

Word	Arabic meaning	English meaning
Be / get used to	اعتاد على	to become familiar with something or someone
Confident	واثق	sure
Creative	مبدع	good at making artistic things
Excuse	عذر	untrue reason
Factor	عامل	part of the reason
Field	حقل- مجال	area of interest
Foundation course	دورة تأسيسية- تاهيلية	a collage course prepares students
Like-minded	متشابهي الطباع	with similar attitudes
On show	على العرض- معروض	able to be seen
Optional	اختياري	not compulsory
Participate	يشارك	take part
Potential	امكانية	possibilities for the future
Routine	روتين- نشاط متكرر	everyday things we do regularly
Set	مجموعة	a complete group
Stuck	ملتصق- ملتزم	unable to move
zone	منطقة	an area where a particular thing happens

القواعد

المضارع البسيط Simple Present

يستخدم المضارع البسيط للتعبير عن الروتين والوصف العام للأشياء والأشخاص والجملة الشرطية رقم واحد و التكرار.

Indicators الدالة: (always, often, every day, yearly, monthly, usually, rarely, seldom, frequently, from time to time, occasionally, regularly)

هناك شكلين للمضارع البسيط: There are two forms of simple present:

1): When we talk about Nouns, Adjectives and Adverbs, we should use the form of the verb (To Be) عندما نتكلم عن الصفات أو الأسماء أو الظروف نستخدم أشكال (Be)

I-----am

He, She, It -----is + not **في حالة النفي**

They, We, You-----are

Examples: أمثلة

I am a doctor but I don't work these days.

They are very hard-working students.

Who is that? That is Amhed.

Where is she from?

We aren't happy with his grade. (Aren't= are not)

The teachers are there, too.

The weather is not that cold tonight. (The weather= it)

لاحظ انه بعد استخدام الفعل الذي تحته خط فانه يتبعه اسم أو صفة أو ظرف لكن ليس فعل.

2): When we talk about actions, there is another rule as follows: للأحداث والأفعال

(Positive المثبت) He, She, It-----Verb+s -----(Negative النفي) doesn't+ inf. فعل أصلي
They, We, You, I-----Verb-s-----don't+inf. فعل أصلي

Examples: أمثلة

If you work hard on your project, you will get a prize. (Type 1 if clause)

Personally, I don't smoke.

I usually go to school by bus.

She always speaks English fluently.

I guess they don't play very often. They will lose.

Ali doesn't clean his house daily.

في حالة الأسئلة نستخدم الفعل المساعد do /does بالفراغ الأول حسب الفاعل والفعل الأصلي بالفراغ الثاني

Where does he work? He works in the bank.

When does she finish her job? She finishes at 7 pm.

Does he go with you every time you go there? Yes, he does.

Why do they study French? Because they like it.

Do you like pizza? Yes, I do.

How many kids do you have? I have 2 boys and a girl.

Stative Verbs: هي أفعال تعبر عن حالة وليس فعل أو حدث ويجب ان تكون في المضارع البسيط دائما اذا عبرت عن حالة

1- أفعال الشعور- الحواس وهي

- agree -notice -smell - hear - see- believe

2- أفعال التفكير وهي

realize - know- understand- suppose-mean - Forget- remember- trust

- 3- أفعال العاطفة وهي
want- desire -wish-hate - like - love - dislike-care
4- أفعال الملكية وهي

have - belong -possess - Own

هناك مجموعة أفعال تأتي بالحالتين حسب معناها وفقا للجدول التالي:

Verb	Meaning	Tense	Clarification	Examples
have	يملك	مضارع بسيط	إذا كانت بمعنى يملك في الجملة فهي حالة وليست فعل	He has a car. They have a beautiful house.
	يقوم بـ يتناول	مضارع مستمر	إذا كانت بمعنى يأكل أو يشرب أو يقوم بفعل ما -فهي حدث وليست حالة	He is having a shower now. She is having her coffee right now.
think	يعتقد -للتعبير عن الرأي	مضارع بسيط	للتعبير عن الرأي بمعنى يعتقد نستخدم مضارع بسيط	I think he is angry. My mum thinks the vase is nice.
	يفكر	مضارع مستمر	إذا كانت تعبر عن عملية التفكير كفعل فنستخدم مضارع مستمر - في العادة يأتي حرف جر بعد الفعل	A: What are you doing? B: I`m thinking about the meeting.
look	يبدو	مضارع بسيط	عادة يتبع هذا الفعل صفة فيكون بمعنى يبدو ونستخدم مضارع بسيط	It looks great.
	ينظر	مضارع مستمر	إذا كان الفعل بمعنى ينظر الى شيء ما نستخدم مضارع مستمر - في العادة يأتي حرف جر بعد الفعل	They are looking at the players amazingly.

Additional Exercises: تمارين إضافية

A: Choose the correct answer:

- I..... my dinner at eight o'clock every day.
a. Eats b. ate c. eat d. eaten
- My brother the newspaper every morning
a. Reads b. read c. has read d. is reading
- The earth.....round the sun.
a. Moved b.is moving c.is moved d. moves
- Mr. Salim..... comes late.
a. Don't b. doesn't c. never d. didn't
- What timeyou usually go to work?

a. Do b. does c. will d. are.

6. Water..... more quickly in the sunshine.

a. Evaporates b. evaporates c. is evaporating d. evaporated

7. The sun ray..... eight minutes to reach the earth.

a. Takes b. took c. is take d. take

B. Choose the correct answer from a, b, c or d: - (Stative verb)

1. It clean that southern regions are poor.

a. Seem b. seems c. seeming d. seemed

2. What about?

a. Are you thinking b. do you think c. is you thinking d. think

3. "Romio and Juliet"..... a famous play.

a. are b. is c. were d. have

4. I..... he is extremely right.

a. think b. thinks c. am thinking d. thought

5. the poor..... Money.

a. needs b. need c. is needing d. are needing

6. Rania..... Sad today.

a. seem b. seems c. is seeming d. seemed

Choose the best answer:

1) It a lot in Britain.

a. ☐ rain

b. ☐ rains

c. ☐ is rain

2) I pizza very much.

a. ☐ like

b. ☐ likes

c. ☐ is like

3) I English very well.

a. ☐ no speak

b. ☐ not speak

c. ☐ don't speak

4) My sister to the cinema very often.

a. ☐ don't go

b. ☐ doesn't go

- c. ☐ goes not
- 5) They always TV in the evening.
- a. ☐ are watch
- b. ☐ watches
- c. ☐ watch
- 6) I married.
- a. ☐ 'm not
- b. ☐ don't
- c. ☐ isn't
- 7) English people animals.
- a. ☐ likes
- b. ☐ like
- 8) The banks on Sundays.
- a. ☐ doesn't open
- b. ☐ don't open
- 9) My sisterin London.
- a. ☐ lives
- b. ☐ live
- c. ☐ is live
- 10) Your brothertennis very well.
- a. ☐ play
- b. ☐ is play
- c. ☐ plays

المضارع التام Present perfect

يستعمل للتعبير عن الحالات التالية: This verb is used to express the following cases:

- 1- indefinite time in the past فعل تم وانتهى بالماضي ووقته غير معلوم
- 2- فعل بدأ بالماضي وله أثر بالحاضر فعل بدأ بالماضي وله أثر بالحاضر
- 3- تجربة في الحياة لم تتكرر أو للسؤال بمعنى (هل بحياتك فعلت كذا وكذا)

Indicators الكلمات الدالة: ever, just, still, already, for, since, at last, yet.

القاعدة Base: He, she, it-----has+p.p

I, they, we, you----have+p.p

not في حالة النفي نضيف للفعل المساعد

في حالة السؤال نستخدم الفعل المساعد بالفراغ الأول وهو ونستخدم التصريف الثالث للفعل بالفراغ الثاني.
Has or have

I have met him twice. (I don't know when exactly)

Have you ever been here before?

She has already graduated from the university.

We haven't been here since then, as you think.

We have just come back from the best journey ever.

I have graduated since 1999.

تستعمل بمعنى منذ ومع Since: since then, since I was a child, since yesterday
المصطلحات التالية

For: for few days لمدة زمنية، تستعمل للإشارة لطول المدة الزمنية

Already: مع الجمل المثبتة وللشيء الذي تم أصلاً مسبقاً

Yet: تستعمل مع الجمل المنفية والأسئلة

Ever: تستعمل للجمل والأسئلة التي تدل على تجربة حياتية

Still: has and have تستخدم للنفي لكنها تستعمل قبل الفعل المساعد

Choose the best answer:

1: Have you-----been to London?

1- Ever 2- just 3- already

2: We have studied English----- five years.

1- For 2- since 3- just

3: Has she bought any rice -----?

1- At last 2- ever 3- yet

4: How long your best friend?

- a. ☐ do you know
- b. ☐ did you know
- c. ☐ have you known

5: A: Would you like a coffee? B: No thanks. one.

- a. ☐ I just had
- b. ☐ I've just had
- c. ☐ I was just having

المضارع المستمر Present Progressive

يستخدم في حالتين رئيسيتين

- 1: For actions that are taking place now مستمرة الآن والأفعال التي تحدث الآن
- 2- For near future actions: للأحداث والأفعال التي ستحدث بالمستقبل القريب

Indicators الكلمات الدالة: (now, right now, at the moment, listen, look, after two days, at the weekend, tonight, tomorrow, near future, as soon as, Be careful, look out, watch out, hurry up, these days, nowadays, Be quiet.)

The base:

I-----am+verb+ing

He, she, it-----is+verb+ing

They, we, you-----are +verb+ing

على not في حالة النفي نضيف
الأفعال المساعدة وفي حالة الأسئلة نستعمل الفعل المساعد بالفراغ الأول والفعل الرئيسي بالفراغ الثاني

What are you doing now? I am studying for tomorrow`s exam.

Listen! They are shouting at each other.

What are they doing tonight? They are drinking coffee in star bucks.

Is she going to London this summer? No, she isn`t.

When are they moving to the city? As soon as possible.

Be careful! Someone is throwing stones there.

Choose the best answer:

1) A: What ? B: I`m looking for my glasses.

- a. ☐ are you doing
- b. ☐ do you do
- c. ☐ you are doing

2) Bill really hard at the moment because his company has just received a big order from China.

- a. ☐ works
- b. ☐ is working
- c. ☐ is work

3) a really good book at the moment.

- a. ☐ I read
- b. ☐ I`m reading
- c. ☐ I reading

4) A: Where`s John? B: He`s in the bathroom. He a shower.

- a. ☐ has
- b. ☐ is having
- c. ☐ is making
- d. ☐ is doing

5): I ----- shopping tomorrow. Would you like to come with me?

a- go

b- am going

c- will went

d- going

المضارع التام المستمر Present Perfect Continuous

يتحدث عن فعل بدأ في الماضي ومستمر لغاية اللحظة.

For..... now, Forstill, So far..... Now, Since.....still.

He has been sleeping since he arrived till now.

It has been raining for 2 hours so far.

He has been studying English for 2 years now.

He has been working in this company for five years.

We have been studying in this university since 2010.

Rule: He/ She/ It ---- has+ been + ing

I/ They/ We/ You ----have + been+ ing

في حالة النفي نضيف دائما كلمة
not بعد الفعل المساعد

They haven't been learning English all this time!

يستخدم فعل المضارع التام المستمر مع الأفعال التي تحتاج وقت طويل عادة مثل
Sleep - run- play- rain - read -learn -travel - work

He has been running for 30 minutes now.

لو تم تحديد عدد مرات القيام بالفعل نستخدم المضارع التام البسيط
I have written 2 presentations so far.

Choose the right answer:

1. I..... this secret for a week now.

- a. Have known b. have been knowing c. had known d. will know

2. Noha has drunk coffee.

- a. Ago b. since c. ever d. just

3. Have you seen a beautiful like this?

- a. Never b. already c. since d. ever

4. It..... all day. It hasn't stopped yet.

- a. Has rained b. has been rained c. had been raining d. has been raining.

7. I have been learning English 10 years now.

- a. For b. ago c. since d. yet

For many years now. People from the country in to big cities.

- a. Have moving b. have moved c. have been moving d. have moved

2. Since the middle of the last century. Numbers..... rapidly. And they still are today.

- a. Will grow b. has grow c. have been growing d. has been growing

حل اسئلة الوزاري على قواعد الوحدة الأولى

ضع دائرة على الخيار الصحيح لاكمال الجمل: Circle the correct option to complete the sentences:

1. I'm sorry, but (I'm not agreeing / I don't agree) with what you're saying. (Stative verb)
2. What (**happens**/is happening) outside?
3. I (**am not enjoying**/don't enjoy) parties normally, but I (**enjoy**/am enjoying) this one.
4. She might be able to see you. but she (**talks**/is talking) to a customer and it sometimes (takes/**is taking**) a long time.
5. He (works/**is working**) in the afternoon, but today he (**takes**/is taking) his son to the doctor.
6. That man (looks/**is looking**) rather strange.
7. Everyone (**looks**/is looking) out of the window.
8. _ What (do you think/**are you thinking**) is the reason for success?
9. You're very quiet. What (**do you think** / are you thinking)?
10. He (**has** / is having) a shower, because he (has / **is having**) an important appointment.

اكمل الجمل: Complete the sentence:

(realize- hope –recognise – seem – believe- suppose)

1. I suppose this as the right answer, but I'm not really sure
2. We hope that this problem will be solved very soon.
3. These people seem to be arguing, but I can't hear very clearly.
4. Not many people realize how good he is at painting.
5. Have we met before? I recognise your face.
6. He says he's ill, but I'm not sure if I believe him.

Complete the sentences with the correct tense of the verbs in brackets: present perfect simple or continuous: -

اكمل الجمل بصيغة الفعل الصحيحة بين اوقاس: مضارع تام بسيط او مضارع تام مستمر

1. You should go to bed. you've been playing on the computer for over two hours. (play)
2. How many times has he written to his family this month? (write)
3. He's been staying with friends for too long. He needs to find a house of his own(stay)
4. I can't find my pen where have you put it? (put)
5. I think someone has been using / used my phone. the battery is nearly dead (Use)
6. What has he been doing all this time? We've been waiting for more than an hour (do / wait)

7. I have known him for nearly ten years (know)
8. They have been away for three nights. (be)
9. You were away *along time*. what have you been doing? (do)
10. I've talked to him on the phone. but we have never met (meet)

اكتب الأسئلة الكاملة ثم اجب عليها مع - Write the full questions, then ask answer them with a partner: شريك.

1) What kind of music/ you / prefer?
What kind of music do you prefer?

2) How often/ you / go to the cinema?
How often do you go to the cinema?

3) you/ enjoy/ playing computer games?
Do you enjoy playing computer games?

4) you /enjoy / this lesson?
Are you enjoying this lesson? Or Have you enjoyed this lesson?

5) you / ever / speak in public?
Have you ever spoken in public?

6) How many text or SMS messages / you send today?
How many text have you sent today?

7) How long you / study English?
How long have you been studying English?

8) What / you /do / on Sundays?
What do you do on Sundays?

ضع دائرة على صيغة الفعل الصحيحة لتكمل الجمل - Circle the correct tense to complete the sentences:

1. I (read/am reading) a really interesting book at the moment.
2. A lot of people think the new building (looks/ is looking) *ugly*
3. I (have/am having) *my breakfast*. So I'll call you back in ten minutes.
4. I can't understand what the writer (means/is meaning)
5. You should stop for a rest. You've (driven/ been driving) *for four hours*
6. I only started this book yesterday and I've *already* (read/ been reading) 150 page
7. His eyes are tired because he's (played/ been playing)

ضع دائرة على الجملة الصحيحة - Circle the correct answer:

1. He (doesn't like/isn't like) football. He (prefers/ is preferring) reading books.
2. (Are you seeing/Have you seen) the news on TV today?
3. She can't speak to you *now* because she (does/is doing) her homework.
4. There is message from my sister. She (is having/has had) an accident
5. I (have seen/have been seeing) three film *this month*
6. *How long* (have you written/have you been writing) that letter?

Correct the mistake in the sentence: - صحح الخطأ في الجملة -

1. There is something about this photo that ~~is looking~~ strange.
-There is something about this photo that looks strange.
2. I'm sorry. he's not here. He ~~has~~ lunch with some customers.
- I'm sorry. he's not here. He is having lunch with some customers.
3. I've ~~been drinking~~ five cups of coffee so far this morning.
- I've drunk five cups of coffee so far this morning.

النصوص والقطع Texts- Reading Passages

Hi everyone, well, the first week has nearly passed, with no real problems to tell you about so far. It hasn't been easy though. So many things are different from what I'm used to. There's the language, for one thing. As you know, I've been studying English for many years, but this is like being a beginner all over again. It seems as everyone is speaking a different language from the one, I studied at school! Still I'm beginning to get used to hearing English all around me.

مرحباً بالجميع، حسناً، لقد مضى تقريباً الأسبوع الأول من دون مشاكل أخبركم عنها لغاية الآن. لم يكن الوضع سهلاً على الرغم من ذلك. هناك أشياء كثيرة مختلفة عما اعتدت عليه. هناك اللغة كشيء أذكره لكم. كما تعلمون، لقد كنت أدرس اللغة الإنجليزية للعديد من السنوات لكن الأمر كأني مبتدئ في الدراسة من جديد مرة أخرى. يبدو وكأن كل شخص يتكلم لغة مختلفة عن تلك التي (اللغة) درستها في المدرسة. بدأت بالاعتیاد على سماع اللغة الإنجليزية من حولي.

Lectures don't start till next week, so this week has been a time of settling in: finding my way around, meeting people on the same course, joining clubs and societies and so on. There's actually a Palestine Society (which I joined of course). They have guest speakers and discussion groups, organize cultural events and even food evenings, so at least I'll have some connection with home. I've joined two other clubs as well. I hope you're all well. I'll write again soon.

Love, Mahmoud

لن تبدأ المحاضرات قبل الأسبوع المقبل. لذلك كان هذا الأسبوع وقتاً للاستقرار في معرفة الطرق حولي، مقابلة أناس في نفس دورتي-دراستي والانضمام للنوادي والجمعيات أو الهيئات الخ. في الواقع هناك جمعية فلسطينية (والتي انضمت إليها بالطبع). عندهم ضيوف يلقون خطابات ومجموعات للنقاش وينظمون مناسبات ثقافية وحتى أمسيات طعام (عشاء). لذلك على الأقل سأحظى ببعض التواصل مع الوطن. لقد انضمت لناديين آخرين أيضاً. أتمنى أن تكونوا جميعاً بخير سأكتب لكم قريباً.

أحبكم- محمود

1- Answer the following questions: أجب عن الأسئلة التالية

1. Why was Mahmoud surprised about the language at first?
Because it was different from what he studied at school.

2. When do lectures begin at the university, as Mahmoud mentions?
Next week.

3. What has Mahmoud been doing so far?

He has been settling in: finding his way around, meeting people on the same course, joining clubs and so on.

4. What do the Palestine society do?

They have guest speakers and discussion groups, organize cultural events and food evenings.

2- Circle the symbol of the correct answer: ضع دائرة على رمز الإجابة الصحيحة

1. The writer of the text is a ...

A: fresher

B: university professor

2. Settling in means:

A: finding somewhere to live

B: becoming familiar with the new situation

3. guest speakers are ...

A: people invited to talk about a subject

B: people who speak to their guests

3- **اكتب علام تعود الضمائر التالية:** Write what the following pronouns refer to:

1. It (line 1) the first week at university.

2. the one (line 4) language

3. They (line 7) the Palestine society

منطقة الراحة Comfort Zone

Stepping outside the comfort zone

B: Your comfort zone is, as the name suggests, the area where you feel comfortable. We all have one, whether we know it or not: it's the set of routines and known abilities that make us feel safe because we're confident that we can manage and are unlikely to be challenged by anything unexpected or worrying. Obviously, staying inside your comfort zone has many benefits, especially at times when you're feeling under stress.

الخروج خارج منطقة الراحة. منطقتك للراحة، كما يشير الاسم، هي المنطقة التي تشعر فيها بالراحة. كلنا لدينا واحدة (منطقة راحة) سواء كنا نعرفها أم لا. إنها مجموعة الأنشطة الروتينية والقدرات المعروفة التي تجعلنا نشعر بالأمان لأننا واثقين بأننا قادرون على الإدارة ومن غير المحتمل أن يتم تحدينا من قبل شيء غير متوقع أو مقلق. بشكل واضح، البقاء في داخل منطقتك للراحة له فوائد عديدة خاصة في الأوقات التي تشعر فيها أنك تحت الضغط.

A: On the other hand, we're often told in 'self-help' books that it's a good idea to do things that are outside our comfort zones. In fact, many studies have shown that an important factor in helping people feel positive about themselves is the feeling that they are developing and making progress in their lives. You won't reach your full potential if you only do what you know you are able to do. We all want to improve ourselves, for example by learning something new, becoming more creative or getting fit.

من جهة أخرى، يتم إخبارنا معظم الأحيان في كتب المساعدة الذاتية أنها فكرة جيدة أن تفعل أشياء من خارج منطقتك للراحة. في الحقيقة، أظهرت العديد من الدراسات أن عاملاً مهماً في مساعدة الناس ليشعروا بشكل إيجابي عن أنفسهم هو شعورهم بأنهم يطورون من حياتهم ويحدثون بعض التقدم. لن تصل لكامل إمكانياتك إذا فعلت فقط ما تعرف أنك قادر على فعله. نريد كلنا أن نطور من أنفسنا على سبيل المثال أن نتعلم شيئاً جديداً أو أن نصبح أكثر إبداعاً أو أن نكون رشيقيين.

C: Unfortunately, people often get stuck in their comfort zones and don't feel able to try different things. There are various possible reasons for this. They may be afraid of failing or unsure how to begin. Many people think 'This is the way I am and I'll never change', using this as an excuse for not trying something new. Whatever the reason may be, it's sometimes necessary to force yourself to do something you'd rather not do. Once you've made the effort, though, the door to new experiences will be open and you'll probably wonder why you thought it was a problem.

لسوء الحظ، يعلق الناس غالباً في منطقتهم الخاصة بالراحة ولا يشعروا بأنهم قادرين على تجربة أشياء مختلفة. هناك أسباب متنوعة محتملة لذلك الشيء (المذكور بالسطر الأول). ربما يخشوا الفشل أو أنهم غير متأكدين كيف يبدأون. يعتقد معظم الناس "هذه هي الطريقة التي أنا عليها ولن أغير أبداً". مستخدمين هذا التعبير كمبرر لعدم تجربة أشياء جديدة. أياً يكن السبب، فإنه من الضروري أحياناً أن تجبر نفسك أن تفعل شيئاً لا ترغب بفعله. بمجرد أن تبذل الجهد المطلوب، سيفتح لك باب تجارب جديدة وربما تتساءل لماذا اعتقدت يوماً أنها كانت مشكلة.

1- Match the headings with the paragraphs above:

A: Why we should get out of the comfort zone?

B: Your comfort zone: definition and advantages.

C: Why do people get stuck in their comfort zone?

2- Answer the following questions below: أجب عن الأسئلة التالية بالأسفل

1. What are the two definitions that the text provides for the 'comfort zone'?

A: the area where you feel comfortable.

B: the set of routines and known abilities that make us feel safe.

2. What is the advantage of staying inside your comfort zone?

we are confident that we can manage and are unlikely to be challenged by anything unexpected or worrying.

3. When do people particularly prefer to stay inside their comfort zone?

When they are under stress.

4. When do we feel positive about ourselves?

When we are developing and making progress.

5. What is the benefit of getting out of your comfort zone?

The door will be open to new experiences/ we'll feel positive about ourselves.

2- Find words in the text which have the meanings of the following:

جد كلمات في النص لديها نفس المعاني التالية

1. a complete group: set

2. everyday things we do regularly: routines

3. sure: confident

4-Replace the underlined parts of the sentences with words from the text:

استبدل الأجزاء التي تحتها خط من الجمل بكلمات من النص.

1. He isn't a famous singer yet, but he has great possibilities for the future. potential

2. Time management is a part of the reason for success in life. factor

3. Mona is very good at making artistic things. She can write poetry and paint wonderful pictures. Creative

5 - Decide whether each of the following statements is TRUE (T) or FALSE (F):

قرر فيما إذا كل من هذه الجمل صحيحة أم خاطئة

1. People often feel safe when they do the same routines. (T)

2. People usually prefer to get out of the comfort zone when they are under stress. (F)

3. Self-help books recommend staying in our comfort zone. (F)

6- Complete the following with words or phrases from the text:

أكمل الجمل التالية بكلمات أو عبارات من النص

1. Staying in your comfort zone can be a way of avoiding **worrying** or **unexpected** events.

2. People prefer to stay in their comfort zone especially when they are **under stress**.

3. The word "one line 1" in the text refers to **comfort zone**.

7- Complete the sentences with phrases from the text:

أكمل الجمل بعبارات من النص

1. **Self-help books** often recommend leaving your comfort zone.

2. When people develop, and make progress in life, they feel **positive about** themselves.

3. People don't want to try different things because they are **afraid of failing** or **don't know how** to begin.

4. Sometimes you need to **force yourself** to do something you'd rather not do.

8- Choose the correct answer: اختر الإجابة الصحيحة

1. "Self-help books" are

A: books that help readers solve their personal problems

B: books asking people to help each other.

Unit One الوحدة الأولى

A new start

2. "Your full potential" means:

A: your favourite hobbies

B: the most you can do

3. The phrase " get stuck" means

A: get out of something

B: unable to move

4. The word " excuse" means

A: untrue reason

B: result of something

5. "force yourself" means

A: ask others to help you

B: make something you don't want to do

9-Write what the following pronouns refer to: اكتب علام تعود الضمائر التالية:

1. One (line2) comfort zone

2. their (line 12) people

3. this (line 13) getting stuck in the comfort zone

4. I (line 14) those who don't want to get out of the comfort zone

5. it (line 17) trying and doing new things

Find words or phrases in the notice that have these meanings.

جد الكلمات والعبارات في الملاحظة (الإعلان) التي فيها هذه المعاني

Participate - on show - optional - like-minded - field

1. not compulsory

optional

2. with similar attitudes

like-minded

3. take part (in)

Participate

4. area of interest

field

5. able to be seen

on show

Use the words and phrases in unit 1 to complete the sentences below.

استخدم العبارات والكلمات من الوحدة الأولى لإكمال الجمل التالية

Participate - on show - optional - like-minded - field

1- There are lots of good paintings **on show** at the museum this week.

2- I don't know much about biology. It's not really my **field**.

3- This part of the form is **optional**. You don't have to fill it in.

4- Luckily, I live in a shared house with **like-minded** people.

5- Unfortunately, his English isn't good enough to **participate** in academic discussions.

Replace the underlined parts of the sentences with words or phrases from unit 1.

استبدل الأجزاء التي تحتها خط في الجمل بكلمات وعبارات من الوحدة الأولى

Confident - excuse - set - full potential - factor - creative - routines - stuck

1- I only need one more card to make a complete group.

set

2- We often get bored with the same everyday things we do regularly.

routines

3- I know a lot about the subject, so I'm quite sure that I'll succeed

confident

4- I'm not sure why she feels tired, but I think stress may be a part of the reason.

factor

5- She isn't a great singer yet, but she has great possibilities for the future full

potential

6- He's very good at making artistic things. Apart from writing poetry and songs, he paints wonderful pictures.

creative

7- With its wheels in the soft ground, the car was completely unable to move.

Stuck

3- Finish the sentences with words from the box:

أنه الجمل بكلمات من الصندوق

confident - routines - creative - set

1. Doing the same routines is not always an advantage. It can make you get bored.
2. Sarah is creative. She may be a great painter one day.
3. I have done well in the exam. I'm confident I will get high marks.
4. She could answer the first set of questions in a very short time.

4- Complete the sentences with words from the box: اكمل الجمل بكلمات من الصندوق

stuck - force - excuse

1. The bad conditions in the country force the youth to emigrate and live abroad.
2. The manager didn't accept my excuse for being late.
3. The driver was stuck in his car after the accident and couldn't get out.

4- A: Match the words in the boxes to make fixed phrases:

وصل الكلمات في الصندوق لتعمل عبارات ثابتة (ذات معنى)

1-societies	3	Zone
2-like	4	course
3-comfort	1	Fair
4-foundation	2	minded

B: Use the fixed phrases above to complete the sentences below:

استخدم العبارات الثابتة أعلاه لتكمل الجمل أدناه.

1. You may need a foundation course before going to university.
2. It's a good idea to step out of your comfort zone and learn new things.
3. Clubs and societies are the best places to meet like-minded people.
4. Societies fair is often held during the first week in the university.

الفرع الادبي - الكتابة

Application Form [ICSR]

Name:

العمر Age

Technology studies

اسم الدورة

الفقرة الأولى تتكلم عن الموضوع الذي تتقدم له في الجامعة او المعهد او الكلية وتوضح سبب اختيارك له.

I am applying for this course because I have been interested in the field of technology for many years, and I would like to work in this field as career in the future. I have been reading books about technological science since I was ten years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

الفقرة الثانية تتحدث عن خبراتك وتجاربك الخاصة في هذا المجال.

At the moment I am studying Physics and Math and English as my main subjects at school, and I believe these subjects will all be useful in the career I have chosen since I started secondary school, I have been a member of the school technology society and have been a member of this society for the last two years.

الفقرة الثالثة هي الخاتمة للموضوع تتمنى فيها ان يكون طلبك ناجحا ومقبولا في المعهد او الكلية او الجامعة المتقدم اليها.

After I have finished my final exams in June, I plan to spend a year doing this course, and I will then apply to university to study technological science. My general aim is to study IT specially its impact on computer studies. I believe this is one of the most important branches that can fulfil my goals. I hope my application is successful, and I am looking forward to studying at your college.

الفرع العلمي - الكتابة

Your life begins at the end of your comfort zone write an essay of about 120-150 words, think about these questions:

1. What does comfort zone mean?
2. Why do you think people are often advised to move outside their comfort zone?
3. What kind of activities are in your comfort zone?
4. What kind of activities are definitely outside your comfort zone?
5. What is your personal advice to people about this?

Your comfort zone is your enemy, when you live life trying to stay comfortable, life will send you more and more discomfort and more problems. Life will keep throwing rocks on you, you are here on this planet to grow, to do things you haven't done yet, to create things you haven't created yet, to go to places you haven't explored yet. this is how you grow.

Comfort zone is the area where you feel comfortable and the set of routines and known abilities that make us feel safe because we're confident that we manage and are unlikely to be challenged by anything unexpected or worrying. It's beneficial to stay inside your comfort

zone, especially when you're feeling under stress, but it's good idea to do things that are outside your comfort zone.

Unfortunately, people are so concerned about staying comfortable instead of growing and reaching higher and don't want to address their limitations and move beyond them, and if you don't make yourself uncomfortable, life will give you a plenty of reasons to push you out of your comfort zone.

Stepping outside your comfort zone allows you to develop and make progress in your life, so you feel positive towards yourself. Your life begins at the end of your comfort zone. The moment you feel enthusiastic to improve yourself by learning something new, becoming more creative or anything else.

Don't be afraid of failing or hesitant how to begin, don't get stuck in your known abilities just because you don't want to try new different things. Whatever the reason may be, it's necessary to force yourself to do something you'd rather not do. Once you've made the effort, the door to new experiences will be open, and you'll probably wonder why you thought it was a problem.