



THE SWORD

Grade 11 4th report

2025-2026

Argumentative Essay
Persuasive Essay
Complaint letter

Reading - Main purpose
Closest meaning

Vocab - Idioms - Compound noun
Preposition

SD

Mohamed Samir

Vocabulary Module 8,9&10

English	Definition	Arabic Translation
Five -Star	a symbol in a rating system that judges the quality of hotels and restaurants	خمسة نجوم
Porter	A person employed to carry luggage and other loads.	حمّال
Luggage trolley	A cart is used to transport suitcases and bags in hotels or airports.	عربة أمتعة
Lobby	A large open area at the entrance of a hotel or building.	ردهة الفندق
Key card	A plastic card is used to unlock hotel room doors.	بطاقة دخول الغرفة
Tip	A small amount of money is given as a reward for service.	بقشيش
Linen	Fabric items such as sheets, towels, and tablecloths.	مفارش - كتان
Housekeeping	The management of cleaning and maintaining a hotel or home.	خدمة تنظيف الغرف
Complimentary	Provided free of charge.	مجاني
Wake-up call	A scheduled phone call to wake someone at a specific time.	مكالمة إيقاظ
Valet	A person who parks guests' cars or provides personal services.	خادم موقف السيارات

Fill in the Gaps:

Star | Porter | Luggage trolley | Lobby | Key card | Tip | Linen | Housekeeping | Complimentary | Wake-up call | Valet

- We booked a five-_____ resort expecting luxury, but it turned out to be disappointing.
- The _____ helped us carry our suitcases to our room.
- Please leave a small _____ for the server who brought our food.
- I forgot my _____, so I couldn't enter my room.
- The _____ at the hotel entrance was beautifully decorated.
- If you need fresh towels, contact _____.
- The _____ helped us park our car when we arrived.
- The hotel offers a _____ breakfast for all guests.
- We used a _____ to move our heavy luggage to our room.
- The receptionist arranged a _____ to ensure I didn't miss my flight.
- The _____ in our room was soft and clean.

Circle the correct answer for each question:

- The _____ brought our bags to the room and showed us how to use the lights.
a) Housekeeping b) Porter c) Chef d) Management
- We left a small _____ on the table to thank the cleaner for her excellent service.
a) Card b) Linen c) Tip d) Receipt
- The hotel gave us a _____ bottle of water and free snacks when we checked in.
a) Paid b) Expensive c) Complimentary d) Reserved
- I couldn't get into my room because I lost my _____.
a) Wallet b) Key card c) Luggage trolley d) Ticket
- A hotel rated with five _____ is usually very luxurious and offers excellent service.
a) Stars b) Rooms c) Cards d) Services



Prepositional Phrases

By accident - بالصدفة	At (the) risk - في خطر / معرض للخطر
By air - عن طريق الجو	At a distance - على بُعد - من مسافه
By chance - بالصدفة	At a loss - في حيرة / مرتبك
By credit card - ببطاقة الائتمان	At all costs - مهما كان الثمن / مهما كلف الأمر
By mistake - بالخطأ	At least - على الأقل
By oneself - بمفرده / بنفسه	At once - فوراً / في الحال
By surprise - على حين غرة / فجأة	At present - في الوقت الحالي
By taxi - بسيارة أجرة / بالتاكسي	At work - في العمل

Part 1: Multiple Choice Questions Choose the correct answer:

- Layla was so nervous during her speech that she was _____ for words.
a) at a loss b) at a distance c) by mistake d) by accident
- I'm sorry. I sent the wrong file _____.
a) by accident b) by chance c) at once d) by surprise
- I bumped into my old neighbor _____ while visiting a café downtown.
a) at once b) by chance c) by mistake d) at a loss
- _____ sounding rude , I have to say I don't agree with your decision.
a) By mistake b) At the risk of c) By surprise d) At work
- You won't face this challenge _____. I'll be here to support you.
a) by yourself b) by surprise c) at once d) at a distance
- This shipment needs to arrive _____. It's highly urgent.
a) at all costs b) at least c) at present d) by oneself
- If someone gets injured, call for help ____!
a) at present b) at once c) at work d) at a distance
- When I told Sarah about the party, her excitement caught me _____.
a) at a loss b) by surprise c) at once d) by mistake
- She likes to sit at _____ when she reads her book.
A. a distance B. all costs C. present D. a loss
- Driving in this storm is dangerous; you are at _____.
A. the risk of B. work C. a distance D. all costs
- Maria was by _____ when she met her favorite celebrity at the mall.
A. mistake B. surprise C. chance D. accident
- The manager had to complete the report by _____ since his team left early.
A. air B. accident C. credit card D. himself
- Fatima is at _____ right now, but she'll join us for dinner later.
A. work B. a loss C. a distance D. present

Part 2: Fill in the blanks with the correct preposition: "at" or "by"

- We should head to the train station _____ once, or we'll miss the departure.
- _____ the risk of offending you, I think this project needs more work.
- Could you confirm our reservation _____ email by tomorrow?
- I knocked over my coffee cup _____ mistake, and it spilled everywhere.



English	Arabic	Definition	Example Sentence
Maze	متاهة	A complex network of paths designed to confuse.	The children got lost in the garden's tricky maze.
Columns	أعمدة	Vertical structures that support buildings.	The palace's grand hall was supported by marble columns.
Chimney	مدخنة	A structure through which smoke escapes from a fireplace.	Smoke came out of the chimney after they lit the fireplace.
Tower	برج	A tall structure often part of a building or standing alone.	The ancient castle had a tall tower that offered a beautiful view of the city.
Fresco	لوحة جدارية (رسم على الجدران)	A decorative painting on a wall or ceiling.	The painting on the museum wall was a stunning example of a fresco.
Terrace	شرفة (مكان مفتوح للاسترخاء)	An outdoor area connected to a building, often used for relaxing.	We enjoyed our morning coffee on the sunny terrace.

Choose the Correct Answer

- Visitors admired the intricate designs carved into the marble _____ that supported the temple.
A) column B) chimney C) maze D) terrace
- From the top of the _____, you could spot boats sailing far out at sea.
A) fresco B) chimney C) tower D) terrace
- The children giggled as they tried to escape the confusing garden _____.
A) column B) chimney C) maze D) terrace
- Smoke curled lazily from the brick _____, blending into the twilight sky.
A) column B) chimney C) maze D) fresco
- The artist worked tirelessly to complete a breathtaking _____ above the palace entrance.
A) fresco B) chimney C) tower D) terrace
- We enjoyed brunch on the spacious _____, shaded by a large umbrella.
A) column B) chimney C) maze D) terrace

Fill in the Blanks Use the words from the list below. (There is one extra word.)

- fresco / columns / terrace / deposit / tower / maze / chimney *

- The historic fortress was built with strong stone _____ to ensure its stability.
- The rooftop _____ was a perfect place for relaxing under the stars.
- The medieval castle had a winding stone staircase leading to its tallest _____.
- The villa's dining room ceiling featured an impressive _____ depicting scenes of nature.
- The quaint cottage had a charming brick _____ that released puffs of smoke in winter.
- Getting lost in the outdoor _____ was the highlight of the children's day at the park.



Some adjectives can be transformed into nouns by adding specific suffixes like

ity	→ Used for adjectives ending in -ar, -ic,
-ness	→ Used for adjectives ending in -y, -ous, or -less.
-ance	→ Used for adjectives ending in -ant or -ent (but not always).
-ence	→ Often used for adjectives ending in -ent, with some exceptions.

Adjective	Noun Form	Adjective	Noun Form
similar	similarity	aware	awareness
popular	popularity	lonely	loneliness
secure	security	nervous	nervousness
curious	curiosity	sweet	sweetness
public	publicity	conscious	consciousness
real	reality	serious	seriousness
fatal	fatality	careless	carelessness
significant	significance	absent	absence
relevant	relevance	patient	patience
tolerant	tolerance	convenient	convenience
ignorant	ignorance	innocent	innocence
distant	distance	exist	existence
important	importance	different	difference
		confident	confidence

Fill in the blank with the correct noun form of that word.

1. His remarkable sense of (curious) _____ helped him solve the complex puzzle.
2. The sudden (absent) _____ of the manager surprised everyone.
3. The teacher praised her for her (confident) _____ in completing the project.
4. His (serious) _____ during the speech impressed the audience.
5. The scientist emphasized the (important) _____ of renewable energy for the future.
6. The family celebrated their son's (innocent) _____ after a long court battle.
7. Their (distant) _____ made it easier to transport goods across the country.
8. The rising (popular) _____ of electric cars is changing the automotive industry.
9. Her (aware) _____ in yoga improved her mental and physical health.
10. The sudden _____ of wildlife in the area amazed researchers. (exist)
11. His _____ towards others helped him make friends easily. (tolerant)
12. The _____ of the missing documents caused major delays. (absent)
13. He admired her _____ in handling the crisis calmly. (patient)
14. The children's _____ filled the room with laughter. (sweet)
15. His _____ in public speaking boosted his career. (confident)



Spacious	Large with lots of room	واسع - يحتوي على الكثير من المساحة
Bustling	Busy with people and activity	صاخب - مليء بالناس والنشاط
Tranquil	Calm and peaceful, without noise	هادئ - هدوء وسكينة بدون ضوضاء
Residential	Having houses but not commercial areas or factories	سكني - به منازل فقط بدون مناطق تجارية أو صناعية
Creepy	Causing feelings of fear	مخيف - يسبب الشعور بالخوف
Iconic	Famous; representing a place or idea	أيقوني - مشهور ويمثل مكانًا أو فكرة
Picturesque	Attractive in an old-fashioned way; scenic	خلاب - جذاب بطريقة تقليدية أو بمنظر طبيعي
Dull	Boring, uninteresting	ممل - غير مثير للاهتمام
Abandoned	Something people have left forever, permanently empty	مهجور - مكان تركه الناس للأبد
Stunning	Very impressive	رائع - مثير للإعجاب بشكل كبير

Choose the correct word that best fits the meaning of the sentence.

- The hotel room was so _____ that we easily fit three large suitcases inside.
a) Bustling b) Spacious c) Stunning d) Picturesque
- I felt _____ walking through the dark alley alone at night.
a) Tranquil b) Creepy c) Iconic d) Dull
- The streets of New York are always _____ with people rushing to work and tourists exploring.
a) Bustling b) Spacious c) Stunning d) Abandoned
- The cabin by the lake was peaceful and _____, perfect for relaxing.
a) Bustling b) Creepy c) Tranquil d) Iconic
- The Eiffel Tower is one of the most _____ landmarks in the world.
a) Residential b) Iconic c) Stunning d) Dull
- The old, _____ house was covered in dust and cobwebs.
a) Stunning b) Spacious c) Abandoned d) Bustling
- We stayed in a charming, _____ village with cobblestone streets and beautiful flowers.
a) Picturesque b) Dull c) Spacious d) Bustling
- The museum's new exhibit was incredibly _____ everyone was amazed by the artwork. a)
Stunning b) Creepy c) Tranquil d) Residential
- My neighborhood is a quiet _____ area, far from busy shopping centers.
a) Bustling b) Residential c) Spacious d) Picturesque
- The lecture was so _____ that half the class started yawning.
a) Bustling b) Iconic c) Dull d) Stunning



Word	Meaning	Arabic
Bill	A statement of money owed for services	فاتورة (مطعم - هاتف - كهرباء)
Cash	Money in the form of coins or notes	نقد (أموال ورقية أو معدنية)
Change	Coins or small bills given back after overpaying	فكة (باقي النقود)
Receipt	A written proof of payment	إيصال / وصل
Cheque	A written order directing a bank to pay a specific amount	شيك
Tip	Extra money given for good service	بقشيش / إكرامية
Fee	A payment for a service, membership, or privilege	رسوم (خدمة - دراسة - تسجيل)
Loan	Money that must be paid back with interest	قرض
Debt	Money owed to someone, usually due to borrowing	دين
Expense	Money spent on products or services	نفقات / مصروفات
Deposit	Money placed in a bank account or held as security	إيداع مالي / عربون / تأمين
Instalment	A partial payment made regularly to pay off a debt	قسط
Fine	A financial penalty for breaking rules or laws	غرامة مالية
Note	A piece of paper money	ورقة نقدية

Multiple Choice Questions (Meaning-Based Sentences)

- The waiter handed me the _____ after dinner so I could pay for the meal.
a) Receipt b) Bill c) Fee d) Note
- I forgot my card, so I had to pay in _____.
a) Debt b) Cheque c) Cash d) Fine
- After buying a coffee, I got some _____ back from the cashier.
a) Receipt b) Change c) Deposit d) Fee
- The shopkeeper gave me a _____ as proof of my purchase.
a) Receipt b) Fine c) Loan d) Fee
- I wrote a _____ to pay my rent this month.
a) Fine b) Fee c) Cheque d) Deposit
- I left a generous _____ for the excellent service at the restaurant.
a) Loan b) Tip c) Instalment d) Change
- We had to pay a small _____ to enter the museum.
a) Fine b) Fee c) Debt d) Bill
- I applied for a _____ to buy a new car.
a) Loan b) Note c) Change d) Expense
- My _____ is so high this month because I borrowed a lot of money.
a) Instalment b) Debt c) Fine d) Receipt
- Buying new furniture was unexpected _____ this month.
a) Expense b) Deposit c) Tip d) Loan
- The landlord asked for a _____ before confirming the apartment rental.
a) Bill b) Fine c) Deposit d) Cheque
- I pay my car loan in monthly _____ to make it affordable.
a) Tips b) Instalments c) Fees d) Expenses
- I had to pay a _____ because I parked illegally.
a) Fine b) Tip c) Loan d) Receipt
- The cashier gave me a five-dollar _____ when I asked for change.
a) Receipt b) Note c) Cheque d) Fee
- After fixing my car, the mechanic handed me the _____ for the total amount.
a) Bill b) Change c) Instalment d) Loan



Phrase	Preposition	Example Sentence	Arabic
Owe	to	I owe \$50 to my friend for lunch.	مدين لـ
Pay	in cash	I prefer to pay in cash at small shops.	الدفع نقداً
Pay	by - card- cheque	She paid by credit card for her new shoes.	دفع ببطاقة ائتمان
At an extra cost		You can upgrade your seat at an extra cost.	مقابل تكلفة إضافية
Wasted money	on	He wasted all his money on video games.	أضاع أمواله على
A little short	Of money	I'm a little short of cash today.	نقص المال
Save	up	I'm saving up for a new car.	يوفر
Paying	for	I'm paying for dinner tonight.	يدفع ثمن
Borrow	from	I borrowed \$20 from my brother.	يقترض - يستلف
Spend	on	She spent a fortune on designer clothes.	ينفق على.
Free of charge		Entry is free of charge.	مجاني تماماً
On a tight budget		I'm living on a tight budget this month.	ميزانية محدودة
Have money	on me	Don't worry, I have some money on me.	معي مالا

Fill in the blanks with the correct preposition

- I always pay _____ cash when I go to the market.
- John is saving _____ a new phone.
- We are currently living _____ a tight budget.
- Please pay _____ credit card if you don't have cash.
- I'm a little short _____ money this month.
- She borrowed \$20 _____ her friend.
- He spends too much money _____ video games.
- Can you pay _____ this gift for me?
- I owe \$100 _____ my landlord.
- The book was given to me free _____ charge.
- I always have some cash _____ me for emergencies.
- If you waste your money _____ unnecessary items, you'll run out quickly.
- The ticket price is \$50, but with special seats, there's an extra \$10 charge _____ an extra cost.
- Instead of paying _____ cheque, she decided to pay by card.
- I need to save _____ my upcoming trip.



Phrase	Meaning (English)	Meaning (Arabic)
Cost an arm and a leg	To be very expensive.	شيء مكلف للغاية.
Go from rags to riches	To become wealthy and successful after starting your life very poor.	من الفقر إلى الثراء.
Be rolling in money	To be extremely well-off.	غني جداً، في وفرة من المال.
Get paid peanuts	To have a very low salary.	تتقاضى راتباً ضئيلاً.
Live on a shoestring	Without spending much money.	العيش بميزانية ضئيلة. دون صرف الكثير من المال.
Money doesn't grow on trees	Money is not easily obtained, so you shouldn't waste it.	المال لا ينمو على الأشجار. لذا يجب عدم هدره.
Throw money around	To spend money carelessly on things that are not necessary.	إنفاق المال بشكل متهور على أشياء غير ضرورية.
Money is no object	Money is not an important issue (usually when you're willing to spend a lot).	المال ليس مشكلة.

Choose the correct option to complete the sentence:

- The new luxury car I bought really _____.
 a) cost an arm and a leg b) get paid peanuts
 c) throw money around d) live on a shoestring
- He was born in poverty, but after hard work, he managed to _____.
 a) be rolling in money b) get paid peanuts
 c) go from rags to riches d) throw money around
- After receiving a huge bonus, she was so happy to be _____.
 a) cost an arm and a leg b) get paid peanuts
 c) rolling in money d) live on a shoestring
- I'm really enjoying my new job, but unfortunately, I _____ for all the effort I put in.
 a) be rolling in money b) get paid peanuts
 c) throw money around d) money is no object
- As a student abroad, I had to _____ and avoid unnecessary expenses.
 a) live on a shoestring b) go from rags to riches
 c) be rolling in money d) throw money around
- My parents always tell me to save money and remind me that _____.
 a) money doesn't grow on trees b) cost an arm and a leg
 c) money is no object d) get paid peanuts
- He's always _____, buying expensive gadgets he doesn't really need.
 a) throw money around b) live on a shoestring
 c) get paid peanuts d) be rolling in money

Fill in the blanks with the correct phrase .

- The new designer handbag _____, but I had to buy it.
- After years of hard work, he managed to _____ and now owns a successful company.
- With his promotion, he's now _____ and buys whatever he likes.
- Although I love my job, I _____ compared to others in my field.
- As a student in a foreign country, I had to _____ and be careful with my budget.
- You need to save money for the future because _____.
- Stop _____ on things you don't really need!
- When it comes to her shopping, _____; she buys whatever she wants.



Collocation	Meaning in Arabic
Window shopping	التبضع دون شراء الأشياء (التجول في المحلات دون الشراء)
Car boot sale	بيع من صندوق السيارة
Bargain hunting	البحث عن صفقات (البحث عن العروض بأسعار منخفضة)
Special offer	عرض خاص (عرض أو تخفيض مؤقت)
Designer label	ملصق مصمم (علامة تجارية لمنتج يحمل توقيع مصمم فاخر)
Fitting rooms	غرف القياس (الغرف التي تُستخدم لتجربة الملابس)
Damaged goods	سلع تالفة (منتجات تعرضت للتلف أو الضرر)
Shopping trolley	عربة التسوق (العربة المستخدمة لنقل المشتريات)
Chain store	سلسلة متاجر (مجموعة من المتاجر المملوكة لشركة واحدة)
Half price	نصف السعر (خصم بنسبة 50% على السعر الأصلي)

- I went to the mall and ended up just looking around without buying anything. It was a bit of _____.
a) Window shopping b) Car boot sale c) Bargain hunting d) Shopping trolley
- There was a _____ last weekend, where people were selling old clothes and furniture from their cars.
a) Designer label b) Chain store c) Car boot sale d) Half price
- I enjoy _____ during sales season because I can find great deals.
a) Designer label b) Fitting rooms c) Bargain hunting d) Special offer
- They have a _____ for all items in the store; everything is 40% off for this week only.
a) Window shopping b) Special offer c) Car boot sale d) Damaged goods
- She bought a beautiful handbag with a famous _____ from a luxury store.
a) Chain store b) Half price c) Designer label d) Shopping trolley
- I picked up some new clothes, but I had to go to the _____ first to check the size.
a) Fitting rooms b) Car boot sale c) Chain store d) Damaged goods
- He bought a brand-new phone, but it stopped working after a week. It was clearly _____.
a) Damaged goods b) Special offer c) Chain store d) Half price
- We went to the supermarket with a _____ trolley to put all our groceries in.
a) Fitting b) Bargain c) Shopping d) Window
- They have several _____ stores across the city, so I can shop at any of them.
a) Chain b) Car c) Fitting d) Special
- The shoes I wanted were on sale for _____ price during the clearance event, so I bought them immediately.
a) Designer b) Half c) Car d) Damaged

shopping- boot sale – hunting – offer - label - Fitting- store-

- I spent the afternoon window _____ in different shops, just admiring the new collections.
- At the car _____, I found some really nice furniture at a great price, even though it's used.
- She loves bargain _____ for clothes during sales, always looking for the best deals.
- They have a special _____ where everything is 50% off because it's the end of the season.
- The dress I bought has a designer _____, meaning it was made by a top designer.
- I tried on the jacket in the _____ room before deciding to buy it.
- There are many chain _____ in the city, so it's easy to find one near my house.



Root Word	Derived Word	er	Root Word	Derived Word	or
Trade	Trader		Invest	Investor	
Manage	Manager		Supervise	Supervisor	
Cash	Cashier		Investigate	Investigator	
Bank	Banker		Financial advice	Financial advisor	
Loan office	Loan officer		Govern	Governor	
Root Word	Derived Word	ian	Root Word	Derived Word	ist
Politic	Politician		Economy	Economist	
Statistics	Statistician		Science	Scientist	
Library	Librarian		Reception	Receptionist	
Technology	Technician		Journal	Journalist	
Mathematics	Mathematician		Philanthropy	Philanthropist	

Complete the sentences with the correct form .

- The company hired a _____ (invest) to manage its portfolio.
- The _____ (supervise) is responsible for ensuring all safety protocols are followed.
- The police hired an _____ (investigate) to find out more about the case.
- He became a successful _____ (economy) after studying global markets for years.
- The _____ (trade) sold handmade crafts at the market every weekend.
- She was appointed as the new _____ (manage) of the team.
- The _____ (cash) is responsible for handling transactions at the counter.
- The _____ (bank) approved my loan application after reviewing my credit score.
- The _____ (loan office) explained the terms and conditions of the mortgage.
- The _____ (politics) addressed the crowd about the upcoming elections.
- The _____ (mathematics) presented new findings on the study of prime numbers.
- The _____ (technology) is working on improving the software system.
- The _____ (library) helped me find the book I needed for my research.
- A _____ (scientific) experiment was conducted to test the hypothesis.
- The _____ (reception) greeted the guests with a warm smile.
- The _____ (journal) wrote a feature article about the new art exhibit in town.
- The _____ (philanthropy) donated millions of dollars to support education.
- The _____ (technician) fixed the faulty equipment in the lab.
- The _____ (mathematician) solved a complex equation that baffled many experts.
- The _____ (scientist) conducted a groundbreaking study on climate change.



GRAMMAR

القواعد

Types of Questions in English

(Subject Questions) الفاعل

- ✓ لنسال عن الفاعل who, which وwhat.
- ✓ في هذه الحالة لا نستخدم فعل مساعد (مثل do/does/did)
- ✓ تركيب الجملة: Wh- word + الفعل في الحالة المثبتة (affirmative form)

- ❖ Who went to the museum? Hassan and Ali went to the museum.
- ❖ What woke you up? A loud noise woke me up.
- ❖ Which book won the award? The science book won the award.
- ❖ Whose are these keys? They are my father's.
- ❖ How many people are going with you? Five people are going with me.

ثانياً: أسئلة المفعول

(Object Questions)

- ✓ لنسال عن المفعول who, whom, which وwhat
- ✓ في هذه الحالة نحتاج إلى استخدام فعل مساعد (مثل do/does/did)
- ✓ تركيب الجملة:
الفعل المساعد + الفاعل + الفعل الرئيسي؟ + Wh- word

- ❖ Who did you ask to help you? I asked Laila.
- ❖ What are you learning? I'm learning Spanish.
- ❖ Which of the books do you prefer? I prefer the red one.
- ❖ Whose keys did you find? I found Ahmed's keys.
- ❖ How much money do we need? We need 50 dollars.

النوع	السؤال	الإجابة
سؤال عن الفاعل	Who went to the museum?	Hassan and Ali went.
سؤال عن المفعول	Who did you see at the museum?	I saw Ahmed.
سؤال عن الفاعل	What made that noise?	A loud noise did.
سؤال عن المفعول	What did you hear?	I heard a loud noise.
<p>للأسئلة عن الملكية whose لطرح الأسئلة عن الأشخاص whom (رسمية أكثر) للاختيار من بين عدد محدود من الخيارات which للأسئلة عن الأشياء أو الأفعال أو المعلومات العامة what</p>		

كلمة السؤال	المعنى	مثال	الإجابة
Who	شخص (فاعل أو مفعول به)	Who called you yesterday?	My friend Ali.
Where	مكان	Where did you park the car?	In front of the mall.
Why	سبب	Why are you laughing?	Because the joke was funny.
When	وقت	When is the meeting?	At 3 PM.
How	كيفية / وسيلة	How do you cook pasta?	I boil it for 10 minutes.
What	شيء / فكرة / فعل	What is your favorite sport?	Football.



Which	اختيار (بين خيارات محدودة)	Which shirt do you prefer?	The blue one.
Whose	ملكية	Whose laptop is this?	It's mine.
Whom	مفعول به (رسمية أكثر)	Whom did you invite to dinner?	My cousin.
What kind	نوع	What kind of coffee do you like?	I prefer espresso.
What time	وقت محدد	What time does the movie start?	At 8 PM.
How many	عدد (قابل للعد)	How many chairs are there?	There are six.
How much	كمية أو سعر (غير قابل للعد)	How much sugar do you need?	Just one spoon.
How long	مدة أو طول زمني	How long did you stay abroad?	For three months.
How often	تكرار	How often do you read books?	Every weekend.
How far	مسافة	How far is the nearest hospital?	About 2 kilometers away.
How old	عمر	How old is your brother?	He's 10 years old.
How come	لماذا (بأسلوب غير رسمي)	How come you didn't call me?	I forgot, sorry!

Sentence	Question Word	Question
I graduated from school two years ago.	When	When did you graduate from school?
The mechanic repaired the car last week.	Who	Who repaired the car last week?
He is always late because he never sets the alarm clock.	Why	Why is he always late?
The library is right across the street.	Where	Where is the library?
That book is mine.	Whose	Whose book is this?
They stayed at a hotel.	Where	Where did they stay?
They cut the grass.	What	What did they cut?
He gives Harry a driving license.	What	What does he give Harry?
They watched the video yesterday.	When	When did they watch the video?
They went home because they were tired.	Why	Why did they go home?
He took the umbrella because it rained.	Why	Why did he take the umbrella?
She wore black jeans last Tuesday.	When	When did she wear black jeans?
He lives in a small village in Wales.	Where	Where does he live?
I play three times a week.	How	How often do you play?

Fill in the blanks with the correct question words (Who, What, Where, When, Why, How, etc.)

- _____ is your favorite color?
- _____ do you live? I live in New York.
- _____ are you feeling today?
- _____ does she usually go to bed?
- _____ is your birthday?
- _____ did you go to the concert last night?
- _____ do you get to work? By car or by bus?
- _____ is the nearest bank from here?
- _____ is that noise coming from?
- _____ are you so late today?



Read the following statements and rewrite them as questions.

1. I visited the museum last weekend. **(When)**
 ○ Question: _____ ?
2. She plays the piano very well. **(How)**
 ○ Question: _____ ?
3. They went on vacation to Paris last summer. **(Where)**
 ○ Question: _____ ?
4. I bought a new phone yesterday. **(What)**
 ○ Question: _____ ?
5. He didn't come to the meeting because he was sick. **(Why)**
 ○ Question: _____ ?
6. They finished the project on Friday. **(When)**
 ○ Question: _____ ?
7. You saw Tom at the party last night. **(Who)**
 ○ Question: _____ ?
8. I take the train every morning. **(How often)**
 ○ Question: _____ ?

Use the answers to write the corresponding questions.

Answer: I went to **the park** yesterday.

Question: _____ ?

Answer: Sarah bought **a new car** last week.

Question: _____ ?

Answer: The meeting starts **at 10 AM**.

Question: _____ ?

Choose the correct wh- word to complete the questions.

1. _____ did you go last summer?
 a) **Where** b) **When** c) **what** d) **How**
2. _____ is your favorite book?
 a) **What** b) **Where** c) **Who** d) **Why**
3. _____ do you feel about the new movie?
 a) **Where** b) **Why** c) **How** d) **When**
4. _____ do you usually wake up in the morning?
 a) **Why** b) **How** c) **Where** d) **When**
5. _____ do you want for dinner?
 a) **How** b) **Where** c) **What** d) **Why**
6. _____ is your birthday?
 a) **When** b) **Where** c) **How** d) **What**



Gerund and infinitive

1- Full Infinitive (to + verb)

I agree **to** do that**to** + المصدر

Usage	Example	Arabic Explanation
Expressing purpose	I went to the post office to post some letters.	للإشارة إلى الهدف أو الغرض من الفعل، من أجل فعل شيء ما
	It is too hot to drink. It is hot enough to drink	With too and enough
After it + be + adjective مع الصفات	It's nice to meet you. It's stupid to do that	after it+ be+ adjective (it's nice, it was stupid, It was great to see you after such a long time
After certain adjectives	She was happy to help. • after certain adjectives: afraid, surprised, free, happy, ready, sorry. At last he was free to do what he wanted.	after the first/second/last/best, etc. Neil Armstrong was the first man to walk on the moon.
After certain verbs بعد أفعال محددة	I hope to see you again.	(afford, agree, appear, decide, forget, hope, learn, manage, need, offer, plan, promise, refuse, seem, tend, want, would like, etc.)
After question words	I don't know what to do.	بعد الكلمات الاستفهامية للدلالة على الشيء الذي يجب القيام به. "what", "how", "where"

2.-ing Form

Usage	Example	Arabic Explanation
As a noun (subject or object)	Exercising is important. Swimming is the best.	اسم يشير إلى النشاط أو الفعل الذي يحدث
After physical activities	We went fishing . \ go shopping \ enjoy playing football	"go", "enjoy", "avoid". بعد الأفعال التي تشير إلى الأنشطة الجسدية مثل
After certain verbs بعد أفعال محددة	I enjoy reading books. Martin suggested going to the theatre on Thursday.	(avoid, enjoy, finish, like, love, hate, imagine, keep, risk, spend (time), suggest, consider, etc.)
After certain expressions بعد تعبيرات محددة	It's no use trying to do everything yourself. It's worth trying to do everything yourself.	(be interested in, can't stand, don't mind, how about, it's no use, it's no good, it's worth, there's no point (in), be used to, etc.)
After prepositions بعد حروف الجر	I'm excited about going to university next year.	after prepositions (for, about, without, etc.) <i>I'm so excited about going to university next year.</i>

3- Bare infinitive

Usage	Example	Arabic Explanation
After modal verbs بعد الأفعال الناقصة	You should study harder.	(can, may, must, should, etc.).
After let and make	My parents let me stay up later.	Mum makes me eat the sandwich.
After "would rather" and "had better"	I'd rather stay home.	I'd rather go to the cinema tonight. You'd better tell me everything you know about this.



4. Verbs that can be followed by either the full infinitive or the -ing form

Verb	Both Forms Possible	Explanation
Like	I like to read / reading books.	"like", "love", "start", "continue" prefer".
Start	The movie started to rain / raining.	

5. Verbs with Different Meanings Based on Form

المعنى يختلف

Verb	-ing Form	Full Infinitive	Arabic Explanation
Try	Try drinking tea. (experiment)	Try to finish the task. (make an effort)	"Try + ing" يعني أن تجرب شيء يعني بذل "Try + infinitive" لمعرفة جهد.
Remember	Do you remember meeting him? (memory)	Did you remember to lock the door? (action to do)	"Remember + ing" يشير إلى تذكر شيء حدث بالفعل، + infinitive" يعني أن تتذكر فعل شيء قبل القيام به.
Forget	I'll never forget visiting Paris.	Steve forgot to say that he is leaving. (action you forgot to do)	"Forget + ing" يشير إلى نسيان شيء حدث في الماضي، بينما يعني أنك نسيت "Forget + infinitive" أن تقوم بشيء ما.
Stop	Stop smoking . (terminate action)	I stopped to make tea. (pause to do something else)	"Stop + ing" يعني التوقف عن فعل شيء يعني التوقف للقيام بشيء.

Part 1: Choose the Correct Form (Gerund or Infinitive)

- I enjoy _____ (read) books in my free time.
- She plans _____ (travel) to Japan next summer.
- He suggested _____ (go) to the beach for the weekend.
- My parents advised me _____ (take) the train instead of driving.
- I can't afford _____ (buy) a new laptop right now.
- She is interested in _____ (learn) new languages.
- We decided _____ (not attend) the meeting because of the weather.
- I hate _____ (wake) up early in the morning.
- They promised _____ (help) us with the project.
- He is good at _____ (play) the guitar.

Part 2: Fill in the Blanks with Gerund or Infinitive

- I can't stand _____ (wait) in long lines.
- He seems _____ (be) very tired today.
- I forgot _____ (call) my friend yesterday.
- We need _____ (finish) the report by tomorrow.
- They prefer _____ (stay) at home rather than going out.
- She forgot _____ (send) the email before leaving the office.
- I can't imagine _____ (live) in a different city.
- It's important _____ (be) on time for the meeting.
- I've decided _____ (take) a break from work.
- He has a habit of _____ (speak) too loudly.



Choose the correct answer :**Purpose**

- I went to the store _____ some groceries.
A) to buy B) buying C) buy D) bought
- She entered the room _____ the teacher.
A) to meet B) meeting C) meet D) to meetin

After "It + be + Adjective"

- It's easy _____ this problem.
A) solving B) solved C) to solve D) solve
- It's silly _____ that.
A) doing B) to do C) do D) done
- He was ready _____ the challenge.
A) to face B) facing C) face D) faced
- She was sorry _____ late.
A) being B) to be C) be D) been

After Certain Verbs (Infinitive)

- I hope _____ you soon.
A) seeing B) to see C) see D) seen
- They decided _____ to the concert.
A) going B) to go C) go D) gone

After Question Words

- Do you know how _____ this machine?
A) to use B) using C) use D) used
- I don't know where _____.
A) go B) to go C) going D) gone

Gerund Form as a Noun

- _____ is a fun way to stay fit.
A) Swim B) Swimming C) To swim D) Swam
- I enjoy _____ in the park.
A) run B) running C) to run D) ran

After Certain Verbs (Gerund)

- She suggested _____ to the museum.
A) going B) to go C) go D) gone
- He avoided _____ the subject during the meeting.
A) discussing B) to discuss C) discuss D) discussed

After Prepositions (Gerund)

- I'm interested in _____ new friends.
A) meeting B) to meet C) meet D) met
- She's excited about _____ meeting her friends.
A) meeting B) to meet C) meet D) met

Bare Infinitive (Without "to")

- She can _____ the piano very well.
A) play B) to play C) playing D) played
- I'd rather _____ to the beach tomorrow.
A) go B) to go C) going D) went

After Modal Verbs

- You should _____ harder for your exams.
A) studying B) to study C) study D) studied
- He can _____ the presentation tomorrow.
A) giving B) to give C) give D) gave



After Let and Make (Bare Infinitive)

21. My parents let me _____ out late on weekends.
 A) to go B) go C) going D) gone
22. The teacher made us _____ extra homework.
 A) to do B) do C) doing D) done

Verbs with Different Meanings Based on Form

23. I tried _____ the new dish at the restaurant.
 A) to cook B) cooking C) cook D) cooked
24. Don't forget _____ your homework before the class.
 A) doing B) do C) to do D) done

Choice Questions

1. The team agreed _____ together for the competition.
 A) playing B) to play C) play D) played
2. I can't imagine _____ in another country.
 A) live B) to live C) living D) lived
3. John apologized for _____ his colleague yesterday.
 A) be B) to be C) being D) been
4. The children are not old enough _____ the exam alone.
 A) to take B) taking C) take D) took
5. It's too late _____ the meeting now.
 A) visiting B) visited C) visit D) to visit
6. We enjoyed _____ at the park during the summer.
 A) to have B) having C) have D) had
7. I was thrilled _____ my favorite band perform live.
 A) to see B) seeing C) see D) saw
8. He avoided _____ about his past during the interview.
 A) discussing B) to discuss C) discuss D) discussed
9. I would rather _____ at home than attend the party.
 A) to stay B) staying C) stay D) stayed
10. She kept _____ after each failure.
 A) working B) to work C) work D) worked
11. He promised _____ his notes after the lecture.
 A) helping B) to help C) help D) helped



Reported Speech

Statements

(1) في الجمل الخبرية:

"I will call you later," he said. He said that he would call me later.

(1) نذكر اسم الشخص او نقوم بتحويل فعل القول

(say= say, say to= tell, said= said, said to= told)

(2) يتم حذف الاقواس ونضع (that) ثم يتم اختيار الضمير المناسب للشخص (القائل) سواء كان مذكر أو مؤنث أو جمع

(3) تحويل الزمن إلى الماضي

Direct	Indirect
play -don't -doesn't play	V2 played - didn't play
(am/is/are) + Ving	(was/were) + Ving
(have/has) + V3	had + V3
(have/has) + been + Ving	had been + p.p
V2 played -didn't play	had + V3 hadn't played
will – can – shall – may – must	would–could–should–might–had to

(4)

I -----he\she	we-----they	تحويل ضمائر الجملة حسب المتكلم و المخاطب تحويل المضارع الى ماض
She said, "I am hungry."	She said that she was hungry.	
She said to Ali, "I will buy a car."	she told Ali that she would buy a car .	
He said, "I can't remember your name."	He told me that he couldn't remember my name.	
'I enjoy working in my garden,' said Bob.	Bob said that he enjoyed working in his garden.	
ضمير الملكية My -----his/her	Our -----their	
'We played tennis for our school,' said Alina.	Alina told me they had played tennis for their school	
Me\you -----him/her	Us -----them	ضمير المفعول
"I'll see you tomorrow," Ali said to sara .	Ali told Sara that he would see her tomorrow.	



Tense	Direct Speech	Reported Speech
present simple	I like ice cream	She said (that) she liked ice cream.
present continuous	I am living in London	She said (that) she was living in London.
past simple	I bought a car	She said (that) she had bought a car OR She said (that) she bought a car.
past continuous	I was walking along the street	She said (that) she had been walking along the street.
present perfect	I haven't seen Julie	She said (that) she hadn't seen Julie.
past perfect*	I had taken English lessons before	She said (that) she had taken English lessons before.
will	I 'll see you later	She said (that) she would see me later.
would*	I would help, but..”	She said (that) she would help but...
can	I can speak perfect English	She said (that) she could speak perfect English.
could*	I could swim when I was four	She said (that) she could swim when she was four.
might*	I may come late	She said (that) she might come late
must	I must study at the weekend	She said (that) she must study at the weekend OR She said she had to study at the weekend

ثانياً:- تحويلات ظروف

this	that	ago	before
these	those	now	then
yesterday	the day before	last week	the week before
tomorrow	the following day	next week	the following week
To night	That night	here	there

ثانياً:- تحويلات ضمائر (حسب ما سبق)

لا يتم تحويل الأزمنة (إذا كان فعل القول مضارع)

لا يتم تحويل الأزمنة (إذا كان الكلام منذ فترة قصيرة) "now/just now/ a moment ago"

لا يتم تحويل الأزمنة (إذا كانت جملة القول تعبر عن حقيقة)



1. Report these statements :

1. Alya said, " I work in a bank".

★ She said _____

2. "We studied last night" she said.

★ She told me _____

3. "I'm playing tennis", she said.

★ She said _____

4. "I was waiting for the bus when he arrived"

★ She told me _____

5. " I have never been there before"

★ She said _____

6. "I don't go to the party"

★ She told me _____

7. "I will come later"

★ She said _____

8. "He hasn't eaten breakfast"

★ She told me _____

9. Ahmad said, "I live in Doha."

★ He said _____

10. Aisha said, "I can sing a song"

★ He said _____

Report these sentences:

1. "I visited my parents at the weekend"

She told me _____

2. "She hasn't eaten sushi before"

★ She said _____

3. "I hadn't travelled by underground before I came to London"

★ She said _____

4. "They will help if they can"

★ She said _____

5. "I was sleeping when Julie called"

★ She said _____



1. Direct Speech: "I will call you later," he said.

Reported Speech:

2. Direct Speech: "We have finished the project," they exclaimed.

Reported Speech:

3. Direct Speech: "I can't believe it," she whispered.

Reported Speech:

4. Direct Speech: "They are coming to the party," he mentioned.

Reported Speech:

5. Direct Speech: "I won't be able to attend the meeting," she explained.

Reported Speech:

6. Direct Speech: "I have visited this museum before," he admitted.

Reported Speech:

7. Direct Speech: "I love reading books," she said.

Reported Speech:

8. Direct Speech: "They are leaving for vacation next week," he told us.

Reported Speech:

9. Direct Speech: "I watched a movie last night," she said.

Reported Speech:

10. Direct Speech: "I am going to the store now," he announced.

Reported Speech:



Reporting Verbs

She said, " I'll **do** the report by Friday, for sure.'

(**promise**)

She **promised to do** the report by Friday.

أفعال يأتي بعدها المصدر

He said ,I'm really sorry I didn't **get** back to you sooner. "

(**apologized**)

He **apologised for not getting** back to me sooner. ' verb + "ing" أفعال يأتي بعدها

verb + to + infinitive		أفعال يأتي بعدها المصدر	
agree	يوافق	refuse	يرفض
demand	يطلب	threaten	يهدد
offer	يعرض	claim	يدعى
promise	يعد		

He said to me, "Yes, I'll come with you." (agree)

He agreed to come with me.

"Right, let's buy the car in the morning!" we said. (agreed)

We agreed to buy the car in the morning

"I'll study really hard for the exam." said Luke. (promised)

Luke promised to study really hard for the exam

"I'm not going to help you because I'm too busy." Ryan told me. (refused)

Ryan refused to help me because he was too busy

"If the neighbors don't stop throwing rubbish into our garden, I will call the police!" said Mrs. Clark. (threatened)

"I want to speak to the owner!" yelled the man. (demanded)

verb +sb (فاعل)+ to + infinitive	
advise	ينصح
allow	يسمح
Ask	يسأل
beg	يتوسل
command	يأمر
encourage	يشجع
forbid	يمنع
instruct	يعطي تعليمات
invite sb	يدعو
order	يأمر
permit	يسمح
remind	يذكر
urge	يحث
warn	يحذر
want	يريد

"You should take a coat," He said. (advise) He advised me to take a coat.

"You can use my phone," He said. (allow) He allowed me to use his phone

'Don't talk to strangers on your way home from school.' (warned)

The teacher warned the children not to talk to strangers on their way home from school.

"You will not borrow the car tonight." Dad said to Al jory. (forbade)

Dad forbade Al Jory -



Verb + that- clause (تكملة + فعل + فاعل)

agree	يوافق	boast	يتفاخر	Claim	يدعى	complain	يشتكى
deny	ينكر	exclaim	يُعلن بقوة	explain	يفسر	inform	يعلم
		promise	يعد	suggest	يقترح		

He said, "I'm brilliant dentist."

Use boast

He boasted **that he was** a brilliant dentist.

"You will be called back within a week." Mr. Mo. Samir said to me. (inform)

Mo. Samir informed me **that I would be called** back within a week.

- "Okay, Omar can go to the party" said Omar's Dad. (agree, using clause)
- She said, "I will call you." (promised that)
- You need to get back at 8:00 o'clock." Wadha said. (remind)

verb + "ing" form (تكملة + فعل + فاعل)

Admitted	اعترف	أصر على	insisted on
Apologized for	اعتذر		Denied
accused sb of	اتهم شخص ب	اقترح	Suggested
complained to sb about	اشتكى لشخص بخصوص شيء	تفاخر	boasted about

He said, "You **broke** the vase." (accuse) He **accused me of breaking** the vase.

"I'll make the coffee!" Fatima said. (insist)

Fatima insisted on making the coffee.

"I didn't download that album illegally!" he said. (denied)

He denied downloading that album illegally.

"Yes, I downloaded that film without paying," She said. (admit)

Sally admitted downloading that film without paying.

"I will attend the meeting tomorrow," Jenny said. (Report the sentence using "insist")

"I didn't **get** a pay rise." said Jack. (denied)

"Let's **take** up a new hobby." Walter said (suggested)

"George **cheated** on the test." said Cynthia. (accused)

1. Report these statements :



1. "Lower your weapons," the colonel told the soldiers. (**commanded**)

2. "You should not go on the trip to the Science Museum if you aren't feeling well," Mary said to Thomas. (**advised**)

3. "Why don't we go to the Young Inventors Exhibition next week?" Lucy said. (**suggested**)

4. "Don't touch the exhibits, please," the museum guide told us. (**asked**)

5. "Leave the room now!" the teacher told the unruly student. (**ordered**)

6. "Please, please let me stay up late to watch the film, Mum," Mia said. (**begged**)

7. "Yes, I downloaded that film without paying," she said. (**admitted**)

8. "I'll make the coffee!" said David. (**insist + on**)

9. "I'll study really hard for the exam" said Luke. (**promise + to + infinitive**)

10. "This is where the station is" said Klara.
(**explain, using question word + clause**)

11. "Right, let's buy the car in the morning!" we said. (**agree + infinitive**)

12. "How about having Indian food?" I said. (**suggest, using verb-ing**)



Questions

2-السؤال

Yes / No Questions

Sub. + asked + n. / pro + if + n./pro + past verb

Teacher asked, "Do you like playing football, Ahmed?"

Teacher asked Ahmed if he liked playing football.

WH. Questions

Sub. + asked + n. / pro + wh الأداة + n./pro + past verb

Teacher asked, "Where do you live, Ali?"

Teacher asked Ali where he lived.

Change these direct questions into reported speech:

1. "Where is he?"

She asked me _____

2. "What are you doing?"

She asked me _____

3. "Why did you go out last night?"

She asked me _____

4. "Do you live in London?"

She asked me _____

5. "Did he arrive on time?"

She asked me _____

6. "Have you been to Paris?"

She asked me _____

7. "Can you help me?"

She asked me _____

8. "Will you come later?"

She asked me _____



Commands		في الجمل الأمرية: 3-
Affirmative commands مثبت	Negative commands منفي	
Father: "Do your homework."	Teacher. "Don't talk to your neighbour."	
Father told me to do my homework.	The teacher told me not to talk to my neighbour.	

"Don't argue with me"! - his father said

1-----

"Open your book, Mary" - Susan said

2-----

the boss said to the secretary: 'don't forget to post this letter today!'

3-----

'Let's not fight over this!' she said.

4-----

the teacher told the pupils: 'Hand in your homework next Friday!'

5-----



اليس كذلك ؟

السؤال المزيل (Question Tag)

What Are Question Tags? Question tags are short questions added to the end of a statement. They are used **to confirm or verify information**, or **sometimes to ask for agreement**. They are closely linked to the statement's verb structure

هو سؤال قصير يأتي في نهاية الجملة

يتكون من الفعل المساعد (can/could/will/would...) أو الفعل الناقص (be/have/do) + ضمير (I/he/she/it/they...)

<ul style="list-style-type: none"> She is coming to the party, isn't she? They like pizza, don't they? 	جملة مثبتة _____ سؤال نفي
<ul style="list-style-type: none"> He isn't going to the concert, is he? We didn't finish our homework, did we? 	جملة منفية _____ سؤال مثبت

جملة مثبتة	سؤال نفي	جملة منفية	سؤال مثبت
She loves dancing	doesn't she?	He doesn't like coffee	does he?
They play football every weekend	don't they?	You don't enjoy hiking	do you?
He is studying hard	isn't he?	She isn't feeling well	is she?
We are leaving soon	aren't we?	They aren't coming tonight	are they?
She has cleaned her room	hasn't she?	He hasn't finished his work	has he?
They have finished their project	haven't they?	You haven't seen her yet	have you?
He went to the gym	didn't he?	She didn't tell you	did she?
She was waiting for you	wasn't she?	He wasn't aware of the meeting	was he?
They were planning a trip	weren't they?	They weren't expecting us	were they?
He had arrived early	hadn't he?	He hadn't called yet	had he?
She will visit tomorrow	won't she?	She won't forget	will she?
He can drive	can't he?	He shouldn't be rude	should he?
They must be tired	mustn't they?	You couldn't hear me	could you?



Complete with a tag question.

1. She loves playing chess, _____?
2. They aren't coming to the event, _____?
3. He didn't finish his homework, _____?
4. You will join us later, _____?
5. They can't hear us, _____?
6. I am your friend, _____?
7. She hasn't been to Spain, _____?
8. He won't forget his keys, _____?
9. We should call her, _____?
10. They were listening to music, _____?
11. Nobody knows the answer, _____?
12. Peter enjoys swimming, _____?
13. He wasn't working yesterday, _____?
14. She must leave now, _____?
15. Let's go to the beach, _____?
16. You aren't serious, _____?
17. He was playing football, _____?
18. We've seen this movie before, _____?
19. She had finished her project, _____?
20. Somebody called you earlier, _____?

Also note the following exceptions:

- **Let's** do something together tonight, **shall we?**
- Open the window, will / can / could you?
- Don't forget to call me, will you?
- **Somebody** is at the door, **aren't they?**
- Nobody is home, are they?



READING

Directions: Read the following then answer questions 10 to 13.

Advantages and Disadvantages of E-commerce (Argumentative)

1. In today's economy, business moves at a rapid pace and shows no sign of slowing down. Many of the pioneering changes that have taken place are due to electronic commerce, commonly known as E-commerce. As a matter of fact, the introduction of mobile communication devices and wireless technologies into the workplace has brought about multiple changes and almost unlimited possibilities for traders. These new technologies offer many advantages for businesses, but there are disadvantages as well.

2. To start with, E-commerce increases the speed in which transactions take place. This means that customers no longer have to wait in line to buy items but can now securely complete transactions online. Similarly, customers do not have to travel to pick up their merchandise. Instead, they can have it shipped directly to them. Also, customers are offered plenty of choices, which reduces face-to-face interaction, thus saving precious time.

3. Another important benefit of E-commerce is that shipping companies provide adequate information online so that customers can place their own orders and trace them from their homes or offices. This is very likely to reduce costs and errors while also engaging the consumer. For example, Fed-Ex was a pioneer in the use of online follow-up. They allowed customers to enter a code number on the Fed-Ex web site to **monitor** their packages. This removed the operator from the transaction, cut expenses, and satisfied the customer.

4. **On the other hand**, E-commerce has also several risks too. Firstly, there are hidden costs that come along online operations. For instance, online purchases are often accompanied by high shipping and restocking fees, a lack of warranty coverage, and unacceptable delivery times. The online purchases must be shipped, and the shipping charges are often high. In fact, many E-commerce companies have developed a reputation of overcharging for shipping and handling. According to NPD Group Inc., "excessive shipping fees constitute one of the major obstacles for online customers when deciding whether to buy online or at a traditional store."

5. Another major problem of E-commerce is network unreliability and lack of security. Indeed, one of the main roadblocks to the wide acceptance of E-commerce by both businesses and consumers is the clear lack of adequate security for online transactions. This has led consumers to be increasingly cautious about providing credit card information over the Internet. For instance, in the first quarter of 2001, Amazon.com announced that customer credit card information was stolen from one of its branches. Also, with a user population of 4.39 billion worldwide, the Internet is a very busy information highway. In other words, when an e-commerce website cannot serve its customers because its Internet connection is down, it is very likely to lose sales, credibility, and even customers.

6. In conclusion, E-commerce has known a remarkable development and success over the last years. I personally believe that despite the numerous examples of its successful growth, there are many examples where E-commerce failed to succeed. It is very important that people intending to do business online take all the factors that lead to success into consideration and figure out all the dangers that may lead to failure.



What is the writer's MAIN PURPOSE in this text?

- A. to discuss two sides of E- commerce
- B. to suggest ways to improve E- commerce
- C. to warn against the dangers of E- commerce
- D. to help people make an E-commerce website

Which of the following is CLOSEST in meaning to the underlined word "monitor" in paragraph (3)?

- A. pay
- B. track
- C. weigh
- D. receive

Read the text again and decide if the statements are true, false or not Given . Write T, F, or nG.

E-commerce decreases the speed in which transactions take place	
customers can follow their orders from their homes or offices.	

Based on paragraph (2), how can E-commerce increase the speed in which transactions happen? Mention THREE aspects.

1st aspect:	
2nd aspect:	
3rd aspect:	

From paragraph (4), mention THREE examples of hidden costs that come along online operations.

1st example:	
2nd example:	
3rd example:	



Reading 2

Directions : Read the following then answer questions 1 to 5

1. Your life today is essentially the sum of your habits. How in shape or out of shape you are? How happy or unhappy you are? How successful or unsuccessful you are? All are results of your habits. What you repeatedly do eventually from the person you are, the things you believe, and the personality that you portray. But what if you want to improve? What if you want to form new habits? How would you go about it? There's a helpful framework that can make it easier to stick to new habits so that you can improve your health, your, and your life in general. The process of building a habit can be divided into four simple four steps: cue, desire, response and reward. Breaking it down into these essential parts can help us understand what a habit is, how it works, and how to improve.

2. First, there is the cue. The cue activates your brain to start a behaviour. It is a bit of informative that predicts a reward. Our prehistoric ancestors were concentrating on clues that signaled the location of primary rewards like food and water. Today, we spend most of our time learning clues that predict secondary rewards like money and fame, power and status, or a sense of personal satisfaction. Your internal and external environment for hints of where rewards are located. Because the cue is the first indication that we're close to a reward, it naturally leads to a desire.

3. Desires are the second step of the habit circle, and they are the motivational force behind every habit. Without some level of motivation or desire, we have no reason to act. What you need is not the habit itself but the change in state it delivers. You are not motivated by brushing your teeth but rather by feeling of a clean mouth. Every desire is linked to an appeal to change your internal state.

4. The third is the response. The response is the actual habit you perform, which can take the form of a thought or an action. Whether a response occurs depends on how motivated you are and how much resistance is associated with the behaviour. If a particular action requires more physical or mental effort than you are willing to expend, then you won't do it. Your response also depends on your ability. It sounds simple, but a habit can occur only if you are capable of doing it.

5. Finally, the response delivers a reward. Rewards are the end goal of every habit. The cue is about noticing the reward. The desire is about wanting the reward. The response is about obtaining the reward. We chase rewards because they serve two purposes: they satisfy us by providing benefits like food and water which deliver energy to survive. Also, they teach us how to get a promotion that more and respect.



Choose the correct answer :

1- Which of the following BEST summarises the MAIN idea of the article ?

- Habits cannot be acquired easily .
- Obtaining habits passes in four major stages .
- Certain habits can only affect a person's lifestyle .
- There are only two reasons behind gaining new habits .

2- Which of the following BEST describe the writer's opinion .

- A habit can prevent an action from happening .
- Goals need a lot of time and effort to be achieved .
- Certain habits are sometimes difficult to be obtained .
- Human brain only examines a person's internal environment .

3- According to paragraph 2 ,what is the difference between the past and present prediction of rewards ? Give example from paragraph .

Difference :	
Examples :	

4- According to paragraph 5 , what are two factors that cause response to occur?

Factor 1:	
Factor 2:	

5- Read the texts again and decide if the statements are True , False or NOT Mentioned . Write T , F , or NM .

Sticking to new habits can improve your personality .	
The change in state caused by a habit is less important than the habit itself .	



WRITING

Write a **persuasive essay** stating your position (for or against) about **Internet** provide a justification for your point of view. **النص الإقناعي**

المقدمة I am writing this essay to persuade the reader with my point of view and express my opinion that we should use the internet because it is very important for many reasons.

السبب الأول The first reason is that the internet makes life easier. It is a fact that we can communicate with our family and friends easily. For example, we can use many programs to call them for free.

السبب الثاني The second reason is having fun. According to recent research, 90% of people use the internet to chat, play games, and watch movies.

السبب الثالث The third reason is learning online. It is believed that online learning is very important these days, especially after the COVID-19 pandemic.

الخاتمة To sum up, for all these reasons, we should use the internet to have a better life because of these reasons .

“ The benefits going abroad for a holiday“

“going abroad for a holiday means better life.” H.N. this is the best quotation to begin my essay as I am going to present my point of view and to persuade the reader that we should go abroad for a holiday for many reasons.

Firstly, *Get to know new culture* . According to the last study in Qatar Foundation, 90% of people who go abroad for a holiday do that to know new culture, to see new places and to gain experiences.

Furthermore, you will **Learn new language** .there is a fact which depends on many researches, going abroad for a holiday helps you to learn new language and to speak English better.

Finally, **Lots of fun for kids** . For example, if you go a broad with your kids, you will feel them I a different mode. As I have a friend who told me that it was the best moment for his kids when they were abroad.

To sum up, for all these reasons we should support going abroad for a holiday because You Get to know new culture and Learn new language. It is the time to have a better life, it is the time to go abroad for a holiday.



Argumentative Essay النص النقاشي

Write an **ARGUMENTATIVE ESSAY** to discuss **both the advantages and disadvantages of videogames.**

pros: entertainment, develop skills, etc.

cons: waste a lot of time, damage eyesight etc.

** Your essay will be evaluated on basis of clear and organized ideas, strong details, and effective sentences.*

“Everything we have in life has two sides” this is the best saying to begin my essay. Most people believe that اسم الموضوع has many advantages, while others see that it has many disadvantages. I am writing this essay to present the pros and cons of اسم الموضوع

To begin with, some people say it has a lot of advantages. firstly, - _____
الميزة الاولى.it is a fact شرحها _____
 Secondly, _____ الميزة الثانية For example, شرحها _____ -

On the other hand, it has many disadvantages. **First of all**, - _____ السلبية
شرحها there is a scientific research which shows that _____
Also, _____ لسلبية الثانية + شرحها According to Qatar Foundation ,90% of people who _____.

In conclusion, _____ has benefits and drawbacks. We have to weigh both sides carefully to learn how to deal with it . However, I believe that _____ is not completely bad or a completely good .it is about how we can use it wisely and safely.



Write a **LETTER of COMPLAINT** to **Mr. James Warson**, the manager of *New South Hotel* **complain about your stay at their hotel last summer.**

Your name: A. Salim **Your phone number:** 5577xxx

Helping tips

- *Unfriendly staff*
- *Inconvenient rooms and facilities*
- *Poor & expensive services*

خطاب الشكوى

Model Answer

Dear Mr. James Watson,

I am writing this letter to **complain about my stay at your hotel last summer.** I was so disappointed and didn't expect to face this situation. So, I would like to express my dissatisfaction .

First, the service was really poor. For example, the AC was not working. It was my first shock that made me feel upset. **As a result,** I couldn't sleep at all. Can you imagine how it feels when you are trying to sleep while the room is hot? **Also,** there was a bad smell in the bathroom. **In other words,** it was not cleaned .

To make matters worse, the staff were unfriendly and rude. They never answered the phone when I called. **In addition,** they were impolite and unhelpful when they talked to us. I was deeply offended.

Considering the above, I need a refund and an apology. Unless I hear from you, I will take this matter further. I look forward to hearing from you.

Contact me on: **5577xxx**

Yours sincerely ,

A.Salim



base Form	V1	Past Simple	V2	Past Participle	V3	Translation (Arabic)
see		saw		seen		يرى
go		went		gone		يذهب
eat		ate		eaten		يأكل
drink		drank		drunk		يشرب
take		took		taken		يأخذ
write		wrote		written		يكتب
break		broke		broken		يكسر
speak		spoke		spoken		يتحدث
give		gave		given		يعطي
drive		drove		driven		يقود
fly		flew		flown		يطير
know		knew		known		يعرف
grow		grew		grown		ينمو
throw		threw		thrown		يرمي
choose		chose		chosen		يختار
begin		began		begun		يبدأ
sing		sang		sung		يعني
ring		rang		rung		يرن
swim		swam		swum		يسبح
run		ran		run		يجري

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
 الْحَمْدُ لِلَّهِ الَّذِي
 بَدَأَ خَلْقَ الْإِنسَانِ مِنْ
 طِينٍ ثُمَّ عَلَّمَهُ
 الْقُرْآنَ الْعَلِيمَ
 ثُمَّ جَعَلَهُ مِنْ أَشْرَافِهِ

