

Reading

القطع المتوقعة لعام ٢٠٢٠

خطوات حل القطعة
الرجاء الاعجاب بصفحة ملخصات وامتحانات علي الفيسوك
الأسئلة المقالية ، يتم حل السؤال المقالي من خلال التالي

1. أدوات السؤال لها دور كبير

- What نبحث عن شيء غير عاقل
- Where نبحث عن مكان
- When نبحث عن وقت أو تاريخ أو سنة
- Why نبحث عن سبب because / in fact / that / as / since
- Who نبحث عن عاقل
- Which نبحث عن غير عاقل
- How many نبحث عن رقم
- How much نبحث عن كمية أو ثمن
- How old نبحث عن عمر
- How long نبحث عن مدة أو طول

كما أن أداة السؤال تحتاج كلمة مساعدة للحل وتكون الكلمة الدالة أو المساعدة:

- do / have / modals بعد الأفعال المساعدة
- to / about / for بعد حرف الجر
- نهاية السؤال
- بين قوسين تنصيص

2. الضمانر

- يجب تحديد مكان إجابة الضمير خلال حصر الجملة لأن الضمير في الجواب لا يتعدى أكثر من أربع كلمات.
- إذا كان الضمير وسط أو آخر الجملة يعود على أول الجملة الذي هو فيها .
- إذا كان الضمير أول الجملة يعود على أول الجملة التي قبله .
- I writer تعود على I
- we writer تعود على we
- you reader تعود على you
- he/ she / him / her / his عاقل مفرد
- it / this / one غير عاقل مفرد
- them / they / these / those / their / them عاقل أو غير عاقل جمع وفي القطع تعود أكثر شيء على people / teachers / parents / students .
- That / who / which دائماً على الذي قبلها

3. True / False / doesn't say

- Only / just تدل على الخطأ دائماً
- il/im/dis/un/not/out/inside حروف بادئة تغير معنى الجمل
- Likely/ if / agree / think / future / probably doesn't say تشير الى .

Read the following passage carefully then answer the questions:

It isn't hard to explain why parents, teachers and older people in general get so concerned about the negative effects of young people's use of communications technology. **They** may be motivated by a wish to protect their children from harm or to control **them**, but throughout history older generations have always tried to put limits on the behaviour of the young. The only difference now is that the Internet is such a powerful force, and older people generally don't really understand this new world of social media and instant communication, so **they**'re unable to control **it**. And the situation is changing so fast that the gap in **their** knowledge is widening all the time. In a similar way, governments, even in democratic countries, like to put limits on people's behaviour. After all, it's a large part of what governments are about. **They** may have more technological knowledge than the average parent, but the spread of social media sites and communications apps like Twitter and WhatsApp is making **it** harder and harder for them to control what **their** citizens are saying and doing. Clearly, **this** isn't always a positive trend, but what we can say for sure is that new information and communications technologies are a force for social change and economic development, especially in poorer countries without a reliable traditional phone network. The World Bank has calculated that in countries like **this**, a 10% increase in high-speed Internet connections leads to a 1.3% increase in economic growth. It is, they say, 'the single most powerful way to extend economic opportunities and services to millions of people, especially in remote areas'.

A: Answer the following question:

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1. Why did parents worry about young people's use of communications technology?

to protect their children from harm or to control them.

2. Do the governments control their citizens' behaviour? If no say why?

No, the spread of social media sites and communications apps like Twitter and WhatsApp.

3. How do communication technologies help poorer countries?

a force for social change and economic development.

4. In what way are parents and governments similar in dealing with social media sites?

They like to put limits on people's behaviour.

5. Why are older people unable to control the internet?

They don't really understand this new world of social media and instant communication.

B: Decide whether the following statements are True or False according to the text:

1. Teachers and parents are a bit worried about the negative effects of the internet. (F)

2. In future, it is likely to be hard for older people to control the young's use of technology. (T)

3. Governments don't face difficulties in controlling what their citizens are saying and doing. (F)

4. New communications technology plays an important part in economic development. (T)

5. The gap between older people and communication technology is getting larger. (T)

C: What do these words in the text refer to:

1. **they** (line 2) .. parents, teachers and older people

2. **them** (line 3) ... children

3. **they** (line 6) .. older people

4. **it** (line 7) .. world of social media

5. **their** (line 7) ... older people

6. **they** (line 10) .. governments

7. **it** (line 11) ... technological knowledge

8. **their** ((line 12) ... governments

9. **this** (line 12) .. governments control citizens

10. **this** (line 16) .. poorer countries

D: Choose the correct answer:

1. The writer's idea of the effect of communications technology on society is..

a. mostly negative

b. mostly positive

c. about half and half

Read the text then answer the questions :

20 marks

It isn't hard to explain why parents, teachers and older people in general get so concerned about the negative effects of young people's use of communications technology, **They** may be motivated by a wish to protect their children from harm or to control **them**, but throughout history older generations have always tried to put limits on the behavior of the young. The only difference now is that the internet is such a powerful force, and older people generally don't really understand **this** new world of social media and instant communication , so they're unable to control it . And the situation is changing so fast that the gap in their knowledge is widening all the time .

In a similar way, governments, even in democratic countries, like to put limits on people's behavior. After all, it's a large part of what governments are about. They may have more technological knowledge than the average parent, but the spread of social change and economic development, especially in poorer countries without a reliable traditional phone network. The World Bank has calculated that in countries **like this**, a 10 % increase in high-speed Internet connections leads to a 1.3% increase in economic growth. It is, they say, ' the single most powerful way to extend economic opportunities and services to millions of people , especially in remote areas' .

1. Answer the following questions :

1. What is the importance of the Internet at our communications technology ?

2. Why do parents, teacher and older people worry about communication technology ?

3. What did older generation try to do in the past for their young ?

2. Say what do these phrases and pronouns refer to :

1. they

3. this

2. them

4. like this

3. Decide whether the following statements are True or False :

1. Governments don't find difficulties to control what their citizens are saying and doing. (.....)

2. The gap between older people and communication technology is getting larger . (.....)

Read the text about coincidences and complete the tasks below:

We often hear people say, 'It's a small world, isn't it?' It's usually when **they**'ve just experienced one of those strange coincidences that seem to happen in nearly everyone's lives. You know the kind of thing: you're on holiday in another country and you run into a person you know from home, even though neither of you knew that the other was going **there** too. People often think experiences like **this** are evidence of something mysterious happening, some kind of hidden plan outside our knowledge. The scientific explanation is less exciting, and perhaps that's why some people are reluctant to accept **it**. Coincidences are events that unexpectedly happen at the same time for no clear reason, or finding an unexpected connection between seemingly random things or people. A very common example of **the latter** is talking to a complete stranger and finding that you have the same birthday. What are the chances of that happening? Actually, the chances are better than you might think, and there's a mathematical way to prove it. It has been calculated that the number of people you need to have a 50% chance of two of **them** sharing a birthday is 23. And when there are 48 people in a room, the probability goes up to 95%. To put it another way, if there are only 50 people reading these words (and I hope there are more!), **one** of **them** will almost certainly have the same birthday as me. Basically, when you think about how complex our lives are, especially nowadays with the Internet, the only surprising thing is that coincidences don't happen more often.

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A. Answer the following questions:

1. What do people mean when they say 'It's a small world.'?

People's lives are more connected than they used to be.

2. What are the two definitions that the text provides for coincidences?

a- Coincidences are events that unexpectedly happen at the same time for no clear reason.

b- finding an unexpected connection between seemingly random things or people.

3. Why does the writer think some people don't want to believe scientific explanations for strange coincidences?

They prefer a more exciting explanation.

4. What is the writer's conclusion about coincidences? *They are not really surprising at all.*

B. What do these pronouns and expressions refer to:

1. **(they)** line 1 ... people

2. **(there)** line 5 ... another country

3. **(this)** line 5 run into a person another country

4. **(it)** line 7 .. scientific explanation

5. **(the latter)** line 10 finding an unexpected connection

6. **(them)** line 13 ... people ...

7. **(one)** line 15 ... 50 people

8. **(them)** line 16 ... 50 people ...

C. Complete the following sentences from the text:

1. Some people believe that coincidences are mysterious events that show there is a plan that decides what happens in our lives.

2. The writer says it's possible to prove that coincidences aren't surprising as people think.

D. Decide whether the following statements True (T) or False (F) according to the text:

1. Coincidences are likely to happen in everyone's lives. (T)

2. People are quite satisfied by the scientific explanation of coincidences. (F)

3. The older you get ; the more people you will have in your life. (T)

4. The writer's conclusion about coincidences is that they are not really surprising at all. (T)

Read the text then answer the questions :

20 marks

We often hear people say, ' It's a small world, isn't it ? It's usually when they've just experienced one of those strange coincidences that seem to happen in nearly everyone's lives. You know the kind of thing you're on holiday in another country and you run into a person you know from home, even though neither of you knew that the other was going there too, People often think experiences like this are evidence of something mysterious happening, some kind of hidden plan outside our knowledge. The scientific explanation is less exciting, and perhaps that's why some people are reluctant to accept it , Coincidences are events that unexpectedly happen at the same time for no clear reason, or finding an unexpected connection between seemingly random things or people . A very common example of the latter is talking to a complete stranger and finding that you have the same birthday, What are the chances of that happening? Actually, the chances are better than you might think, and there's a mathematical way to prove it . It has been calculated that the number of people you need to have a 50% chance of two of them sharing a birthday is 23. And when there are 48 people in a room, the propriety goes up to 95% , To put it another way, if there are only 50 people reading these words (and I hope there are more!), one of them will almost certainly have the same birthday as me. The other part of the scientific explanation for connection is simply that there are so many events in people's lives. Just think of the number of people that you have had any kind of connection with during your life, There are probably over 10.000, and the older you get, the more there will be . If you are the kind of person who talks to strangers, you will definitely come across coincidences, Basically, when you think about how complex our lives are , especially nowadays with the Internet, the only surprising thing is that coincidence don't happen more often .

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1. Answer the following questions :

1. What two definitions of coincidences does the writer give ?

a-.....

b-.....

2. Why don't some people want believe scientific explanation for strange coincidences ?

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

1. I was surprised to meet him by chance so far away from his home town

2. She has a lot of things that she knows about this subject because she's studied it for years

3. Most people are **not willing** to answer questions about their age

4. Of the two pieces of advice I've just given, **the last one I mentioned** is more important.

5. He didn't expected to find his friend's name **by chance** in the newspaper

Complete the following sentences :

1. Many people think that scientific explanation of coincidences is

2. For the writer, it's natural to get into coincidence if you

Say what do these phrases and pronouns refer to :

1. **they**

4. **it**

2. **there**

5. **me**

3. **will be**

6. **more often**

Read the following passage carefully then answer the questions:

It used to be thought that friendship was something that 'just happened' between people. However, many studies by social scientists have shown that becoming friends with another person is a complex process, but one that can be learnt. Making (and keeping) friends isn't easy – **it** takes effort. Here are the top five tips for turning someone you know into a lasting friend.

1 **Be interested** ... Everyone has acquaintances – people we know, but who aren't (yet) friends. To take your relationship further than just discussing the weather, you need to show an interest in **their** lives. Ask them questions (but don't get too personal at first). Even more importantly, listen to their answers and remember the information for the next time you meet.

2 ..**Don't let one mistake get in the way** .. Maybe you made a joke that annoyed your new friend, or forgot to call when you promised to. It's almost inevitable that something will go wrong at some point, but it's how you react to the situation that may be more important than the initial error. An honest apology and making the effort not to let **it** happen again are usually all that's needed.

3 ... **Be clear, but not too demanding** ... When making arrangements, there are two opposite ways of behaving that can harm a friendship. The first is forcing the other person to make all the decisions by saying things like 'I don't mind, **you** choose' or 'Whatever you want'. **The other** is being too particular and inflexible about what you want to happen, or where, or when. Try to find a middle way between the two extremes.

4 **Don't try too hard**..... It's understandable that you want to impress a new friend and make them aware of your good points, but don't go too far. Research shows that most of us tend to like people who don't boast about **their** achievements or take themselves too seriously. **الرجاء الاعجاب بصفحة ملخصات وامتحانات على الفيسبوك.**

A: Read the text quickly then match the titles below with the tips in the text:

- | | |
|---|------------------------------------|
| a. Be interested | b. Be clear, but not too demanding |
| c. Don't let one mistake get in the way | d. Don't try too hard |

B: Answer the following questions:

- Why is it difficult to make and keep friends?
..... **it takes effort**
- How can you develop your relationship with acquaintances?
... **show an interest in their lives / Ask them questions (but don't get too personal at first).**
- What are the reasons of damaging the friendship?
... **forcing the other person to make all the decisions** ...
...**being too particular and inflexible about what you want to happen, or where, or when** ..

C: What do each of the following pronouns refer to :

- it** (line 4) ... **Making (and keeping) friends** ..
- their** (line 8) ... **acquaintances** ...
- it** (line 14) ... **error**
- you** (line 18) ... **person**
- The other** (line 19) ... **way**.....
- their** (line 23) ... **people**...

D: Decide whether each of the following is True or False :

- It's simple to be friend with another person. (F)
- Asking general questions can't take relationship further. (F)
- Our reaction to a mistake is more is more essential than making it. (T)
- From two opposites ways, you should find a middle way. (T)
- To be proud of yourself is extremely needed for new friendship. (F)
- Being inflexible about what you want cant harm a relationship. (F)

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Making and keeping friends isn't easy – it takes effort, Here are the top five tips for turning someone you know into a lasting friend .

1..... : every one has acquaintances – people we know, but aren't yet friends, To take your relationship further than just discussing the weather, you need to show an interest in their lives. Ask them questions but don't get too personal at first, Even more importantly listen to their answers and remember the information for the next time you meet .

2..... : maybe you made a joke that annoyed your new friend, or forgot to call when you promised to, it's almost inevitable that something will go wrong at some point, but it's how you react to the situation that may be more important than the initial error. An honest apology and making the effort not to let it happen again are usually all that's needed .

3..... : when making arrangements, there are two opposite ways of behaving that can harm friendship, The first is forcing the other person to make all the decisions by saying things like ' I don't mind , you choose 'or' whatever you want ' The other is being too particular and inflexible about what you want to happen, or where m or when , Try to find a middle way between the two extremes .

4..... it's understandable that you want to impress a new friend and make them aware of your good point's, but don't go too far , Research shows that most of us tend to like people who don't boast about their achievements or take themselves too seriously .

A. match the title with the tips in the text :

- a. be clear, but not too demanding .
c. be interested

- b. don't go too far .
d. Don't let one mistake get in the way

B. complete the table with suitable tips from the text :

Problem / situation	Solutions
Should I say what I want to do or let others decide	a..... b.....
I said something silly and I think he might be angry with me .	a..... b.....
Should I tell people about my big expensive house or luxury car	a..... b.....
We see each other every day, but I'm not sure how to take it further	a..... b.....

C. Complete the following statements from the text :

- one should avoid questions for his new friend at first .
- when misunderstandings happens between friends, it's necessary to know
- friends sometimes misbehave when they make arrangements by
a..... b.....

Reading: (20 points) الورقة الاولى .. لجميع الفروع 100 علامة

Read the following passage carefully then answer the questions:

We asked three young business people about their experience of starting up in business. Here is what **they** said: 1- Three years ago, when he was just fourteen, Pete Finn developed an app that was so popular that he sold **it** to a major IT company, giving him the money to spend on developing new ideas. His advice: 'I never had any training. I just jumped straight into things. After all, you don't want to spend a long time getting everything perfect and then find the market has disappeared. But my lack of experience meant that **I** made some expensive mistakes at first. In the end, someone warned me against putting all my profits into developing new ideas instead of keeping **some** back to pay tax. But before that I'd had some unpleasant moments.'

2- Seventeen-year-old Anita Simons started out making jewellery for friends and now sells **it** to top fashion shops and direct to the public via her online company. **She** says: 'One of the most important things I've had to learn to do is decide the most effective way of spending money. You need to work out the financial figures and have them checked by someone who understands money. Luckily my parents are both in business themselves, so **they** advised me to spend more on marketing, less on product development, or whatever. Wherever it comes from, getting good advice is very important.'

3- Hashem Ali is the nineteen-year-old owner of a company that makes online music videos. His top tips: 'I think initially the key thing is to understand the market. Work out who your potential customers are, who your competitors are, what **they** offer and how you could do it better. It's easy these days to get professional help with this kind of market research. After that, just be determined and don't give up if things get difficult (which they almost certainly will at some point). Starting and running a business is hard work. If you think it's only going to be a nine-to-five job, you should go and do something else.'

A. Answer the following questions:

1. What advice do all three people give? **Pete Finn/** you don't want to spend a long time getting everything perfect and then find the market has disappeared. **Anita Simons/** You need to work out the financial figures and have them checked by someone who understands money. **Hashem Ali/** Work out who your potential customers are, who your competitors are, what they offer and how you could do it better.

2. Why did Pete make some errors? lack of experience

B. Which person

1. had help from family members? **Anita**
2. warns that success doesn't come easily? ... **Hashem**
3. learnt from his/her mistakes? **Pete**
4. advises people not to wait too long? **Pete**
5. talks about spending priorities? **Anita**

C. What do these pronouns and refer to:

1. **(they)** line 2 ... young business people ...
2. **(it)** line 3 ... app
3. **(I)** line 6 ... Pete Finn
4. **(some)** line 7 ... profits
5. **(it)** line 9 ... jewellery
6. **(she)** line 10 ... Anita Simons
7. **(they)** line 13 ... Anita's parents
8. **(they)** line 17 ... competitors ...

D. Decide whether the following statements True (T) or False (F) according to the text:

1. Pete made expensive mistakes because of shortage of experiences. (T)
2. Anita was told that product development is as important as marketing. (F)
3. Hisham Ali advised us to understand our customers and competitors. (T)

E. Complete the table about young business people from the text:

Name	his/her age when starting business	What business he/she has done?
1. Pete Finn	<u>14</u>	<u>developed an app</u>
2. Anita Simon	<u>17</u>	<u>making jewellery</u>
3. Hashem Ali	<u>19</u>	<u>owner of a company that makes online music videos</u>

اللهم وفق جميع طلاب وطالبات الثانوية العامة

Section 1 : Reading 2

(25 marks)

(10 Marks)

(B) Read the following passage carefully, then answer the questions that follows:

1-.....: **Three years ago, when he was just fourteen, Pete Finn developed an app that was so popular that he sold it to a major IT company, giving him the money to spend on developing new ideas. His advice:** 'I never had any training. **I** just jumped straight into things. After all, you don't want to spend a long time getting everything perfect and then find the market has disappeared. But my lack of experience meant that I made some expensive mistakes at first. In the end, someone warned me against putting all my profits into developing new ideas instead of keeping some back to pay tax. But before that I'd had **some** unpleasant moments.'

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جوال : 0599298339

إعداد الأستاذ / علي أبوشقير مدرس اللغة الانجليزية في مدرسة محمد النجار الثانوية

2-.....:Seventeen-year-old Anita Simons started out making jewellery for friends and now sells it to top fashion shops and direct to the public via her online company. She says: 'One of the most important things I've had to learn to do is decide the most effective way of spending money. You need to work out the financial figures and have them checked by someone who understands money. Luckily my parents are both in business themselves, so they advised me to spend more on marketing, less on product development, or whatever. Wherever it comes from, getting good advice is very important.

3-.....:Hashem Ali is the nineteen-year-old owner of a company that makes online music videos. His top tips: 'I think initially the key thing is to understand the market. Work out who your potential customers are, who your competitors are, what they offer and how you could do it better. It's easy these days to get professional help with this kind of market research. After that, just be determined and don't give up if things get difficult (which they almost certainly will at some point). Starting and running a business is hard work. If you think it's only going to be a nine-to-five job, you should go and do something else.'

(1) Match the titles below with the tips in the text:

A- Online music video company B- IT Company C- . jewellery Company.

(2) Complete the following table from the text:

<u>Names of business people</u>	<u>Ideas of business</u>	<u>Tips / advice given to people</u>
1-	1-.....	1-..... 2-..... 3-.....
2-.....	2-.....	1-..... 2-..... 3-.....
3-.....	3-.....	1-..... 2-..... 3-.....

(3) Decide whether each of the following statements is True (T) or False (F):

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- Pete Finn has made expensive mistakes because he jumped straight into things. (...)
- Pete Finn had learnt from his mistakes. (...)
- Anita had never taken an advice from other people. (...)
- Hashem insisted on being determined and don't give up if things get difficult. (...)

(3) Write what each of the following pronouns refer to:

- 2- **some** (line 6) 5- **both** (line 10)
- 3- **she** (line 8) 6- **it** (line 11)

(4) Circle the correct answer :

1- Both Pete and Anita agree that

A. Taking an advice plays a key role in business.
parents.

B. An advice should be taken only from

2- Both Pete and Anita agree that

A. lack enough experience because they are young.

B. are developing computer software.

Section 1 : Reading 3

2019 (25 marks)

(C) Read the following passage carefully, then answer the questions that follows: (10 Marks)

Text A : Most schools claim to prepare students for the world of work, but *Milton Secondary School* takes the claim very seriously. Before **they** even join the school, future pupils get an informal interview at their primary school to discuss their hopes and preferences for the future. The emphasis on employment continues during the first two years at Milton, and then in the third year all pupils spend a day doing work experience at a local company. Two years later, **this** becomes a whole week spent with a company, usually arranged by the students themselves.

Throughout their secondary education, students have professional careers advice, which costs the school over £30,000 a year. Head teacher Harriet Downs believes it's worth it, though: 'Teachers aren't trained as careers advisers,' she says, 'so we bring in professional help. It's part of a co-ordinated programme that aims to make students aware of the employment options available, and how to make the most of them. It's too late to start talking about work in their final year.'

Text B : In a speech yesterday, the Education Minister advised students to avoid arts subjects and choose science or maths if **they** want to improve their job prospects. In the past, **he** said, arts subjects like languages and history were chosen by students who didn't have a clear idea of what they wanted to do in the future. He explained that this was because of a feeling that they involved skills that were useful for many different jobs, but he questioned whether this was still true: 'Nowadays, we know differently, don't we? The best subjects for keeping your options open are ones like science, technology and engineering.' It quickly became clear that the Minister's words were controversial, with teachers and university heads reacting strongly to his advice. 'Of course science and technology are important,' said one, 'but it would be completely wrong to neglect the arts. They provide important skills and an understanding of the world and people in general. Also, the economy depends as much on creativity as on technical knowledge.'

A. Answer the questions.

1. What are future students encouraged to do before they begin studying at Milton School?
.....
2. Why aren't teachers at Milton School expected to advise students about work?
.....
3. Why did students in the past without a clear idea of their future career tend to choose arts subjects?
.....

B. Find words in the text that have these meanings.

1. having or getting a job: 3-different parts working together
- 2- causing a lot of argument 4- ignore, not pay attention to

C. Complete the following sentences from the text:

1. Harriet Downs has a co-ordinated programme that aims to
2. The Minister advised students to

Section 2 : Vocabulary

(25 marks)

(1) Match the words in the box with their meanings:

outweigh - amateur - currently - colleague - distribute - infuriated

- 1-at the moment
- 2-very angry
- 3-not professional.....
- 4-send to different places
- 5-be more important than
- 6- someone you work with.....

(2) Match the words in the box with their meanings below:

stuck - error - participate - impatient - convinced - persevere

- 1- keep trying
- 2- sure
- 3- mistake
- 4- take part (in)
- 5- unable to move
- 6- unable to wait

Reading Comprehension

Passage 1/ Read the following tips, then answer the question below :

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

TIP 1 :

It's so easy to make excuses and find ways to avoid the thing you know you should be doing Experts Advise us to break this habit by becoming of our own excuses . The 'right time' to do something Never arrives : the best time to do something is usually now .Once you've got started , you'll probably

Find that is wasn't as hard as you thought .

TIP 2 :

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

Tip 3 :

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

Tip 4 :

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

Tip 5 :

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

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

A. Look after yourself B. Just do it C. First things first

D. Keep going E. One step at a time

B. Answer the following questions :

1. According to experts, how can we break the habits of giving excuses ?

.....

2. When is the right time to do things ?

.....

3. How can we make the tasks easier to manage ?

.....

C. Complete the following sentences :

1. There are two things you can do if you find that things don't always go as well as you expect them to :

A)

B).....

2. There's no point making yourself ill if you're under stress because

.....

3. When you've worked out what needs to be done , you should decide which.....

.....

الرجاء الاعجاب بصفحة ملخصات وامتحانات على الفيسبوك

Phrasal verbs :

1. take over	يستولي	business العمل , shop محل
2. run into	يصادف	expect , old friend
3. cut back	يقلل الإنفاق	spending أموال , money نفق
4. break down	تعطل	communications الاتصالات , car سيارة , mobile جوال
5. take off	تقلع (الطائرة)	plane طائرة landing الهبوط
6. hand over	يتمنى عن	old manger المدير القديم
7. stand by	جاهز	another one on أخرى , ready جاهز
8. break through	يكسر ليعبر	fence السياج window الشباك door الباب
9. come out	يفصح	secret سر plan خطة budget ميزانية
10. hand on	يسلم باليد	person شخص his/her/their لهم/لها/له
11. work out	يحل	problem مشكلة trouble مشكلة question سؤال
12. carry on	يستمر	please من فضلك speaking كلام
13. stand out	يبرز	other/rest من الباقي red, the title العنوان important
14. pass on	يمرر يكشف	secrets الأسرار paper ورق
15. give up	يتخلى عن	smoking التدخين bad habits السيئة العادات
16. brought up	يتربى	child طفل boy ولد born ولد
17. rule out	استبعد	player / impossible مستحيل unimportant غير مهم
18. get on	طيب مع	well لديه علاقة جيدة good relationship
19. turn on	يتبين	discovered اكتشف I know him أنا أعرفه
20. put up	يسكن	flat الشقة في apartment شقة house/home
21. catch up	يدرك ما فاته	meeting مقابلة conversation محادثة talk محادثة listen يستمع
22. breakthrough	سابقة	big اكتشاف discovery كبيرة
23. find out	يكشف	friendship صداقة information معلومة map خريطة internet

انترنت

fixed phrases = fixed expression = word pairs (العبارات الثابتة)

job security	أمان الوظيفي	job application	طلب وظيفة	job satisfaction	رضا وظيفي
job prospect	تطلعات للعمل	job description	وصف للوظيفة	job opportunities	فرص العمل
market research	بحث السوق	market value	القيمة السوقية	financial markets	الأسواق المالية
market share	الحصة السوقية	complete group	المجموعة المتكاملة	job security	أمان وظيفي
fellow countrymen	أبناء الوطن	non-profile organization	مؤسسة غير ربحية	high priority	أولوية عالية
like-minded	مثلنا	unintended-meaning	معنى غير مقصود	comfort zone	منطقة أمنة
foundation course	مساق تأسيسي	untrue reason	سبب غير صحيح	strong belief	معتقد قوي
time management	إدارة الوقت	financial problems	مشاكل اقتصادية	unexpected result	نتيجة غير متوقعة
communication technology	تكنولوجيا المعلومات	dividing lines	خطوط مقسمة	central point	نقطة توزيع
untrue reason	سبب غير صحيح	demanding person	شخص دائم الطلبات	lasting friend	شخص دائم الصداقة
rising sea temperature	ارتفاع حرارة البحر	demanding job	وظيفة عليها طلب	living thing	شيء حي
Increasing number	أعداد متزايدة	moving story	قصة محزنة	imported products	منتجات مستوردة
cultural event	حدث ثقافي	promising star	نجم واعد	phone network	شبكة الهاتف
private school	مدرسة خاصة	strange coincident	صدفة غريبة	exported products	منتجات صادرة

Prepositions (حروف الجر)

- In :** kept in touch with مع / على تواصل مع / expert in خبير / in common مشترك / in advance مقدماً لها
in danger في خطر / in writing خطياً / in confidence سرّاً / stayed in contact على تواصل
- On :** on arrival إلى الوصول / on duty في مهمة / on order في الطلبية / on business على
على الطلب / على الطلب on time / على الطلب on the way / في الطريق / on purpose عمد / on request
يصر على / insist on معروض / on show / on sale للبيع / on receipt يستلم / على الطلب / on demand
- With :** catch up with يدرش / satisfied with راضي
- About :** worry about قلق حول / serious about جدي حول
- For :** suitable مناسب / responsible مسؤول عن
- Between :** choose يختار
- Of :** aware مدرك / tell lack نقص في / afraid خائف
- From :** protect يحمي / prevent يمنع من / apart بعيداً عن
- To :** happened to تصادف إلى
- Into :** ran into يقابل بالصدفة
- In business (**for /since**) on business (**away**) in time (**to**)

البدايات بالمقاطع التالية Prefixes with co/mis/over/under

- Co :** coincidences المصادفة / co-founders مؤسسين / coworker عامل مشارك
cowriter كاتب مشارك / cooperation مشاركة / co-polite طيار مساعد
- Mis :** misunderstanding سوء فهم / mistake خطأ / misbelieve التصرف / misuse أساء
استخدام
- Over:** overpaid مما يجب / يدفع له أكثر مما يجب / overcook أفرط في الطهي / overwork مرهق بالعمل
overconfident يبالغ في التقدير / overrated أفرط في الثقة
- Under :** underpaid يبخص الثمن / undercook مطهو قليلاً / under confident معدم الثقة
underrated يقلل التقدير **الرجاء الاعجاب بصفحة ملخصات وامتحانات على الفيسبوك**

motivated	caused or encouraged	متحفز/متحمس - متشجع
citizens	people who live in a country	مواطنين
trend	movement , fashion or change	نزعه/اتجاه - ميل الى
network	system of connections	شبكة - نظام توصيلات
hub	central point	محور/مركز - النقطة المركزية
restrictions	limits	حدود - قيود /ضمن حدود
remote	difficult to get to	بعيد - صعب الوصول اليه
borders	dividing lines	تحوم/حدود - خطوط تقسيم
addicted to مدمن علي	you can't stop yourself from doing something.	
potential كامن	a problem isn't a problem yet, but might become one in the future .	
vary يختلف - يتنوع	If things are different in different situations.	
justified مثبت - ميرر	If an action or idea is the correct thing to do or believe.	
panic ذعر مفاجئ	a feeling when we stop thinking properly because we are frightened .	
fear خوف	is what you feel when you are afraid .	
capable of قادر على	you have the necessary ability to do something.	
co-worker زميل العمل	misbehave يسيء التصرف	co-pilot مساعد طيار
misuse يسيء استخدام	cooperation التعاون	mislead يضل
co-writer كاتبين	misheard يسمع بالخطأ	co-founders مؤسسين
co-ordinated تنسيق	misunderstanding سوء فهم	coincidences مصادفات

الرجاء الاعجاب بصفحة ملخصات وامتحانات على الفيسبوك

the nature of	what is really like	طبيعية - حقيقة
claim	say	يدعى - يقول
genuine	real	حقيقي - واقعي
regarded as	considered to be	يعتبر
roughly	approximately	حوالي - تقريبا
via	by going through	عبر - من خلال
guarantee	way to be sure	ضمان - تأكد
in common	that we share	مشترك -
happened to	didn't plan or arrange	يصادف - لم يخطط او يرتب
lasting	continuing for a long time	دائم - يستمر لفترة طويلة
acquaintance	someone you know (but not very well)	معارف - شخص لم تعرفه جيدا
initial	first	الاولى - اول
inflexible	not wanting to change	عنيد - لا يريد ان يتغير
extremes	opposite ends	تناقضات - نهايات عكسيه
impress	show how good you are	يؤثر - كم انت جيد
boast	be too proud	يتباهى - يتفاخر
in confidence	secretly	سرا- في السر
come out يعلن ببوح بالسر	hand on يسلم باليد - يعطى	work out يحل مسألة او مشكلة
carry on يستمر	stand out يتميز	
pass on يبوح - يفشى السر	find out يكتشف	
revealed	shown	يوضح يظهر يعرض
fantasy	unreality	خيالي غير حقيقي
job security	sure that you won't lose your job	وظيفة مضمونه
outweighs	is more important than	اهم من اكثر اهميه من
stage fright	feeling nervous before appearing in public	رهبه المسرح الخوف قبل الظهور للعامه
make a living	earn enough money to survive	يكسب قوت عيشه

charity	non-profit organisation	جمعية خيرية
employment	having or getting a job	التوظيف الحصول على وظيفة
throughout	from beginning to end of	من بداية الى نهاية اطوال
worth	giving good value	يقيم يستحق
co-ordinated	different parts working together	تنسيق تعاون
prospects	possibilities for the future	امكانيات احتمالات
controversial	causing a lot of argument	جدلي يسبب نقاش او جدال
neglect	ignore , not pay attention to	يهمل يتجاهل
job application	letter or form to try and get a job	طلب وظيفة
job prospects	possibility of getting a job in future	امكانيه الحصول على وظيفة افاق وظيفة
job security	guarantee that my work will continue	وظيفة مضمونه
job description	list of duties involved in his job	مهام الوظيفة
job satisfaction	feeling happy about what she does	رضا عن الوظيفة/سعيد في الوظيفة
job opportunities	chances to get work	فرص الحصول على وظيفة
sector	part of a country's economy	قطاع قسم جزء من
graphic	relating to pictures	صور ارسوم فوتوغرافي
distribute	send to other places	يرسل يوزع
lack	not having (enough)	نقص عجز
attempt	try	محاولة
breakthrough	event that made a big difference	تقدم انجاز نجاح
running	managing	ادارة
currently	at the moment	الان حاليا
humanitarian	concerned with helping people	انسانية مساعدة الناس
returns	profits الرجاء الاعجاب بصفحة ملخصات	مكاسب مرباح
marketing التسويق	market research الاستطلاع السوقي	upmarket رفع السعر غالي الثمن
financial markets		سوق المال البورصة
market share		اسهم السوق تنافس السوق
market value		القيمة السوقية القوى الشرائية
take over	get control	يتحكم استحوذ على شركه
cut back	reduce spending	تخفيض الانتاج توفير الإنفاق
break down	stop working properly	يتعطل فشل في العلاقات
take off	leave the ground	يقلع تقلع الطائرة
hand over	give responsibility to someone else	اعطاء المسؤولية لشخص ما فتره انتقال المسؤولية
stand by	be ready if needed	جاهز مستعد
in business	working in the business field	في العمل
on business	for business reasons	في مهمة عمل
accent	way of speaking	لهجة
in time	with enough time , not missing	في الوقت المناسب
on time	at the right time	في الوقت المحدد
on receipt	when you get them	عند الاستلام
in advance	before	من قبل
in debt	owing people money	مدين واقع تحت دين
in danger	in the risky situation	في خطر
on sale	available to buy	معروض للبيع
in writing	with a letter , not by phone or email.	مكتوب باليد مكتوب في رساله

Word	الكلمة الجديدة	English meaning	المعنى بالعربي
optional		not compulsory	اختياري - ليس إجباري
like-minded		with similar attitudes	نفس الاهتمامات
participate (in)		take part (in)	يشارك
field		area of interest	مجال - مجال اهتمام
on show		able to be seen	معروض - يمكن رؤيته
set		complete group	مجموعه - مجموعه كاملة
routines		everyday we do regularly	روتين - أشياء نفعها يوميا بانتظام
confident		sure	واثق - متأكد
factor		part of the reason.	عامل - جزء من السبب
potential		possibilities for the future	كامن - محتمل للمستقبل
creative		good at artistic things	مبدع- جيد في عمل أشياء فنية
stuck		unable to move	توقف - غير قادر ان يتحرك
excuse		untrue reason	مبرر- سبب غير حقيقي غير واقعي
on the market		available to buy	في السوق - جاهز للشراء متوفر
becoming aware of		starting to notice	على معرفة ب - يلاحظ
exam revision		studying before an exam	مراجعته الامتحان - الدراسة قبل الامتحان
the highest priority		are the most important	الاولويات - الاله
persevere		don't give up	استمر في المحاولة - لا تستسلم
point		purpose	سبب - هدف
on demand		whenever they want it	تحت الطلب - متى أرادوا
reward		give something good	يكافئ - يعطى شيء جيد
convinced		sure or certain that something is true	متأكد - متأكد من شيء حقيقي
nowadays		around the present time	في هذه الايام - في الوقت الحاضر
fees		money you pay for a service	رسوم - نقود تدفعها مقابل خدمه
inevitable		impossible to avoid	محتوم - مستحيل اجتنابه
personal		connected with yourself	شخصي - مرتبط بنفسك
disappointed		sad because of an unexpected result	مخيب الامل - حزين بسبب نتيجة غير متوقعه
impatient		not wanting to wait	غير صبور - لا يريد ان ينتظر
realize	يدرك - يفهم	suppose يفترض	recognise يتعرف
hope	يأمل - يتمنى	believe يصدق - يعتقد	seem يبدو
kept in touch		stayed in contact	يبقى على تواصل
mentioned		said something about	ذكر - قال شيء عن
patting		hitting gently	يمس - يضرب بلطف
error		mistake	خطأ
straight		immediately	بسرعه - في الحال
colleague		someone you work with	زميل - شخص تعمل معه
bald		without hair	اصلع - بدون شعر
stranger		someone you don't know	غريب - شخص لا تعرفه
run into		meet by chance	تقابل بالصدفة - تصادف
knowledge		things that she knows	معرفة - أشياء تعرفها
reluctant		not willing	ممانع/راغب عن - رافض
latter		the last one I mentioned	الاخير - اخر شيء
come across		find by chance	يجد بالصدفة