

Unit 10 : Finding Work

Key Vocabulary

applicant	متقدم (لوظيفة مثلا)	pharmacy (chemist's)	صيدلية
conscientious	مجتهد / حي الضمير	appointment	موعد / تعيين
sociable	اجتماعي (شخص)	fluent	طّلق / فصيح (في لغة)
well-organised	منظم جدا	neighbourhood	(سكان) منطقة سكنية
sales	مبيعات	candidate	مرشح لعمل
CV = curriculum vitae	السيرة الذاتية	product	منتج
established	ذات مكانة مرموقة	trainee	متدرب / تحت التدريب
choir	كوراس (مجموعة غنائية)	day-care centre	مركز رعاية لمدة يوم
grade	درجة / مرتبة / صف دراسي	reputation	سمعة

Vocabulary

degree	شهادة جامعية / درجة حرارة	missing	مفقود
gradual	تدريجي	store	مخزن / متجر / يخزن
assistant	مساعد (تحت التدريب)	biology	الأحياء
sales assistant	بائع	chemistry	الكيمياء
hire = employ	يوظف	train / training	يدرّب / تدريب
employer	صاحب العمل	representative	مندوب / ممثل
employee	موظف	pharmacist = chemist	صيدلي
temporary job	عمل مؤقت	customer service	خدمة العملاء
permanent job	وظيفة دائمة	agent / agency	وكيل / وكالة
driving licence	رخصة قيادة	certificate	شهادة مدرسية
personal qualities	صفات شخصية	personnel manager	مدير شئون العاملين
academic qualification	مؤهل علمي	establishment	مؤسسة / شركة
charity work	عمل خيري	skilful	ماهر
voluntary work	عمل تطوعي	IT skills	مهارات تكنولوجيا المعلومات
a job interview	مقابلة للوظيفة	technical skills	مهارات فنية
interviewer	المحاور / مدير المقابلة	hard skills	مهارات مكتسبة
contact	يتصل بـ / اتصال	highest grade	اعلى درجة
editor	محرر (لجريدة)	camping	اقامة المعسكرات
book club	نادي كتاب	medical profession	مهنة الطب
module	وحدة دراسية / جزء من مقرر	customers	زبائن
spare time	وقت الفراغ	job opportunities	فرص عمل
copy (copies)	نسخة	vacancy	وظيفة / غرفة خالية
conscientiously	باجتهاد / بجد	neighbours	الجيران
ambition / ambitious	الطموح / طمّوح	neighbourly	ودود / متعاون
the Far East	الشرق الأدنى	neighbouring	مجاور

combine	يخلط / يمزج	fluency	الطلاقة - الفصاحة
application form	استمارة طلب وظيفة	fluently = with fluency	بطلاقة

Prepositions and Expressions

leave university	يخلص جامعة	fluent in	فصيح / بليغ في
apply for	يتقدم بطلب للحصول على	Have a good command of	لديه اجادة لـ
care about	يهتم بـ	win an award for	يفوز بمكافأة من أجل
get on (well) with	ينسجم مع	get a job	يحصل على وظيفة
do a course in	يأخذ دورة في	in detail	بالتفصيل
on Saturday morning	في صباح السبت	it wouldn't matter	لن يهم
account for	يعلل - يفسر	on time	في الوقت المحدد / بدون تأخير
gain experience	يكتسب خبرة	look after / proud of	يعتنى بـ / فخور بـ
have access to	لديه مدخل لـ / معرفة بـ	travel round	يسافر لأماكن مختلفة
have / do a degree in	لديه شهادة في	deal with	يتعامل مع/يتناول (موضوع)
have a contact with	على اتصال بـ	compete against	يتنافس ضد
have a driving licence	لديه رخصة قيادة	pass a driving test	ينجح في اختبار قيادة

Antonyms

sociable	اجتماعي	unsociable	غير اجتماعي / منطوي
well-organised	منظم تنظيما جيدا	poorly organised	منظم تنظيما سيئا
established	راسخة ومعروفة	unknown	غير معروف
selfish	أناني	unselfish	غير أناني

Derivatives

verb	noun	verb	noun
assist	يساعد	assistant	يحقق / ينجز
permit	يأذن / يسمح	achievement	يمتلك
qualify	يتأهل	possession	يقرر
apply	يتقدم / يطبق	decision	يستعد / يجهز
consult	يستشير	preparation	ينظم
appoint	يحدد - يعين	organisation	يمارس مهنة
	appointment	profession	

Words go together

a fluent speaker	متحدث طلق	sales experience	خبرة في المبيعات
critical thinking	التفكير النقدي	multinational	متعدد الجنسيات
apply technology	يطبق التكنولوجيا	menial work	عمل وضيع
current job	الوظيفة الحالية	previous job	الوظيفة السابقة
creative ideas	أفكار إبداعية	constructive criticism	نقد بناء

Read the following carefully

Listening

Interviewer: Good morning, Mr Farag. Please sit down

Mr Farag : Thank you.

Interviewer: First of all, thank you for sending us your CV. I see you have a degree in biology and chemistry from Alexandria University?

Mr Farag : That's right.

Interviewer: And you're twenty-five years old. Do you have a driving licence?

Mr Farag : Yes, I do. I passed my test last year.

Interviewer: What have you been doing since you left university?

Mr Farag : I've been working as a sales assistant in my uncle's pharmacy.

Interviewer: I see, so you have some sales experience. I wonder if you could tell me why you're leaving your uncle's company.

Mr Farag : Yes, of course. I should start by saying that I have gained a lot of useful experience working for my uncle, but I'm quite ambitious and I'd like to travel round in my job and visit other places.

Interviewer: Good. Does your uncle know you're trying to find another job?

Mr Farag : Yes, he does. He encourages me to look for jobs.

Interviewer: Good. And why do you want to work for us?

Mr Farag : My uncle's told me that yours is an established company with a very good reputation in the medical profession.

Interviewer: That's right.

Mr Farag : My uncle has sold your products for many years and has never had any problems with them.

Interviewer: And why do you think you'd be good at the job?

Mr Farag : Well, I've always been a conscientious worker and I'm a sociable person, so I'll enjoy meeting and talking to customers. I'm also well organised, so I'd always make sure I arrived on time for appointments.

Interviewer: Now, at the moment, you're living with your parents in Nasr City. How would you feel if we asked you to work in another part of the country?

Mr Farag : That'd be no problem. If I were given the job, it wouldn't matter to me where I was living and working.

Interviewer: Fine. Thank you very much for your time, Mr Farag. We have your telephone number and e-mail address at the pharmacy. I'll contact you on Saturday morning to let you know the result of this interview.

Mr Farag : Thank you very much. Goodbye. **Interviewer:** Goodbye.

Reading

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DOB : 17 / 05 / 1999

Nationality : Egyptian

EDUCATION

2015 – 2018 English Secondary School, Alexandria General Secondary Education Certificate (GSEC), Thanawiya amma 2018 96%

2018 – present English language, Cairo University

WORK EXPERIENCE

2016 – 2018 Editor of school magazine

ACHIEVEMENTS AND AWARDS

Academic : 2018 – Special award for highest grade in English language

Sports : University Football Club – Captain of first team

Other Activities:

Charity work in home neighbourhood – in daycare centre for older people (two afternoons), camping, member of school book club and school choir

SKILLS

IT: Computing Grade 5, experience in using Microsoft office (Word and Excel)

Languages: Fluent in English, A little spoken Spanish and French

INTERESTS

Sports: Football, squash, athletics

Travel: I enjoy meeting people from other countries. I have travelled to Europe and Australia. My ambition is to visit the Far East (China and Japan).

Definitions

appointment	a meeting that has been arranged for a particular time and place
applicant	someone who has formally asked for a job, a place at a college
CV	a document that describes your education, the jobs you've done
established	a company or organization that has been in existence for ages
pharmacy	(a part of) a store where medicines are prepared and sold
sociable	friendly, liking to be with other people
product	something that is made or grown to be sold
reputation	the opinion that people have of a person, product, company etc
candidate	someone who tries to get a particular job
choir	a group of people who sing together
grade	a number or letter that shows how well you have done at school
sales	the total amount of something that is sold or the money made from it
fluent	able to speak a language without stopping or making mistakes
conscientious	showing a lot of care and attention
neighbourhood	a small area of a town or the people who live there.

daycare centre

a place where people who are old or ill can be looked after during the day

◆ لاحظ الاختصارات الآتية :

DOB	date of birth	IT	information technology
BA	bachelor of arts	M.Sc.	Master of science
B.Sc.	bachelor of science	Tel. no.	telephone number
ASAP	as soon as possible	etc.	etecetra
GSEC	General Secondary Education Certificate	Phd	doctor of philosophy (the highest degree)

Language Notes

interview	مقابلة شخصية (للوّظيفه) / مقابلة (إذاعية / تليفزيونية / صحفية)		
appointment	موعد / ميعاد	conference	مؤتمر
meeting	اجتماع	chat	درشة

Ex: I had an **interview** for a job with a publishing firm.

I'd like to make an **appointment** with Doctor Evans, please.

He attended a **conference** on women's rights

I'm afraid she's in a **meeting** - I'll ask her to call you back later.

Why don't you give me a call and we'll have a **chat**?

applicant	قروض) متقدم (بطلب) للحصول علي شيء (وظيفة / جنسية / تأشيرة / منحة /
candidate	مرشح (لوظيفة / في الانتخابات) متقدم لامتحان ما
nominee	مرشح (رسميا) لوظيفة هامة أو جائزة

Ex: Mr Ali was one of 30 **applicants** for the manager's job.

There are three **candidates** standing in the election.

Candidates must write their names on the top page of the exam paper.

apply for	ينتقدم بطلب (للحصول علي وظيفة / تأشيرة / جنسية / مكان في الجامعة، الخ)		
apply in person	يتقدم بالطلب شخصيا	apply in writing	يقدم الطلب كتابة
apply to + inf.	يتقدم بطلب لكي ..	apply to + noun	يتقدم بالطلب إلي
apply to + noun	ينطبق علي	apply	- يوظف يُطبق

Ex: She **applied for** a job with the local newspaper.

She is going to **apply for** citizenship next month.

You should **apply** immediately, **in person** or by letter.

He has **applied to** join the police.

The offer only **applies to** flights from London and Manchester.

I **applied to** four universities and was accepted by all of them.

Some of the children seem unable to **apply** what they have learned.

salary	مرتب شهري أو سنوي (اسم يعد)
wages	أجرة (بالساعة أو اليوم أو الأسبوع) اسم لا يعد (جمع)
fees	أجرة التاكسي
	أنتعاب - أجر (محامى - دكتور)
fare	

Ex: His **salary** is 300 pounds a month. The carpenter's **wages** are high.
 Doctor's **fees** are very high. After I'd arrived, I gave the driver the **fare**.

Language Functions

Questions often used during interviews

Questions	Answers
Do you have any work experience?	Yes, I worked as a secretary for an accountant for a year.
What are your interests and hobbies?	I enjoy meeting people from other countries. I have travelled
Which exams have you passed?	I passed all my school exams and I have a degree in business studies.
Which skills have you got?	I can speak English well and I can use Microsoft Word and Excel.
Can you tell me about any awards or achievements?	I have a special award for highest grade in English language

Choose the correct answer:

- 1- My brother is more (**ambitious – selfish – sociable – unreliable**) than me. He gets on with everyone he meets.
- 2- The company received over 100 CVs from interested (**applications – employers – applicants – managers**).
- 3- My bank is an (**establishing – establishment – established – establisher**) company. It has been in business for over 100 years.
- 4- If you need any medicine, there's a (**physical – chemist – medical – pharmacy**) in the village.
- 5- My uncle's business had a very good (**reputation – imputation – tumour – applicant**). Everyone knew it sold very good products.
- 6- If you want to see the doctor, you will need to make an (**application – rendezvous – appointment – employment**).
- 7- Tarek is very (**conscious – unconscious – established – conscientious**)
If he starts a job, he will always finish it, even if it very difficult
- 8- I need some medicine. Is there a (**chemistry – pharmacy – grocery – beauty shop**) near here?
- 9- Our family has an (**cooked – detached – drawn – established**) business. It was started by my grandfather in 1935.

- 10- Our school has a very good (**application – reputation – socialization – friendship**). All the students do very well here.
- 11- When they are applying for a job, some people start their (**B.Sc. – AD – DVD – CV**) with personal details. Others put their qualifications first.
- 12- Ali is the most (**fluent – sociable – conscientious – lazy**) student in the class. He works hard and cares about what he does.
- 13- It is important for nurses to get on with their patients, so the hospital is looking for (**social – lazy – sociable – unfriendly**) young people to train.
- 14- Is your cousin going to (**supply – imply – qualify – apply**) for the job in the bank?
- 15- At the airport, the disabled man asked someone to (**assist – resist – set – insist**) him with his bags.
- 16- Ali decided to (**consult – construct – instruct – contract**) the doctor about his illness.
- 17- My favourite team lost and failed to (**liquefy – justify – qualify – reunify**) for the finals
- 18- When my friend asked me if I wanted to go to the beach, it was an easy (**decide – decision – decisive – deciding**). I said “Yes”.
- 19- How many English books do you (**possession – possessive – possess – confess**)?
- 20- My grandfather has (**ignored – avoided – prevented – achieved**) some amazing things during his life.
- 21- Smoking isn't (**permission – banning – permitted – prohibition**) inside the building.
- 22- Warda is the best (**candy – sandy – certificate – candidate**) for the job. She should get it.
- 23- Ayman has a lovely singing voice. He should join the school (**chore – course – choir – shore**).
- 24- Sara is (**fluency – fluently – fluent – excellent**) in three languages: Arabic, English and German.
- 25- My sister is a nurse and she often helps in the daycare (**centre – central – contra – core**).
- 26- If you want to apply for the job, please send us your (**BA – CV – IT – BC**).
- 27- What (**guard – grade – degree – certificate**) did you get in your maths exam?
- 28- Most of the houses in my grandparents' (**neighbouring – neighbor – neighbourly – neighbourhood**) are quite old.
- 29- The (**CV – IT – MSc – BSc**) Manager makes sure all the computers are working well.
- 30- People in this part of town are always very (**neighbouring – neighbours – neighbourly – neighbourhood**), especially if someone needs help.

- 31- We get (**in – off – away – on**) with our neighbours. Everyone's so friendly.
- 32- Even though he has only been here for six months, he can speak English (**abruptly – arrogantly – fluently – currently**).
- 33- (**Illiteracy – Emergency – Fluency – Frequency**) is perhaps the most important language skill.
- 34- These exercises are (**grade – gradual – mark – degree**). Some of them are easier than others.
- 35- Mr Sedawy has a (**degree – licence – grade – witness**) in arts and education and chemistry from Assiut University.
- 36- You are the most well- (**established – organized – behaved – dressed**) person I know. You never forget anything and you are never late.
- 37- My uncle was always (**conscientious – fluent – greedy – ambitious**). He was always looking for a better job.
- 38- She doubts whether she'll ever be able to fulfill her (**ambitious – failures – nightmares – ambitions**).
- 39- He is a very good man. He always does his work (**conscientiously – carelessly – lazily – suddenly**).
- 40- A (**geneticist – physicist – enthusiast – pharmacist**) is someone whose job is to prepare medicines in a shop or hospital
- 41- He was considered stubborn, selfish and (**tolerant – unsociable – cooperative – punctual**) as a child.
- 42- The campaign was poorly (**deprived – furnished – organized – trained**), so it did not succeed.
- 43- Karim is the most (**careless – grateful – forgetful – skilful**) player in our team. He plays so well.
- 44- My sister is a (**trainee – trainer – trained – training**) nurse at our local hospital. She will get her qualification next year.
- 45- (**Daytime – Daydream – Day care – Daylight**) is a centre where people who are old or ill can be looked after during the day.
- 46- Ali has got another job (**conference – announcement – advertisement – interview**) tomorrow.
- 47- This (**training – working – employing – hiring**) provides opportunities to acquire new skills.
- 48- The only thing he seems to care (**in – with – about – at**) is money.
- 49- My friends and I stay in (**compact – contact – attract – contract**) by email.
- 50- A (**neighbouring – neighbor – neighbourly – neighbourhood**) is a small area of town or the people who live there.
- 51- Most (**candidates – cannibals – craftsmen – corresponds**) who applied for the job haven't got the right qualifications.
- 52- Dalia applied for a (**permanent – temporary – auxiliary – partial**) job during the summer holiday.

- 53- I have a degree (**in – at – of – about**) education from Assiut University.
- 54- He has the personal (**qualities – qualifications – quantities – equalities**) that make him suitable for the job.
- 55- Despite the bad weather, the rocket left to the moon (**on – in – at – by**) time.
- 56- He is the (**operator – actor – representative – performer**) of the foreign company in Egypt. He works as its agent.
- 57- The committee will deal (**in – about – with – at**) the matter tomorrow.
- 58- She's applied (**at – to – for – about**) a job with an insurance company.
- 59- You'll never get a good job if you don't have any (**qualities – quantities – qualifications – enquiries**).
- 60- My brother works as a (**sales – sale – sell – sold**) assistant.
- 61- I filled in the (**abbreviation – absorption – application – allegation**) form and sent it off.
- 62- Are you (**planned – blamed – trained – betrayed**) in the use of this equipment?
- 63- He possessed no (**academic – domestic – elastic – organic**) qualifications.
- 64- All customers would like to buy your (**product – contact – productive – producer**).
- 65- I have very poor technical (**bills – skills – hills – wills**). Could you help me fix my computer?
- 66- To get my degree, I have to pass five of the six (**modules – ridicules – riddles – puzzles**).
- 67- Getting into university'll be my greatest (**abandonment – achievement – adjustment – amazement**).
- 68- (**Spill – Spell – Skill – shell**) is the ability to do something well.
- 69- The government has announced an (**ambitious – conscious – treacherous – ambiguous**) programme to modernize the railway network.
- 70- A lot of tourists stay at that hotel because it has a good (**reputation – repetition – research – representative**).
- 71- The company hopes that its new (**product – production – productive – producer**) will sell very well.
- 72- Adel has an (**application – application form – appointment – applicant**) to see the doctor at four o'clock.
- 73- The job advertisement said that all (**cannibals – correspondents – craftsmen – candidates**) should have a BSC in Chemistry.
- 74- Don't forget to contact to (**let – allow – permit – get**) me know your exam results, Omar.
- 75- We all should care (**with – on – of – about**) the poor and disabled.
- 76- My son got his (**BA – PhD – BSc – MSc**) and became a professor.
- 77- Every (**CV – trainer – module – neighbourhood**) has a stand or a shop to sell newspapers.

Language Focus

الكلام المنقول Reported Speech

1) Statement الجملة الخبرية

♣ عند تحويل الجملة الخبرية الى غير مباشر نحول فعل القول كالاتي:

Direct	Indirect	Direct	Indirect
say	say	say to	tell
says	says	says to	tells
said	said	said to	told

♣ تحذف **inverted commas** ويمكن استخدام **that** أو تحذف.
♣ تتغير الأزمنة من مضارع إلى ماضى و من ماضى إلى ماضى تام كما يلي:

Direct	Indirect	Direct	Indirect
write / writes	wrote	will	would
wrote	had written	shall	would
is / are writing	was / were writing	may	might
have / has written	had written	can	could
has / have been writing	had been writing	must	had to
was / were writing	had been writing	must	must have+pp

♣ هناك كلمات معينة تتغير في غير المباشر كما يلي:

Direct	Indirect
now	then
this	that
last week	the week before / the previous week
here	There
ago	before / earlier
these	those
tomorrow morning	the next morning
next Friday	the following Friday
tonight	that night
tomorrow	the next day
yesterday	the day before / the previous day
today	that day
yet	by then
next week	the following week
this afternoon	that afternoon

- وجميع علامات ازمنا المضارع تعتبر دلالات لنفس الزمن فى الماضى طالما جاءت فى الغير مباشر.
- أى فعل معناه انتهى فى الماضى سواء مثبت او منفى نضعه فى الماضى التام.

♣ لاحظ تغيير الضمائر (حسب المعنى) :

- ◆ She said, "I shall pay my debts tomorrow."
She **said** she **would** pay her debts **the next day**.

♣ المشكلة التي تواجه كثير من الطلاب عند حل جملة مباشر وغير مباشر ان الجملة تأتي في الامتحان في سؤال choose بمعنى ان الجملة تكون محولة أصلاً الي الغير مباشر ومطلوب من الطالب تحديد الاختيار الصحيح والذي قد يكون الزمن او فعل القول أو غيرهما وهذا يحدث ارتباك عند بعض الطلاب ومحاولة لحل هذه المشكلة نستعرض هذه المثال للتوضيح:

Ex1 : Sara **told** Sameh **that** she (will go – went – **would go** – is going) to Aswan **the following week**.

في الجملة السابقة قمنا باختيار would go لان الجملة محولة للغير مباشر بوجود فعل القول told والرابط that والمطلوب هو تحديد الزمن الصحيح بالطبع سنقوم باستبعاد اي زمن مضارع (تام – بسيط – مستمر – فعل ناقص في المضارع) ووجود the following week التي كانت في المباشر next week فبالتالي يكون الزمن مستقبل مرفوع درجة في الغير مباشر الي would + inf

♣ يمكن استخدام الأفعال الآتية بدلا من said :

claimed ادعى / complained / mentioned / indicated /
shouted / agreed / reported / explained / showed

- ◆ He said, "The service in this restaurant is not good."
He **complained** that the service in that restaurant was not good.
- ◆ He said, "I won't tell anyone what you said."
He **agreed** he wouldn't tell anyone what I had said.

ولكن متى لا نرفع الزمن درجة فى غير المباشر

1- الأفعال الآتية لا تتغير فى غير المباشر:

Would / should / ought to / had better / might / used to / could

- ◆ He said, "I **used to** clean my room every day."
- ◆ He said he **used to** clean his room every day.
- 2- لا تتغير الأزمنة إذا كان فعل say(s) فى المضارع:
 - ◆ She says, "I live in a small flat in Cairo."
She **says she lives** in a small flat in Cairo.
- 3- لا تتغير الأزمنة إذا كانت الجملة تعبر عن حقيقة:
 - ◆ She said, "Metals expand when they are heated".
She **said that** metals expand when they are heated.
- 4- لا تتغير الأزمنة إذا كانت الجملة قيلت منذ فترة وجيزة:
 - ◆ He said just now, "I have already seen the film."
He said just now **he has** already seen the film.

5- في حالة وجود if يتغير الزمن في الحالة الأولى فقط:

- ◆ He said, "If it rains, I'll stay at home."
He said **if it rained, he would** stay at home.

6- اذا جاءت must في جملة تعبر عن حقيقة أو عرف سائد أو نصيحة فلا تتغير.

- ◆ He said to me, "You must obey your parents."
He **told** me that I **must obey** my parents.

♣ في حالة وجود جملتين نستخدم **and that** أو **and added that**:

- ◆ He said to me, "I didn't post the letter. I'll ask John to post it for me."
He **told** me he **hadn't posted** the letter **and that** he **would** ask for him.

♣ يمكن استخدام الأفعال الآتية بدلا من **said to** عند كغير مباشر ويأتي بعدها **v+ing** :

suggested / admitted / denied / apologized for / objected to / insisted on + (v-ing)

- ◆ He said, "Let's watch the news on TV." = He **suggested watching** the news.

♣ يمكن استخدام **deny / admit** مثل **said** ولكن بعدهما جملة مثبتة:

- ◆ He **denied seeing** the accident. = He **denied that he had seen** the accident.

♣ يمكن استخدام الأفعال الآتية بدلا من **said to** كغير المباشر ويأتي بعدها **to + inf.** :

Promised / offered / agreed / threatened / advised / refused / reminded / decided / + (to + inf.)

- ◆ He said, " I'll lend you the money you need."
He **promised to** lend me the money I needed.
He **promised that** he **would** lend me the money I needed.

♣ لاحظ عدم تغيير **this** الى **that** في المثال التالي لأننا ما زلنا في نفس الصباح :

- Sara said to me, "I will see **this afternoon**." (it is now the same morning)
Sara told me she would see me **this afternoon**

Choose the correct answer:

- 1- She (**told – wondered – complained – ordered**) that she had waited for more than an hour for her appointment.
- 2- They promised that they (**phone – would phone – will phone – phones**) us as soon as they arrived.
- 3- He admitted that he (**arrives – has arrived – had arrived – will arrive**) late the night before.
- 4- She explained that she (**hopes – will hope – hope – was hoping**) to visit me the following week.
- 5- He agreed that he would not tell anyone what I (**say – saying – will say - had said**).
- 6- Warda said just now that she (**is – had been – were – was**) hungry.
- 7- Ahmed told us that his father (**is – was – had been – has**) a doctor.
- 8- He said that when he (**is – has been – 'll be – had been**) to the museum, he saw the statues.

- 9- Nadia agreed (**would start – will start – start – to start**) revising her lessons that evening.
- 10- Nadia agreed that she (**would start – will start – start – to start**) revising that evening.
- 11- Nahla promised that she would help me to revise if I (**want – wanted – had wanted – was wanting**).
- 12- Mr Farag said he (**has passed – had passed – passed – would pass**) his driving test the previous year.
- 13- He (**said – said to – told – complained**) me that he had been working as a sales assistant.
- 14- He explained that his uncle (**has – has been – was – was being**) encouraging him to find another job.
- 15- He said that his uncle (**had sold – have sold – has sold – is selling**) our products for many years.
- 16- He said that he was a sociable person and so he (**will – shall – would – must**) enjoy talking to customers.
- 17- I told him that we aren't interviewing any more people (**that day – the day before – the next day – today**).
- 18- I (**told – promised – asked – ordered**) that I would contact him on Saturday morning.
- 19- He said he would be home the (**previous – next – before – last**) morning.
- 20- Tarek explained that they were hot because they (**was – are – had been – have been**) playing tennis.
- 21- I said, "Yes, it would." This means I (**agreed – shouted – refused – told**).
- 22- He (**said – told – wondered – asked**) he wouldn't be able to sleep until he had finished the homework.
- 23- She said that she (**want – wants – wanted – is wanting**) to be a writer.
- 24- She admitted that her brother (**was helping – is helping – he is helping – he was helping**) her with her homework that afternoon.
- 25- She said they (**met – are meeting – had been meeting – were meeting**) them there the following Saturday.
- 26- He denied (**to be – had been – was – being**) at the scene of the crime.
- 27- She said, "I (**didn't see – won't see – wasn't seen – hadn't seen**) anyone until I have finished."
- 28- She refused (**lending – lend – to lend – to lending**) me the money I needed.
- 29- The biologist said, "These fish swim upstream." The biologist said these fish (**swim – swam – swum – are swimming**) upstream.
- 30- The teacher told me what I (**have – must have – will have – had**) to do.
- 31- The teacher promised that he (**will explain – would explain – explained – had explained**) that point the following week.

- 32- He told me that his sister (**is – has been – had been – will be**) ill.
- 33- I admitted that I (**don't have – am not having – didn't have – doesn't have**) any plans.
- 34- I explained that I (**would have to – will have to – will – shall**) ask my mother.
- 35- The teacher told us that the earth (**orbit – orbited – orbits – will orbit**) the sun.
- 36- He explained that his uncle (**was helping – helps – helped – had helped**) him then.
- 37- Khaled told me that he (**plays – had played – played – was playing**) basketball the day before.
- 38- Imad said (**that – whether – weather – to**) he often wrote stories.
- 39- The teacher suggested that (**we do – we are doing – doing – did we**) the exercise again.
- 40 - Sayed recommended (**to try – tried – trying – that try**) the ice cream.
- 41- The teacher told us that Russia (**is – were – has been – would be**) the biggest country in the world.
- 42- Leila says that she (**was – had been – is – is being**) ready now to go to the shops.
- 43- Haytham said that it (**will be – would be – is – is being**) hot that day.
- 44 -The manager (**recommended – suggested – threatened – said**) to make us stay in late if we didn't work harder.
- 45- Mohab (**said – explained – told – admitted**) me that he'd had a busy day.
- 46- Eman said Damascus (**is – be – had been – is being**) the capital of Syria.
- 47- Karim promised that he (**will phone – would phone – phoned – had phoned**) us the next morning.
- 48- They said they were planning to study medicine (**next – the next – the following – the previous**) year.
- 49- The boy promised that he wouldn't make (**this – that – those – these**) mistakes again.
- 50- Mother said, " You'll be tired (**the next day – tomorrow – the following day – next day**)."
- 51- The coach said if it (**rained – rains – had rained – didn't rain**), they would play the match.
- 52- She promised that she (**will phone – phoned – would phone – phone**) me as soon as the plane landed.
- 53- He told us that he (**found – finds – had found – can find**) a solution to the problem.
- 55- Atef told his brother that he (**could use – has used – is using – use**) his own computer.
- 56- He (**told – asked – said to – admitted**) robbing the bank.

Exercises on Unit 10

2- Read the passage then answer the questions:

When you cut your skin, you bleed. Every one knows that. If a person loses a great deal of blood, he will become ill and may die. At one time people drank blood to make them strong. When doctors understood how blood went around inside the body, they tried ways of giving blood to people who needed it. They used a rubber tube to take blood from healthy people and give it to people who needed it. This is called blood transfusion. The blood went through a rubber tube from the arm of the healthy person into the arm of the sick person.

But, there were two problems. First it did not always work. Sometimes people died. Later, doctors found the reason for this. We do not all have the same kind of blood. There was another problem. To give blood of the right kind, the doctors had to find a person of the right blood group. Often they could not find a person in time. If they had a way to keep the blood until someone needed it, they could always have the right kind of blood. In the end, they found a way of keeping blood for a very long time. Now people can give or donate blood every three months, if they want to. The blood is put in bottles and then kept until someone needs it.

A) Choose the best answer:

- 1- You (**blood – bleed – lead – breathe**) when you cut your skin .
- 2- In the past , people drank blood to be (**weak – health – ill – strong**) .
- 3- To give someone blood is called blood (**transfusion – transportation – transmission – transaction**) .
- 4- Now doctors can keep blood for (**15 minutes – 20 minutes – a long time – a short time**) .
- 5- People don't usually have (**the same – different – alike – similar**) blood group.
- 6- To give something useful to someone means to (**bleed – transform – need – donate**) .

B) Answer the following questions:

- 7- What happens if a person loses a great deal of blood?
- 8- What is meant by blood transfusion?
- 9- Why did some people die during blood transfusion?
- 10- Give a suitable title to the passage

4- Finish the following dialogue:

Sami meets an English tourist by a river.

Sami : Excuse me. I advise you not to drink that water from that river.

Tourist: I know that the water isn't very clean.

Sami :

Tourist: I'm from England. I've just spent a week walking across the desert.

Sami : ! Wasn't it dangerous?

Tourist: No, I studied how to live in the desert before I came here.

Sami :?

Tourist: Skills such as using the sun to find your way.?

Sami : I've got a lot of hobbies and interests. Sport is my favourite. I'm going to surf in the desert later.

Tourist:

Sami : No, I'm not joking. Look. You can watch me surfing on my phone.

5) Write an email to a cousin of (120) words on one (1) of the following:

Your name is Tayseer. Your cousin's name is Ihsan.

Her address is Ihsan@newmail.com.

a) A job interview

b) A story about when you once benefited from a warning from another family member

6) a) Translate into Arabic:

1- Unfortunately, the factory closed, and the workers were made redundant.

2- The Industrial Revolution started in England at the end of the 18th century.

3- Unemployment is a serious problem threatens the security and stability of any society.

4- All applicants for the job should have experience in using the computer.

5- A person without work is a timed bomb that can explode at anytime.

6- The Egyptian government should try to open new labour markets through new investments in all fields.

Translate into English:

1- إن حفلات الزفاف مناسبات هامة في كل بلد، وهناك تقاليد للزفاف تختلف باختلاف البلد.

2- مهارات الحاسب الآلي ضرورية للغاية لأداء الكثير من الأعمال في الوقت الحالي.

3- أختي تتحدث ثلاث لغات أجنبية بطلاقة.

4- ما هي الصفات والمهارات التي تمتلكها حتى تجعلك مرشح جيد للوظيفة؟

5- حصلت أختي على أعلى تقدير في مادة الرياضيات الاسبوع الماضي.

6- لا يجب أن نسيئ فهم الحرية فهناك قيم وعادات وتقاليد ومبادئ علينا احترامها.

7- هل سبق لك أن تقدمت لوظيفة في إحدى الشركات الكبرى؟

8- يجب على الشباب أن يكون لديهم المهارات اللازمة للعمل.

9- أخبرني صديقي أنه سيسافر الى روما الثلاثاء القادم.

10- أشتكى المدرس ان الطالب دائم الكلام ويختلق المشاكل.

11- أنكر المتهم أنه قام بسرقة الخزينة وقال أنه كان في زفاف أحد أقاربه.