REPULIC OF IRAQ
MINISTRY OF EDUCATION
GENERAL DIRECTORATE OF
VOCATIONAL EDUCATION

ENGLISH COURSE

FOR

SCHOOLS OF COMMERCE

BOOK ONE

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Sources

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contents

preface	Page
Unit One	5
Unit Two	18
Unit Three	28
Revision One	39
Unit Four	49
Unit Five	62
Unit Six	73
Revision Two	87
Min:Dictio nary	95

((preface))

« Book One » is the first of three books intended respectively for :

Fourth ,Fifth" and Sixth years of commercial schools in Iraq . The three books consititute One Complete Series each book is divided in to Six units .

The Syllabus Comprises Six activities , namely:-

Vocabulary , reading compreh ension

, dialogue , pronunciation , gran1mar and writing .

Each unit is planned to cover in about Nine lesson periods .

Unit One

Business Letters

Vocabulary

1.1 Match the term with its definition:

a. Heading	**1.** It's the full name and address of the sender.
b. Complementary close	2. This is the message that the sender wants to express.
c. Body	3. This is a polite ending that concludes a letter.
d. Salutation	4. It's the full name and address of the person receiving the letter.
e. Inside address	5. This is a friendly opening greeting.
f. Messrs.	6. It's used before the name of a man.
g. Mr.	7. It's used before the name of a married women.
h. Mrs.	8. It's used before the name of unmarried woman.
i. Miss.	9. It's used when addressing more than one person.

1.2 Date: Read and Complete:

The date is written in one of the following ways:

- December ?, 2005 _ _ _ _ _ _ _ _ _
- December
- 5th _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
- 5th

-But avoid writing the date like this:

-Because it may be read like this:

Seventh of December

Or

July twelfth.

1.3 Reading

Business Letters

When two people want to buy or sell goods, they have to take some steps which bring the act of buying and selling to an end.

The business letter is the principal means of communications are sometimes convenient, yet a letter is often preferred because it leaves a record for future reference.

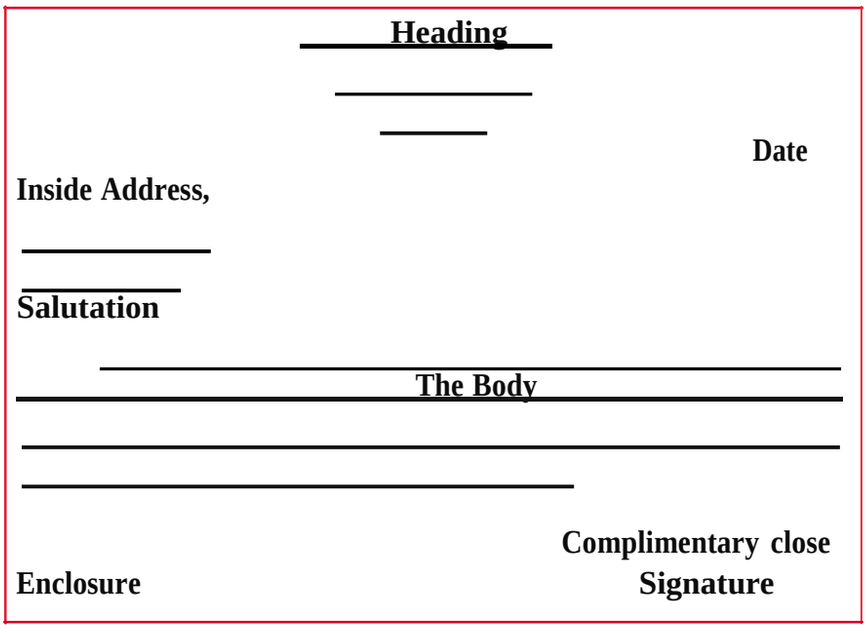
These are the main types of business letters that are exchanged between the buyer and seller in order to complete the transaction. The enquiry, the quotation, the order, the invoice and the bill of exchange.

Also there are supplementary letters and documents which help to achieve the transportation of goods: bill of lading, shipping permit, dock receipt, mate receipt and freight note.

In any letter, there are seven parts which are: heading, the date, inside address, salutation, the body, complimentary close and signature.

New Vocabulary		
enquiry: استفسار	bill of exchange: الكمبيالة	the body: موضوع الرسالة
quotation: التسعيرة	heading: عنوان المرسل	complimentary close: التحية الختامية
order: الطلب	inside address: عنوان المرسل اليه	
Invoice: الفاتورة	salutation: التحية الافتتاحية	

Diagram Of A Business Letter



Answer the following questions:

1. What are the main types of business letters?
2. What are business letters?
3. What is a letter often preferred ?
4. What are the main types of business letters?
5. What are the seven parts of the business letter?
6. What are the supplementary documents and letters which help in achieving the transportation?

New Vocabulary

enclosure: المرفقات

signature: التوقيع

1.5 Pronunciation

English Voiceless Consonants

IP/	Open – Pen – april – Play – Put – Pay
/t/	Top – take – salt – helped – hunter
/kl	Week – cut – quite – school – baker
/9/	Both – thin – three – bath – wealth

Now read the following words carefully then complete the items below:

.Mechanic

Three push knife

Both Iraq quiet there pen

Machine looked cashed

Elephant

1. /p/ is found in ---------- .
2. *I t/* is found in ---------- .
3. */kl* is found in ---------- .
4. / 8 / is found in ---------- .

1.6 Dialogue

'Visiting A Company'



Secretary: Good morning – Can I help you?

Mr. John: I'd like to meet the sales manager.

Secretary: Do you have an appointment sir?

Mr. John: No, but you could tell him that
I'm from the National Company.

Secretary: What's for, sir?
terms of new goods.

Secretary: What name please?

Mr. John: John – John Smith.

Secretary: This way, please, the Sales manager is waiting for you.

Now work with a partner to do similar conversation about "Visiting a company".

New Vocabulary

sales manager:	مدير مبيعات
appointment:	موعد
terms:	شروط

Grammar

1.7 Present Simple

I We You They	Speak Don't speak	Arabic well
He She It	Speaks Doesn't speak	

Read and listen:

1. It rains in winter. (fact)
2. Ali smokes so much. (habbit)

1. 8 'Making Negative

Correct the sentences :

1. The sun shines in the west. (east)

   The sun doesn't shine in the west

   It rises in the east.

2. In Iraq, people drive on the right.

3. The buyer receives the parcel from the seller. (the bank)

4. The bank promises to send the money to the buyer. (seller)

   The bank _____ _____ _____ .

Making questions

1.9 Write the questions:



1. My father works in _____.

   Where _____?

2. The computer consists of three parts.

   _____?

3. She gets up at _____.

   What time _____?



4. She has a lamp in her room.

   _____?

5. We go to the north once a year.

   _____?

'Short Answers'

Answer the questions about you:



1. Do you like computer games?

   Yes, _____ / No, _____

2. Do you smoke?

   Yes, _____ / No, _____



   Yes, _____ / No, _____

3. Do you like Fruits ?

   Yes, / No,



4. Does your father read newspaper?

   Yes, / No,



5. Does he watch T.V.?

   Yes, / No,

6. Does your mother work in a bank?

   Yes, / No,

7. Does she have a car?

   Yes, _____ / No, _____



"Adverbs of frequency »

1.11 Put the words in correct order:

1. They/ one/ at/ o'clock/ the/ often/ leave

   They often leave the office at one o'clock

2. on/always/do/Friday/where/go/ you/ evening

3. early/morning/getup/the/usually/ do/ in/ you.

4. . eat/ it/ never/ don't/ I/ eggs/ like/ I/ because.

5. contract/ accountant/ new/ the/ signs/ the/ sometimes.

"Third Person Singular »

Write the third person of these : Verbs.

1.	Keep	keeps
2.	Play	Qlays
3.	Cash	
4.	Carry	_____
5.	Do	_____
6.	Cry	_____
7.	Catch	_____
8.	Wash	_____
9.	Punch	_____
10.	Do	_____
11.	Read	_____
12.	Think	_____
13.	Study	_____
14.	Have	_____

1.13 "What + Noun" "How + Adjective or Adverb"

A	B	C
How What	Far Story Sort Long Time Much	Does this car cost in Japan? Does your lesson last? Is it from your school to the mosque? Do you read? Of job do you like? Do you get up this morning?

1. How much does this car cost in Japan?

:::2. ---------- ?

'.3. ---------- ?

'4-. ---------- ?

- ---------- ?

1.14 Nouns and Adjectives

Noun	'ation'-'ion'-'ness'-'ity'- 'ence'-'sion'-'ment'
Adjective	'Ous'-'y'-'tific'-'ly'-'ful'- 'less'-'ial'

Noun	Adjective
success	successful
care	_ _ _ _ _ _
use	_ _ _ _ _ _
con1merce	_ _ _ _ _ _
industry	_ _ _ _ _ _
tradition	_ _ _ _ _ _
education	_ _ _ _ _ _
addition	_ _ _ _ _ _
n01se	_ _ _ _ _ _
rose	_ _ _ _ _ _
dirt	_ _ _ _ _ _
mud	_ _ _ _ _ _
danger	_ _ _ _ _ _
ambition	_ _ _ _ _ _

New Vocabulary

corn1nerce: تجارة
industry: صناعة
muddy: موحل
science: علم

Ainbition: طموح
Politics: سياسة: علم السياسة

1.15 Add a suffix from the box to each word to make a job name

-er/ r	-rnn	-ist	-man/ women
1. music		musician	
2. politics		_ _ _ _ _	
3. art		_ _ _ _ _	
4. journal		_ _ _ _ _	
5. post		_ _ _ _ _	
6. manage		_ _ _ _ _	
7. science		_ _ _ _ _	
8. reception		_ _ _ _ _	
9. police		_ _ _ _ _	

Writing

1.16 Complete the text by choosing the appropriate words from the list below: 'Payments - Constitutes - Enquires - Letters - Business activity - Function - Fulfils.'

Letter writing _ _ _ _ _ _ _ a significant part of any _ _ _ _ _ _ _. Firms write _ _ _ _ _ _ _ to customers, suppliers, agencies , employees and banks. Thus the letter _ _ _ _ _ _ _ a variety of business _ _ _ _ _ _ _ from making _ _ _ _ _ _ _ to selling goods and collecting _ _ _ _ _ _ _.

1.17 These are parts of a letter, arranged in the wrong way. Put each part in its usual place:

1. Yours faithfully,
2. Dear sir,
3. Fashion stores,
   Palestine street,
   Baghdad, Iraq.
4. Ahmed Sarni.
   Purchasing director.
5. Mr. T. K Steven,
   The manager,
   4 main street,
   London S.W.Z,
   England.
6. 2°d December, 2008
7. We have seen your advertisement in the latest issue of the world of commerce. We would be grateful if you could send us your illustrated catalogue and export pricelist.

The sender

The receiver
(person who receives the letter)

Unit Two

The Enquiry

Vocabulary

2.1 Complete the text by choosing the appropriate words from the list below:

(Detailed – delivery – prospective - payment – seller – enquiry – quotation)

An _____ or request for _____, is a letter written by a _____ buyer to a certain product, e.g. price, terms of _____ and _____, samples, discounts, etc.



New vocabulary

Prospective: محتمل ، متوقع	delivery: التسليم
Request: طلب	payment: الدفع
Discount: خصم	quotation: التسعيرة ا

2.2 Reading

The Enquiry

A great number of business transactions start with an enquiry. It is used for many different purposes. It may be used for asking about a price , list or a catalogue , terms and delivery dates, or need a product sample, or similar item. So enquiry is a letter sent from the buyer to the seller asking him about specific information.

A letter of enquiry may be written as a result of seeing a trade exhibition or a firm's catalogue , advertisement in newspapers and magazines and getting names and addresses of firms who deal with products of interest of the buyer: In case of a first enquiry , that is an enquiry to a supplier with whom you have not done business before , you should begin by telling him how you obtained his name. some details of your own business such as the kind of goods handled , quantities needed and usual trading terms may also mentioned , so that the supplier gets un idea about your firm. But if you are a regular customer you simply stating your needs directly .

The letter of an enquiry can begin with this opening sentence:

"Please send us your prices-list and catalogue of ....."

And can be ended with: "We look forward to hearing from you soon".

New vocabulary

sample: نموذج ، عينة	details : تفاصيل
specific : محدد	look forward to: يأمل
exhibition: معرض	hearing: سماع
firm: شركة	soon: قريبا

Answer the following questions:

1. What is an enquiry?
2. Why does the buyer write an enquiry?
3. When can it be written?
4. What should the buyer tell the supplier about himself?
5. Write a letter of enquiry from the following information:

-Buyer: The Iraqi Trading Co., Baghdad, Iraq.

-Seller: The National Electrical Co., Tokyo, Japan.

-Goods: 2500 washing machine model TS.3

-Delivery: As soon as possible.

The Iraqi Trading Co.,

Baghdad, Iraq.

----------,

----------,

Japan _ _ _,

Dear Sirs,

Please send ----------

---.

We look ----------

Yours Truly,

2.4 Pronunciation

English Voiceless Consonants (Continued)

5.	/f/	Five_ for_ off_ laugh_ elephant enough_ offer_ flower.
6.	/S/	City_ class_ pass_ bedside_ best place_ some_ sun.
7.	/ʃ/	Ship_ shop_ cash_ station_ machine_ patient_ sugar_ ocean.
8.	/tʃ/	Chair_ church_ picture_ butcher_ much_ catch_ matches_ cheap.
9.	/h/	Him_ her_ happy_ behind_ who_ perhaps_ home_ hard.

Write the number of the 'item' and the word that carries the given sound:

1. /f/ is found in: a. tough b. of c. book d. help
2. /S/ is found in: a. shoes b. box c. sharp d. push
3. /ʃ/ is found in: a. national b. punch c. pastures d. stocks
4. /tʃ/ is found in: a. mechanic b. cheque c. ledger d. sack
5. /hi is found in: a. what b. white c. how d. these

2.5 Dialogue

At the office

Manager: How many letters have you received?

Secretary: Fifteen.

Manager: Are any of them important?

Secretary: Yes, eight of them. But the most important one is from AL-Rashid CO.
They ask about the prices and terms of 100 dozen of women's coats.

Manager: I'll read the important ones now. Then we'll answer the others later.

Secretary: Very well, sir, shall I type and send the answers?

Manager: Yes, please.



Grammar

'Present Continuous Tense'

Form:

Ami **is/ are + -ing (present participle)**

This tense is used to say what people are doing at the moment:

-Rafal is washing the dishes now.

*Notice that this tense is sometimes used to indicate a future arrangement:

(We are flying to London next week.)

'Question/ Negative/ Positive'

1. Is the manager leaving for Egypt tomorrow? (next month)

   -No, he's not leaving for Egypt tomorrow.

   -He is leaving next month.

Now practice with a partner:

1. Is the bank sending the money to the seller tomorrow? (next month)

2. Are they holding a meeting tomorrow? (this evening)

3. Is the buyer sending the letter of enquiry tomorrow? (next week)

4. Are you checking the documents tomorrow? (invoices)

5. Is Marwa meeting her friend tomorrow? (the day after tomorrow)

2.7 Rewrite the following sentences as in "B" of the example below:

A- The thief jumps out of the window.

B- The thief is jumping out of the window.

1. They usually play football in the garden.
2. The typist never makes mistakes.
3. Noor wears a black shirt everyday.
4. Ruaa writes a business letter.
5. The manager discusses the marketing problems.

Correcting Mistakes:-

1. At the weekend I'm usually go swimming.
2. Are you enjoy the party?
3. We can't play tennis because it rains.
4. Do you can play chess?
5. How many sisters you have?
6. I no understand what you're saying.
7. I'm loving Iraqi food. It's wonderful!

2.9 "Present simple and Present continuous:"

1- Look at the wrong sentences and compare them with the correct sentences,

Tick () the correct sentence and (x) to the wrong one:

X	Rand is coming from Jordan.
-----√------	Rand comes from Jordan.
----------	This is a great party. Everyone has a good time.
----------	This is a great party. Everyone is having a good time.
----------	I read a good book at the moment.
----------	I'm reading a good book at the moment.

2- There are some verbs that are usually used in the 'Present Simple Tense only.

They express a 'State' not an 'Activity'.

--√--	I like banana.
X	I'm liking banana

3.0ther verbs like this are: (think - love - agree - understand.)

Tick ()or(x)

----------	I think so.
----------	I'm thinking so.
----------	I love my country.
----------	I'm loving my country.
----------	I agree with you.
----------	I'm not agreeing with you .

2.10 " Countables and Uncountables:"

*Nouns naming things that we cannot count (Uncountable or Mass Nouns).

*Have no 'Indefinite Article', and usually no 'Plural' like:

(water , ink , wood)

1. A dog is an animal.
2. Horses are animals.

Now, make the following sentences "plural or Single" :

1. Balls are toys.
2. A cow gives milk.
3. A garden has a tress.
4. A dog hates a cat.
5. Cities are big towns.

Add "A" or "An"

1. ____ fly is ____ insect.
2. box has lid.
3. ____ apple grows on ____ tree.
4. ____ airport is ____ busy place.
5. husband is man.

Writing

2.12 Read this 'Question' and its 'Solution' carefully:

General Drug Stores, Al-Nasr square, Baghdad, Iraq wrote to Medochemic Ltd., Limassol, Cyprus, asking about C & F Baghdad prices of 1000 First-Aid kits type WE. Delivery 6 weeks of order.

General Drug Stores,

Al-Nasr square,

Baghdad, Iraq.

25^{1}_{h} April, 2007

Medochemic Ltd.

Limassol, Cyprus,

Dear Sirs,

Please send us your prices and terms about C & F Baghdad for the following goods:

1000 First- Aid kits type WE.

Delivery: 6 weeks of order.

We look forward to hearing from you soon.

Yours Truly,

General Drug Stores.

Now write a letter of enquiry from the following:

Al-Jibal Importing Co., Baghdad, Iraq wrote a letter to Samsung Mobile Co., Seol, South Korea asking about C & F Basrah price for 500 Samsung speaker Phone. Goods are to be delivered as soon as possible. The date of your letter is 2/5/2008.

Unit Three

The Quotation

Vocabulary

3.1 Fill in the blanks, with a suitable word from the list below:

(Porterage, Cartage, Carriage, Loading, Unloading)

1. _ _ _ _ _ _ is the cost of carrying the goods by train.
2. _ _ _ _ _ _ is the cost of lifting the goods from the docks onto the ship.
3. _ _ _ _ _ _ is the cost of carrying the goods by hand.
4. _ _ _ _ _ _ is the cost of transferring the goods from the ship onto the docks.
5. _ _ _ _ _ _ is the cost of carrying the goods by cart or lorry.

New vocabulary

LOADING: تحميل

UNLOADING: تفريغ

PORTER AGE: الحمالية

CARTAGE: النقل بالسيارة

3.2 Reading

The Quotation

A letter of enquiry is usually replied with a letter giving the necessary information required. Such a letter is called a quotation. So, a quotation is a letter sent from the seller to the buyer including all the required information such as:

A- Details of prices and discounts.

B- A statement of what the prices cover

(packing, cartage, loading, carriage, freight and insurance)

C- Terms of payment and date of delivery.

D- The period for which the quotation is valid.

A quotation should be started by thanking your correspondent for their enquiry and mention the date of their previous letter such as:

"Thank you for your enquiry of ..... And we are glad to give you the following prices and terms":

In the quotation the seller is also offering to supply further information if required and he ends his letter courteously such as:

"We look forward to being of your service

New vocabulary

replay: جواب ، رد	carnage: أجور النقل بالقطار
insurance: تـأمـيـن	courteously: بأدب ، بكياسة

3.3 Answer the following questions:

I. What is a quotation?

2. Why does it include?

3. How should it be started?

4. What is the seller offering to supply?

5. Write a letter of quotation from the following information:

AL-Noor Opticals, AL-Sadoon Street, Baghdad, Iraq. Received a letter from the International Opticals Co., London, England, giving the following prices and terms:

- 200 doz. Grey Sunglasses model TS. And z@$ 1000

-200 doz. Blue Framed Sunglasses model TS. 83@$ 15000

The prices are C & F Basrah.

Mode of dispatch: To Basrah by ship.

Payment is by a letter of credit.

The International Opticals Co.,
London,
England .

----------,
----------,
----------,

Dear Sirs,

Thank you _ _ _

3.4 Pronunciation

English voiceless consonants

/b/	Back -book - cab -box - able
/d/	Do -order - dark -bend - send -paid
/g/	Go -ugly -egg -bag -fog -game
/t/	The - that - clothes -with - they - mother

Write the number of the item and the word that has the same sound:

6. /b/ is found in: a-back b-back c-lap d-rope

7. /d/ is found in: a-quick b-dock c-cap d-plan

8. /g/ iS found in: a-laugh b-page c-gain d-jOb

9. / / is found in: a-thank b-length c-three d-though

3.5 Dialogue

At the hotel

-Good morning. How can I help you?

Have you got any rooms? Yes, single, double or twins?

Single please.

Would you like a room with a shower or a bath?

Just a shower will do.

Room 319. That will be $30 a night, including a breakfast.

How long will you be staying?

Just a couple of Night.

Now, try to work with a partner to do similar conversation.

Grammar

"Past Simple Tense"

Form:

The form of the" Past Simple " tense is the same for all persons.

Positive

I He/ She/ It We You They	Played Went Finished	Yesterday

Negative

The negative is formed with " didn't "

- He went .
- He didn't go .

Question

The question is formed with " did "

She finished

- When did she finish?

* When the verb " was " or " were " is found, we use " was, were " to make question.

* Notice the time expressions that are used with the " Past Simple Tense " :

I finished it	**Last** year **Last** month Five years **ago** **Yesterday** morning In **1990** …

3.6 Look at this Example:

A- The Superintendent leaves the warehouse at one o'clock. (three o'clock)

B- I thought he left it at three o'clock.

Now give similar responses to the following:

1. The seller receives a letter of order. (a letter of enquiry)
2. The buyer pays the money to the post office. (to the bank)
3. The typist types five letters. (six letters)
4. The firm orders electrical machines. (medical instruments)
5. They watch a new film of action. (a new play)

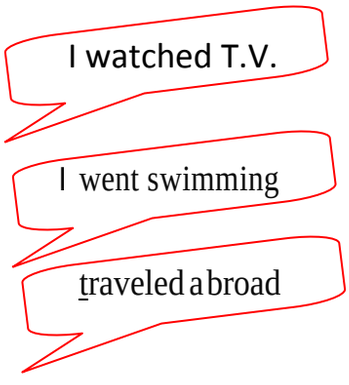
New vocabulary

superintendent: أمين مخزن	ware house : المخزن
electrical: كهربائية	medical: طبي

3.7 Ask and Answer these questions with A Partner.

- Make more questions using the" Past Simple":

- What did you do .....?
- Last night
- Last weekend
- On your last holiday
- On your birthday



Match the verb phrases. Then make sentences using both verbs in the past.

Join with" so, because, and , or , but" as in the example below:

1. break a cup	hear a strange noise
2. tell a joke	find it
3. call the police	mend it with glue
4. make a sandwich	say sorry
5. have a shower	laugh
6. lose my passport	be hungry
7. forget her birthday	wash my hair

1. I broke a cup but I mended it with glue.
2. I told ……
3. ……
4. ……
5. ……
6. …… .
7. I forgot ……

"3.9 Making Negatives"

- Correct the sentences as in "B"

A- Gagarin was a historian. (astronant)

B- He was not a historian. He was astronant.

Now practice with:

1. Ibn Batuta was born in Algeria. (Morocco)

2. Saladdin liberated Iraq. (AL-Quds)

3. Columbus discovered India. (America)

3. Al-Rusafi wrote stories. (Poetry)

4. Egypt nationalized the Suez Canal in 1968. (1956)

3.10 Used to

(Used + to + infinitive)

"Used to " is used :-

1. To express a past habit :

- He used to play tennis every Friday, but now he doesn't.

2. To express a past state :

- They used to be happy together, but now fight all the time.

3. Be careful not to confuse to "use" and "used to :-

(e.g. I use a knife to cut an apple) "

* use /ju:z/ used to /ju:st ə/

Read the following examples carefully :

- Jamila used to be rather fit, but she isn't anymore.
- Ali used to work overtime, but he doesn't anymore.

*Now practice with:

1. Mariam work hard
2. Eman teach economic
3. Layla write to me
4. Ahmed be a good swimmer
5. Sumaya be an actor

3.11 "Past Simple and Past Continuous

1- We use a " Past Tense " to ask when something happened in the past.

- I did my homework last night.
- What did you do yesterday evening?
- I watched T.V.

2- We use " Past Continuous " to say that something was going on a round a particular time:

- What were you doing at 9.00 O'clock ?
- I was watching T.V.

Choose the correct verb fonn:

1. I (saw, was seeing) a very good program on T.V.
2. When I (arrived, was arriving) at the party, everyone (had, was having) a good time.
3. (Did you have, Were you having) a good time last night?
4. While I (shopped, was shopping) this morning, I (lost, was losing) my money.
5. Last week the police (stopped, was stopping) Faris in his car because he (drove, was driving) at over eight miles an hour.

Writing

3.12 Read the following example carefully :-

The Iraqi state trading Co. for Steel and Timber, Babil district, Baghdad, Iraq received a letter from Ahistrom Osakeyhtio, Green Street, Helsinki, Finland, giving the follwing prices and terms :

3 mm. thick plywood 4x6 ft. @ I.D. 25000 a sheet.

3 mm. thick plywood 6x8 ft. @ I.D. 46000 a sheet.

Delivery: C & F Baghdad in four weeks of order.

Packing: in boxes 50 sheets in a box weighing 80 kgs.

Ahistam Osakeyhtio,
53 Green street,
Helsinki, Finland

z5th June, 2006

The Iraqi state trading Co.
For steel and timber ,
Babil District,
Baghdad,
Iraq.

Dear Sirs,

Thank you for your enquiry dated 15^{111} June, 2006 and we are glad to give you the following prices and terms:

3 mm. thick plywood 4x6 ft. @ I.D. 25000 a sheet.

3 mm. thick plywood 6x8 ft. @ I.D. 46000 a sheet.

Delivery: C & F Baghdad in four weeks of order.

Packing: in boxes 50 sheets in a box weighing 80 kgs.

We look forward to being of your service

Yours Truly,
Ahistrom Osakeyhtio

* Now use the following information to write a letter of quotation:

Al-Sharq Stores, Baghdad Iraq, received a letter from the National Electric Co., Tokyo, Japan giving the following prices and terms for 300 Vacuum Cleaners model Rx3 @ $ 35 each and 250 Radio Set (5 bands) @ $ 25 each. Delivery C & F Baghdad. Payment is by *DIP*.

1 Revision "1"

Write questions for these answers.

1. What is your name?

   Ali.

2.---------- ?

   An official.

3.---------- ?

   In the Ministry of _ _ _ _ _ _.

   In Jamila.

4. ----------married?

   Yes.

5. ----------wife's name?

   Saba.

6.---------- ?

   Yes, I have one son.

7.---------- ?

   He is 3 years old.

8.---------- ?

   Omar.

2 Read about Ahmed's family. Then write about your family. Use verb to **be:(is, am, and are.)**



Ahmed AL-Shakerchy

My family

Our surname is AL-Shakerchy. We are from Basrah, a big city in the south of Iraq.

My mother is from Baghdad, She is a wife house. Her name is Khadija. Her favourite hobby is cooking. My father's name is Hassan. He is a merchant. He is from Basrah. His favourite hobby is reaching newspapers. My sister's name is Wasen. She is twenty-two. She is a student at university. Her favourite hobby is playing computer games and her favourite singer is Jeorge Wasoof.

I am thirty. I'm an engineer. My favourite hobby is sports and my favourite footballer is Younis Mahmod.







Write sentences about the people in your family:

Names - Jobs - Age - Favorite hobbies and Favorite stars.

3 'Present continuous or Present Simple'

Choose the correct form of the verb:-

1. He (fly) to Paris today.
2. She usually (park) the car near the bus stop.
3. Ali (drive) slowly today. He always (drive) quickly.
4. Road accident (increase) every year.
5. Ahmed (need) a lot of money to buy a car.

4 Work in pairs. Ask and answer the questions:-

1. What are your plans tonight?

   I'm going to prepare my home work.

   Why not play computer games?

   Oh, Idon't have time.

2. What are your plans tomorrow?

   ---------- ?

   Why not _ _ _ _ _ _ _ _ _ _ _ _?

   Oh, I_ _ _ _ _ _ _ _ _ _ _ _ _ ?

3. What---------- ?

   I'm---------- ?

   Why_ _ _ _ _ _ _ _ _ _ _ _ _ _?

   Oh,----------?

4. What---------- ?

   I'm ---------- ?

   Why_ _ _ _ _ _ _ _ _ _ _ _ _ _?

   Oh,----------?

5 'Present Simple or Continuous'

Underline the correct verb form in the following sentences:

1. He speaks / 's speaking French and German.
2. I don't understand / 'm not understanding.
3. Hurry up! I wait / *'m* waiting.
4. What sports do you like / are you liking?
5. We come / 're coming to see you this weekend.

6 'What does she do? Or what is she doing?'

Work in pairs to complete the following:

1. What does---------- ?

   She is an accountant.

   Is she---------- in a bank now?

   No, she isn't.

2. What does Zeinab do?

   She is---------- ?

   Is she---------- now?

   No, she isn't.

3. What does---------- ?

   Is---------- now?

   No, she isn't.

4. What ----------?

   ----------a doctor.

   _ _ _ _ _ _ _ _ _ in a hospital now?

   No, she isn't.

7 'Look around the classroom.'

Ask a partner questions about your classmates like this:

1. Who is talking?

   Rand is talking.

2. Who is smiling?

   Noor is smiling.

3.----------?

   Rafal is----------.

4. What's your teacher wearing?

   She----------

5. Who is sitting near the window?

   Marwa----------

8 'Spelling of the present participle.'

Write the -ing form of these verbs:

Play	Playing
Think	_ _ _ _ _
Write	_ _ _ _
Read	_ _ _ _
Put	_ _ _ _
Run	_ _ _ _
Have	_ _ _ _
Come	_ _ _ _

9 " Nouns and Adjectives "

Noun	Adjective
death	_____
_____	successful
care	_____
rose	_____
_____	scientific
economic	_____
_____	cloudy
sun	_____
happiness	_____
peace	_____

Match the adjectives with their opposite

Adjective	Opposite
expensive	safe
low	slow
dangerous	cheap
noisy	old
new	high
fast	quiet
exciting	boring

Now write six adjectives with their opposite.

10 Complete the sentences with 'What' or it 'How:

1. _ _ _ _ _ _ old are you?
2. _ _ _ _ _ _ sort of job is it?
3. _ _ _ _ _ _ long does it take to write a report?
4. _ _ _ _ _ _ time did you get home?
5. _ _ _ _ _ _ questions does the teacher ask?

11 Complete the sentences with ' ' or 'an.'

1. I have two children _ _ _ _ _ _ son and _ _ _ _ _ _ girl.
2. In my bedroom, there is _ _ _ _ _ _ broken chair and _ _ _ _ _ _ old sofa.
3. She usually reads five hours _ _ _ _ _ _ day.
4. Can I have _ _ _ _ _ _ banana and _ _ _ _ _ _ apple:
5. She always has _ _ _ _ _ _ egg for breakfast.

12 **Complete the table with more verbs:**

Write the past simple form.

Regular verbs		Irregular verbs	
play	played	sell	sold
learn	learned	write	_ _ _ _
visit	_ _ _ _	give	_ _ _ _
look	_ _ _ _	know	_ _ _ _
walk	_ _ _ _	take	_ _ _ _
move	_ _ _ _	see	_ _ _ _
work	_ _ _ _	draw	_ _ _ _
_ _ _ _	_ _ _ _		_ _ _ _
_ _ _ _	_ _ _ _		_ _ _ _
_ _ _ _	_ _ _ _		_ _ _ _

13 Yes/ No questions and Short answers.

1. Did you get up early yesterday?
   No, I didn't I got up late.
2. Did you go shopping?
   No, _ _ _ _ _. _ _ _ _ _ at home.
3. Did it rain heavily yesterday?
   No, _ _ _ _ _ _ _ _ _ _ _ slightly.
4. Did ?
   No ,I didn't. _ _ _ _ _ _ _ _ _ _ _
5. ---------- ?
   No _ _ _ _ _. _ _ _ _ _ _ _ _ _ _

Tick (√) in front of the correct sentence.

1. ☐ He bought a new mobile .

   ☐ He buyed a new mobile.

2. ☐ Where you went yesterday?

   ☐ Where did you go yesterday?

3. ☐ Did she get the job?

   ☐ Did she got the job?

4. ☐ When did you have lunch?

   ☐ When did you had lunch?

5. ☐ I didn't know the answer.

   ☐ I didn't knew the answer.

14 'Past Simple Negative.'

Make the verbs 'Negative.'

1. She cleaned her room yesterday.
2. He got uplate.
3. Muna spent two weeks in Syria.
4. Azhar bought a new skirt.
5. Ahlam was engaged last week.

15 'Past Simple Questions.'

Write questions for these answer:-

1._____ ?

I went to the zoo last week.

2._____ ?

I received two messages.

3._____ ?

I live in UAE.

4._____ ?

I left the party at 10 o'clock.

5. _____?

I saw three films.

Unit Four

"Human Rights"



Vocabulary

4.1 *Match a line in "A' with its in "B"*

List "A"	List "B"
I. Security rights 2.Welfare 3.Political rights 4.Librity rights 5.Equality rights	A. participate in political an actions. B. guarantee equal citizenship. C. protection against crimes. D. provision of education. E. protects freedoms.

4.2 State whether the following statements are "True" and which are "False" after reading the text in (4.3)

1. All human being are born free and equal in dignity .
2. "Internationl Committee of the Red Cross" is found by "Henry Dunant."
3. The Geneva Conversation comes between 1864 and 1949.
4. Human beings should act towards each other in spirit of Brother hood.

4.3 *Reading*

"Human Rights"

Human Rights are international norms that help to protect people everywhere from sever political legal and social Abuses. Examples of human rights are rights to freedom religion, the right of a fair trial when charged with a crime, the right not to be tortured and the right To engage in political activity. In this, these rights exist morality and In law at The national and international levels.

The Specific Right can be divided in to six or more families:-

1. Security rights that protect people against crimes such as murder, massacre torture and rape.
2. Due process rights: protect against abuses of legal System such as imprisonment without trial and secret trial.
3. Liberty rights that protect freedoms in areas such as belief, expression, association and assembly.
4. Political rights protect the liberty to participate in political Through actions such as communicating, assembling and Voting.
5. Equality rights: that guarantees equal citizen ship.
6. Social (welfare) that requires provision of education to all children and protection against poverty and starvation.

Human Rights refers to the basic right and freedoms to which are entitled . All human beings are born free and equal in dignity and rights. They are endowed with reason and should act towards one another in aspirat of brother hood.

The Geneva Conversation came in to being between 1864 and 1949 as result of efforts by ''Henry Dunant" the founder of the ''International Committee of the Red Cross.

The universal declaration of human Rights (UDHR) is a non-binding declaration adopted by the united Nations general Assam by in 1948.The (UDHR) urges member nation to promote a number Of human s ,civil ,economic and social rights .

New vocabulary

human rights	حقوق الإنسان
freedom	الحرية
declaration	إعلان
protect	يحمي
crimes	جرائم

4.4 *Answer the following questions:*

1. What does Human right refer?
2. What are the six specific rights?
3. What does the (UDHR) urge member nations to do?
4. What does "due process rights" mean?
5. What does freedom mean?

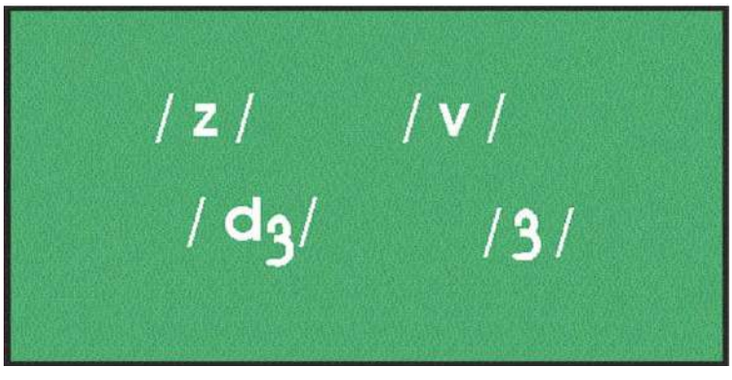
4.5 Pronunciation

English voiced consonant (continued).

1.	/v/	As in: Very_ never_ river_ of_ over.
	Note	See the difference between /f/ and /v/. van save of fan cave off
2.	/Z/	As in: Zero_ busy_ legs_ lazy_ crazy.
3.	/ʒ/	As in: Usual_ pleasure_ measure_ garage.
4.	/dʒ/	As in: Job_ judge_ January_ arrange_ engineer_ Manage_ age.

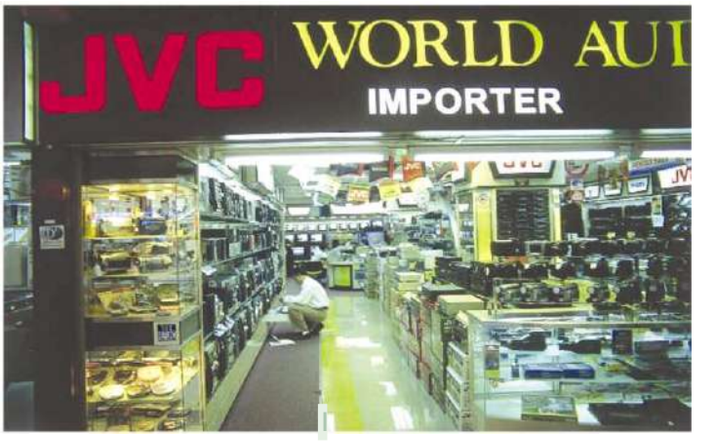
4.6 *Choose the word that carries the givens sound:*

1.	/z/	Cats, rocks, boxes, busy.
2.	/v/	Fan, of, off, phone.
3.	/ʒ/	Job, Chair, measure, shop.
4.	/dʒ/	Bunch, manage, usual , church.
5.	/z/	Nobles, book, pipes, masses.



4.7 Dialogue

''At an Electronic Shop''



Seller: Good morning, Can I help you?
Buyer: !hope so, I'm looking for a television.
Seller: The ''Toshiba TV5''is on special offer this week.
Buyer: How much is it?
Seller: $299 only.
Buyer: It is a little expensive. Do you have a cheaper one?
Seller: Yes, This one is only $150.
Buyer: What make is it?
Seller: It is Panasonic.
Buyer: I'll take it .Do you take a credit card?
Seller: Yes we do.

4.8 Now do a similar conversation with your partner about buying a "Computer".

Grammar

4.9 Future Tense

The "Future tens" is used to show that an action will happen in the future.

Future with "Will" and "Shall"

1. Nada will leave tomorrow.
2. I think Ali will succeed.
3. We shall discuss the plan with the manager.
4. He……..the boss next week (meet, will meet, met)
5. The buyer ……. the goods next month. (receive, received, will receive)

4.10 *Future with "Going to"*

1. Rana is going to have a baby next month.
2. The manager is going to meet us at the station.
3. I'm going to check the bills tomorrow.
4. Is he going ……..the letter? (Type, to type, typed)
5. Are they going to ……tennis? (Playing, play, played)

4.11 If Clause (1)

If	He works hard, he will get good mark.
	She doesn't come early, she won't meet the boss.

1. If you give me some money, I'll do the shopping.
2. If she types the letter, I'll send it.
3. A bird..... Fly, if it has no wings. (Can, cannot)
4. If they invite me, I …… (Go, shall go, and goes)
5. If the phone ....., I'll answer it. (Will ring, rings, ring)

(doesn't, don't)

4.11 Time Clause

"When, While, After, before, as soon as, Until"

These conjunction of time Join the "main clause" with the "secondary clause"

1. I'll give her a ring when I get home.
2. I'll have a bath before I go to bed.

Now put a suitable conjunction in the blacks:

3. I went to get home .....it gets dark.
4. .....We check our stocks, we'll make a new order.
5. I still work hard ..... I succeed .
6. .....he prepares the balance sheet ,he will take it to the boss
7. ..... She types the letters , She'll send them .

4.13 "Fairly" and "Rather"

"Fairly "is used with a positive or pleasant idea. While, "Rather" is used with a negative or unpleasant idea.

1. I hope this exercise will be fairly easy.
2. I'm afraid the weather will be rather rainy .

Now use "FAIRLY or Rather"

3. Your home work was …..... Good this week.
4. Can you carry this box? I'm afraid it's heavy.
5. We had a …… enjoyable holiday.
6. This food was ……..... clean.

Writing

4.14 Choose or put the words between brackets in their Correct form:

1. The seller (prepare) the bill of lading next week.
2. If he (ask) me, I'll be very happy.
3. I (study) English until I speak it perfectly.
4. If it (not) stop raining, The River will be flooded.
5. This food was ..... badly cooked. (Fairly, rather).
6. Rand (go) to type the voices tomorrow.

4.15 Use (When, after, before) to show" What do you usually Do first"

1.	Clean your teeth/ comb your hair.	1. I usually clean my teeth before I comb my hair.
2.	Have a breakfast / get dressed .	2.……..…….……..
3.	Read the newspaper/ have lunch .	3.……..…….……..
4.	Have supper /watch T.V	4. ……..
5.	Type the letter/ send it .	5.……..…….……..
6.	Boil water/ runs to steam .	6.……..…….……..

4.16 What happens if ……..…? Match line "A" with line "B".

List "A"	List "B"
1.If you don't get enough sleep,	a. You will not buy a new car.
2.If you don't have money,	b. You will get smoker's cough.
3. If he sits in the hot sun,	c. He will not get good mark.
4. If he does not work hard ,	d. she will get tooth decay.
5. If she eats too much sweets,	E. you will feel tired.
6.If you don't stop smoking,	f. he will get sun burnt.

4.17 Write a short paragraph on the (Universal Declaration of Human Rights) . Make use of the given answers.

1. When was the (U D H R) adopted?
2. By who was the (U D H R) adopted? (united nations general assembly)
3. What does the declaration draw?

(Life preserving messages from the past and is seen as an essential foundation for building world in which all human beings can live in peace and dignity.)

4. What does it limit? (The behavior of states and press upon Them).
5. What does the (U D H R) urge member nations to promot?

(Civil, human, economic, and social rights)


DÉCLARATION
DES DROITS DE L'HOMME
ET DU CITOYEN,
Décrétés par l'Assemblée Nationale dans les séances des 20, 21
23, 24 et 26 août 1789,
PRÉAMBULE
ARTICLE PREMIER.
II.
III.
IV.
V.
VI.
VII.
VIII.
IX.
X.
XI.
XII.
XIII.
XIV.
XV.
XVI.
XVII.
AUX REPRESENTANS DU PEUPLE FRANCOIS

Unit Five

"What is The Computer"?



Vocabulary

5 1 Match a line "A" with its meanings in "B"

	List "A"	List "B"
1.	Data	a. the result of processing .
2.	Output	b. handling the materials.
3.	programmer	c. is the Information.
4.	input	d. the action of presenting data.
5.	process mg	e. is the deter miner of the information.

5.2 "A computer "

5.3Reading

What is the Computer?

The computer is an electronic device. It has a big brain enriched with enormous information called data and these are pieces or items of inform -ation that have been properly prepared so the device can work with them.

Computer works on three principles: the input, the processing and the Output. The a action of enriching or presenting Data to the device is called the input. The processing means handlingThe material that has been presented to the device in such ways as Result of processing is called the output.

All these actions are determined by a person called the programmer. His job is to deter mine What information is needed and operations. The computer must perform in order to solve a problem, he determines how the information has be processed to obtain the desired results.

New vocabulary:

1 enormous	كثيرا جدا
2 Input	الادخال
3. Handling	يعالج
4. Determine	يصمم
5. Operations	عمليات
6. 0btain	يحصل على

5.4 Answer the following question:

1. What dose Computer have?
2. How does a computer work with?
3. What are data?
4. What is a processing?
5. What is the job of a programmer?

5.5 **Pronunciation:**

English Voiced Consonants (Continued)

1.	/m/	is found in such words as : Mine, me, some, lamb, home, name, game, make
2.	/n/	is found in such words as: Not, name, any, know, one, only, winter, run
3.	/ə/	is found in such words as: sing, thing, closing, wing, hang, king, ring Notice the difference between /n/ and /8 I:- Sin thin wm sing thing wmg
4.	/L/	A. Dark /L/ occurs finally (i.e. a the end of words) and before consonants except /j/ such in: (ball, vowel, bottle, self, will, well) B. Light /L/ occurs before vowels and /j / as in: (Lady, alone, late, tailor, million, failure)

5.6 Choose the word that carries the given sound:

1.	/ə/	sing_ sign_ thin_ win
2.	/n/	thing_ closing_ run_ wing
3.	/L/	Dark_ Lady_ alone_ ball_ late
4.	/L/	light vowel tailor_ self_ will

5.7 Dialogue

''At the Railway Station"



Mr. Brown: One ticket to Basrah, please.

Booking – clerk: Single or Return?

Mr. Brown: Return, please.

Book-clerk: Are you going today, Sir?

Mr. Brown: Yes.

Booking – clerk: There is a train to Basrah at the station now, platform five.

Porter: Are you going to Basrah, sir?

Mr. Brown: Yes, I'm.

Porter: your train's standing at the station. Is this your luggage?

Mr. Brown: Yes, three bags.

Porter: Have you got your ticket, Sir?

Mr. Brown: Yes, it is I my pocket.

5.7 *Now, Make similar conversation with your partner about "Bus station".*

Grammar

5.8 *present Perfect Tense*

We use this tense to say that something in the 'past' is connected with the 'present' in some way:

1- She has already finished her work.

2-They have checked the bill.

3-We have studied English for years.

4-He has been here_six o'clock.(sing_ for)

5-Have they_____ the letter?(received,... receive)

6-_____she finished her report?(Have,. Has,..is)

5.9 present perfect with (ever)

1.Have you ever been to Paris?

_ Yes, I have, three times.

2. Travel on Euro star?

Have you ever travelled on Euro star?

_ No, never.

3.Roma?

_____

Yes, I have, twice.

4. Fly on Concord?

_____

No, never.

5. London?

_____

Yes, I have four times.

6.Ride on double -Decker bus?

_____

No, I haven't

7. Work in Berlin?

_____ Yes, I have, once. That was two years ago

5.10 Past Prefect Tense

It is used to express an activity in the past which happened before another action in the past.

1. Ali was happy because he had passed his driving test
2. Suha was tired because she hadn't slept well.
3. Iwent to bed after I_____a bath. (Had_had had).
4. The manager signed the contract when Ali_____the premium. (Had paid_paid).
5. Fatima didn't go to bed until she had_____her work .(do _ does done)
6. After I had heard the news I (hurry) to see him
7. After you (go), Iwent to sleep.
8. When we arrived ,the dinner already (begin)
9. He took the money after I (ask) him not to do so.
10. Before we (go) very far, we found that we (lose) our way.

5.11 comparison: (Comparatives and Superlatives).

1. Mary is taller than Rasha. (Comparative)
2. Rana isthe tallest girl inthe class. (Superlative)
3. Fatima is more beautiful than Reem. (Comparative)
4. Ann is the most beautiful girl in the town. (Superlative)

Adjective	Comparative	Superlative
Long	Longer	Longest
Good	Better	Best
Bad	Worse	Worst
Little	Less	Least
Interesting	more Interesting	Most Interesting
Difficult	More Difficult	Most Difficult

5. The town isn't very clean . the country is_____than the town. (cleanecclea nest).
6. Bobs garden isn't very beautiful .Toms garden is_____beautiful than Bob's .(most_ more).

5.12 If Clause (2)

if	He asked me, I would answer him.
	Nada was rich, she would buy a new car.

1. If Sameer didn't come , he couldn't see the boss.
2. If John typed the letter , he would send it.
3. If Ali hard , he would get high marks. (works-worked , would work)
4. If Reem_____clever , she would pass the exam .(was _ were).
5. If the seller received the letter of credit , he the goods (would send-sent- had sent).

5.13 Abiity

1. Sarni can speak English .
2. Fatima is able to pass the exam.
3. Bob could get a new job.
4. Fish can_____(swimming , swim , to swim)
5. Rasha is able_____with her left hand.
   (to write , write , writing)

Writing

5.14 Say the following using the given time expressions, first for "future" and then for the "past"

You can drive .when you are 17/ after you got your license.

Answer 1: You can drive when you are 17.

Answer 2: You could drive after you got your license.

1. He can leave it here for an hour / whenever he wanted to.
2. He can play chess. This afternoon/ when he was young .
3. I can fly after a few more lessons/ when I was in the air force
4. She can cook very well will more practice /when I know her
5. She can make her own dresses-in a few years' time/before she got married.

5.15 Supply the most suitable tense:

1. Suha never (see) the sea.
2. The clerk told his name after he (leave).
3. Rami (live) in London since 1990.
4. Sarni thanked me for what I(do)?
5. You (read) that book yet? No, I have nt
6. I (be) sorry that I had hurt him.
7. The Manager already (write) two letters.
8. The river became deeper after it (rain) heavily.
9. We (not play) tennis together since last May.
10. My friend enjoyed his food as soon as he (taste)it.

Writing:

5.16 Put the words between brackets in their correct form:

1. If Ali passed the exam. His father(be) very happy.
2. Rami can (run) the business by himself.
3. My car isn't expensive. Your car is (expensive) than my car.
4. The buyer (receive) the goods yet.
5. If Hany (be) rich, he would buy a big house.
6. Tom (spend) all his money before he went home.

5.17 **Write a short paragraph on "Computer". Make use of the answers to the following questions:-**

1. How many parts are there in a computer?
2. What are they? (Processor, memory, and additional machines)
3. How does the first two parts work? (Electronic pulses).
4. What is a programme? (Instructions).
5. Does a computer understand an ordinary orders?



Unit six

"The Qualities of Personal Selling"



Vocabulary

6.1match the word in list "A" with theer meaning list "B"

	List "A"	List "B"
1	Sales man	a. The technique of selling.
2	Per sudation	b. Gain the confidence of the customers.
3	Personal selling	c. Co. operative and courteous.
4	Integrity	d. Who sells goods.
5	Good behavior	e. Good in conversation.

6.2 State whether the following statements are "True" and which are "False" after reading the text in 6.3

1. Knowledge of product is not necessary to make one good salesman.
2. A good sales man should have imagination, initiative and alertness.
3. It is not necessary for a good sales man that he must be accepted by the society
4. A good sales man should be loyal to the consumer but not to the employer
5. Impressive voice , good appearance and sound health has no place in qualities of a good sales man

6.3 Reading

"The Qualities of Personal Selling "

When you want to buy something you usually go to a concerned shop and purchase it from there. But, sometimes you find people bring certain goods or products and make them available to you at your place. For example, you find persons selling vegetables or rice by carrying the some in cart and moving from door to door to sell . You must have noticed persons selling saris, carpets, electronic items, etc. in a similar fashion. While traveling in buses or local trains you must also have seen people selling pens, toys, books, combs, etc. inside the bus or train. In cities also persons more from door to door to sell different products like water purifiers , air purifiers, detergents , mosquito to repellents etc.

The persons who come to sell goods and commodities , They show certain variety of goods to you, try to explain the feature of the products and inform you about the price, also try to persuade you to buy the product and also in some cases promise you to bring certain items of your choice in future.

The person who sells goods to you in this way is called "sales man" and the technique of selling is known as "Personal Selling" or "Sales-man ship" thus, personal selling refers presentation of goods before the potential.

Buyers are presiding them to purchase it. You also find personal selling in some shops where sales men are employed by shopkeeper to use this technique.

Every trade's man should posses certain qualities to become successful In his work.

These qualities are:-

1. Physical quality: A salesman should hare a good appearance and impressive personality and sound health.
2. Mental quality: He should posses imagination, initiative and self - confidence.
3. . Integrity of character: he should posses honesty, and integrity to gain the confidence of the customers. His employer too should have faith in him.
4. Knowledge of product and the company: He should have full knowledge of the product and the company he is representing.
5. Good behavior: he should be co-operative and courteous.
6. Ability to persuade: he should be good in conversation.

New vocabulary	
Qualities	صفات
Purchase	شراء
Commodities	بضائع
Persuade	يقنع
Presentation	تقديم عرض
Courteous	مؤدب
Confidence	ثقة

6.4 Answer the following questions:-

1. What is meant by personal selling?
2. What do we call the way of selling?
3. If you want to buy, where will you go?
4. What does personal selling refer?

What are the qualities of a good salesman? Count them only?

6-4 A sales man need not posses any quality if the product is good. Do you agree with statement? Give reasons?

6.5 Pronunciation

English voiced consonants (continued)

13.	/r/	As in : (read ,road ,write , bright , room bring)
	Note :-	there is no /r/ sound is such words :- (cart , port ,father , mother)
14.	/w/	As in : (we , why , quick , queen , twice , where
15.	/j/	As in : (yes , union ,yesterday ,few , music , view)

6.6 write the number of the item and the letter of the correct choice:-

1.	/r/	is found in : a. Court , b. Port, c. fourth, d. every
2.	/w/	is found in : a. Write, b. wrong , c. who , d. when,
3.	/j/	is found in a. Play , b. we , c. when , d. union
4 .	/r/	is not found in : a. Cart , b. red , c. right d. wrong

6.7 Dialog

"Celebrating A Birthday"



Amy : are you going to do anything excited this weekend?
Philip: well, I'm going to celebrate my birthday.
Amy : fabulous! When is your birthday exactly?
Philip: it's August ninth. Sunday.
Amy : So, what are your plans?
Philip: Well, my friend Katherine is going to take me to the restaurant.
Amy : Nice, is she going to order cake?
Philip: yeah , and waiters are probably going to sing "Happy Birthday to me" it's so embarrassing!

Now, make a similar conversation with your partner about "A party of engagement"

Grammar

6.8 "The Passive Voice Present

- We type the invoices every day.
- The invoices are typed every day.
- Selma checks the car every week.
- The car is checked every week.

1. People pay the rent in advance.
-
2. Suha writes a novel every month.
-
3. The buyer receives a quotation every month.
-
4. They send letters of invitations to all their friends.
-
5. People play football over the world
-

6.9 "The passive voice" past.

1. He typed the letter yesterday.
- The letter was typed yesterday.

2. The company received many orders
- Many orders were received.

3. Iraq imported cars from Japan .
-

4. A bird made a nest in this tree
-

5. The accountant lost the big bag.

6.10 The passive voice **future** (3).

1. Ramy will write a new message tomorrow.
- Anew message will be written tomorrow.
2. Hassan can check the prices next week.
- The prices can be checked next week.
3. The judge will ask the thief a few questions.
-
4. My father will build a new house.
-
5. Rand can do the home work tomorrow.
-

6.11 The passive voice past

1. The student has answered all the questions.
- All the questions have been answered.
2. Luma has typed the book in colors.
- The book has been typed in colors.
3. The mechanic has repaired the broken car.
4. Sami has washed the old car
5. The seller has received a letter of an order.

6.12 Question - tags (tails).

1. Rand will come, wont she? Yes, she will.
2. Peter is not here. Is he? No, he isn't.
3. Muna speaks English well,_____ ? _____
4. The manager received the letter yesterday,_____ ?_____
5. They always work hard,_____ ?_____
6. Fatima is too young,_____ ?_____

6.14 If Clause (3}

If he had come early, he would have meet the boss

1. If she had worked hard, she would have passed the exam.
2. If Ahmed had typed the bills, he would have sent them.
3. If Luma (have} money, she would have bought a car.
4. If Raja had finished her work, he (attend} the party.
5. If Basil had come early, he (meet} the teacher.

6.15 Would like : I'd Like

Match a line in "A" with a line "B"

#	"A"	"B"
1	I'm thirsty	a. I'd like to go to bed
2	I'm hungry	b. I'd like to go swimming
3	I'm tired	c. I'd like to be on a beach in Florida
4	I'm hot	d. I'd like to go with my friends
5	Its Sunday and I'm bored	e. I'd like to be millionaire
6	I don't have any money	F. I'd like a cold drink
7	Its winter and I'm cold	g. I'd like a sandwich

1. Would you like some sweats?

   Yes, please.

2. Would you like a new book?

   Yes, pleas.

3. Would you like to sit here?

4. Would you like (solve) the problem?

   Writing

6.16 Put the following sentences into the "passive voice"

1. An unseen man opened the window.
2. She has sharpened the knife.
3. They will give you the goods next week.
4. Ali has locked the box.
5. We take the rema rk seriously.
6. Suha will introduce Sarni to the ma nager.
7. She writes a report every week.
8. Ali showed me a bea utiful drawing.
9. The wind blew the big tree.
10. The company sent letters of thanks to all their buyers.

6.16 Make question - tags :-

1. Fatima is a computer specialist,_____?_____
2. Ra mi has been in London since 1990,_____?_____
3. Ra na works for the Iraqi tra ding company,_____ ?_____
4. Sarni doesn't like travelling,_____?_____
5. R uba can play tennis very well,_____ ?_____
6. Ali used to work on holidays, _____ ?_____

Writing

6.18 Put the verbs between brackets in their correct forms:-

1. Has the car (wa sh)?
2. Have the reports (write)?
3. Will the car (take) to the garage?
4. Was a bill (send) to the agent?
5. Is the letter (type) ?
6. Was the contract (sign) ?
7. Where have you (invite)?
8. If he (have) enough time, he would have visited his uncle.
9. Would you like (come) with me?

6.19 - Complete the texte by choosing the appropriate words from the list below :-

(mental , persuade , character , sales , product , effective).

Qualities that can make a …… person more …….. are many . These include Physical and ..... qualities , integrity of ..... , knowledge of the ..... and the company , good behavior and ability to ..... the customers .

6.20-Write a short paragraph on «Importance of Personal Selling».
Make Use of the following information :-

1- Create demand for products.
2- Create a new customers.
3- Lead to products improvement.
4- Provide an opportunity to consumers to know about new products.
5- Also guides customers in selecting goods best suited their requirements and taste.

REVISION (2)

1. Put the following Sentences into "Passive Voice"

1. She showed the visitors the new baby.
2. They made my uncle a captain.
3. They will ask us all a several questions.
4. Someone has already paid the electrician.
5. Someone reads to the old lady every evening.

2. Fill in the blanks with the missing conjunctions from the list:- (when, until ,as soon as, before, after, while)

1. It will stay here_____ you come.
2. I'll come and see you_____I have time.
3._____the show me their home works, I'll correct them.
4. She will speak to you_____you come in.
5. I'll write to you_____I leave England.

3. Put either "fairly" or "rather" in the blank spaces:-

1. I know him_____ well.
2. This pencil seems_____ sharp.
3. What's the matter? You look_____tired today.
4. I can't hold it any longer. It's_____hot.
5. We had a_____enjoyable holiday, thank you.

4. Add the necessary 'question-tag'

1. He is early this morning.
2. We must go now.
3. You can swim well.
4. I was very quick.
5. This winter hasn't been cold.
6. You shouldn't smoke.
7. He speaks English well.
8. You won't be late.
9. They always work hard.
10. I'm not so fat as you.

5. Supply a suitable tense of the verbs in brackets :-

1. You will be ill if you (eat) so much.
2. If you (be) in, I would have give it to you.
3. I (buy) that hat if it were not so dear.
4. If they had waited, they (find) me.
5. We would not have dispatched the goods if they (not be) in good condition.
6. If Johnny (eat) another cake, he will be sick .
7. They would do the work if they (can).

6. Answer the following questions :-

1. Will you have time to do an exercise this week?
2. When will it get dark this evening?
3. When will you be here again?
4. Will you remember these sentences next lesson?
5. Shall I have time to write a letter before the end of the lesson?

7. Make sentences with "like" or "would like".

1. Jane has all the rolling stones records.
   - She likes the Rolling Stones.
2. Its Ann's birthday next week.
   - She'd like some new clothes for her birthday.
3. Peter has more than twenty cookbook s.
   - _____ cooking.
4. My car is twenty years old.
   - _____ a new one.
5. Sarah thinks her house is very small.
   - _____
6. My children have fun, cats, there dogs and a bird.
   - _____ animals.
7. There is agood film on T.V tonight.
   - _____ watch it.
8. I don't want to go out tonight.
   - _____

8. Complete the story . Put the verb in brackets into the present perfect and past simple.

"A sad story of A sad man"

On Sunday evening two men (1)_____(meet) in abu-nuaas gardens. One of them was very sad.
"Life is terrible, everything is boring, he said Don't say that, said the other man .life is very interesting. The world is so exciting!
Thinks about a bell .it's a beautiful town. (2)_____you ever _____(be) there?
"Oh yes. 1(3)_____(go)there last month and I (4) (u)_____(not like) it.
"Well, (5)_____you_____(be)to Basrah?
(6)_____you ever (see)the sea?
Oh yes ,I (7)_____(go)there from my studying and i(8)_____(see) the sea . I (9)_____(not enjoy) it.
Well, I (10)_____just_____(return)
From Syria.(11)_____you_____(visit)Syria yet?
Yea I, (12)_____(go) on a trip to Turkey last year and I (13)_____(climb) the mountains there it was really boring.
Well, said the other man, you should see psychiatrist in Baghdad.
"(But I'm a doctor)" an answered the man sadly.

9. Complete the questions with 'can' and 'verb' from the box. Then match the questions and answers:-

Play(x2), speak, ride, use, cook, drive

1. Can you play the piano?
2. _____you_____the guitar?
3. _____you_____a motorbike?
4. _____you_____any other languages?
5. _____you_____a computer?
6. _____you_____Italian food?
7. _____you_____a car?

a	Yes, I can. French and Spanish
b	Yes, I can. But I can't program one
c	No I can't. I think there dangerous
d	No I can't. but I love eating it
e	No I can't. but I can play the piano
f	Yes, I can like playing Bach
g	Yes, I can. I have a fiatuno

10. Comparatives and Superlatives

#	Adjective	Comparative	Superlative
1	cheap	cheaper	cheapest
2	Dirty	dirtier	
3		faster	
4		safer	
5		friendlier	
6		bigger	
7	noisy		
8			hottest
9			Most exciting
10		More modern	

11. Write the Opposite of the 'Comparative Adjectives.'

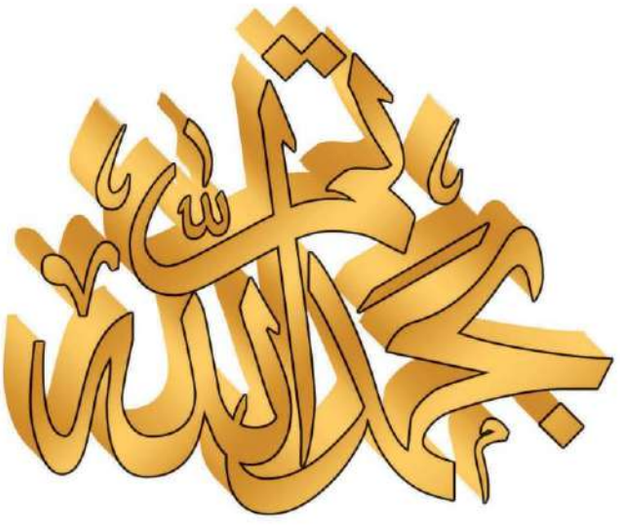
#	**Comparative**	**Opposite**
1	Faster	Slower
2	Safer	More dangerous
3	Bigger	
4	Chea per	
5	Cleaner	
6	More boring	
7	More difficult	
8	Colder	
9	Further	
10	Better	

Word list	Meaning	Phonetic Transcription الكتابة الصورية
acceptance	قبول	/ɔk'septɔns /
accurate	مضبوط	/ækjɔrɔt/
activity	نشاط	/ɔk'tiviti/
address	عنوان	/ɔ'dres/
advertisement	اعلان	/ɔdvɔ:tismɔnt/
alert	واع ، متيقظ	/ɔ'l3:t/
arrange	يرتب	/ɔ'reindʒ/
attempt	يحاول	/ɔ'tempt/
bend	يحني	/bend/
bigger	اكبر	/bigɔ/
bright	لامع	/brait/
bounded	محاط	/baundid/
butcher	قصاب	/betŠɔ/
business	عمل	/bizniz/
carriage	حمالية	/kæridʒ/
cart	عربة	/ka:t/
cash	نقد	/kaŠ/
catalogue	كاتولوك	/kætɔlog/
celebrate	يحتفل	/Selɔbreit/
church	كنيسة	/tŠ3:tŠ/
city	مدينة	/siti/
clerk	كاتب	/kla:k/
commercial	تجاري	/kɔ'm3:Šl/
commission	عمولة	/kɔ'miŠn/
complimentary	ختامية	/kamplimentri/
computer	حاسوب	/kɔmpju:tɔ/
concise	مختصر	/kɔn'sais/
consonant	صحيح	/konsɔnɔnt/
constitute	يعين ، يشكل	/kanstitu:t/
construct	ينشأ	/kɔnstr^kt/
convenient	ملائم	/kɔn'vi:niɔnt/
courteous	مؤدب	/'k3:tiɔs/

Word list	Meaning	Phonetic Transcription الكتابة الصوتية
credit	مدين	/kredit/
delivery	تسليم	/dilivəri/
determined	يصمم	/ditə:mind/
dialogue	محاورة	/daiəlog/
document	مستند	/dakumənt/
double	مزدوج	/d∧bl/
electronic	الكتروني	/ilek'tronik/
embarrassing	محرج	/im'barəsiŋ/
enquiry	استفسار	/in'kwaiəri/
enough	كافٍ	/i'n∧f/
enourmous	ضخم	/i'nə:məs/
exhibition	معرض	/eksibiŠn/
expensive	غالي	/ik'spensiv/
fabulous	اسطوري	/fæbjuləs/
few	قليل	/fjue/
found	وجد	/faund/
freight	اجرة شحن	/freit/
imagination	خيال	/imædʒineiŠn/
impressive	مؤثر	/im'presiv/
influence	تأييد	/influəns/
information	معلومات	/infəmeiŠn/
initiative	يأخذ زمام المبادرة	/iniŠətiv/
instructions	معلومات	/instr∧kŠənz/
integrity	أمانة ، نزاهة	/integrəti/
intended	ينوي	/in'tendid/
machine	ماكنة	/mə:Šien/
matches	شخاط - شوط	/mə:tŠi:z/
measure	يقيس	/meʒə/
memory	ذاكرة	/meməri/
mental	عقلي	/mentl/
message	مضمون ، رسالة	/mesidʒ/
ocean	بحر	/'əuŠn/

Word list	Meaning	Phonetic Transcription الكتابة الصورية
only	فقط	/'∂unli/
order	طلب	/o:d∂/
ordinary	اعتيادي	/o:dinri/
over	اعلى	/∂uv∂/
paragraph	مقطع	/pær∂gra:f/
patient	مريض	/peiŠnt/
payment	دفع	/peim∂nt/
period	فترة	/pi∂ri∂d/
platform	رصيف	/platfo:m/
possess	يمتلك	/p∂'ses/
porterage	حمال	/po:t∂rieg/
price	سعر	/prais/
processor	معالجة	/prouses∂/
quantity	كمية	/kwant∂ti/
quality	نوعية	/kwal∂ti/
queen	ملكة	/kwi:n/
quick	سريع	/kwik/
quotation	تسعيرة	/kw∂u'teiŠn/
reference	اشارة الى	/refr∂ns/
required	مطلوب	/rikwi∂d/
represented	يمثل	/repr∂z∂ntid/
respectively	على التوالي	/resp∂ktivili:/
safe	أمن	/seif/
salutation	تحية افتتاحية	/sælju:eiŠn/
save	يدخر	/seiv/
significant	هام	/sig'nifik∂nt/
sing	يغني	/siŋ/
station	محطة	/steiŠn
supplementary	ثانوي	/s^plimentri/
symbols	رموز	/simb∂l/
system	نظام	/sist∂m/
trades men	بائع	/treidzm∂n/

Word list	Meaning	Phonetic Transcription الكتابة الصورية
transaction	عملية	/tranz'akŠ∂n/
thing	شيء	/Θiŋ/
understand	يفهم	/ʌnd∂'stænd/
union	اتحاد	/ju:ni∂n/
usual	عادي	/ju:3/
vibration	اهتزاز	/vaibreiŠn/
view	رؤية	/vju:/
vocal	صوتي	/v∂ukl/
voiced	مجهور	/voist/
voiceless	مهموس	/voisl∂s/
vowels	اصوات العلة	/v∂u∂lz/
warehouse	مخزن	/we∂haus/
wealthy	غني - مثري	/welΘi/
well	جيد	/wel/


الحمد لله