



# U 1 : People and Languages

# اللغات والناس

BOS	اختصار اسم الشركة	company	شركة
Egyptian	مصرى /مصرية	Egypt	مصر
First language	اللغة الاولى	Second language	اللغة الثانية
First name	الاسم الأول	surname	اللقب
Head office	مكتب الإدارة	Sister company	فرع الشركة
Here are....	هؤلاء هم	secretary	سكرتيرة
language	لغة	nationality	جنسية
married	متزوجة	Married to	متزوجة من
single	أعزب	marry	ينزوج
speak	يتكلم	Married woman	امراة متزوجة
Training Officer	موظف تدريب	Managing Director	مدير إدارة
Technical Officer	موظف فنى	Sales Assistant	بائع / بائعة

## Abbreviations اختصارات

UK: The United Kingdom المملكة المتحدة

Mr. + اللقب السيد / الأستاذ للمذكر

Mrs. or Ms + اللقب للمرأة المتزوجة

Miss or Ms + اللقب للأنسة او التي لا نعرف أنها متزوجة أم لا

## A- Grammar V . to "be" يكون

هو فعل يعبر عن الكونية وأيضا البيانات الشخصية للإنسان يتكون من :.

(1) present مضارع	(2)past ماضي	(3)p.p
I am (I'm)	I was	<b>been</b>
He is (he's)	He was	
She is (she's)	She was	
It is (it's)	It was	
We are ('re)	We were	
You are ('re)	You were	
They are ('re)	They were	

## I- Verb to "be" فعل يكون

Singular مفرد	Plural جمع
I am a student.	We are students.
He is a student.	They are students.
She is a student.	They are student s
It is a cat.	They are cats.



## (B) Questions with to" be" :

الأسئلة ب

### I- Yes /No questions with be :

Am I .....

Is he , she ,it.....?

Are you , we ,they.....?

Was I, he, she, it.....?

Were you, we, they.....?

الإجابة تكون في الإثبات (ضمير مثبت + فاعل , yes )

Is he absent?

Yes, he is.

او في النفي (ضمير منفي + فاعل + no )

Is he absent?

No, he is not.

لتكوين سؤال يجب عليه بنعم او لا تقدم الفعل be على الفاعل

Am I student ?

Yes I am.

/ No I'm not.

Is she student ?

Yes she is.

/ No she isn't.

Is it cat ?

Yes it is.

/ No it isn't.

Are they students?

Yes they are.

/ No they aren't.

### Answer the following?

1- Is Slaw a receptionist?

.....

2- Is Andy training officer?

.....

3- Is English your second language?

.....

4- Are they boys?

.....

### Language study

#### 1- First name and Surname:

The name consist of الاسم يتكون من

الاسم الأول First name

الاسم الثاني Second name

EX : Waheed Arafa

First name : waheed

Second name : Arafa



Ex: You are a new secretary at BOS Egypt. Fill in your form. Your name is Ahmed Ali and you know English and French . You born on 21<sup>th</sup>, Oct 1991.

**Form**

- First name	:.....
- Surname	:.....
- Job	:.....
- Nationality	:.....
- First language	:.....
- Second language	:.....
- Age	:.....

**(C) Numbers: From (0) To 50**

Zero(nought)	One	Two	Three	Four
Five	Six	Seven	Eight	Nine
Ten	Eleven	Twelve	Thirteen	Fourteen
Fifteen	Sixteen	Seventeen		Eighteen
Nineteen	Twenty	Twenty-one	Twenty-two	Twenty-three
Twenty-four	Twenty-five	Thirty	forty	fifty

**(D) Wh questions :** (أدوات الاستفهام)

1- what ?

تسال عن المفعول به / ما / ماذا

(e.g.) What is your telephone number?

It's.....

2- who ?

تسال عن الفاعل العاقل / من للعاقل

(e.g.) Who is in room sixteen ?

He is Mr.....

3- Which ? / او الفاعل غير العاقل او الاختيار

(e.g.) Which room is Simon Bennett ?

It is 451.



**E) Symbols and Words :**

رموز وكلمات

Symbol	رمز	
"+" Plus		" - " minus
"X" times		" ÷ " divided by
"%" percent		" = " Equals
Calculations	عمليات حسابية	" ." point

**" Quiz "**

**Write about your self**

My.....  
 I'm.....old  
 I live in.....  
 I go to.....  
 Telephone.....  
 Hobbies.....

**Test on unit 1**

**(1) Write what would you say in the following situations:**

- a- Your mother says to you "goodnight".  
 .....
- b- You greet your cousin at 7 a.m.  
 .....
- c- You want to know his telephone number.  
 .....
- d- Some one asks you about your surname.  
 .....
- e- You leave your friend at school.  
 .....
- f- Some one says to you "How do you do"?  
 .....
- g- Yu want to know the spelling of his surname?  
 .....

**(2) Match numbers**

- 20            thirteen
- 44            eight
- 50            twenty
- 13            forty four
- 8             fifty



**(3) Choose a,b,c or d :**

- 1- What {is- was- am- were} your name?
- 2- She is Huda, what is(his- you- your- her)telephone number.
- 3- Excuse {I- you- he- me} what's the time.
- 4- Mr. is for a {boy- mans- man- woman}.

**(4) write numbers in letters :**

10	15	20	40	50

**(5) Rewrite the following:**

- 1- She works as a secretary. (What)  
.....
- 2- My surname is Mohab. What's)  
.....
- 3- She works in a shipping company. (Where)  
.....

**(6) Translate into English:**

١- أنا اعمل في شركة BOS سكرتيرة

.....  
٢- من فضلك ما هو رقم تليفونك ؟  
.....

**(7) Translate into Arabic:**

- 1-Please, Tell me your name?  
.....
- 2- Amgad is a training officer. He works for an Egyptian company in Cairo .  
.....  
.....
- 3- Ali's first language is English and his second languages are French and Italian.  
.....  
.....

**GOOD LUCK**



## U:2 Foreign Visitors

Managing director	مدير الإدارة	welcome	أهلا
It's good to see you	انه لشيء جيد أن أراك	hello	مرحبا
How are you	كيف حالك	Fine thanks	انا بخير
And you	وأنت	How do you do ?	تقال لشخص أقابله لأول مره
First meeting	أول اجتماع	Very well	حسنا
I'm sure	أنا متأكد	I'm not sure	انا غير متأكد
Where's?	مكان	North	الشمال
south	الجنوب	east	الشرق
west	الغرب	occupation	الوظيفة التي يعمل بها
Where are you from?	من أين أنت ؟	I'm from	اسم المكان

### (2) fill in this form املا هذه الاستمارة

اللقب	Surname :.....
الاسم الأول	First name :.....
الجنسية	Nationality : .....
الوظيفة	Occupation :.....
العنوان	Address :.....

### (3) Pronouns and Possessives: صفات وضمائر الملكية

I انا .....	my .....
We نحن .....	our .....
you (مفرد وجمع) أنت / انتم .....	your .....
They هم / هن .....	their .....
He هو .....	his .....
She هي .....	Her.....
It هو / هي غير الإنسان .....	Its .....



**Situations** مواقف

1- Some one says "How do you do "

How do you do ?

2- You are in London . some one says "Welcome to London"

Thank you

3- Some one says "How are you ?"

I'm fine thanks

4- You want to phone 3346981 some one says hello this is 38971. "

Sorry . wrong number"

**punctuation** علامات الترقيم

١ - الحروف الكبيرة في بداية الجملة.

٢ - في الأسماء (الأشخاص - البلاد).

٣ - في الوظائف.

٤ - نضع نقطة في نهاية الجملة الخبرية.

٥ - نضع علامة استفهام في نهاية الجملة الاستفهامية.

**Exercise**

1- where is ali from

.....

2- miss huda is egyption

.....

3- how do you do

.....

4- mr simon is the training officer of an Egyptian company

.....

**Test on u:2**

**I- Write what would you say :**

(a) Some one says "how do you do"? .....

(b) You meet some one in the after noon .....

(c) You thank your friend about her help .....

(d) Some one says to you "How are you" ?

.....



**2- Re-write the following :**

(a) Is your name Osama ? (.....you)

.....

(b) Who is she ? (name)

.....

(c) How.....? Fine (complete)

(d) He is from USA ? (Where).....?

.....

**3- Fill in with these words :**

Is – Thank – How – Who

1- This is your salary,.....

2- .....is in room 220 ? Mr. Simon

3- .....this your telephone number

4- .....are you ? thanks for you

**(4) Translate into English :**

١ - مرحبا بكم فى مصر الجميلة

• .....

٢ - من فضلك اين تقع شركتكم ؟

• .....

٣ - شاهدت فيلم هندى الأسبوع الماضى.

• .....

**(5) Translate into Arabic :**

• Thank you for your helping us.

..... •

• I read his new address in his business card.

..... •

• Mona and her husband live in Cairo, the capital of Egypt.

..... •



## U:3 A new comer

الوافد الجديد

### I- Main vocab

Nice to meet you	أمر رائع أن أراك	Sales office	مكتب البيع
which	ايها	Next door	جار
this	المفرد القريب	that	المفرد البعيد
shelf	رف	shelves	رفوف
Filing cabinet	دوسيهات	files	ملفات
The top	القمة	Pardon =	اسف
polite	مؤدب	impolite	غير مؤدب
formal	رسمي	informal	غير رسمي
calculator	الآلة حاسبة	hotel	فندق
With who ?	مع من.....؟	memo	مذكرة
drawer	الرسام	pound	جنيه
envelopes	اظرف خطابات	excuse me	عذرا

### قواعد (2) Grammar

#### - This- That- These – Those

This	هذا للمفرد القريب	This is a desk.
That	هذا للمفرد البعيد	That is a desk.
These	هؤلاء للجمع القريب	These are desks.
Those	أولئك للجمع البعيد	Those are desks.

### Choose :

- 1- (That's – this is – those are – these are) the pens next my hands.
- 2- (This – That – these – those ) birds are flying in the sky.

### الأرقام (3) Numbers

50 fifty	60 sixty	70 seventy
80 eighty	90 ninety	100 a hundred
	1000 a thousand	1,000,000 a million



#### (4) How do you write a memo ?

كيف نكتب مذكرة ؟

١- المذكرة هي عبارة عن مذكرة داخلية داخل الشركة وليس لها مقدمة أو خاتمة ولكن يجب أن تلتزم بما يأتي :

From : اسم الراسل ووظيفته	To : اسم المرسل إليه
Re : موضوع المذكرة	Date : التاريخ
يكتب المطلوب داخل المذكرة وعادة ما تكون موجزة.	

ثم نكتب من السؤال كل الذي بعد كلمة about

**E.X :** Write a memo from Mr. Sam, the manager, to the accountant in his company asking him to give the details of purchases and sales during last week, the date is 7<sup>th</sup> April.

Memo

From: Mr. Sam, manager

To : accountant محاسب

Re: details of purchases

Date: 7<sup>th</sup> April

I want to ask you about the details of purchases and sales during the last week.

**Ex:**

Mr. Fahmy Ali the manager of ABC company write a memo to miss Huda his secretary . He wants her to phone Mr. Sami Adel and fix the time of a meeting with him.

**Fill in .:**

( أدراج drawers – خزانة cabinet – هذا يكون left – next – that's wastepaper bin سلة مهملات )

- 1- Files are kept in filling.....
- 2- We throw wastepaper in.....
- 3- A desk has some.....to keep things in.
- 4- The desk is.....to the window.



**(5) Where and which :**

Where أين .....where is your computer?

Which أي / أيهما .....which is your book?

**- Pardon:** "عفوا" تستخدم لتكرار الجملة بأكملها

A. That's my computer.

B. Pardon

A. That's my computer.

**Question words : (what ماذا – who من – where أين )**

تستخدم لتكرار جزء من الجملة

A. That is my pen

B. Your what ?

A. My pen.

**Situations :**

1- Mr. Ahmed says, where is the photocopier ?

.....

2- You want to hear the questions again.

.....

2- You cannot find Mr. Adel's office ask someone about it.

.....

**Test on U:3**

**(1) Write what would you say :**

a- Some one says to you "how are you?"

.....

b- You ask some one for help? .....

c- You greet anew comer at the company. ....

d- You welcome about anew customer

.....

**(2) Rewrite the following :**

1- This dress costs L.E 50 .(how much)

.....

2- I'm fine , and.....(complete)

3- My number is 3360447 .(what's)



.....  
4- I'm from Brazil .(where.....)  
.....

---

---

**(3) Match numbers**

- |      |                 |
|------|-----------------|
| 100  | eighty          |
| 110  | a hundred       |
| 90   | a thousand      |
| 80   | one hundred ten |
| 1000 | ninety          |
- 
- 

**(4) Answer**

- (1) What's a key board used for ?  
.....
- (2) What's a drawer used for ?  
.....
- (3) What's a printer used for ?  
.....
- 
- 

**(5) Translate into English :**

١- أنا مسرور جدا لأنني رايتك .

.....

٢- أهلا بك في شركتنا الجديدة .

.....

**(6) Translate into Arabic :**

1-What's your room number ?

..... ●

2-Please put the desk between the filling cabinet and the shelves.

..... ●

.....



## U : 4 office work

مكتب العمل

### (1) Main vocab

bottom	قاع	wrong	خطا
copy		Price nigh	سعر مرتفع
customer	- زبون	mining	صناعة التعدين
Discount	خصم	near	قريب
downstairs	الدور الاسفل	top	قمة الشيء
drawer	جزء - آلة رسم	receive	- يستلم
Excuse me= pardon	معذرة - اسف	Filing cabinet	خزانة دوسيهات
far	بعيد	Under	تحت
farming	الزراعة	Fax machines	آلة الفاكس
Fax machine	آلة الفاكس	dial	- يطلب رقم
find	يجد	What's problem	ما المشكلة
flash	يومض	drive	يقود سيارة
form	يكون - يتكون	Ship building	بناء السفن
Having lunch	يتناول غدائه	customer	زبون
How many	كم العدد	print	يطبع
I don't know	لا اعرف	Whose ?	لمن الشيء ؟
in		on	
I'm sorry to trouble you but	آسف لإزعاجك ولكن	Can you help me with	هل يمكنك ان تساعدني في
include		answer	يرد
Isn't working		lend	يقرض
Key board	لوحة مفاتيح	flash	يضىء - يومض
left		paper	(ورق)
Look for	يبحث عن	Look forward	ينتطلع الى
Look forward to + v + ing	ينتطلع الى	quick	سريع
machine	آلة	from	من
magazine		send	يرسل
means	يقصد -	manufacturing	التصنيع



Message (s)	رسالة	right	يمين
minerals	معادن	Sending a fax	يرسل فاكس
month	شهر	Help with	يساعد في
Next to	بجوار	again	مرة أخرى
Out of paper	بدون ورق	Trouble you	ازعجك
photocopier	آلة تصوير	wear	يلبس
Price list	قائمة اسعار	Yellow light	الضوء الاصفر
printer	طابعة	photocopying	تصوير
produce		Look at	يفحص شيء - ينظر
products	منتجات	documents	وثائق
properly	بطريقة مناسبة	services	خدمات
put		Do filing	يصنف ملفات
quicker	أسرع	discount	تخفيض
Reading a magazine	يقرا مجلة	later	بعد ذلك
receive	يتسلم	Doing photo copying	يقوم بالطبع
Send	يرسل	Greet a visitor	يحيى الزائر
send	يرسل	interest	اهتمام - فائدة
stand	يقف	Come out	- يتحول
Stand at	يجلس أمام	try	يحاول
Strange noise	ضوضاء غريبة	quickest	الأسرع
The same	نفس الشيء	nearest	الأقرب
The sun shining	سطوع الشمس	advertising	الإعلان
today	اليوم		
trouble	يزعج	uniform	زي موحد
Up stairs	الطابق العلوي	secretary	سكرتيرة
products	منتجات	Down stairs	الطابق السفلي
problem		photocopier	اله تصوير



## (4) How to write a fax ?

كيف تكتب فاكس ؟

## (1) Fax

Date : تاريخ إرسال الفاكس

To : اسم المرسل إليه

From : اسم الراسل

number of pages : عدد الصفحات

Dear + اسم المرسل إليه

يكتب الموضوع

Yours sincerely

Signature

إمضاء الراسل

His job

وظيفته

Ex : Write a fax from Sami Rizk, the financial director of flow pumps Co Cairo, to Walid Ahmed from electronic Equipment, fax no 7345674, telling him that you have accepted their order for 50 water pumps and you agree upon them 10 % discount.

## (2) E- mail

To : اسم المرسل إليه

From : اسم الراسل

Re : الموضوع

Dear : المرسل إليه

يكتب الموضوع

signature

اسم الراسل

Ex : Write an Email to a friend, your name is Farid and your friend is Maged, by using :

1- Thank you – message

2- Yes, meet next week

3- I, go village – Saturday

4- I visit grand mother on Sunday



## التدريبات اللغوية: Language function

**Getting help :** الحصول على المساعدة

1- Excuse me

عفوا

١ - يستخدم هذا التعبير لمخاطبة شخصا لا تعرفه أو لجذب انتباه المتحدث إليك

Ex: Excuse me, could you tell me the way to the bank ?

2- I'm sorry to trouble you but.

آسف لإزعاجك ولكن

٢ - يستخدم هذا التعبير لطلب المساعدة في شيء به خطأ

3- Can you help me with.....?

## Exercises

1- Can you help me with my computer ?

2- I'm sorry to trouble you, but the photocopier isn't working properly

3- Excuse me, can you help me ?

4- Can you help me with the fax machine ?

5- I'm sorry to trouble you but there's something wrong with it.

6- Excuse me, the printer isn't printing properly. can you help me with it.

## Grammar

### 2- The present continuous المضارع المستمر

**a) Use** الاستخدام

يعبر عن: - (١) أحداث تقع الآن (أثناء الكلام)

(٢) أحداث مخطط لها في المستقبل

**b) From** التكوين

Am }  
Is } + المصدر + ing  
Are }

إذا كان الفعل ينتهي ب 'e' ..... تحذف عند إضافة 'ing'

Ex : take \_ taking يأخذ

- They are taking a rest at the moment.

هم يأخذون راحة في هذه اللحظة.

### **C) Key words:**

Now الآن

at the moment في هذه اللحظة listen! استمع!

Look! انظر

At the present time في الوقت الحالي



Ex :

1\* This machine isn't working now . هذه الآلة لا تعمل الآن .

2\* What is he doing? ؟ ماذا يفعل هو الآن

3\* Are you going to school now?

هل أنت ذاهب إلي المدرسة الآن؟

4\* He is reading a book now.

هو يقرأ كتاب الآن

### D) The question رابعاً السؤال

١ - السؤال بفعل مساعد:

علامة الاستفهام + تكملة الجملة + فعل أساسي + فاعل الجملة + فعل مساعد أو ناقص

علامة الاستفهام + تكملة الجملة + (V+ing) + فاعل الجملة + am/is/are

# He is reading a book now.

Is he reading a book now?

Yes, he's.

No, he is not.

هو يقرأ كتاب الان

- السؤال الذي يبدأ بكلمة استفهام WH

Wh+ am/is/are+ فاعل الجملة + (V+ing) + تكملة الجملة + علامة الاستفهام?

They are playing tennis now.

(What)

What are they playing now?

\*ويستخدم أيضا هذا الزمن للتعبير عن مواعيد وترتيبات في المستقبل القريب جدا

Ex : I'm meeting him tomorrow .

أنا سأقابله غدا

What time is he coming ? في أي وقت سيأتي هو؟

: هناك بعض الأفعال لا تستخدم مع المضارع المستمر مثل أفعال الحواس

Want يكره - love - hate like يحتاج need يريد

Ex :\* I want to read The new story.

### More Examples :

1-You can turn off the television I am not watching it .

يمكنك أن تغلق التلفاز انا لا أشاهده الآن

2-Why are you under the table? What are you doing? لماذا أنت تحت المنضدة؟ ماذا تفعل؟

ماذا تفعل؟



**Additional exercises**

**1- Write the following countries and their nationality in alphabetical order :**

Egypt	Canada	Britain	Spain	Brazil

**2- Complete the following hotel form :**

Mr. Sami Salim is an Account clerk . He is from Cairo , the capital of Egypt . He lives at 120 Abbass El-Akad street , Nasr city

**The Nile hotel**

- First name :.....
- Surname :.....
- Nationality :.....
- Occupation :.....
- Address :.....

**3- Punctuate the following :**

- 1- where is Ali from /  
.....
- 2- miss Huda is egyptian /  
.....
- 3- how do you do mr Don /  
.....
- 4- where is bos uk /  
.....
- 5- what is amers address /  
.....

**4- Supply the missing words in each blank :**

- 1- She.....from Egypt. She is.....
- 2- They.....Italian ; they come from.....
- 3- His.....is 180 Nile street, Giza
- 4- We.....clerks ; .....office is in Cairo
- 5- He.....British ; .....first language is.....

**5- Correct the verbs in brackets :**



- 1- He (visit) a customer now. (.....)
- 2- Heba (work) at BOS Egypt at present. (.....)
- 3- Gehad (read) a magazine at the moment. (.....)
- 4- Ali and Hager (write) English now. (.....)
- 5- She (send) a fax at present. (.....)
- 6- He (meet) the visitor now. (.....)
- 7- A secretary (answer) the telephone. (.....)
- 8- Listen ! they (sing) a beautiful song. (.....)
- 9- Look ! she (do) photocopying. (.....)

**6 - Fill in the spaces with words from the list :**

(left- next- that's- filing cabinets- drawers- wastepaper bin)

- 1- Files are kept in the.....
- 2- We throw wastepaper in the.....
- 3- A desk has some.....to keep things in.
- 4- The desk is.....to the window.
- 5- .....my book.

**7- match a party from (A) with a part from (B)**

(A)	(B)
1- The secretary	a) Egyptian ?
2- Are you	b) on the envelope
3- He traveled to England	c) types letters
4- We write the address	d) at 8 o'clock everyday
5- Suzy starts work	e) by plane

**8- Choose the correct answer :**

- 1- Can you.....me five pounds ?  
 a) borrow      b) buy      c) lend      d) spend
- 2- I.....five pounds every week on chocolate  
 a) borrow      b) buy      c) lend      d) spend
- 3-.....a secretary or a receptionist ?  
 a) Mona is      b) Mona      c) Is Mona      d) is the Mona
- 4- The production department is responsible for.....things.
- 5- Doha.....have lunch in the office  
 a) don't      b) does      c) doesn't      d) do

**Test**



**1- What would you say in the following situations**

- 1- Your name is Hamed. the telephone rings .you pick it up  
.....
- 2- Your brother introduces Mr. Sam to you.  
.....
- 3- Some one asks:"How are you ?"  
.....
- 4- You are Hani some one on the phone says : "hello is that Hani ?"  
.....

**2- Supply the missing parts in the following telephone call between Hisham and Rami :**

Rami : Hello. Is that Hisham ?  
 Hisham :.....(1)  
 Rami : Hello, Hisham.....(2)  
 Hisham : hello, Rami.....(3)..?  
 Rami : I'm fine thanks.....(4).....?  
 Hisham : I'm very well, thank you.

**3- Fill in the spaces with words from the list :**

*Where - who - what - form - married - Italian*

- 1- My brother is single but my uncle is.....
- 2- I complete the hotel.....
- 3- He is ....., he comes from Italy
- 4- .....is your occupation ?
- 5- .....is your school ?

**4- Match (A) & (B) :**

A	B
1- Hello. Is that Mona ?	a. It is in Cairo
2- Where is BOS Egypt ?	b. I'm fine, thanks
3- What is his address ?	c. 135 Abbassia street, Cairo.
4- Who is the new manager ?	d. Yes, it is
5- How are you ?	e. He is Mr. Don Roberte

**5- Rewrite the following as shown in brackets**

- 1- Who is she ? (use "name")  
.....
- 2-She is sales assistant. Her first language is Arabic. (plural)



.....  
 3- mr Simon is the training officer of an egyptian company (punctuate)  
 .....

4- What do you do ? (use "job")  
 .....

5- This (be) Huda and her brother Magid (correct)  
 .....

**6- Read the following passage, then answer the questions :**

*Learning English is very important to us it is spoken by a lot of people in different countries. Learning English is not difficult, but you have to use it in order not to forget it. When you know English well, you can read about different subjects. You know about how people in other countries think and live. You will be able to know a lot about the world around you. When you visit other countries, you can understand what others want and you can tell others what you want. Moreover, good English gives you the chance to get a good job in banks and companies.*

1- English is spoken in.....

- a) one country
- b) a few countries
- c) many countries all over the world
- d) all countries all over the world

2- .....will help you know a lot about the wide world

- a) Learning English
- b) getting a good job
- c) For getting the language
- d) countries

3- If you want to remember English, you must.....

- a) get a good job
- b) use it
- c) read about different subjects
- d) visit other countries

4- When you know English well, you have a good chance to.....

- a) visit other countries
- b) think and live
- c) get a good job
- d) meet people

5- How can you understand people of other countries?  
 .....

6- How is learning English useful to those who visit other countries ?  
 .....

7. When are you able to read about different subjects?  
 .....



**7- Read the following, then complete the form :**

1- My name is Hamed Ali Abu Bakr. I am a Sudanese. I work as a doctor. I am married and I live in Khartoum. The number of my house is 18 and it is the Nile street.

**BMW Company**

First name :.....  
 Surname :.....  
 Occupation :.....  
 Nationality :.....  
 Address :.....

**8- Write a paragraph about:**

**"People who work in a company"**

Use the following guiding words :

General manager – manage / secretary – help him / receptionist – meet visitors / answer telephone calls / accounts clerks – accounts / sales assistants – sell /

**9- Write a letter** to your friend Hatem telling him that you will not be able to go with him to Luxor and Aswan. Your name is Tarek and you live at 88 Abbassia street, Cairo.

**10- A. Translate into Arabic B. Translate into English :**

1- Mona and her husband live in Cairo, the capital of Egypt.

.....  
 .....

2- Please tell me what is the time now?

- إنه بريطانى ولغته الثانية العربية.
- .....  
 • ضع لوحة التعليمات على الحائط أعلى المنضدة.
- .....



## U:5 Appointments

مواعيد

الكلمة	المعنى	الكلمة	المعنى
appointment	ميعاد	right then	حسنا إذن
for lunch	لطعام الغداء	quick	
write it down	اكتبه إذن	because	لان
second	ثاني	later	لاحقا
return	يعود	suggest	يقترح
best wishes	اطيب التمنيات	e-mail	بريد الكتروني
1 <sup>st</sup> first	الاول	2 <sup>nd</sup> second	الثاني
3 <sup>rd</sup> third	الثالث	4 <sup>th</sup> fourth	الرابع
5 <sup>th</sup> fifth	الخامس	6 <sup>th</sup> sixth	السادس
7 <sup>th</sup> seventh	السابع	8 <sup>th</sup> eighth	الثامن
10 <sup>th</sup> tenth	العاشر	11 <sup>th</sup> eleventh	الحادي عشر
20 <sup>th</sup> twentieth	العشرون	21 <sup>st</sup> twenty- first	الحادي والعشرون
22 <sup>nd</sup> twenty- second	الثاني والعشرون	23 <sup>rd</sup> twenty-third	الثالث والعشرون

Telling the time:

Asking about the time:-

- What is the time, please?
- What time is it now?
- Excuse me, could you tell me the time, please?



*friendly and informal*

*so formal*



There are two ways for telling the time:

A)

- *It is nine o'clock. Or It is nine.*
- *It is quarter past seven. 7:15*
- *It is half past six. 6:30*
- *It is quarter to eight. 9:45*

- **Past** و
- **To** إلا
- **Half** نصف
- **Quarter** ربع
- **After** بعد = و

B)

- *4.15 It is four fifteen.*
- *4.45 It is four forty- five.*
- *8.23 It is twenty-three (minutes) after eight.*
- *4.30 It is four thirty*

Ex:

7.00	7.15	7.30	I
.....	.....	.....	.....
.....	.....	.....	.....
9.00	9.5	9.20	9.40
.....	.....	.....	.....
.....	.....	.....	.....

Dates	
We write	We say
10 <sup>th</sup> December	The tenth of December
1 <sup>st</sup> May	The first of May
2 <sup>nd</sup> March	The second of March
3 <sup>rd</sup> April	The third of April
22 <sup>nd</sup> June	The twenty second of June

Exercises:

• **Do as shown in brackets:**

1. My birthday is on (2 February). ( Correct)
2. It is seven forty-five. ( Use quarter)
3. It is six thirty. ( Use half)
4. He (talk) on the telephone now. ( Correct)
5. He usually (go) to school early. ( Correct)

• **Write these in their spoken form:**

5.30	4.15	6.00	3.20
.....	.....	.....	.....



## U:6 The BOS Building

notice	الملاحظة	bottom	القاع
building	البنية	arrow	السهم
stairs	الدرجات	lid	الغطاء
share	السهم	engineer	المهندس
import	الإستيراد	toner	الحبر
export	التصدير	colors	الألوان
floor	الأرضية	information	المعلومات
trade	التجارة	international	دولى
lift	المصعد	ground floor	الطابق الأرضى
location	الموقع	cassette player	لاعب كاسيت
above	فوق	the beginning	البداية
opposite	النظير	switch on	شغل
corridor	الممر	volume control	مفتاح ضبط الصوت
below	تحت	switch off	أطفأ
downstairs	الطابق السفلى	tape	الشريط
upstairs	الطابق العلوي	wind	الريح

### Question Words:

#### Which? أيهما

1. It is used when there is a limited number of things to choose from.

Ex: We've got tea and a coffee; which would you like to drink?

• أما إذا لم يكن هناك تحديد لإختيار نستخدم "What"

Ex: What would you like to drink?

#### Where?

2. It is used to ask about a place.

Ex: Where is your school?



**The imperative**

<p><b>We can use the imperative to give a direct order.</b></p>	<p><b>We can use the imperative to give instructions.</b></p>
<p>3. Take that chewing gum out of your mouth. 4. Stand up straight. 5. Give me the details.</p>	<p>1. Open your book. 2. Take two tablets every evening. 3. Take a left and then a right.</p>
<p><b>We can use the imperative to make an invitation.</b></p>	<p><b>We can use the imperative on signs and notices.</b></p>
<p>1. Come in and sit down. Make yourself at home. 2. Please start without me. I'll be there shortly. 3. Have a piece of this cake. It's delicious.</p>	<p>1. Push. 2. Do not use. 3. Insert one dollar.</p>

**Articles :**

**A + consonant sounds    an + Vowel sounds    the + {Names, Rivers, Mounts, Seas, Ship and unique things**

**Fill in a/an, the or nothing (-) into the gaps.**

**Example: She is \_\_\_\_\_ really nice person. You must meet her. (key = a)**

- ☺ Are there any cheap  hotels near here?
- ☺ How many days are there in  week?
- ☺ How many planets are there in our  solar system?.
- ☺ How many small apples are there in  this bag?
- ☺ How many  tall players are there in your team?
- ☺ Is there any water in  glass?
- ☺ Is there anyone from  Germany in here?
- ☺ Is there  cheap hotel near here?
- ☺ Is there  good-looking man in your club?
- ☺ There are some big trees in  garden.



## U:7 A Typical Day

travel	السفر	zones	المناطق
leave	الإجازة	asleep	نائم
spend	إصرف	quick guide	الدليل السريع
pizza	البيتزا	differences	الإختلافات
show	المعرض	east of Cairo	شرق القاهرة
break	الإستراحة	personal massage	التدليك الشخصي
midnight	منتصف الليل	correspondences	المراسلات
midday	منتصف النهار	telephone calls	المكالمات الهاتفية
lovely	رائع	the corner	الزاوية
get up	إنهض	restaurant	المطعم
life	الحياة	Watch t v	يشاهد التلفاز
look forward to	تطلع إلى	photocopying	النسخ
job	الشغل	on the dot	على النقطة
postscript	التذييل	do filing	يَحفظ
handwritten	مكتوب باليد	round	الدورة

☺ **Am or (a.m.)** =in the morning /middy or noon.

☺ **Pm or (p.m.)** = in the afternoon

In the evening

☺ **At night.**

☺ **Midnight.** =Twelve o'clock.

### Maknig suggestion

☺ - تقديم الاقتراحات

Situation	meaning
Why don't you/we + مصدر ?	لما لا ..... ؟
What/how about + v. + ing	ما رأيك فى ..... ؟
Let's + مصدر	هيا بنا .....
Shall we + مصدر	هل لنا أن ..... ؟
We could + مصدر	يمكننا أن .....



Accepting قبول	Refusing رفض
Good idea. فكرة جيدة	No, thanks.
Yes, great idea.	No, I don't think so.
Yes, let's.	No, I'm not very keen on

## U:8 Travel

wait	الإنتظار	flight	رحلة الطيران
leave	الإجازة	result	النتيجة
late	متأخراً	planes	الطائرات
leave	يغادر	suitcase	الحقيبة
late	متأخراً	check	المراقبة
journey	الرحلة	passengers	المسافرون
walk	المشي	guide	الدليل
transport	النقل	passport	جواز السفر
drive	يقود	never	أبداً
bus	الحافلة	survey	المسح
enquire about	استفسر حول	train	القطار
train times	أوقات قطار	cycle	الدورة
single ticket	تذكرة الذهاب	airport	المطار
return ticket	البطاقة المرجعة	boat	المركب
catch the train	إلحق بالقطار	tube	الإنبوب
an airline office	مكتب شركة طيران	non-stop	باستمرار
arrival time	وقت الوصول	main bus station	محطة الحافلة الرئيسية
ticket clerk	كاتب تذكرة	railway station	محطة سكة الحديد
cost	الكلفة	go on foot	إذهب مشياً على الأقدام
types	الأنواع	boos	الرئيس
interesting	الإهتمام	ticket	التذكرة
places	الاماكن	taxi	سيارة أجرة



❖ **Times on the 24- hours clock**

<b>Pm: from 12 to 1 o'clock. (12-1)pm:-:</b>	<b>Am: from one to 12 o'clock. (1-12)am:-:</b>
➤ 1300: thiteen hundred.	➤ 0100: one hundred.
➤ 1400: fourteen hundred.	➤ 0200: two hundred.
➤ 1500: fifteen hundred.	➤ 0300: three hundred.
➤ 1600: sixteen hundred.	➤ 0400: four hundred.
➤ 1700: seventeen hundred.	➤ 0500: five hundred.
➤ 1800: eighteen hundred.	➤ 0600: six hundred.
➤ 1900: nineteen hundred.	➤ 0700: seven hundred.
➤ 2000: twenty hundred.	➤ 0800: eight hundred.
➤ 2100: twenty- one hundred.	➤ 0900:nine hundred.
➤ 2200: twenty-two hundred.	➤ 1000: ten hundred.
➤ 2300: twenty-three hundred.	➤ 1100: eleven hundred
➤ 2400: twenty-four hundred.	➤ 1200: twelve hundred.

**Practice:-**

<b>➤ Questions</b>	<b>➤ Answers</b>
➤ 1 am:	➤ .....
➤ 6.20 am:	➤ .....
➤ 1.05:	➤ .....
➤ Six minutes past one:	➤ .....
➤ Ten to four:	➤ .....
➤ Seven o'clock	➤ .....
➤ 11 pm:	➤ .....



## U:9 Stationery

stationery	الأدوات المكتبية	paper clips	الدبابيس الورقية
list	القائمة	sellotape	الشريط اللاصق
warehouse	المخزن	in charge of	مسؤول عن
haven't got	ليس له	just a moment	انتظر لحظة رجاءاً
blue	الأزرق	my job	شغلي
black	الأسود	bottles of glue	قناني الصمغ
red	أحمر	packets	الرزم
else	ما عدا ذلك	elastic bands	الأربطة المرنة
anything	أي شيء	rolls	اللفقات
think so	إعتقد ذلك	countable	قابل للعد
enough	بما فيه الكفاية	receptionist	موظف الإستقبال
envelopes	الظروف	customer	الزبون
Paper clips	مشابك الأوراق	Sheet of paper	فرخ من الورق

### Countable and Uncountable Nouns:

Countable Nouns	Uncountable Nouns
<p>Countable nouns are easy to recognize. They are things that we can count. For example: "pen". We can count pens. We can have one, two, three or more pens. Here are some more countable nouns:</p> <ul style="list-style-type: none"> <li>• dog, cat, animal, man, person</li> <li>• bottle, box, litre</li> <li>• coin, note, dollar</li> </ul> <p>Countable nouns can be singular or plural:</p> <ul style="list-style-type: none"> <li>• My dog is playing.</li> <li>• My dogs are hungry.</li> </ul>	<p>Uncountable nouns are substances, concepts etc that we cannot divide into separate elements. We cannot "count" them. For example, we cannot count "milk". We can count "bottles of milk" or "litres of milk", but we cannot count "milk" itself. Here are some more uncountable nouns:</p> <ul style="list-style-type: none"> <li>• music, art, love, happiness</li> <li>• advice, information, news</li> <li>• furniture, luggage</li> <li>• rice, sugar, butter, water</li> <li>• electricity, gas, power</li> <li>• money, currency</li> </ul>



We can use the indefinite article a/an with countable nouns:

- A dog is an animal.

When a countable noun is singular, we must use a word like a/the/my/this with it:

- I want an orange. (not I want orange.)
- Where is my bottle? (not Where is bottle?)

When a countable noun is plural, we can use it alone:

- I like oranges.
- Bottles can break.

We can use some and any with countable nouns:

- I've got some dollars.
- Have you got any pens?

We can use a few and many with countable nouns:

- I've got a few dollars.
- I haven't got many pens.

We usually treat uncountable nouns as singular. We use a singular verb. For example:

- This news is very important.
- Your luggage looks heavy.

We do not usually use the indefinite article a/an with uncountable nouns. We cannot say "an information" or "a music". But we can say a something of:

- a piece of news
- a bottle of water
- a grain of rice

We can use some and any with uncountable nouns:

- I've got some money.
- Have you got any rice?

We can use a little and much with uncountable nouns:

- I've got a little money.
- I haven't got much rice.

والله المستعان

تمت بحمد الله ،

**نلتقى على خير في ليلة الإمتحان**

**مع تحيات سلسلة الفريد .... أ / حسين أنيس**

**"Good things come to those who wait."**