

Writing

(١) How do you write a memo ? كيف نكتب مذكره ؟

١- المذكرة هي عبارة عن مذكرة داخلية داخل الشركة وليس لها مقدمة او خاتمة ولكن يجب ان تلتزم بما ياتي :

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

Ex:

Mr. Sayed Adham the financial manager of AVN company write a memo today to Mr. Yosef his accountant. He wants hIM to phone Mr. Maher Adel and fix the time of a meeting with him. THE DATE IS ١٢th June.

.....
.....
.....
.....
.....

(٢) How to write a fax ? كيف تكتب فاكس ؟

(١) فاكس Fax

Date : تاريخ إرسال الفاكس

To : اسم المرسل إليه

From : اسم الراسل

number of pages عدد الصفحات

Dear + اسم المرسل إليه

يكتب الموضوع

Yours sincerely

Signature

His job

إمضاء الراسل

وظيفته

Ex : Write a fax from Sami Rizk, the financial director of flow pumps Co Cairo, to Walid Ahmed from electronic Equipment, fax no ٧٣٤٥٦٧٤, telling him that you have accepted their

order for ٥٠ water pumps and you agree upon them ١٠ % discount.

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.....
.....
.....
.....

(٣) How to write an email? كيف تكتب بريد اليكتروني؟

(٢) E- mail

To : اسم المرسل إليه
From : اسم الراسل
Re : الموضوع

Dear : المرسل إليه

يكتب الموضوع

Signature اسم الراسل (التوقيع)

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

- ١- Thank you – message ٢- Yes, meet- next week
٣- I- go- village – Saturday ٤- I- visit - grand mother on Sunday

.....
.....
.....
.....
.....
.....
.....

U : ٦: Solving problems حل المشكلات

(١) Main vocab :

A clothes shop	محل ملابس	Instead of	بدلاً من
Apologise(d)	يعتذر	Computer error	خطا كمبيوتر
bill	فاتورة	Signature	توقيع
Change her mind	تغير رأيها	sign	يوقع
Change his mind	يغير رأيه	I'm afraid=I'm sorry	أنا آسف
Change	يغير	In fact	في الحقيقة
Check	يفحص	Receive the goods	يتسلم البضائع
Cheque	شيك	Poor	فقير
Chicken sandwiches	سندوتشات فراخ	Carefully	بعناية
Clothes	ملابس	Sorry about	يتأسف على
delay	يؤجل	Politely	بأدب
Document	وثيقة	Written message	رسالة مكتوبة
Due to	تجاه - نحو	immediately	في الحال
Fault	خطأ	mistake	خطا
Instead	بدل	Surprise	يندهش دهشة
Make for	يعمل ل	Any way	على أية حالة
message	رسالة	Better	يتحسن
Pair	زوج	By mistake	بالخطأ
Pair of	زوج من	Speak to	يتحدث إلى
Poor language	لغة ضعيفة	Still waiting	في الانتظار
Sent order	أرسل طلب عمل	Understand	يفهم

(٢) The telephone message (الرسالة التليفونية)

To / for : الاسم
Date : التاريخ
Time : الوقت

You need to : المطلوب

From : اسم الراسل

(٣) Telephone language : لغة المحادثات التليفونية

١-You can't hear . حينما لا تسمع	Could you speak more Loudly ? تكلم بصوت عالي ؟
٢-It's a wrong number . حينما تخطئ في الرقم	Sorry to bother you . آسف لإزعاجك
٣-It's a very bad line .	I'll ring again. سوف أعيد الاتصال
٤-The person isn't available . حينما يكون الشخص غير موجود	Can I leave a message ? يمكن أن أترك رسالة ؟
٥-The line goes dead . انقطعت الحرارة	Hello again, we were cut off .
٦-The person is very busy . حينما يكون الشخص مشغولا	Sorry, Can I ring back later ?
It's a wrong number ? حينما تخطيء في الرقم ؟	Sorry to bother you. آسف على إزعاجك

(٤) Grammar

Cause and result

A-So لذلك

النتيجة + so سبب

١- Huda was ill _ النتيجة _ She went home
(so) result

٢- Huda was ill so she went home.

B- because بسبب

السبب because النتيجة

١-She went home _ السبب _ Huda was ill
(because) السبب cause

٢-Huda went home because she was ill.

EX: (١) He got a prize because he answered well. (so)
He answered well so he got a prize.

(٢) The boss was busy so he sent a message to the
factory. (because)

The boss sent a message to the factory because
he was busy.

Exercise

a. Tarek wanted to speak to Mike He phoned him

b. Salwa took a message Mike was out .

c. She was busy she gave the message to Huda .

d. The chicken was bad..... Huda was ill .

e. Mike didn't get the message

f. Mike told Salwa, " Don't apologies"

..... it was not her fault .

The past simple

الماضي البسيط

(٥) The past irregular verbs : الأفعال الشاذة

begin	يبدأ	began
choose	يختار	Chose
come	يأتي	came
Cost	يتكلف	Cost
Forget	ينسى	Forgot
get	يحصل على	got
give	يعطي	Gave
put	يضع	put
say	يقول	said

(٦) The past simple negative نفي الماضي البسيط

عند النفي تتبع الخطوات الآتية .:

باقي الجملة + المصدر + didn't + الفاعل



Ex : ١ - she sent a fax yesterday (didn't)

She didn't send a fax yesterday

٢ - I opened the letters last day (didn't)

I didn't open the letters.....

Irregular Verbs

Conjugation of irregular verbs : تصريف الأفعال الغير منتظمة

١. be (am, is , are)	يكون	was, were	been
٢. buy	يشترى	bought	bought
٣. catch	يمسك - يقض على	caught	caught
٤. come	يأتي	came	come
٥. cost	يكلف	cost	cost
٦. do	يفعل	did	done
٧. drive	يسوق	drove	driven
٨. eat	يأكل	ate	eaten
٩. fly	يطير	flew	flown
١٠. go	يذهب	went	gone
١١. have (has)	يملك	had	had
١٢. know	يعرف	knew	known
١٣. make	يصنع	made	made
١٤. meet	يقابل	met	met
١٥. pay	يدفع	paid	paid
١٦. put	يضع	put	put
١٧. read	يقرأ	read	read
١٨. run	يجرى	ran	run
١٩. say	يقول	said	said
٢٠. see	يرى	saw	seen
٢١. sell	يبيع	sold	sold
٢٢. send	يرسل	sent	sent
٢٣. sit	يجلس	sat	sat
٢٤. speak	يتكلم	spoke	spoken
٢٥. spend	يصرف- يمضى	spent	spent
٢٦. stand	يقف	stood	stood

مواقف (٧) situations

Apologizing and response

To apologize means to say that you are sorry about something :

عند الاعتذار عن ارتكاب خطأ نقول :

I am sorry

I'm terribly sorry .

I'm really sorry .

عند ما أقبل عذر صديقي أقول
في حالة قبول الاعتذار نقول :

Never mind

ولا يهمك

Oh, it doesn't matter .

Don't worry about it .

عند رفض الاعتذار نقول :

Oh, it was new.

You will get me another one.

Test on u : ٦

(١) write what would you say, when :

a- you are late for a meeting.

.....

b- Mr. Andy apologizes to you for not passing on the message.

c- You forgot to send the reply for a message.

.....

d- You refuse your friend's apologize.

.....

(٢) Rewrite the following :

١- I had no money, so I didn't buy it (because)

.....

٢- Samia didn't answer well so he didn't get a prize (because).

.....

٣- He got a big prize yesterday (didn't)

.....

٤- She went shopping last week (when)

.....

(٣) Translate into Arabic :

١- The flight from Cairo to Aswan takes one hour and half.

.....

٢- Samira was not there, so Ali did not get the message

.....

٣- Samy was ill because the food was bad.

.....

(٤) Translate to English :

١- لا تعتذر لأنه ليس خطاك

.....

٢- آسف لأنني لم أورد على مكالمتك بالأمس.

.....

٣- لاحظت مشكلة وهي تقوم بمراجعة الشيك.

.....

وهو يستخدم للتعبير عن حدوث أمور في المستقبل

Ex: I will visit Noha tomorrow.

(C) be (am , is , are) + ing

للإعلان عن ترتيبات المستقبل
باستخدام زمن المضارع المستمر

He is meeting Hany tomorrow.

هو سوف يقابل هاني غدا

(d) Plan

التخطيط لعمل شيء

The near future

زمن المستقبل القريب

be (am , is , are) going to + المصدر

I am going to visit my uncle

He is going to travel abroad.

(e) Reported speech

الكلام غير المباشر

الكلام المباشر : هو كلام قاله صاحبه على لسانه

الكلام غير المباشر : هو كلام منقول عن صاحبه بعد فترة

الكلام الغير مباشر: هو الذي يقال على لسان شخص اخر

خطوات التحويل من مباشر لغير مباشر:

١- نحول الضمائر إن وجدت :

يتم حذف الأقواس وربط الجملتين بكلمة (that) ويتم تغيير الضمائر كما يلي

I he – she

My his – her

We they

حسب المتكلم

٢- نحول الزمن الحديث للقديم :

say → said

مضارع → ماضى

ماضى → ماضى تام

مباشر go → went غير مباشر

مباشر has gone → had gone غير مباشر

مباشر is going → was going غير مباشر

٢- وتحول الأزمنة كالاتى :

Direct	Indirect
Play- go مضارع بسيط	Played- went ماضى بسيط
m- is- are+v+ing مضارع مستمر	Was- were+ v+ing ماضى مستمر
Have- has+p-p مضارع تام	Had + p.p ماضى تام
Played- went ماضى بسيط	Had played-had gone ماضى تام
Can- will- shall- may	Could- would- should- might
Was- were	Had been

EX :

- ١- Monira said "the photocopier is on the table"
Monira said that the photocopier was on the table
- ٢- Sandra said "Anne is not in the office"
Sandra said that she wasn't in the office
- ٣- He said "I don't like travelling"
He said that he didn't like traveling.
- ٤- He said "I like ice – cream"
He said that he like ice – cream
- ٥- She said "I went to Alexandria"
She said that she had gone to Alexandria.
- ٦- He said "I will travel to London."
He said that he would travel to London.

Report these sentences ::

- ١- David said "I want a new typewriter"
.....

- ٢- She said "Leila lives in Cairo"
.....

- ٣- He said "we are not visiting customers"
.....

- ٤- He said "Ali works for BOS.
.....

◦ - Don said "I am English"
.....

٦- Hadeer said "the photocopier is on the table"
.....

٧- Ann said, "David is working in the sales department"
.....

٨- Sandra said, "Ann is not in the office"
.....

٩- He said "I don't like travelling"
.....

١٠- She said "there is an airport at Weston"
.....

Test on U : ٧

(١) Write what would you say :

a- some one says "why shouldn't I put m drink near the computer"

b- Karema apologizes to you for arriving late for a meeting.....

c- Laila intends to go shopping.
.....

d- You intend to go to London.
.....

(٢) Supply the missing parts in the following dialogue

Wagdy : Did you go anywhere at the week end ?

Wafaa : No,(١).I wasn't well, so I stayed.....(٢).

Wagdy : Oh, I'm.....(٣)to hear that you ok now .

Wafaa : Yes, I'm(٤)

(٣) Fill in the spaces with words from the list :

Told / complained / understood / stationary / documents committee

- ١- Samira said Laila didn't need any.....
٢- She.....the question, but she didn't know the answer.
٣- He.....me that he would travel.
٤- The angry customer.....that the desk was broken.
٥- Collect any files or.....that people may want.

(٤) Choose the correct answer :

- ١- Are they.....sales ?
a)discussed b)discuss c) go to discuss d) going to discuss
٢- Mr. Magdyme the meeting was ' ' o'clock.
a) said b) told c) complained d) say
٣- I.....she was on holiday today.
a) announce b) will announce c) thought d) going to say
٤- When the directors of a company meet, we call it is
a.....meeting
a) board b) committee c) share holders d) direction
٥- Sales and purchase of goods is called.....
a) commerce b) trade c) distribution d) business

(٥) Choose the correct answer:

- ١- The customer get their food by.....
a) fax b) telephone c) letter d) memo
٢- It's.....to send goods by air than by the sea.

- a) more expensive b) expensive c) cheaper
d) less expensive

٣- It isto send goods by the sea.

- a) quick b) quicker c) quickest d) the quickest

٤- Don'tit wasn't your fault.

- a) sorry b) apologize c) apologized d) worry

٥- It's polite to let the callerthe conversation

- a) start b) begin c) end d) cut

(٦) Match a part from (A) with a part from (B)

(A)	(B)
١- A retailer	a- Chairs,table and desks
٢- Cheques are useful	b- Letters, memos and faxes
٣- Furniture is	c- In hotels and in some shops
٤- Correspondence is	d- A shop which sells things to people
٥- Credit cards are used	e- For bigger payments

(٧) Choose the correct answer :.

١- Can I pay.....cheque

- a) at b) by c) to d) in

٢- Heba went to Aswan.....week

- A) last b) ago c) before d) since

٣- Are theypurchases ?

- a) discuss b) discussed c) go to discuss
d) going to discuss

٤- He booked a.....room . It had two beds

- a) single b) double c) twice d) two

٥- Do you want to send the goodsair

- a) to b) in c) on d) by

(^) Rewrite the following :

١- "they'll probably travel to U.S.A (Samia said.....)

٢- The manager said that "He will increase the profits"
(.....announced that)

٣- "Samia always walks to school" (she said that....).

٤- "I don't know" Sally said to Hala. (Sally told Hal...)

(^) Write a letter :

You are Walaa Fahmy and you live at ٣٣ Nasser street. Alex. Write a letter to the manager of the national company, ٣٠ Adly St ordering ١٠ computers with printers.

(^) Translate into Arabic :

١- Send a copy of the minutes to everyone who attend the meeting.

٢- Make sure that you have enough stationary for the meeting.

(^) Translate into English :

لقد خططت للذهاب للإسكندرية ولكنى تراجعته في رأيي.

التغيرات :Changes U : ٨

(١) Main vocab :

traffic	مرور	pollution	تلوث
transport	مواصلات- نقل	emission	غاز- عادم سيارات
at all	على الإطلاق	Traffic jams	اختناقات المرور
traffic signs	علامات المرور	Railway station	محطة سكة حديد
Bus stop	محطة أتوبيس	agree	يوافق
disagree	لا يوافق	Population growth	النمو السكاني
I think	أنا اعتقد	I don't think	انا لا اعتقد
I'm sure	أنا متأكد	I'm not sure	انا غير متأكد
City life	حياة المدينة	Country life	حياة الريف
Too long	أكثر طولاً	dark	الظلام
employ	يوظف- يستخدم	own	يملك
owner	المالك	import	يستورد
export	يصدر	produce	ينتج
serve	يخدم	sell	يبيع
modern	حديث	national	دولي
local	محلي	agriculture	الزراعة
National business	عمل وطني	multinational	دول متعددة
Manufacturing business	اعمال التصنيع	Construction business	أعمال التشييد
High speed	سرعة فائقة	Get reply	تحصل على رد
More comfortable	اكثر راحة	Around the world	حول العالم
Some of them	بعض منهم	branches	فروع
Near by	بجوار	most	معظم

(٢) language study :

(Used to)

اعتاد أن

تدل على عادة أو حدث كان موجودا في الماضي والآن لا

used to + المصدر

١-Most people used to work in agriculture.

٢-I used to be afraid from the dark, but now I'm not.

(٣) Situations : disagreeing politely الرفض بأدب

I say "I don't agree with you"

"I don't think so" / No, "I disagree"

(٤) Grammar: Comparing Present And Past

يمكن ان نقارن ما كنا نفعله في الماضي وما كنا نفعله في الوقت الحاضر
باستخدام جملة واحدة :

فاعل + used to + { (more / fewer / less) + Than }

I used to eat more chocolate than I do now.

اعتدت ان أتناول الشيكولاتة بكميات كبيرة ولكن الآن اقل.

(٥) Writing a paragraph :

كتابة الموضوع

غالبا ما ياتي موضوع التعبير بكلمات يتم منها تكوين جمل مفيدة خاصة
بالموضوع واليك عزيزي الطالب موضوع عنوانه :.

Modern equipment in offices

المعدات الحديثة في المكاتب

The work of secretaries has become more comfortable
by means of telephones, they can give messages and get
the reply at once telex and fax machines can also send
messages by typing words computers can make
calculations at very high speed Air conditioners
أجهزة التكييف Help to have suitable temperature.

درجة حرارة مناسبة

Test ^

(١) Write what would you say :

١- I think he is about thirty (disagree : forty)

٢- I don't think he's English (disagree : from London)

٣- He doesn't think she is Egyptian and you agree.

٤- I think, they are secretaries (disagree : managers)

(٢) Supply the missing parts :

Samia : were you at home last week end ?

Salwa : no,(١).we were at the sea side

Samia : what was the weather like ?

Salwa :(٢).

Samia : did you swim in the sea ?

Salwa :(٣)it was so wonderful.

(٣) Fill in the spaces with words :

Sell – own – tourist – multinational business – traffic –
local business

١-services are in Egypt and in many countries

٢- There is more.....on the roads than there
used to be.

٣- Super markets.....food and house hold goods.

٤- Mr. Maged used to.....the company, but he
sold it last week.

٥- Egypt earns a lot of money from the
.....industry

(٤) Choose the correct answer :

١- There used to be.....super market.

- a) less b) fewer c) much d) one

٢- There.....fewer cars.

- a) use b) used to be c) uses d) is

٣- Hework in sales, but now he works in training.

- a) use to b) using c) used to d) used

٤- It's very exciting to live in a.....

- a) poor country b) under country
c) small country d) developing country

٥- He'll visit us.....Friday

- a) in b) at c) on d) the

(٥) Rewrite the following :

١- I watch fewer drama films than I used to. (more)

.....

٢- Cars are cleaner than they used to be. (.....dirtier)

.....

٣- I used to do more sports than I do now. (I do fewer)

.....

٤- Who was at the party ? (.....you see at the party)

.....

٥- How much was it ? (.....you pay for it)

.....

(٦) Write a memo

From Gamal Helmi, the manager to Atef Fawzi the date is ٣rd November, Mr. Gamal asks Atef to send for the engineer to repair the photocopier.

(٧) Translate into Arabic :

١- Modern cars are cleaner nowadays, so there's probably less pollution.

٢- Multinational businesses are very large companies.

(^) Translate into English :

١- كنت معتاد على مشاهدة التلفزيون كثيرا.

٢- أنا أمارس الرياضة الآن أكثر من ذي قبل.

U : ٩ : Health and Safety

الصحة والأمان

(١) Main vocab:

At least	على الأقل	In front of	امام
behind	خلف	neck	رقبة
forearm	ذراع	wrist	المعصم
Good for me	شيء جيد ل	screen	شاشة
hands	ايدي	straight	في خط مستقيم
injure	يصاب	correctly	بطريقة صحيحة
Log on	يشغل الكمبيوتر	date	بيانات
Parallel to	مساوي - موازي	Level with	مستوى
reflect	ينعكس	fingers	أصابع
rules	قواعد	health	صحة
safe	امن	accident	حادثة
supervisor	المشرف	Put it out	يطفىء
The fire	النار	Fire bell	جرس الاطفاء
thigh	الفخذ	The lift	المصعد الكهربائي

(٢) Giving warning : إعطاء تحذيرات

(١) *never* أبدا + مصدر وهي تفييد النفي

Never put any drink near the computer.

(٢) *don't* لا + المصدر وهي تفييد النفي

Don't leave cables where people walk.

(٣) *always* دائما + المصدر وهي تفييد عمل الأشياء

Always keep cables out of the way.

(٤) *remember / be careful + not to* + المصدر

لتنهي عن عمل اشياء خطيرة

Be careful / remember not to use a computer when your hands are wet.

(٣) Grammar قواعد

(١) Adverbs and adverb phrases : الأحوال والجمل الحال

معظم الظروف والأحوال تتكون في هذه ال ٤ مجموعات .:

١- how	الحالة	Correctly, slowly, carefully, with care Ex:do it carefully
٢- how often	تكرار حدوث الفعل?	Always, never, every day They meet every day
٣- where	ظرف مكان	Here, there, near the school, at home He lives there
٤- when	ظرف زمان	Now, last week, after breakfast She is reading now

(٢) Will + if

الشرط الرئيسي الجملة

Main clause

You will be safe

الاقول شروطا (شبه الجملة)

Sub clause

if you do it correctly.

Mr. Gamal Darweesh

Tel: ٠١٢٨١٣٩٦١٩

Will + if

تعطى المستقبل ولكن يستخدم المضارع مع if
ويمكن أن نبدأ الجملة ب if دون تغيير فيها :

If you do it correctly you will be safe.

(٣) Should / shouldn't in advice في النصيحة

You should use the stairs if the fire bell rings.

ينصح باستخدام السلالم إذا دق جرس الحريق

You shouldn't use water on electrical fire.

Test ٩

(١) What would you say :

a- Some one asks "why shouldn't I put my drink near the computer".

b- What happens if some one might fall over the cables ?

.....

c- You see some one playing with matches.

.....

d- What should you do when you discover afire ?

.....

(٢) Rewrite the following :

a- We won't have a trip if it rains. (we'll have a trip)

.....

b- You'll be in trouble if you don't do this home work

(if you do.....)

.....

c- Pick those cables up or some one will fall over them

(if you.....)

.....

d- I don't visit them because I have no time

(if I have time.....)

.....

(٣) Fill in the spaces :

(*pollution / population / electrical / follow / injure / said*)

- ١- He.....the meeting would on Monday.
- ٢- Too much light can.....your eyes.
- ٣- If you.....the useful rules, you won't have problems.
- ٤- Don't use water on an.....fire.
- ٥- The.....goes up every year.

(٤) Write a short paragraph of six sentences on :

(In case of fire)

في حالة حدوث حريق

Guiding words : Bell ring – leave the building – walk quickly – not run – close doors – use the stairs – not lift.

(٥) Letter:

You have got a job of a secretary in BOS company, write a letter to your friend Jehan telling her about the job and what you do every day your name is Sawsan and you live at Shoubra St, Cairo.

(٦) Translate into English :

١- لا تضع الماء ابدًا بجوار الكمبيوتر او التلفزيون.

٢- الضوء الشديد يؤثر على بعد ٥٠ سم.

.....

.....

(٧) Translate into Arabic :

You should have regular breaks, if you are working with computer for along time

.....

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