



# **English**

# **For**

## **Vocational Training Centres**

# **Grade Three**

**(set by)**

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حقوق الطبع محفوظة لمصلحة الكفاية الإنتاجية

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**SCOPE & SEQUENCE**

UNIT Title	Topics	Objectives	Grammar	Lecture No.
Industries (1)	<ul style="list-style-type: none"> <li>- spinning and weaving</li> <li>- electronics</li> <li>- metals</li> <li>- food industries</li> </ul>	<ul style="list-style-type: none"> <li>- Giving information about industries</li> <li>- The importance of industry.</li> <li>- Industry &amp; advance</li> </ul>	<ul style="list-style-type: none"> <li>- active &amp; passive</li> <li>- zero conditional</li> </ul>	
Maintenance (2)	<ul style="list-style-type: none"> <li>- kinds of maintenance</li> <li>- how to maintain the simple appliances</li> <li>- car maintenance</li> <li>- and machines maintenance</li> </ul>	<ul style="list-style-type: none"> <li>- What is maintenance?</li> <li>- How often you check your device?</li> <li>- The importance to maintenance an appliance?</li> </ul>	<ul style="list-style-type: none"> <li>- its necessary to</li> <li>- How often ..... ?</li> <li>- How frequently ..... ?</li> <li>- How essential ..... ?</li> </ul>	
Recycling (3)	<ul style="list-style-type: none"> <li>- what is recycling?</li> <li>- the importance of recycling</li> <li>- classification</li> <li>- examples</li> </ul>	<ul style="list-style-type: none"> <li>- the recycling process .</li> <li>- kinds of recycling .</li> <li>- importance of classification .</li> </ul>	<ul style="list-style-type: none"> <li>- Direct and indirect speech.</li> <li>- Conditional type (3).</li> </ul>	
Job (4)interview	<ul style="list-style-type: none"> <li>- job application .</li> <li>- C .V</li> <li>- before and during the interview .</li> </ul>	<ul style="list-style-type: none"> <li>- reading a job advertisement.</li> <li>- applying for a job.</li> <li>- to fill a from .</li> </ul>	<ul style="list-style-type: none"> <li>- connectors ( who / which )</li> <li>` ( that- after- before )</li> <li>- Active &amp; passive</li> </ul>	
(5)Careers	<ul style="list-style-type: none"> <li>- kinds of careers .</li> <li>- qualifications</li> <li>- skills</li> <li>- responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>- preferring a job.</li> <li>- characteristics of candidate to a job</li> </ul>	<ul style="list-style-type: none"> <li>- wh., questions.</li> <li>- Yes / No questions.</li> <li>- prefer ... +inf. / ... + gerund.</li> <li>- would prefer to + inf. / would rather.</li> </ul>	
(6)planning	<ul style="list-style-type: none"> <li>- importance of planning</li> <li>- steps of how to plan to a project</li> </ul>	<ul style="list-style-type: none"> <li>- How to plan a project.</li> <li>- visible study making .</li> <li>- choice a suitable project</li> </ul>	<ul style="list-style-type: none"> <li>- simple future</li> <li>- (am-is-are) + going to ...</li> </ul>	

# **Preface**

**English for vocational training centres 3** is the third of three books in English for students in the third year at vocational training centres. English for training centres 3 builds upon the groundwork established in Hello! Primary and preparatory English. Each unit contains a balance of language functions, vocabulary, grammar and skills, set within a modern topic and develops the students, skills of listening, speaking, reading and writing with practice exercises.

**English for vocational training centres 3** will help the students to form correct sentences, use the correct verbs form. It will give the students the ability to introduce themselves in English and understand the speaker in English language.

**Finally, English for vocational training centres 3** will help the students to gain a lot of new vocabulary.

**The authors,**

# Unit (1)

# Industries



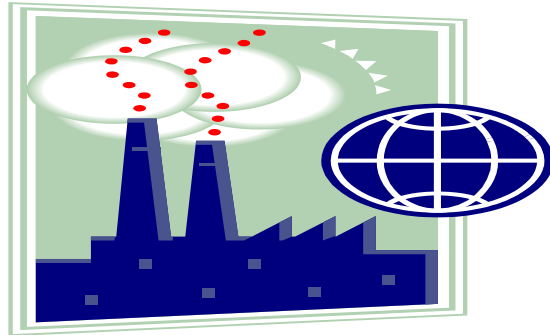
## Aims of the unit :

- Giving some information about industry
- The importance of industry
- Advance & industry
- Zero conditional

## Unit (1)

### Industries

#### Part 1



It would be difficult to imagine our life without industry. Industry helps us to increase our national income, it's the reason for progress and power .It makes our life easier and more comfortable.

There are many industries, including light and heavy industries such as iron and steel industries, electronics, food, and, spinning and weaving

### IRON & STEEL INDUSTRY

It is the backbone of our modern civilization and the basic of heavy industries. Ore consists of many matters. Iron ore is similar to that of the ground colour yellow or brown. To bring out the metal from the ore we need to smelt it in the blast furnace. It has a great fire of coke and limestone. After smelting iron, runs out of the bottom. When it is cooled it forms pig iron.



Iron and steel factory was set up at Helwan in 1955. Deposits of iron can be seen in Aswan and Baharia Oasis.

The Iron and steel industry supplies the country with the chief materials needed for building, agricultural machines and the national defense equipment.

**Answer the following questions:**

- 1 – What is the importance of industry?
- 2 – Would it be easy to live without industries?
- 3 – Why Iron and steel industry is important?
- 4 – Mention three fields which Iron and steel is used?
- 5 – What may the colour of the Iron ore be?



## Exercises

### A - Put ( T ) Or ( F )

- 1- The smelting of Iron ore is done in the blast furnace ( )
- 2- In Egypt, the Iron ore found at Helwan. ( )
- 3- Iron ore looks like Earth ( )
- 4- The factory of Iron and steel set up at Helwan ( )
- 5- The colour of Iron ore is black and white ( )

### B – Match the following

(1)

- We put coke and limestone
- Life would be difficult
- Industries help us
- In Aswan

(2)

- without industries.
- to get the metal in it.
- we found Iron deposits.
- in the blast furnace.
- to increase our income.

### C- Translate into Arabic

- Iron is the backbone of our modern civilization.

### D- Composition

- Write a short paragraph of about six lines on:

( The importance of Iron ore).

# Unit 1

## Industries

### Part 2

#### Electronics



Electronics is one of the most essential industries in our recent life. Radio, Television, telephone, tape recorder, C.D player, calculator and radar set are types of the electronics. Electronic equipment contains devices such as transistors and vacuum tubes. All these machines depend on the very accurate control of tiny electric currents.

Electronics depend on the flow of the direct and alternating currents. They supply the power and create the correct operating conditions for electric circuits which can strengthen or amplify a signal.

Electronic components which can amplify signal or add to its power are called "Active " components. A transistor is an active component made from solid material known as semiconductor. Electronics also use " passive " component as resistors, capacitors, inductors and diodes.

A resistor resists or limits the flow of current .A capacitor does not allow electrons to pass but transmit electric forces .An inductor is a coil of wire which resists rapid changes in current .A semiconductor diode lets current flow in one direction .



**Answer the following questions:**

- 1- Mention some electronic equipment?
- 2- What does Electronics depend on?
- 3- What are Electronic components which amplify signal or add to its power called?
- 4- Does a capacitor allow electrons to pass?
- 5- What are the two types of electronic components?

**Exercises**

**A- Complete the following mini-dialogue.**

Adel: Could you give me some of the most famous electronics we use?

Ahmed: They are.....,.....,.....

\_\_\_\_\_

Hanan: .....?

Magda: Yes, the mobile is one of the common Electronics equipment.

**B- Fill in the spaces with a word from The list :**

(Flow – transistor – device – passive – active – electronic)

- 1- A transistor is a ..... in the electronic equipment .
- 2- Electronics depend on the .....of the direct and alternating currents.
- 3- A..... is an active component in electronic equipment.
- 4- A resistor is a .....component.

**C- Composition:**

**Write a short paragraph of 6 lines on:**

( The electronics industry and its importance)

**D- Translation:**

**1- Translate into Arabic:**

Electronics is a science that explains how radio, telephone, calculator, and computer sets work.

**2-Translate into English:**

تعد الأجهزة الالكترونية شئ ضروري في حياتنا الحديثة.



## Unit 1

### Industries

#### Part 3

### Spinning and weaving industry



#### Read the passage then answer the questions:

A few years ago, the spinning and weaving industry was the largest industries in Egypt. There were thirty seven companies that consume more than two and a half million kantars of raw cotton. Raw cotton which is not consumed by our factories was exported. Cotton is also exported in form of fine yarn and fine textiles which have won the international markets. The ancient Egyptians did not know cotton. Their clothes were made mostly of linen and papyrus.

The cotton cloth is woven on looms but the looms are no longer simple machines . Hundreds of different kinds of cotton cloth from the finest material to the thick heavy sail cloth are made. And each of these is made in many patterns and colours.

Long ago the weaver printed pictures on the cloth. He wave and it took much time and trouble. Today some of these same pictures and many new ones are still printed on cloth. The white cloth goes into large presses and comes out at great speed yard after yard printed in many different colours all at the same time.

**Answer the following questions:**

- 1- Did the ancient Egyptians know cotton?
- 2- What are their clothes made of?
- 3- How many factories of spinning and weaving were there ?
- 4- What is the Egyptian cotton famous for?
- 5- What markets have we won?

**Exercises**

**A- Fill in the spaces with a suitable word from the list:**

"Yarn – linen – pictures – international – weaving -paper"

- 1- The spinning and .....industry was the largest in Egypt.
- 2- Printing .....on the cloth done in many different colures and sizes.
- 3- Cotton was exported in the form of fine.....
- 4- Egyptian textiles have won the ..... markets.
- 5- The ancient Egyptians made their clothes of .....

**B- Composition:**

Write a short paragraph of **six** lines on:

"The spinning and weaving industry"

## **C-Translations**

### **1- Translate into Arabic:**

Egyptian cotton is exported in the form of fine yarn and fine textiles , which have won the international markets.

### **2 – Translate into English:**

لم يعرف قدماء المصريين القطن ولكنهم صنعوا ملابسهم من الكتان وورق البردى



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## GRAMMAR

### Conditional Sentences

#### "The zero conditional"

The zero conditional is used for situations that always true, as with the laws of nature, physics, astronomy, etc.... .

( **If + present simple ----- present simple -----** ).

\* If you cool metals, they contract.                    (Active)  
- If metals are cooled, they contract                    (passive)

\* If we don't water plants, they die.                    (Active)  
- If plants are not watered, they die.                    (Passive)

#### Choose the correct answer

1- Metals .....if they are heated.

(expand – will expand – would expand )

2 – Water vaporizes if it .....

(is heated – was heated – heats )

3 – Micro-organisms.....if they are boiled.

(die – would die – will die )

4 – Air rises if it .....

(is heated – was heated – heated )

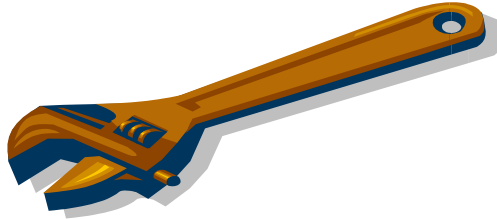
# Unit (2) maintenance



## Aims of the unit :

- Maintenance & its importance .
- kinds of maintenance.
- How often you check the device .
- Expressing necessity.

**Unit ( 2 )**  
**Maintenance**  
**(part 1)**



**Read the passage the answer the questions**

Maintenance is very useful process. Servicing at the right time can save time and money in the future, So it's very important to maintain any appliance (device), machine, cars and aero planes. A device cannot be reliable unless it's serviced regularly. We should have a frequent look on our devices to avoid sudden breakdown, which causes waste both time and money.

Advanced nations took a long run in the field of maintenance, As they realized its great importance. They concentrate so much at the process of checking the devices continuously, For example, One has to check his car regularly. It's essential to change the oil, check the tyres and clean the spark plugs at intervals of three months especially before the long journeys.



**A - Answer the following questions**

- 1 – What is the importance of maintenance ?
- 2 – What did the great nations realize ?
- 3 – How often those nations check their devices ?
- 4 – Is it essential to check your car regularly ?
- 5 - Servicing at the proper time , can save - - - - - ( complete )

**B – True or false .**

- 1 – Unless you service the device ,it cannot be reliable. (      )
- 2 – It is not important to check your car frequently.      (      )
- 3 – Maintenance save time and money.      (      )
- 4 – To achieve advance we should neglect servicing.      (      )

**C – Complete the flowing mini – dialogue.**

(1)

Hady : \_\_\_\_\_ ?

Walid : servicing means to check the device regularly

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(2)

Heba: why it is important to maintain our devices continuously?

Sara: because.....

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**D – Composition :**

**Write a short paragraph on**

**(The importance of maintenance)**

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**E – Translation**

**Translate into Arabic :**

1 – Any device should be serviced regularly .

2 – Servicing at the right time save time and money .

**Translate into English :**

1 – تعد عملية الصيانة ذات أهمية كبرى .

2 – من الضروري أن تفحص الأجهزة باستمرار .

**Unit ( 2 )**  
**Maintenance**  
**( part 2 )**

**Read the following dialogue between Ahmed and a mechanic**

Ahmed : How often does the temperature of the engine need to be checked?

Mechanic : it is necessary to be checked when you are driving through the desert.

Ahmed : I see. And How regularly ought the oil to be changed ?

Mechanic : it should be changed every 5000 Kilometer

Ahmed : And how frequently do the spark plugs need to be cleaned ?

Mechanic : it is important to clean them every three months.

Ahmed : OK , And how often must the tyres be checked.

Mechanic : it is necessary to check them at intervals of three months and before long journeys .



**A - Answer the following questions :**

- 1 – Is it important to change the car oil frequently ?
  - 2 – When you are driving through the desert , the..... (complete )
  - 3 – How often must the tyres be checked ?
  - 4 – When should you change the car oil ?
- 

**B – put true or false :**

- 1 – oil cools and lubricates the engine . (      )
- 2 – Spark plugs need cleaning regularly. (      )
- 3– The tyres should be tested continuously . (      )
- 4 – If oil isn't changed regularly, it 'll be dirty.(      )

.....

**C – Translation :**

**Translate into Arabic :**

It is necessary to check the car before long journeys

**Translate into English**

تحتاج شمعات الاحتراق في السيارة للتنظيف بشكل مستمر

## Grammar

### Revision of structures expressing necessity

#### Modal with bare infinitive and to infinitive

#### A – Study the following structures well, then....

How	Often frequently Regularly	Must	The engine	Be	Checked Changed
		Should	The oil The breaks		
		Has Have Ought	The tyres pressures The spark plugs	To be	Lubricated Cleaned
Does Do	The temperature The engine The tyres	Need to be			

It is	Essential Necessary Important	To	Check Change Test Lubricated	It them	Every week Every three months Before long journey
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**B – .....Make meaningful sentences :**

**Example :**

How often must the engine be checked?

It is necessary to check it before a long journey.

- 1- The brakes should be tested every week .
  - 2-The spark plugs ought to be cleaned every 3months
  - 3-The tyre pressures have to be checked every week .
  - 4- The oil has to be changed before a long journey .
- 

**Exercises**

**C - Rewrite the following sentences using the word (s) in brackets to give the same meaning;**

**Example :**

Your car tyre pressure must be changed before a long journey.

( has )

Your car tyre pressure has to be changed before a long journey.

- 1 –The car oil should be changed every 5000 K.M ( ought )
  - 2 – You need to lubricate the car engine before a long journey .  
( essential )
  - 3 – The spark plugs are to be cleaned frequently ( necessary )
- .....

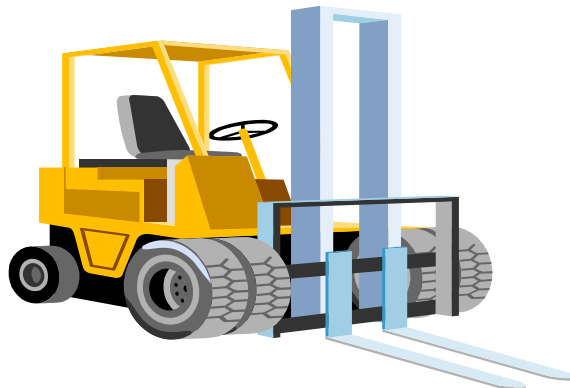
**D-Composition:**

Write a short paragraph on (cars maintenance)

.....  
**E – Fill in each space with one word from the list :**

Should-must- ought- need – is – are – has – have – Important – necessary

- 1 – it is - - - - - to check the tyres before driving .
- 2 – we - - - - - not drive cars too fast a long our roads .
- 3 – The new radiator - - - - - been fitted and checked .
- 4 – The broken switches - - - - - not been replaced yet .
- 5 – You - - - - - test the engine temperature regularly .



# Unit (3)

# Recycling



## Aims of the unit :

- What is recycling ?
- Kinds of recycling .
- The importance of recycling .
- Conditional (type three ).



## Unit 3

### Recycling (1)



Read the following then answer the questions:

Recycling begins at home, If you aren't throwing away any of your old product and instead you reuse it, then you are actually recycling.

Recycling is the process to change (trash) waste materials into new products to prevent waste of useful materials, reduce the consumption of fresh raw materials, reduce energy usage, reduce air and water pollution.

Recycling materials include many kinds of glass, paper, metal, plastic, textiles and electronics. Materials to be recycled are brought to a collection center then stored, cleaned, classified and reprocessed into new materials for manufacturing.

On another side recycling industry may produce some jobs that can help solving the unemployment problem which our youth face nowadays sharply.

**A-Answer these questions:**

- 1-What do we mean by recycling?
- 2-In brief, mention three fields can recycling help us?
- 3-What are the main kinds of recycling?
- 4-state the stages of recycling process?

**B-Complete the following mini-dialogues**

1-Sameh:.....?

Amr: Yes, I do, I recycle some materials.

2-Ghada: What materials do you recycle?

Aml: I recycle many things as.....

**C-Fill in the space with a word from the list:**

recycling/ waste/ materials/ kinds /reduce / home

1-There are many.....of recycling.

2-Recycling begins at.....when you aren't throwing old products.

3-Unemployment problem may be solved due to.....industry.

4-We can.....energy and pollution by recycling.

5-Recycling change.....materials into new products.

**D-Composition:**

write a short paragraph of six lines on;

(What is recycling?)

**E-Match the following sentences:**

-A-

- 1-Recycle means to change
- 2-Glass, paper, metal& plastic
- 3-Air&water pollution
- 4-Recycling industry

-B-

- 1-can recycling begin
- 2-offers some jobs
- 3-can be reduced by recycling
- 4-are materials to be recycled
- 5-trach into products.

**F-Translate into Arabic**

You are actually recycling when you reuse your old products.

**Translate into English**

تدوير الأشياء هي عملية تحويل النفايات إلي منتجات جديدة.



## Unit 3

### Recycling (2)



#### Read the passage and answer the questions:

Recycling has a great importance as it contributes in preventing global climate changes. It helps to minimize the energy spent on industrial production. Besides, It helps in reducing greenhouse gases emission.

By reducing the energy through recycling, we can minimize the amount of fuel usage. In turn, It reduces the amount of harmful pollutants in the environment.

.,In a word we should recycle in order to:

- 1-Make environment clean.
- 2-Conserve materials.
- 3-Save energy.

#### A-Answer the questions:

- 1-How can we minimize the amount of fuel usage?
- 2-Does recycling reduce the harmful pollutants in environment?
- 3-Show how recycling is important to climate?
- 4-Can recycling minimize the energy in industry?

**B-Match the following**

-A-

- 1-Recycling can reduce
- 2-Global climate changes
- 3-Reusing old products

-B-

- 1-emit harmful gases
- 2-save our environment
- 3-the pollution
- 4-can be prevented by recycling

**C-Fill in each space with a word from the list:**

climate/ environment / emit / minimize/ reduce

- 1-Recycling products.....pollution.
- 2-Most fuels used in industry.....gases.
- 3-Recycling helps to.....the energy.
- 4-We can prevent global.....change by recycling.
- 5-To make our.....clean, We should recycle old products.

**D-Complete the following mini-dialogues:**

1-Ahmed: How can we reduce pollution?

Adel: by.....

2-Eman: Why should we reduce old products?

Amany: To.....

**E-Translate into Arabic:**

Recycling contributes in preventing global climate changes.

**Translate into English:**

تقلل عملية تدوير الأشياء من كمية الملوثات الضارة في البيئة.



Unit (3)  
**Grammar**

**Conditional type (3)**

**Form.** >> If + (Past perfect ) >> (would ('d) have + P.P)

Had + P.P

*\*This structure is used to express situations that are impossible to change because they are in the past.*

*\*Also, use the third conditional type for imagined past situations*

Examples

1-If I had left home , I would have caught the bus.

2-If I had run fast , I 'd have won the race.

3-If Ramy had apologized , I would have forgiven him.

4-If Salma had studied hard she 'd have got high marks

.

Exercise

**(A) Choose the correct answer :**

1-If Adel .....out of money , he would have cancelled his trip.  
(has run - ran -had run )

2-He .....punished if he hadn't been acting foolishly.  
(won't be - wouldn't have been- wouldn't be)

3-If Sally hadn't lost her map , she wouldn't .....for directions.  
(have asked - ask -asking)

# Unit (4)

## Job interview



### Aims of the unit :

- Job application.
- C.V .
- How to fill a form.
- Qualities of candidates to a job.
- Relative clauses .

**Unit 4**  
**Job interview**  
**Part (1)**



Read the passage then answer the questions:

Mrs. Eman our English teacher explains us the main items to apply for a job. She says,

First, A job interview is a process in which employee is evaluated by an employer for prospective employment in their company, organization or firm. The employer hope to determine the suitable applicant for the job.

Second, A curriculum vitae (C.V) provides an overview of a person's experience and other qualifications. It's used to screen applicants.

A-Questions

- 1-What's the job interview?
- 2-What does a(C.V) provides?
- 3-To apply for a job you have to offer a.....

B-complete the following with a suitable word:

- 1-A(C.V) provides an overview of a person's experience and other..... (information/qualifications)
- 2-The.....to the job should have appropriate (C.V)  
(candidates/players)
- 3-To.....for a good job, you should have high qualities.  
(play / apply)
- 4-The.....usually asks the applicant fixed questions.  
(interviewer / the reporter)

### C-Translate into Arabic

1-The process in which an employee is evaluated by an employer is called a job interview.

2-A curriculum vitae (C.V) gives an overview of person's experience and his qualifications.

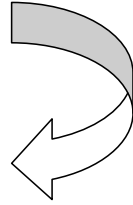
### Translate into English

- 1- عندما تقدمت للوظيفة كان لدي سيرة ذاتية جيدة.
- 2- لقد أجبت علي جميع الأسئلة أثناء المقابلة بهدوء

### D-Communication skills

#### C.V Abbreviations

- 1-C.V → Curriculum vitae
- 2-D o B → Date of birth
- 3-B A → Bachelor of arts
- 4-B S C → Bachelor of science
- 5-I T → Information technology
- 6-M S C → Master of science
- 7-P H D → Doctor of philosophy
- 8-I C D L → International computer driving license



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#### General Exercises

-Choose the correct answer from a, b or c:

- 1-He couldn't get the job he applied for because he lacks.....  
(experience/ expert/experiment)
- 2-Do you have the right.....to get the job?  
(quantities/ quarter/ qualities)
- 3-My brother got a.....in maths from Cairo university.  
(degree/ grade/ rank)
- 4-Hamed is very.....he wants to have a company on his own.  
(sociable/ ambitious/ grateful)



- 5-On applying for a job, you have to fill in a/an.....form.  
(evaluation/ application/ qualification)
- 6-C.V is the.....of curriculum vitae.  
(deviation/ abbreviation/ negotiation)
- 7-Sara is.....in three languages; Arabic, English and Germany.  
(talkative/ fluent/ ignorant)
- 8-When they are applying for a job, some people start their  
.....with personal details. Others put their qualifications first.  
(CV / BA /IT)
- 9-The company received over 100 CVs from interested.....  
(applicants /interviewers / employers)

**Unit 4**  
**Job interview**  
**Part (2)**

**Read this C.V and answer the questions:**

**Curriculum vitae**

**Mr. Ahmed Sabry Ali**

**-Personal details:**

**Full name:** Ahmed Sabry Ali

**Nationality:** Egyptian

**-Education:**

Sadat primary school, Giza

Taba preparatory school

Embaba vocational training center

**-Qualifications:**

apprenticeship leaving certificate:

**Work experience:**

worked as computer repairman

**-Computer skills:** courses, word, office, etc. / L.C.D certificate

**-Interests:**

computer programming/football/cycling

**Military service:** exempted

**Date of birth:** 19 May 1989

**ID number:** 02153947

**Marital status:** Single

1995-2001

2001-2007

2007-2010

July 2010

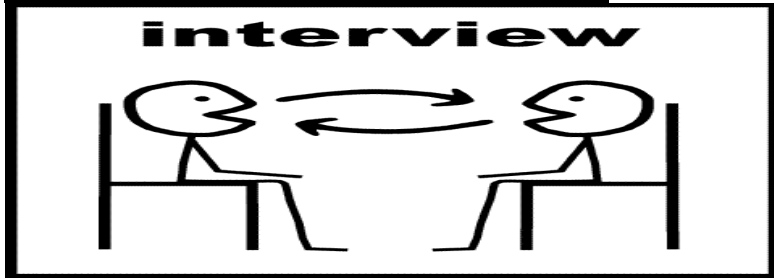


**A-Answer the following questions:**

- 1-What is the applicant full name?
- 2-Has he ever worked in a computer repairing?
- 3-What is he interested in?
- 4-What is his nationality?
- 5-What is his marital status?

---

**B-complete the following mini-dialogues:**



- 1-Interviewer: what's your.....?  
Applicant: my full name is Ghada Mohamed.
- 2-Interviewer: .....?  
Applicant: yes, I have several computer courses.

---

**C-Fill in the space with a word from the list:**

(qualities/advertisement/language/jobs/interview)

- 1-To get a good job, you should have high.....
- 2-I read an.....in Al Ahram newspaper about a job.
- 3-To have a good job you have to be fluent at English.....
- 4-What.....would you like to apply for?
- 5-You should pass an.....to get the job.

---

**D-Match the following:**

A

- 1-Exempted means
- 2-Single is the
- 3-Curriculum vitae
- 4-Fluent means

B

- shows personal details.
- good at speaking a language.
- not fit to military service.
- opposite of married.

**E-Put (T) or (F) :**

- 1- C.V provides an overview of person's experience. ( )
- 2-Applicants are asked to bring a copy of their information needed to complete a job application. ( )
- 3-candidates who are the further match 'll be interviewed. ( )



**F-Communication:**

\*You are going to prepare for a job interview.

**Match the interviewer's questions to his applicant answers.**

**A-Interviewers questions**

- 1-Where are you from?
- 2-Why did you choose to work in 10th of Ramadan city?
- 3-How many hours do you work a week?
- 4-How much holiday do you have?
- 5-What do you like about your job?
- 6-Why do you think each job needs someone who can speak English?
- 7-Are you good at using the net?

**B-Applicant answers**

- A-Yes, I'm very skillful .
- B-meeting new people, I enjoy working in teams.
- C-life is calm here& the job suit me.
- D-I'm from Nasr city.
- E-15 days.
- F-it's essential factor- to have a good job.
- G-36 hours.



B-Ask and answer questions about occupations:

Ex:

A: **Who wears a uniform?**

B: A police officer wears a uniform.

C: And a security guard wears a uniform, too.

<b>Who?</b>	-Wears a uniform	-sits all day
	-Talks to people	-stands all day
	-works at night	-works hard
	-Carries a gun	-handles money

---

1- salesperson	5-waitress	9-judge	13-casheir
2-security guard	6-cook/chef	10-lawyer	14-musician
3-waiter	7-nurse	11-police officer	15-singer
4-receptionist	8-doctor	12-flight attendant	16-pilot





C-Match the jobs to the proper work places. Some jobs match to more than one work place.

A	B
lawyer	airport
office	accountant
court	manager
lab	judge
warehouse	designer
shop/store	engineer
factory	receptionist
hotel	technician
hospital	sales assistant
company	assistant
restaurant	doctor/nurse
workshop	pilot
organization	waiter/waitress

D-Communications:

**Study these well**

1-What do you do?

\*I'm a manager/ technician / cashier.

\*I'm an accountant/ engineer/ assistant.

2-What company do you work for?

\*I work for electronics group company/ Arab contractors.

3-Where do you work?

\*I work in Helwan/6th of October.

\*I work in a shop/ lab/ factory/ hotel.

4-Where do you live?

\*I live in Giza /Cairo/Nasr city/Helwan.

E-Match the questions and answers:

-A-

- 1-What do you do?
- 2-What company do you work for?
- 3-Where do you work?
- 4-Do you live in Cairo?

-B-

- A-Arab contractors
- B-I'm an engineer
- C-Yes, I do.
- D-In a factory in Helwan

F-Composition

-Write about eight lines on one of the following:

- A job you 'd like to do.
  - Your C.V.
- 

G-Translation

Into Arabic

The company sent me on a language course to improve my English and to learn to translate Arabic into English and English into Arabic. I was also taught to use the internet.

Into English

- 1- تقدم أخي إلي وظيفة حارس امن في مصنع.
- 2- زميلي يعمل نادل(جرسون) في مطعم شهير.
- 3- ابن عمي موظف استقبال في فندق.

**Unit 4**  
**Job interview**  
**Part (3)**



**Read and answer:**

Mrs. Eman our English teacher is telling us some information about some jobs and what does each person do. She said: a teacher plans lessons, give tests, grade home work, talk to parents, help with after-school activities and, of course, He teaches. His salary isn't great, but, that's ok. The students are excited about learning, so the teacher is happy.

An electronic technician, He is responsible for maintaining fixed and portable audio equipment used in studios and outside, He also carries out projects, and purchase new audio equipment. He must be highly motivated and enthusiastic. Besides, he should be cooperative and have a positive attitude to constructive criticism and feedback.

**A-Answer the questions:**

- 1-Is the teacher's salary great or not?
- 2-Mention two of the electronics technician qualifications?
- 3-What is he responsible for?
- 4-Why is the teacher happy?



B-Complete these conversation:

1-

Applicant: .....

Interviewer: We give our employees two week's holiday per year.

---

2-

Interviewer: When have you promoted from technician to supervisor?

Applicant: I've promoted to supervisor since.....

---

3-

Teacher: Where does the engineer work?

Ali: .....

---

C-Pair work, think of two jobs for each category.

Do you and your partner agree?

A boring job.....

An easy job.....

A dangerous job.....

An exciting job.....

A different job.....

A stress full job.....

---



## Unit 4 Grammar

### Relative clauses

A relative pronoun refers to a noun or pronoun in another part of the sentence.

It tells us which person or thing (or what kind of person or thing) the speaker means.

#### These relative clauses are:

(Who - Which - That - Whom - Whose - Where - When)

**Who** → refers to persons.

**Which** → refers to things.

**That** → refers to either persons or things.

**Whose** → refers to possessive adjectives.

**Where** → refers to a place, something happens.

**When** → refers to time, something happens.

Examples: " Underline the relative pronoun in these sentences "

1-The man who spoke to you is my friend.

2-The teacher that I have in class is old.

3-Put the key where you can find them easily.

4-The woman who came with me is my sister.

5-The pen which I bought is expensive.

6-The music which I heard sounded good.

7-A man that I know visited me yesterday.

8-The book that you read was interesting.

9-He who studies hard will learn fast.

10-The one that you saw is no longer here.

**A-Exercises:**

**Fill in the blanks with correct relative pronouns.**

- 1-The boy.....is with her is her brother.
- 2-The book.....I want is in your room.
- 3-The man.....came with me is my father.
- 4-Is this the radio.....you bought?
- 5-That is the plane.....we must take.
- 6-Is that the chair on.....I sat?
- 7-Bob is the student.....speaks English well.
- 8-Was it Bill.....went to the movies with you?
- 9-The movie.....we saw was very long.
- 10-Is that the magazine.....you were reading?
- 11-We have got a wonderful garden.....flowers are colorful.
- 12-We went swimming.....the water was rough.

**B-Find the mistake in each of the following sentences, then write it correctly:**

- 1-My team whose won the cup are going to tour to Paris.
- 2-He is the boy which I'm sharing the desk with.
- 3-I met an old friend who name I've never forget.
- 4-This book who is about space is wonderful.
- 5-This is the restaurant who we met before.

# **Unit (5)**

## **Careers**



### **Aims of the unit :**

**-What is a career ?**

**-The career ladder.**

**-Preferring ways .**

**Unit ( 5 )**  
**Careers**  
**Part (1)**



Our English teacher told us something about what a career means . He said that it is a job or profession that a person has been trained for and intend to do for a long time.

On other hand it means the period of time in a person's life that he spends working . you have the right to dream to climb as high as you like on the career ladder of any job ,on condition that you are keen to work hard and study hard to achieve your goal .

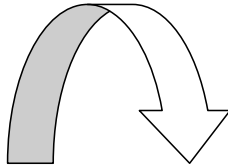
For example, the operator who is at the basic level of the career ladder that operates a machine or to put components together, has the right to be a craftsman ,a technician even an engineer , but he should know , if he wants to be an engineer , he will have to get a degree in engineering from the university .

**A - Answer the following questions :**

- 1 – What does a career mean in brief ?
- 2 – To climb on the career ladder – what should a person do ?
- 3 – Could you describe the operator's job ?
- 4 – If someone wants to be an engineer , what should he get ?

**B – put true or false and correct the false :**

- 1 – A period of time in your life that you spend working means a career ( )
- 2 – To climb on the career ladder , you should not work hard . ( )
- 3 – The operator in a factory is the basic level of the career ladder . ( )
- 4 – To be an engineer , you need not get a degree in engineering . ( )



.....

**C – Composition :**

Write a short paragraph of about 6 lines on:

(What would you like to be in your career?)

.....

**D – Translation :**

**Translate into Arabic :**

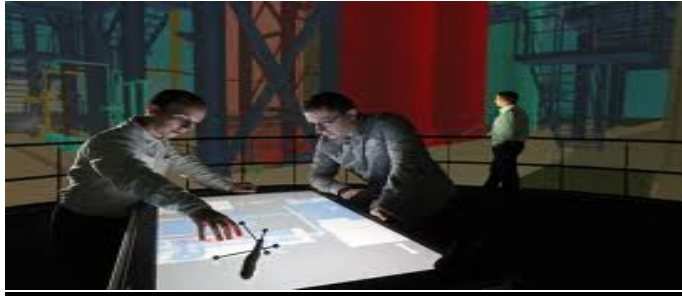
Every person has the right to climb as high as he likes on the career ladder.

**Translate into English**

عليك أن تعمل بجد و تذاكر باجتهاد إذا أردت أن تصعد في السلم الوظيفي

Unit ( 5 )  
Careers  
Part 2

Read the following dialogue:



Operator : I want to become a technician ,what will I have to do ?

Manager : you will have to get higher degree.

Operator : Oh , is it possible ?

Manager : Yes . you can join the university on condition that you study hard.

Operator : Excuse me , could you tell me the description of a technician?

Manager : Ok, he helps to design new products , or to improve existing ones, he plans how to make or build things ,test their quality and calculates the costs of

Producing things. Technicians also, set up, check and maintain

equipment for crafts worker to use.

Operator : thank you sir ,

Manager : Do not mention that.

**A - Answer the following questions :**

- 1 – Is it possible to get higher degree for an operator?
- 2 – What should he do ?
- 3 – Mention two tasks that the technician has ?

**B – Fill in each space with one word from the list :**

Join – technician – degree – craft worker – university

- 1 – An operator can join the -----
- 2 – To get higher ----- you should join the university
- 3 – The technician maintain equipment for -----
- 4 – A ----- helps to design new products

**C – Match the following :**

**A**

**B**

- |                                 |                          |
|---------------------------------|--------------------------|
| 1- The operator                 | - to design new products |
| 2-A career is                   | - you should work hard   |
| 3-The technician helps          | - operates the machine   |
| 4-To climb on the career ladder | - a job or profession    |

---

**D – Complete the flowing mini – dialogue.**

Amr : What would you like to be ?

Adel : I would -----



## Unit 5 Exercise

A -study the following terms, then complete the chart with occupations. Add one more occupation to each list.

1- salesperson	5-waitress	9-judge	13-casheir
2-security guard	6-cook/chef	10-lawyer	14-musician
3-waiter	7-nurse	11-police officer	15-singer
4-receptionist	8-doctor	12-flight attendant	16-pilot



A: Pilot works in an airport.

B: Flight attendant works in an airport, too.

In a store	In an office	In a hotel	In a hospital
cashier	.....	.....	.....
sales person	.....	.....	.....

**Unit ( 5 )**  
**Grammar**  
**Preference**

**To express preferring something use the following forms :**

**1-Would→ 'd rather + inf.,**

**2-Would→ 'd prefer to + inf.,**

**3-Would→ 'd rather + inf., +.....than + inf.,**

---

Ex : I'd prefer to stay at home today.

Ex : I'd rather stay at home.

EX : She would rather play tennis than watch T.V.

**Note :**

1 – Would + to + inf., ----- shows preference something now

2 – Would prefer + v + ing ----- shows preference all the time

**Unit ( 5 )**

**Grammar**

**( Exercises )**

**Choose the correct answer :**

1 - I'd rather - - - - - football .

( play – to play – playing )

2 – Amr - - - - - prefer to eat cheese .

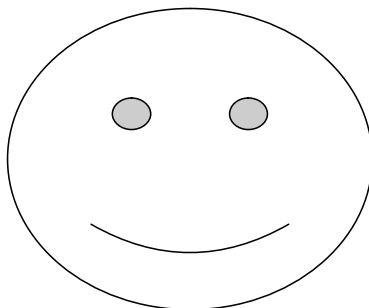
( had – would – could )

3 – I like tea all the time , so - I'd prefer - - - - - tea .

( to drink – drink – drinking )

4 – He 'd prefer - - - - - early

( to sleep – sleeping – sleep )



# *Unit (6)*

# *Planning*



## *Aims of the unit :*

- What is planning ?*
- Importance of planning & its steps .*
- Visible study .*
- Future for plans ( V , to be + going to )*

## Unit (6)

### Planning

### Part(1)



#### Read the following passage then answer the questions :

Most people think that achieving successful results in projects is usually due to chance . In fact it is a matter of a well prepared plan . A goal cannot be successfully achieved without studying the predicted advantages and disadvantages of project .

A manager has to work to a plan with regular and organized steps otherwise the whole work will be a failure. Following up the work regularly is a must to discover early what may negatively affect the project. Positive results should be recorded step by step.

Planning is very important to make the project useful and gain the required profits. The successful owner of a project should choose a suitable one. It is the first step of how to plan a project.

#### (A) Answer the following questions :

- 1-What is the cause of successful project ?
- 2-Is lack of good steps useful or harmful ?
- 3-How can a goal be successfully achieved ?
- 4-What is the first step in planning ?
- 5-What does following up the work regularly lead to ?

**(B) Complete the following mini-dialogues :**

\* Ghada : How can we achieve successful results in projects ?

Amal : It is the matter of a .....

-----

\* Madeha : How can you achieve your goal successfully

Eman : With studying the .....

.....

**(C) Choose the correct answer :**

Manager - steps - results - plan - affect

1-Achieving good results in a project due to a well prepared.....

2-lack of organized .....,causes a failure .

3-positive .....should be recorded step by step .

4-A ..... has to work to an organized plan.

**(D) Put {T} or {F} :**

1-planning is necessary to a project. ( )

2-Following up regularly help finding out mistakes. ( )

3-bad steps , causes success . ( )

4-Choosing a suitable project gain success ( )

.....

**(F) Match the following :**

(A)

(B)

1-Good manager needs to

- achieves good results.

2-Without organized steps

- a goal can be achieved.

3-A well prepared plan

- work to well prepared plan.

4-By studying advantages and-  
disadvantages

-the whole work will be a-  
failure.

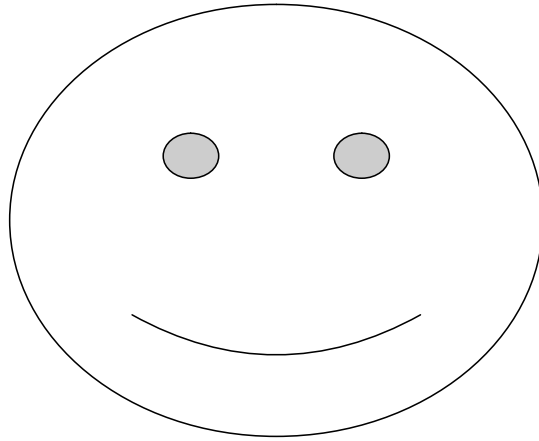
.....

**(G) Translate into Arabic :**

- *Achieving successful results in projects is usually due to a well prepared plan.*

**Translate into English :**

- *إن متابعة العمل بانتظام ضرورة .*



**Unit (6)**  
**Planning**  
**Part (2)**



**Read and answer :**

*Before you start a new project, you have to set a defined goal. You are likely to waste a lot of time without a proper plan.*

*The good choice of a project is considered the first step towards achieving good results. Planning is a basic management function .It includes setting up one or more detailed plans to achieve balance of needs with the available resources . a good manager should know the steps of how to plan a project before starting work .*

**The questions :**

*1-What should you do before starting a new project ?*

*2-In brief what does planning mean ?*

*3-Without a proper plan , you are likely to ..... (complete)*

*4-A good choice of a project causes good results . Do you agree ?*

.....



**Exercise :**

**A-complete the following mini-dialogues :**

1\*Eman :What.....?

Amany: The main goal to me is making a small project .

-----

-----

2\*Ghada : Do you work to a plan ?

Aml : .....

-----

-----

3\*Adel : What are you going to do to carry out your new project ?

Ahmed : .....

.....

**B-Put [t] or [f] :**

1- you have to work to a plan . ( )

2-you need a defined goal before starting a project. ( )

3- If you work to a plan , you won't succeed. ( )

4-It is not necessary to choose a suitable project. ( )

5-Regular , organized work is a must to succeed . ( )

.....

**C-Composition :**

Write about six liens on one of the following ;

-starting a new project .

-good manager .

-the importance of planning .

**D-Translate into Arabic :**

Plans are very helpful to a manager .

**Translate into English :**

المدير الناجح يعمل وفق خطه معده جيدا .



# Unit (6)

## Planning

### Part (3)



#### Read and answer :

*When you set a new project , you have an aim , if you wish to reach your aim , you have to work to a plan . planning saves time and energy. It helps you to organize your work especially when you follow the steps of how to plan a new project. They are .....*

- 1-Identify the goals (aims) to be achieved.*
- 2-Set up strategies.*
- 3-Arrange the means required.*
- 4-Direct and monitor all steps in their proper sequence*

*Besides these steps you should make a visible study before you start a new project. It is a science and practical way to help the owners of capital to take the right decision.*

#### The questions :

- 1-If you wish to reach your goal what should you do ?*
- 2-what can planning save ?*
- 3-Are there any steps of how to plan a project ?*
- 4-What is a visible study ?*

.....

**A-Put [t] or [f]**

- 1- To reach your goal , you have to work to a plan . ( )
- 2-Planning is not helpful. ( )
- 3-The first step of planning is to identify the goals. ( )
- 4-Visible study may help you to set a project. ( )

**B-Choose the correct answer from the list :**

decision - energy - money -visible - Identifying - reach

- 1-If you want to..... the aim , work to a plan .
- 2-Before starting a new project , you should make a ..... study .
- 3- Visible study help you to take the right .....
- 4- ..... the goals is the first step of planning .
- 5-Planning save time and .....

**c-Match the following sentences :**

- |                          |                                 |
|--------------------------|---------------------------------|
| (A)                      | (B)                             |
| 1-Visible study          | -time and energy.               |
| 2-To reach your aim      | -follow the steps of planning . |
| 3-Planning saves         | -you have to work to a plan .   |
| 4- To organize your work | -is important to a new project. |

**D-Composition :**

write about five liens on ;  
(The importance of planning steps and visible study )

**E-Translate into Arabic :**

visible study helps the owner of a project to take the right decision.

**Translate into English :**

إذا أردت إن تصل إلي هدفك , يجب عليك إن تعمل وفق خطه .



**Unit6**  
**Grammar**  
**future for plans**

To express an intention that was planned or decided before the moment of speaking.

**Form : ....sb.... + am / is / are + going to + .. inf, ..**

**Examples**

- 1-We are going to spend our holiday in Hurghada .
- 2-Next month , I am going to buy a new car.
- 3-There is a movie on T.V , I am going to watch it.

**Exercise**

**(A)Choose the correct answer :**

- 1-Hala has bought some cloth , she ..... herself a dress.  
(makes - is going to make -will make )
- 2-I.....my grandparents next Friday.  
(visit - am visiting - am going to visit )
- 3-Ghada .....going to the market this evening.  
(is - are - am)
- 4-Aml intended to take part in the competition , she is.....part in it.  
(going to take - taking - will take )

**Grammar**

**future for plans**

**Wh ., questions with ; Be +going to .....**

**Examples:**

- 1-where are you going to go for the mid-year holiday ?  
We are going to go to Hurgada .
- 2-who is going to be there ?  
My whole family is going to be there.
- 3-How are you going to get there ?  
We are going to drive.

**Exercise :**

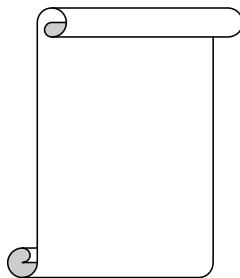
**Re-write the following sentences using the word (s) between brackets to give the same meaning :**

- |   |             |
|---|-------------|
| 1- I have made a plan to build a new home .   | (going to ) |
| 2-Do you plan to spend your holiday in Luxor? | (Are)       |
| 3-He has decided before to sell his old car . | (He is )    |
| 4-Do you intend to move into a new flat ?     | (going to ) |

**Note:**

<b>Intend / decide/plan = (am / is / are +going to ...)</b>
---

***Revision***  
***&***  
***Exams***



**Revision(1) unit 1/2**

**(A) Read the following then answer the questions:**

No one can deny that industries play a great role in our life .  
They help us to live a comfort life .

Iron and steel is the corner stone of all industries .Most advanced nations gave a great care about it.

Egypt realized that and began its iron and steel industry in 1955 .

**The questions:**

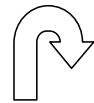
- 1-show how industries help us ?
- 2- Why is iron and steel important ?
- 3-What did advanced nations do in concern industry?
- 4-Why did they give a big care about industry ?
- 5-Did Egypt realize the importance of iron and steel industry ?

.....

(B) Electronics is the science that explain how radio , telephone , calculator and computer sets work. The recent life can not be imagined without electronics . The electronic equipment help us to live a comfort and easy life especially in the field of communications . Also , they make our world as a small village.

**The questions:**

- 1-what does the word electronics mean ?
- 2-Give some names of electronics sets ?
- 3-what is the main field which electronics used ?
- 4-what did the electronics do in our world today ?



.....

**(C) Complete the following mini-dialogues:**

1-Adel:What are the most famous electronic sets?

Ali :.....

---

2-Hanan:Did the ancient Egyptians know cotton ?

Noha :.....

---

3-Sara :From what did the ancient Egyptians make their clothes?

Heba:.....

---

4-Mona:.....?

Dina: Electronics depends on the flow of the direct and  
alternating currents.

---

5-Amr:Why.....?

Zeyad:We should have a regular servicing to avoid sudden  
break-down in our devices.

---

**(D) Put (✓) or (✗) :**

1- Iron and steel factory was set up in Aswan. ( )

2-Ancient Egyptians knew cotton. ( )

3-Electronics help us to communicate easily. ( )

4-Industries are not very useful. ( )

---

**(E) Match the following sentences:**

(A)

(B)

1-life 'd be difficult

-live easy life.

2-telephone and computer

-linen to make clothes.

3-Ancient Egyptians used

-our devices regularly.

4-We should maintain

-without industries.

5-Industry help us

-are electronic sets.

---



**(F) Translate into Arabic :**

- 1-Servicing at the proper time , save time and money.
- 2-Electronics sets are very useful in our life.
- 3-Spinning and weaving industry was the largest one in Egypt.
- 4-Iron and steel is the backbone of our civilization.

**Translate into English :**

-تأسس مصنع الحديد و الصلب في حلوان عام 1955.  
-لم يستخدم قدماء المصريون القطن في عمل ملابسهم.



**(E) Re-write the following sentences using the word(s) between brackets to give the same meaning :**

- 1-The spark plugs are to be cleaned frequently. (necessary)
- 2-metals contract because they are cooled. (If)
- 3-You ought **for** test the engine temperature. (correct)
- 4-The car oil has to be checked by the mechanic . (must)

**(F) Translate into Arabic : (Only one sentence)**

- Electronic sets are very necessary in our modern life.
- Industries increase our national income.
- We should service the devices regularly.

.....

**Translate into English :**

كانت صناعه الغزل و النسيج في مصر من أكبر الصناعات منذ سنوات قليلة.

### Revision (3) unit 3/4

#### (A) write a short paragraph of 6 lines on :

- The importance of recycling
- The job you 'd like to get

#### (B) Complete the following mini-dialogue :

Sara : What's your .....

Sama: My full name is Sama Mohamed Ali.

Adel : .....

Ahmed : Yes , Recycling can reduce pollution.

#### (C) Put (✓) or (✗) : correct the wrong one :

- 1-CV is the abbreviation of curriculum vitae . ( )
- 2-Recycling causes pollution. ( )
- 3-Amany is a nurse, she works at school. ( )
- 4-Old products can't be recycled. ( )
- 5-My father is a teacher , he works at school. ( )
- 6-Energy can be reduced by recycling. ( )

#### (D) Match the following :

- | (A)                          | (B)                             |
|------------------------------|---------------------------------|
| 1-Glass, paper and plastic   | -emit harmful gases.            |
| 2-To apply for a job , you   | -to get the job.                |
| 3-I have the right qualities | -are materials can be recycled. |
| 4-Recycling save             | -must study hard.               |
| 5-Fuels used in industry     | -have to offer a CV .           |
|                              | -time and money.                |

#### (E) Translate into Arabic : (only one)

- 1-Recycling has a great importance .
- 2-CV gives an overview of an applicant experience.

#### Translate into English :

- أنني أتحدث اللغة الانجليزية بطلاقه .

**Revision (4) unit 3/4**

**(A) Read the paragraph and answer the questions :**

*A judge works in a court , he is in charge of trials .He listens to people and their lawyers , and makes right decisions . These decisions , are sometimes very difficult . Of course ,he knows the law well , but each person's case is different and he tries to be fair . He always strict in applying the law .*

**The questions :**

- 1- What is a judge in charge of ?
- 2- Where does he work ?
- 3-How can he make decision ?
- 4-The judge knows the ..... well. (Complete )

.....  
**(B) Complete the following mini-dialogues :**

1-Amal : Why ..... ?  
Ghada : We have to recycle old things to make our environment clean.

-----  
2-Hany : What 's your marital status ?  
Tarek : I am not .....

-----  
3-Eman : What is your father's job ?  
Sally : .....

**(C) fill in the spaces with a suitable word from the list ;**

- {changes - fluently - pollution - waiter - hotel - teacher }
- 1-A receptionist works in a .....
  - 2-Recycling reduce .....
  - 3-A ..... works in a restaurant.
  - 4-We can prevent global climate ..... by recycling .
  - 5-To get a good job , you have to speak English .....
- .....

**(D) Re-write the following sentences using the word (s) between brackets to give the same meaning :**

- 1-He didn't act well so he punished . (If)  
2-This is a good book . you have to read it. (which)  
3-If you had studied hard , you **pass** the exam . (correct)  
4-The man **whose** spoke to you is my father. (correct)

**(E) Put (✓) or (✗):**

- 1-You can know one's qualifications in a CV. ( )  
2-Recycling process is very harmful. ( )  
3-We should have computer skills . ( )  
4-At home, you can recycle old products. ( )

**(F) Match the following sentences :**

- | (A)                        | (B)                              |
|----------------------------|----------------------------------|
| 1-On applying for a job    | -save our environment.           |
| 2-I am fluent at           | -are to be recycled .            |
| 3- Recycling               | -you 've to fill an application. |
| 4-There are many materials | -speaking English.               |

**(G) Translate into English : (only one)**

- 1-To save energy and make our environment clean we should recycle old products .  
2-He is a waiter and works in a famous restaurant.  
3-Most fuels used in industry emit bad gases .  
4-My brother is a receptionist , he speaks many languages .

**Translate into Arabic :**

- تدوير النفايات يمنع التغيرات المناخية .  
- تقدم أخي لوظيفة حارس أمن في مصنع .  
- يمكننا أن نقلل تلوث الهواء و الماء بتدوير النفايات .

**Revision (5)**  
**Based on unit 5/6**

**A-Write about 5 lines on : (career)**

- You may use these guiding words ;
- Career - job - intend / dream - climb - ladder / work - hard - reach-goal/technician - dream - engineer / get - degree - university.

.....  
**B-complete the following mini-dialogues :**

1-Ramy : How can you achieve your goal ?

Hany: .....

-----  
2-Mona : Is it possible to climb the career ladder ?

Heba : .....

.....  
**C-Fill in the spaces with a suitable word from the list :**

{ failure - operator - products - organized - university }

1-A good manager has to work to an ..... plan .

2-To get higher degree , you have to join the .....

3-A technician helps to design new .....

4-Lack of good plan , causes .....

5-An ..... has the right to dream to be a technician .

**D- Re-write the following sentences using the word (s) between brackets to give the same meaning :**

1-He decided before selling his old mobile . (going)

2-I 'd prefer to play basketball . (rather)

3-Do you intend to travel abroad ? (going to)

4-We 'd rather eat meat and rice . (prefer )

**E-Put (✓) or (✗) >>>> correct the wrong one :**

- 1-Career means a job or a profession . ( )  
2-To climb higher on a career ladder , you need a degree. ( )  
3-An operator can't be a technician . ( )  
4-The first step to plan is a suitable project . ( )

**F- Translate into Arabic :**

-A technician checks and maintains equipment .

**Translate into English :**

- نحتاج لعمل دراسة جدوى قبل بدء أي مشروع جديد .



**Revision (6)**  
**Based on unit 5/6**

**A-Write a short paragraph of about 5 sentences on :**  
" How to plan a project "

.....  
**B-Choose the correct answer from {a ,b or c}**

- 1-Identify your ..... before starting a project.  
(goal / gun / guard )
- 2-I 'd ..... stay at home today .  
(either / rather / further )
- 3-We are ..... to visit Aswan next winter .  
(go / gone / going )
- 4-The period of time you spend working means .....  
(career / carpet / carbon )

.....  
**C-Re-write the following sentence :**

- 1- He is **gone** to build a new house. (correct )
- 2-Adel decided to spend his holiday in Luxor . (going )
- 3-Heba 'd prefer to buy a new dress . (rather)
- 4-Adel intend to go to Alex., (Adel is )

.....  
**D-Put (✓) or (\*), correct the wrong one :**

- 1-A craftsman cannot be a technician . ( )
- 2-To start a project , you needn't a plan . ( )
- 3-Everyone has the right to have a good career . ( )
- 4-Planning save money and time . ( )
- 5-Visible study is not important to a project. ( )

.....  
**E-Translate into Arabic ; Only one :**

- Visible study is very important before starting a new project .
- You should identify your goal to succeed .

**Translate into English :**

- عليك أن تعمل بجد كي تصل ألي هدفك .

**Pre-night revision :**  
**A model final exam (1):**

**A- Read the following paragraph, then answer the questions :**

To reach your goal , you have to work to a plan . You don't decide what to do on the same time . Study plans are very helpful to you . They save time and energy .

- 1-What should you do to reach your goal ?
- 2-Is it right to decide what you do on the same time ?
- 3- Why are study plans helpful ?
- 4-Study plans save ..... and ..... (complete)

.....  
**B-Choose the correct answer from the list :**

{ apply - Planning - Recycling - maintenance - Industry - career }

- 1-..... helps us to increase the national income .
- 2-The period of time in your life you spend working is a .....
- 3-I will ..... for a new job .
- 4-..... at the right time can save time and money .
- 5-Changing trash into new products means .....

.....  
C-Imagine you are applying for a new job which requires a knowledge of English . According the C.V form ,

**Write five short sentences about your personal details .**

---

**D-Re - write the following sentences using the word(s) between brackets to give the same meaning :**

- 1-If he had studied hard , he **will Pass** the exam . (correct)
- 2-We planned to buy a new car . (going)
- 3-The car oil is to be changed frequently . (necessary)
- 4-I 'd prefer to drink coffee . (rather)



**Pre-night revision**  
**A model final exam (2)**

**A-Write a short paragraph of about five lines on one of :**

{ Industries - Planning - Recycling }

.....  
**B- Complete the following mini - dialogues :**

1- Sara : What ..... ?

Heba : My full name is Heba Adel Ramzy .

-----  
2-Adel : What 's the most important industry ?

Ali : I think, .....

.....  
**C-Put (✓) or (✗) : Correct the wrong one :**

1-Anciant Egyptians knew cotton . ( )

2-Recycling causes Pollution . ( )

3-Planning is not necessary to any project . ( )

4-To get a job you needn't to pass an interview. ( )

.....  
**D-Fill in the spaces with a suitable word :**

1-You ..... to check your device regularly .

(ought - out - owe )

2-A teacher is a person ..... works at school .

(which - who - where )

3-I am ..... to visit iron and steel factory .

(goes - go - going )

4-Radio , T.V and telephone are electronic .....

(industry - equipment - maintenance )

5-.....can make our environment clean.

(Reduce - Revision - Recycling )

6-To reach your goal , you have to make a .....

( plan - play - pray )

**E-Match the following sentences :**

(A)

- 1-A receptionist works
- 2-Anciant Egyptians used
- 3-It's necessary to check
- 4-Speaking English is
- 5-At home , you can

(B)

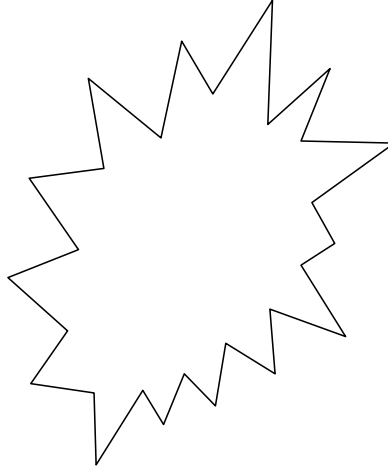
- The car tyres before driving.
- important to get a job .
- recycle old products .
- at a hotel .
- linen to make their clothes .

.....  
**F-Translate into Arabic : only one :**

- 1-Industry makes our life easier and more comfortable .
- 2-Before starting a project , you have to set a defined goal.
- 3-Recycling prevent wasting useful materials .
- 4-Maintenance is necessary to the devices .

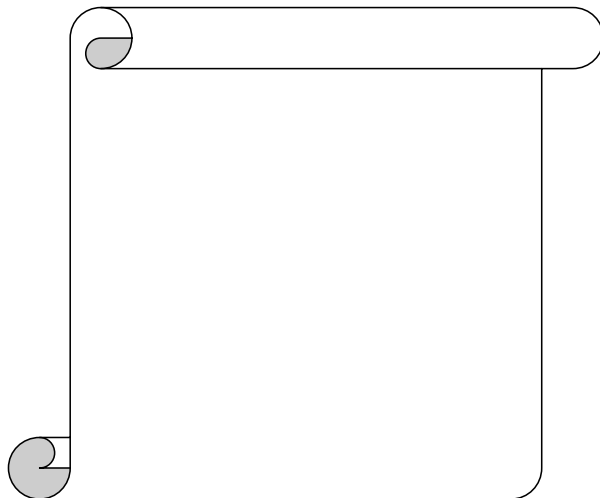
**Translate into English :**

- عليك أن تتجنب العطل المفاجئ بالصيانة المستمرة للأجهزة .



# Vocabulary

## New & Difficult words



Industry	صناعة	Minimize	يقلل
Factory	مصنع	Maintenance	صيانة
Iron	حديد	Device	جهاز
Ore	خام	Appliance	جهاز
Steel	صلب	Reliable	يعتمد عليه
Blast furnace	فرن عالي	Regularly	بانتظام
Metal	معادن	Save	يوفر/يحمي
Pig iron	قوالب الحديد/تمساح	Aero plane	طائرة
Coke	فحم الكوك	Frequent	دائم
Limestone	الحجر الجيري	Avoid	يتجنب
Heavy	ثقيل	Break-down	عطل
Basic	اساسي	Sudden	مفاجئ
Oasis	واحة	Waste	يتألف/نفاية
Proper	صحيح/مناسب	Advanced	متقدم
How often	كم مرة	Nation	امة
Brakes	فرامل	Weaving	عملية النسيج
Long run	مدي طويل	Sliver	شريحة
Realize	يدرك	Yarn	غزل ( قماش
Concentrate	يركز	Textile	نسيج / قماش
Essential	ضروري	Fibers	ألياف
Tyres	إطارات	Set (n)	جهاز
Spark plug	شمعة اشتعال	Tape recorder	جهاز تسجيل
Interval	فترة/فاصل	Current	تيار
Achieve	يحقق	Flow	تدفق
Neglect	يهمل	Alternating	متردد
Temperature	درجة حرارة	Reverse (v)	يعكس
Ought to	ينبغي ان	Amplify (v)	يكبر/ يقوى /
Engine	محرك	Component	عضو / عنصر /

Inductor	ملف حث / مادة	Level	مستوى / منسوب
Diode	صمام ثنائي	Need (v)	يحتاج
Capacitors	مكثفات	Right	حق
Resistors	مقاومات	Join (v)	يلتحق بـ / ينضم
Backbone	عمود فقري	Design	يصمم
Semiconductor	شبه موصل	Products	منتجات
Career	مهنة / حياة عمل	Improve	يطور / يحسن
Intend (v)	ينوى	Existing	قائم / موجود
Period	فترة / مدة	Plan (v)	يخطط
Climb on (v)	يصعد	Quality	الجودة
Ladder	سلم	Calculate (v)	يحسب
On condition	بشرط أن	Cost	تكلفة
Keen to/on	حريص على	Set up (v)	يقيم / ينشأ /
Civilization	حضارة	Equipment	أجهزة / معدات
Operator	عامل تشغيل	Crafts worker	صانع ماهر
Crafts man	صانع ماهر /	Don't mention	لا شكر على
Corner stone	حجر زاوية	Mention to (v)	يشير الى
Engineer	مهندس	Task	مهمة عمل /
Degree	درجة علمية /	Prefer (v)	يفضل
Engineering	هندسة	Preference (n)	تفضيل
University	جامعة	'd rather	يفضل
In brief	باختصار	'd prefer	يفضل
Mean	يقصد / يعني	Lubricate	يشحم



Interview	مقابلة	Certificate	شهادة
Apply for	يتقدم ل	Experience	خبرة
Employment	عمالة	Appropriate	مناسب
Employer	صاحب عمل	Abbreviation	اختصار
Employee	موظف	Bachelor	بكالوريوس
Unemployment	بطالة	Qualities	مميزات
Evaluate	يقيم	Ambition	طموح
Organization	منظمة	Fluent	طليق في اللغة
Firm	مصنع	Military	عسكرية
Applicant	متقدم لوظيفة	Service	خدمة
Application	طلب	Marital statues	حالة اجتماعية
Candidate	مرشح	Exempted	تم استثناءه
Lack	نقص	Details	تفاصيل
Apprenticeship	تلمذة صناعية	Security guard	حارس امن
Repair	يصلح	Waiter	جرسون
Full name	الاسم كاملا	Judge	قاضي
Accountant	محاسب	Lawyer	محامي
Technician	فني إصلاح	Receptionist	موظف استقبال
Determine	يحدد	Pilot	طيار
Suitable	مناسب	Flight attendant	مضيفة جوية
Curriculum	منهج	Sales assistant	بائع
Overview	شامل	Fixed	ثابت
Qualifications	مؤهلات	Portable	متنقل

Carry out	ينفذ	Project	مشروع
Purchase	يشترى	Pollution	تلوث
Motivated	متحمس	Pollutant	مادة ملوثة
Recycling	إعادة تدوير	Utilize	منفعة
Trach	بقايا أشياء	Harmful	ضار
Textiles	منسوجات	Adjustment	ضبط
Classify	يصنف	Global climate	مناخ كوني
Manufacturing	تصنيع	Amount	كمية
Product	منتج	Environment	بيئة
Reduce	يقلل	Emit	يبعث
Prevent	يحمي	Failure	فشل
Consumption	استهلاك	Following up	متابعة
Criticism	نقد	Profit	فائدة
Constructive	ايجابي	Result	نتيجة
Co-operative	متعاون	Defined	محدد
Enthusiastic	غيور	Likely	محتمل
Warehouse	مخزن	Balance	توازن
Decision	قرار	Available	متاح
Fair	عادل	Practical	عملي
Responsible for	مسئول عن	Matter	موضوع
Case	قضية	Prepared	معد
Court	محكمة	Goal/aim	هدف
In charge of	مسئول عن	Successful	ناجح

Due to	وفقال	Affect	يؤثر علي
Chance	صدفة	Identify	يحدد
Predicted	متوقع	A must	ضرورة
Step	خطوة	Function	وظيفة(لشيء)
Owner	مالك	Needs	احتياجات
Required	مطلوب	Resources	مصادر
Lead to	يؤدي الي	Visible study	دراسة جدوى

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