **Visible** (c) **Seen** (d) **Unseen**
- 15 How did you make the connection? "**connection**" means
 (a) **appreciate** (b) **removal** (c) **link** (d) **invisible**

المتشابهات



Word	Meaning
accept	يقبل / يوافق على
access	دخول / وصول
adapt	يتكيف مع
add	يضيف
addition	إضافة
affect	يؤثر على
air	جو / هواء
aisle	ممشى / ممر
allowed	مسموح به
angel	ملاك
ankle	كاحل / رسغ القدم
ant	نملة
bald	أصلع
ball	كرة / حفلة رقص
band	فرقة / جماعة
be	يكون
belief	تصديق
best	الأفضل
better	أفضل / أحسن
big	كبير
bike	دراجة هوائية
bill	فاتورة
bin	صندوق
close	يغلق
bride	عروس
boat	قارب / مركب
boss	رئيس
cite	يذكر / يستشهد بـ
brake	فرملة
bush	شجيرة
cab	سيارة أجرة
cancel	يلغي
can't	لا يستطيع
cell	خلية / زنزانة
censer	مبخرة
choose	يختار
cereal	حبوب

Word	Meaning
except	ماعدا / باستثناء
excess	زيادة / إسراف
adopt	يتبنى
ad	إعلان
edition	طبعة / نسخة
effect	تأثير
ere	قبل
isle	جزيرة
aloud	صوت عالي
angle	زاوية
uncle	عم / خال
aunt	عمة / خالة
bold	جرئ / مقدم
bowl	سلطانية / طاسة
banned	محظور / ممنوع
bee	نحلة
believe	يصدق
pest	شخص مزعج / وباء
bitter	لاذع / مر
pig	خنزير
pike	رمح / يطعن برمح
pill	قرص / حبة دواء
pin	دبوس
clothes	ملابس
pride	فخر
bought	اشترى
both	كلاهما
site	مكان / موقع
break	يكسر
push	يدفع
cap	قبعة
council	مجلس
cant	نفاق / رياء
sell	يبيع
sensor	جهاز الإحساس
chew	يمضغ
serial	متسلسل / مسلس



Language Functions

①

السؤال عن الرأي Asking for opinion

What is your opinion of / **about** ...?

What do you think of / **about** ...?

إعطاء الرأي Giving opinion

I think, **الفاعل (is- are) ... صفة** (exciting- boring...)

In my opinion (**from my point of view**), ...

As far as I am concerned, ...

②

السؤال عن النصيحة Asking for advice

Can you give me some advice about...?

What should I do to (**about**) ...?

إعطاء نصيحة Giving Advice

You should (shouldn't) + ... inf ...

If I were you, I'd (wouldn't) +inf.....

You'd (**had**) better + ... inf...

③

الاقتراح Suggestion

How about...(V + ing) ...?

Let's ...(inf)...

We could (Shall we) +... inf.

How about...(V + ing) ...?

Why don't we .(inf).....?

I suggest ... (V + ing) ...

4



Request

- Can I (**borrow - take** - ...), please?
- Could you lend me..., please?
- I would be grateful if you could ...?
- Do you mind if I borrow?
- Do you mind **lending me** ...?
- Would you mind if I borrow...?
- Would you mind **lending me**...?
- Is it okay if I (**borrow - take** - ...)?



Seeking information

- Can you tell me ..., please?
- Excuse me, Could you tell me about...?
- What can I do to ..., please?
- What does "" mean?

5



Asking for reason

- Why?
- Can you tell me why.....?
- What's the reason for.....?



Giving reason

- Because (**As - Since**)
- Mainly because
- The main reason for this is that

- 18 **Mother asked me to tidy my room. This shows**
 (a) prohibition (b) request (c) inquiry (d) order
- 19 **In informal English, we can use "....." to talk about what might happen or might have happened.**
 (a) as long (b) imagined (c) supposing (d) supposition
- 20 **After having been infected with COVID-19, I became too tired to work. This means that I**
 (a) became fit enough to work. (b) wasn't so tired that I could work.
 (c) was tired enough to work. (d) was so tired that I couldn't work.
- 21 **Which of the following sentences shows regret?**
 (a) I shouldn't have wasted my time watching too much TV.
 (b) I should have wasted my time watching too much TV.
 (c) I should waste my time watching too much TV.
 (d) I had to waste my time watching too much TV.
- 22 **Which of the following sentences shows suggestion?**
 (a) You shouldn't spend the weekend with us.
 (b) You should have spent the weekend with us.
 (c) Why didn't you spend the weekend with us?
 (d) Why don't you spend the weekend with us?
- 23 **When you conclude your essay, you should**
 (a) review your supporting ideas. (b) ask the reader to choose the end.
 (c) exclude your supporting ideas.
 (d) refer to the sentence of introduction.
- 24 **The young man said, "I didn't steal my friend's mobile phone." This means that**
 (a) he denied stealing his friend's mobile phone.
 (b) he denied that his friend's mobile phone had been stolen.
 (c) he admitted that he hadn't stolen his friend's mobile phone.
 (d) he admitted stealing his friend's mobile phone.
- 25 **His carelessness resulted in him making a lot of mistakes. This means**
 (a) But for his carefulness, he would have made a lot mistakes.
 (b) Unless he had been careful, he would have made a lot mistakes.
 (c) If he had been careful, he wouldn't have made many mistakes.
 (d) Had he been careful, he would have made a lot of mistakes.
- 26 **She needn't have bought more bread. This means:**
 (a) It wasn't necessary to buy more bread, so she didn't do the action.
 (b) She bought more bread because it was necessary.
 (c) She bought more bread although it wasn't necessary.
 (d) Although it was necessary to buy more bread, she didn't do the action.

- 27 **Be he rich or poor, she will marry him. This means**
- a She doesn't want to marry him because he is poor.
 - b She wants to marry him if he is rich.
 - c She will marry him whether he is rich or poor.
 - d She will marry him however poor he may be.
- 28 **While I was cooking, my husband was washing the car. This means.**
- a I cooked first
 - b the two action were in the same time
 - c the two action were in a different time
 - d my husband washed the car first
- 29 **As soon as he arrived at the airport, he called home. This means**
- a He arrived at the airport and called me to take him home.
 - b He arrived at the airport sooner than he had expected.
 - c Calling home, he said that he had arrived at the airport.
 - d No sooner had he arrived at the airport than he called home.
- 30 **I have not seen her for 2 months. This means**
- a It's 2 months since I last saw her
 - b It's 2 months after I last saw her
 - c It's 2 months before I last saw her
 - d It's 2 months when I last saw her
- 31 **I started working here in 1998. This means**
- a I have started work here since 1998
 - b I haven't worked here since 1998
 - c I have started working here since 1998
 - d I have worked here since 1998
- 32 **Although Tom took a taxi, he was still late for the party. This means.**
- a In spite of Tom took a taxi, he was still late for the party.
 - b Tom was still late for the party in spite of taking a taxi.
 - c Despite took a taxi, Tom was still late for the party.
 - d B & C are correct.
- 33 **The problem is difficult to solve. This means**
- a It is difficult problem to solve
 - b It is a problem difficult solve
 - c It is difficult to solve the problem
 - d It is difficult solve the problem

