

Unit 12: Lifelong skills

Key Vocabulary

enroll on	يُسجل / يُدرج اسمه	department	قسم
retrain	يعيد تدريب	promotion	ترقية / ترويج
mature	ناضج (يزيد سنه عن 25 سنة)	receptionist	موظف استقبال
redundant	زائد عن الحاجة	qualified	مؤهل
Open University	الجامعة المفتوحة	ideal	مثالي / أفضل
creative writing	كتابة ابداعية	employable	صالح للعمل
worthwhile	جدير بالاهتمام / مفيد	enjoyable	ممتع
create	يخلق / يبدع	provide	يوفر / يتيح

Vocabulary

reward	يكافئ / مكافأة (مالية)	full-time work	عمل لوقت كامل
rewarding	مُجزي / عائد بالنفع	new challenge	تحدي جديد
a similar job	وظيفة مشابهه	individuals	أفراد
similarity	التشابه	promote	يُرقى
maturity	النضج	get promoted	يترقى
working life	الحياة العملية	appreciate	يُقدر
personal life	حياة شخصية	sensible idea	فكرة حكيمة / معقولة
worthwhile experience	خبرة قيمة	highly qualified	ذو كفاءة عالية
grown up / adult	ناضج / بالغ	highly skilled	ذات مهارة عالية
finance department	قسم الماليات	staff	هيئة عاملين
opportunities	فرص	referee	حكم
lifelong learning	التعلم مدى الحياة	members	أعضاء
distance learning	التعلم عن بعد	require	يتطلب / يستلزم
colleagues	زملاء العمل / الدراسة	supply	يزود
enrolment	تسجيل	ideally	بشكل مثالي
a pay (.... rise)	مرتب (علاوة)	provider	ممول / مزود / متعهد
local college	كلية محلية	reception	الاستقبال
remain	يظل / يبقى	profession	مهنة
particularly	على نحوٍ محدد	position	وظيفة
corridor	ممر / ممشى	teaching	التدريس
interviews	مقابلات	unemployment	البطالة
courses	دورات	bookstore	مكتبة
evening classes	فصول مسائية	computer skills	مهارات البرمجة
education centres	مراكز تعليمية	mechanized	ممكن (مُنتج آلياً)
Master's degree (MSc)	درجة الماجستير	current work	العمل الحالي

Prepositions, Idioms & Expressions

earn much money	يكسب مال كثير	get new skills	يتعلم مهارات جديدة
lose a job	يخسر وظيفته	ideal for	مثالي لـ
be on a course	ملتحق بمقرر دراسي	object to	يعترض علي
do a course in	يدرس مقرر في	at any age	في أي سن
make up his mind	يقرر	miss opportunities	تفوته الفرص
make up for	يعوض	take up opportunities	يستفيد من الفرص
make up stories	يخترق / يؤلف	in two years' time	في خلال عامين
look for employment	يبحث عن عمل	satisfied with	راض عن
go back to education	يعود الى التعليم	on the internet	على الانترنت
By the end of ...	بنهاية	have a family	لديه / يُكون عائلة
change jobs	يغير وظيفته	keep up with	يساير / يواكب
important for	مهم لـ	increase / rise in	زيادة في
retire from	يحال للمعاش من	communicate with	يتواصل مع
study by distance learning			يدرس عن طريق التعلم عن بعد
a course with the Open University			دورة عن طريق الجامعة المفتوحة

Antonyms

employable	صالح للعمل	unemployable	غير صالح للعمل
employed	موظف	unemployed	بدون عمل / عاطل
skilled	ماهر / مُدرب / ذو خبرة	unskilled	عديم الخبرة
rewarding	مُجزي	unrewarding	غير مجزي
worthwhile	جدير بالاهتمام	worthless	تافه / غير مفيد
mature	ناضج	immature	غير ناضج
local	محلي	international	عالمي
qualified	مؤهل	unqualified	غير مؤهل

Derivatives

Verb فعل	Noun اسم	Adjective صفة
mature ينضج	maturity النضج	mature ناضج
reward يكافأ	reward مكافأة	rewardin مُجزي / عائد بالنفع
qualify يؤهل	qualification المؤهل	qualified مؤهل
retire يتقاعد	retirement تقاعد	retired متقاعد
expect يتوقع	expectation توقع	expected متوقع
employ يوظف / يشغل	employer صاحب العمل	employed لديه عمل
	employee موظف	unemployed عاطل
	employment عمل / شغل	self-employed ذو عمل حر

Words go together

ideal choice	اختيار مثالي	skilled labour	عمالة ماهرة
For some reason	لسبب ما	qualified workforce	قوى عاملة مؤهلة
as much as	ما يعادل	put forward an idea	يطرح فكرة
summer school	مقرر دراسي صيفي	an object of ridicule	موضع سخريه
sufficiently qualified	مؤهل بما يكفي	provide job opportunities	يوفر فرص عمل

Read the following carefully

Listening

Man 1: Two years ago, I **lost my job** when *the company* I'd worked for since I left school **closed**. I looked for a similar job and sent my **CV** to a lot of companies, but I didn't **get** any **interviews**. Someone said I might be too old. I'm fifty one and said I should try a different kind of job. They advised me to **retrain**. This **seemed like** a **sensible idea**, so I looked around and found a course **at my local college** where I could train as a teacher. I've just started my second year and I'm really enjoying it. About half of the other students **on the course** are mature students like me. Teaching is so different from the job I was doing before – I **probably won't** earn **as much money as** I did, but I am sure the work will be very **rewarding**.

Woman: I didn't go to university when I left school. I got a job as a doctor's receptionist. After a year, I married and had a family. Now I'm forty two; my children **are grown up** and I'd like to go back to education. I think I will appreciate it more now than I would have done when I was eighteen. I always enjoyed English at school, so I **might study** languages – I **haven't decided yet**. I'd really like to **study medicine**, but it's a very long course and I can't spend all my life studying. If I want to start this year, I have to apply **by the end of next week**. So I must **make up my mind** very quickly.

Man 2: My name's Paul Roberts. I **retired from** my job as a bank manager five years ago and thought I'd enjoy all the extra free time I'd have. For the first two years, I had a great time. My wife and I travelled all over the world. But by then I'd had enough – I needed **a new challenge of some kind**, I needed to be busy again. **Someone** suggested doing a degree course. I thought **they** were joking, but I started looking round for suitable courses. In the end, I **enrolled on a science course with the Open University**. It's a university for people who want to study, but can't leave home for some reason. You can do it at any age - and many Open University students have full-time jobs. It's ideal for me. I can study at home when I want to, using my own computer. **By the time I finish next year, I'll be nearly seventy-two** years old, but it's a really **worthwhile experience**.

Reading

Lifelong learning

Thirty years ago, most university students believed that when they graduated, their education had finished. They looked for employment and then worked for one employer until they retired. Now students know that they will probably have to change jobs during their working lives. This means they will probably need new skills, and in today's world, lifelong learning helps them to get these.

To remain employable, individuals must be good at the jobs they are doing and predict what skills they may need in the future. Tarek, who works in the finance department of a large company in Assiut, knows that to get a promotion he must improve his computer skills. His company needs highly qualified staff, so it provides courses for its employees, but Tarek is also doing an evening course. Doing his job and studying is hard work, but he knows it is worthwhile.

Nahla Zoheri lives in Damietta and has young children. She has a **BSc** in Information Technology and would like to return to work when her children are older. She hopes to get a Master's degree, but the nearest university with a suitable course is in Cairo. Nahla cannot leave her family, so she wants to study by 'distance learning'. This is when students and teachers are in different places.

Nahla has now enrolled on an M.Sc course and is very happy. All the information she needs is on the internet and her teachers communicate with her by email. In two years' time, Nahla hopes to get her Master's degree after studying in her own home and without leaving her family.

Definitions

enroll	to be or make someone officially a member of a course, school
redundant	no longer employed because there is not enough work
mature	a student at a university or college who is over 25.
retrain	train again to do a different job, learn new skills.
creative	able to invent new and interesting ideas
receptionist	someone whose job is to help people at a hotel, office etc
worthwhile	useful or enjoyable, despite taking a lot of time or effort.
department	one of the parts of a large organization (government, company)
qualified	having qualifications, training, knowledge or skills to do a job
promotion	a move to a better, more responsible position at work
employment	work that you do to earn money
employer	a person or company that pays people to work for them
employee	someone who is paid to work for someone else
employable	having the skills and qualifications that will help you to find work

Language Notes

sensible حاساس **sensitive** حكيم – عاقل

Ex: I'm sure Sara will make the right decision. She's a **sensible** woman.
Sara is very **sensitive**. She wouldn't want to hurt anyone.

mature (للشخص الذي يزيد سنه عن 25 سنة) ناضج **ripe** (للنبات كالخضار و الفاكهة) ناضج

Ex: I don't think they're mature enough to get married.
These apples aren't quite **ripe** enough to eat.

colleague زميل **college** كلية (جامعية) **high school** مدرسة ثانوية

Ex: After **high school**, I went to **college**.
I know Mr John very well. He's a **colleague** of mine.

educate يربي **bring up** يعلم

Ex: It's not easy to **bring up** young children.
She was **educated** at Cairo University.

provide something for يوفر شيء لـ **provide someone with** يمد شخص بـ

Ex: The government should **provide job opportunities for** young men.
The government should **provide young men with** job opportunities.

information معلومات (اسم لا يعد و لا يسبقه أداة نكرة و يعامل معاملة المفرد)

Ex: The information he got is very useful.

expect + مفعول + to + inf. يتوقع

expect + فاعل + will + inf. يتوقع

expected + فاعل + would + inf. يتوقع

Ex: We **expect to get** full marks in English.
I expect that **you will be** hungry when you return.
I expected **he would win** the race.

qualify as a teacher / an accountant ■ يتأهل كـ (يأتي بعدها الوظيفة)
qualify in biology / archaeology ■ يحصل علي مؤهل في (تخصص معين)
be qualified to + inf. ■ يكون مؤهل لكي

Ex: He **qualified as** a doctor two years ago.
He **qualified in** medicine last year. She is **qualified to** teach English.

Language Notes

Warning		Responding to warnings
I warn you not to ... Watch out!	You mustn't ... Be careful!	You're right. I'll Don't worry. I will / won't OK, I won't.

Choose the correct answer:

- 1-(**Train – Active – Clever – Creative**) means to be able to invent new and interesting ideas.
- 2-To (**drill – enroll – record – agree**) means to become a member of a university course.
- 3-A / An (**employer – employee – redundant – reluctant**) is no longer employable because there is not enough work.
- 4-The (**reception – receiver – receipt – receptionist**) is someone whose job is to help people at a hotel, office etc.
- 5-A (**nature – elder – young – mature**) student is a university or college student who is older than 25.
- 6-To (**try – regain – retrain – trail**) is to train to do something new.
- 7-(**Worthwhile – Worse – Worldwide – World web**) means useful or enjoyable, although you may spend a lot of time, effort or money doing it.
- 8-Salma has always been very (**create – cruel – native – creative**). She will be a very good author.
- 9-I've always wanted to paint – that's why I've (**enrolled – entitled – entered – employed**) on an art course.
- 10- The factory closed and all the workers were made (**redundant – brilliant – smart – alert**) .
- 11- My cousin used to be a soldier, but now he's (**retraining – reworking – redoing – rewriting**) to be a teacher.
- 12- Most of the people in my university group are in their twenties, but there are also three (**pure – impure – mature – secure**) students.
- 13- My sister wants to be a teacher. She believes teaching is a (**worthless – meaningless – worthwhile – useless**) career.
- 14- When we arrived at the hotel, the (**receptionist – manager – driver – housekeeping**) gave us the key to our room.
- 15- Someone that pays people to work for them is a / an (**purchaser – employee – employer – employed**) .
- 16- A (**document – department – adjustment – argument**) is one of the parts of a large organisation.
- 17- Someone who is paid to work for another person is an (**employ – employer – employee – employment**) .
- 18- (**Enrolment – Employment – department – statement**) is work that you do to earn money.
- 19- A (**promotion – pollution – prevention – motion**) is a move to a better job at work.
- 20- To be (**achievable – employable – admirable – available**) is to have the skills and qualifications that will help you to find work.
- 21- My father is a (**qualify – qualifies – qualification – qualified**) engineer.

- 22- To be (**qualified – dignified – falsified – justified**) is to have qualifications for a job.
- 23- The largest company in our town has 600 (**employments – employees – employers – employs**).
- 24- I hope the new skills I'm learning at college will make me more (**employable – unemployed – thinkable – available**).
- 25- My uncle is a teacher in the languages (**division – section – department – part**) at our local school.
- 26- She has worked very hard this year, so she is hoping for a (**demotion – promotion – devotion – communication**) at work next year.
- 27- Everyone likes working for Mr Hamdi. They say he is a very kind (**employer – buyer – player – employee**).
- 28- Most students start looking for (**qualified – promotion – employment – department**) before they leave university.
- 29- A company in my town closed, leaving 50 people (**unused – unemployed – qualified – conscious**).
- 30- The secondary school in our city (**fires – dismisses – allows – employs**) a hundred teachers.
- 31- I hope my company will (**develop – promote – provide – introduce**) me when I finish this course.
- 32- I believe I have the best (**quotations – qualifications – quantities – amounts**) for the job.
- 33- The largest (**employed – employment – employ – employee**) in the city is the car factory.
- 34- For me, a park with trees is the (**ideal – idealist – idealism – idol**) place for a picnic.
- 35- Most southern European countries have a (**alike – unlike – similar – likely**) climate: hot in summer and cold in winter.
- 36- Doing things for other people can be a very (**worthless – meaningless – worthwhile – useless**) experience.
- 37- Universities (**do – provide – make – perform**) the country with highly qualified young people.
- 38- In the modern world, young people must expect (**changing – to changing – change - to change**) employers several times in their working lives.
- 39- I've enjoyed my career in banking, but now I'm looking forward to (**resigning – retiring – retreating – withdrawing**).
- 40- I hope that my employer will give me some training so that I get (**retired – advanced – raised – promoted**) quickly.
- 41- Amin is (**doing – running – making – providing**) an evening course in accountancy, which is paid for by his company.
- 42- I expected he (**would – should – will – must**) pass his exams easily.

- 43- (**Lifelong – Distance – Life – Lifeless**) learning means learning that goes on for life.
- 44- Thanks to information technology, different companies can communicate (**with – to – by – over**) each other as if they were in the same office.
- 45- Nahla wants to keep (**up with – up – out – on**) the latest developments in Information Technology.
- 46- When you are good at your job, you get a (**provision – production – promotion – protection**) quickly.
- 47- (**Involvement – Inclusion – Enrolment – Investment**) at this college will take place in September.
- 48- Self-control is a sign of (**mature – maturity – maturely – amateur**).
- 49- Some people return to education to take educational opportunities he had (**lost – broken – missed – spent**) when he was younger.
- 50- There are many (**similarities – similar – same – likely**) between the two systems.
- 51- The police offered a (**rewarding – awarding – award – reward**) for information that would lead to the arrest of the thieves.
- 52- I cannot believe that it is (**sensible – sensitive – senseless – sense**) to spend so much.
- 53- My brother is doing a course (**in – at – of – with**) the Open University.
- 54- People need to learn new skills during their (**work – job – profession – working**) lives.
- 55- New businesses will (**destroy – employ – enjoy – expand**) a lot of people.
- 56- Uncle's factory needs (**highly – high – higher – height**) qualified workers.
- 57- Their hard work was (**awarded – rewarded – got – congratulated**) by the winning of a five-year contract.
- 58- There has been an increase (**at – in – with – for**) the number of the unemployed people.
- 59- He went back to university to (**give – make – do – take**) up opportunities to learn things he couldn't earlier in his life.
- 60- They have already made up their (**brains – heads – eyes – minds**) where to go for their honeymoon.
- 61- Finding a solution to this problem's one of the greatest (**challenges – forces – changes – faced**) which face scientists today.
- 62- His talents are not fully (**appreciated – tasted – calculated – spread**) in that company.
- 63- He has (**maturity – mature – nature – natural**) beyond his years
- 64- The government is the main (**peeler – porter – provider – publisher**) of school education.
- 65- The school has a system of (**words – worms – rewards – rewords**) and punishments to encourage good behaviour.

- 66- I thought I'd make up (**with – out – in – for**) all the time I couldn't go on holiday due to work.
- 67- My friend should be a writer as he is brilliant at (**doing – acting – telling – making**) up stories.
- 68- In the past nothing was (**annual – manual – auto – mechanized**) as there were no factories
- 69- My grandmother has spent a lot of time reading since her (**death – rewarding – retirement – birth**).
- 70- Munir couldn't find work as a car mechanic so he is going to (**retrain – return – revise – replace**) as an electrician

Language Focus

Reported imperatives, Suggestions & Advice

- ◆ **Said to** —→ told / asked / advised / begged التمس / encouraged / warned (في النفي فقط) حذر / threatened هدد / ordered

نستخدم to + inf. في الإثبات و نستخدم not to + inf. في النفي بعد الأفعال السابقة :

- "Open your books." - The teacher told / asked / ordered us to open our books.
- "Don't waste time." - My father advised me not to waste time.
- "Study science at university." - Ali encouraged his friend to study science
- "If I were you, I'd take your coat." My mother advised me to take my coat.

لا نستخدم المصدر بعد say ولكن نستخدم that ثم جملة خبرية :

- "Don't park there." - The policeman said that we mustn't park there.

بعد suggest / recommend نستخدم verb + -ing أو that ثم فاعل ثم مصدر :

- "Do Exercise 2 again." - Leila suggested doing / that I do Exercise 2 again.
- "You should revise quietly." - Ann recommended revising / that I revise quietly.

Choose the correct answer:

- 1- Ahmed is good at football, so we (**encouraged – ordered – warned – threatened**) him to join the school team.
- 2- The tour guide (**encouraged – suggested – warned – said**) the tourists not to go into the desert on their own.
- 3- Maya advised Ola (**to – not to – don't – never**) start revising for the test.
- 4- The teacher (**advised – begged – wondered – ordered**) the students to stop running in the corridor.
- 5- The doctor asked me (**don't – never – too – to**) take off my jacket.
- 6- My friend said " (**not to – to – to not – Don't**) apply for the same kind of job."
- 7- My wife encouraged me (**to – don't – not to – from**) waste time.

- 8- A friend warned me (**to – to not – not to – don't**) apply for the same kind of job.
- 9- He advised me (**to – not to – don't – didn't**) retrain as soon as possible.
- 10- My husband suggested that I (**will study – am going to – shall study – study**) languages.
- 11- The teacher (**say – said – ask – ordered**) us to open our books at page 20.
- 12- My mother recommended that we (**are wearing – should wear – wearing – would wear**) coats.
- 13- My friend (**said – told – inquired – wondered**) me not to sit on the wall.
- 14- The referee (**said – advise – ask – ordered**) the player to stop the game.
- 15- We were hungry, so my father suggested (**going – went – go – to go**) out for lunch.
- 16- The ship's captain ordered the sailors (**work – working – to work – must work**) harder.
- 17- My mother suggested that we (**spend – spending – 'd spend – had spent**) our holiday in Alex
- 18- Mr Zaki ordered us (**start – starting – started – to start**) running round the park.
- 19- Sayed recommended (**to try – tried – trying – that try**) the ice cream.
- 20- My friends suggested (**to go – go – going – went**) to the sports club after school.
- 21- The teacher warned the students (**not to – not – to – don't**) waste time.
- 22- The teacher suggested that (**we do – we are doing – doing – did we do**) the exercise again.
- 23- My father recommended (**visiting – to visit – not to visit – visited**) the citadel.
- 24- He asked the children (**to not – to – not to – too**) talk while eating.
- 25- My father said (**to waste – that I mustn't – not to – if**) waste my time.

Exercises On Unit 12

2) Read the following passage then answer the questions:

Dear Amal,

In your last email, you told me about your aunt. I am very impressed that she is going to get a degree in law now that her children have left home. You asked me if I knew anyone else who had studied when they were older. I don't know anyone, but I heard about an amazing woman in a report on the radio. The report said that a woman had started primary school at the age of 90! The woman, whose name is Priscilla Sitienei, lives in a rural village in Kenya. When she was younger, she was not able to go to school. She worked for 65 years as a nurse. Although she was good at her job, she never learned to read or write.

In 2003, the government of Kenya said that primary school would be free for everyone for the first time. Priscilla wanted to learn to read and write and decided to go primary school with six of her great-great-grandchildren. She said that it was never too late to learn new skills and she wanted to inspire other adults to do the same. Now she is learning maths, English and PE. She wears the same blue and green uniform as her fellow pupils. The head teacher of the school said that Priscilla was loved by every pupil and that they all wanted to learn and play with her. At break, she tells the other pupils about the customs that she grew up with. At the end of the report, Priscilla said that she wanted to tell the world's children that with education, they could be whatever they wanted. She is certainly a remarkable woman!

Best wishes,
Azza

A) Choose the correct answer :

1- Why is Azza impressed by Amal's aunt?

- | | |
|---------------------------------|----------------------------------|
| a) She has a university degree. | b) Her children have left home. |
| c) She is learning to read. | d) She is studying for a degree. |

2- What does Priscilla hope to achieve, as well as learning at school?

- | | |
|--|-------------------------------------|
| a) She wants a new job. | b) She wants pupils to inspire her. |
| c) She wants to inspire children to learn. | d) She wants to write a book. |

3- Why do you think Priscilla did not go to primary school when she was a child?

- | | |
|---------------------------------------|--|
| a) There weren't any primary schools. | b) Her family could not pay for her education. |
| c) She did not want to learn. | d) She started working as a nurse. |

4- What is the main idea of the text?

- | | |
|------------------------------------|-----------------------------------|
| a) It is never too late to learn. | b) Old people must go to school. |
| c) Old people should go to school. | d) Nurses can get different jobs. |

5- What do the underlined words anyone else refer to?

- | | | | |
|---------------------|--------------|--------|------------------|
| a) any other people | b) any aunts | c) any | d) any relatives |
|---------------------|--------------|--------|------------------|

6- What do you think the word remarkable means?

- | | |
|----------------|--|
| a) very old | b) very kind |
| c) very clever | d) unusual in a way that is surprising |

B) Answer the following questions :

7- Why did Azza tell Amal about Priscilla Sitienei?

8- What does Priscilla Sitienei study at school?

9- Do you think Priscilla will be able to use the skills she learns at school? Why?

10- How did Azza know about Priscilla Sitienei?

4) Finish the following dialogue:

Ahmed is asking his teacher for advice on the best way to study English.

Ahmed : Good morning, sir. Can I ask you a few questions about how to study English?

Teacher : With pleasure. Go on!

Ahmed : 1).....?

Teacher : The first thing you should do to start studying English efficiently is to read simple texts.

Ahmed : 2).....?

Teacher : In this case, you will have to guess the meaning of the new vocabulary.

Ahmed : What if I can't guess their meaning?

Teacher : 3).....

Ahmed : I can't do that. I've never used a dictionary.

Teacher : 4).....?

Ahmed : Yes, I have received it among the school books, but it's been on the shelf at home since then.

Teacher : 5).....

Ahmed : Really! Thank you very much sir. I appreciate your offer to help me with it. 6).....

Teacher : Don't worry. It won't take too long to be able to use it.

5) Write a paragraph of about (120) words on ONE (1) of the following :

a) Lifelong Learning

b) Distance Learning

6) A) Translate into Arabic:

1- Education is important, whether it helps people to get a good job or not.

2- The organisation I work for should retrain me if I need new skills.

3- 'Distance learning' is when students and teachers are in different places.

4- I enrolled on a science course with the Open University.

5- The Open University is a university for people who want to study, but can't leave home for some reason.

6- Education should be directed towards fulfilling the needs of society.

B) Translate ONE (1) sentence only into English:

1- هل سبق أن أرسلت سيرتك الذاتية الى شركة أجنبية؟

2- أخبرني علاء أنه كان دائماً عاملاً مجتهداً لذلك فهو مؤهل لهذه الوظيفة.

3- تبذل الحكومة ما بوسعها للتحكم في الأسعار ورفع مستوى المعيشة.

4- الغذاء الصحي ضروري لتجنب الإصابة بكثير من الأمراض.

5- يعتبر التعلم مدى الحياة من المفاهيم الجديدة التي تهدف الى تنمية مهارات العمل لدى الافراد.

6- توفير فرص العمل ليس مسؤولية الدولة فقط بل هو عمل مشترك بين القطاع الخاص والعام.