

Unit 4

Taking care of ourselves

Reading

► Read the article about how to avoid burnout: (SB. P.43)

How to avoid burnout

Burnout is a **mental health problem** that is **affecting** more and more people today because there's so much **pressure on** us to work hard and do everything **perfectly**. When you **experience** burnout, you feel **exhausted** and you usually don't spend enough time doing things you enjoy. You might stop doing hobbies that you used to enjoy and you may become ill more often than usual. As a result, people experiencing burnout feel like they can't live their lives **normally** anymore.

Burnout is usually caused by both **decisions** you **make** about things that you cannot **control**, for example if you spend a lot more time on your homework than you have to because you want to do it perfectly. This is your choice or the result of poor **time management skills**.

If you're in danger of **suffering from** burnout, you'll usually experience a lot of stress, find it difficult to sleep and have a lot of **headaches** or pain in your **shoulders** and **back**.

In order to **improve** your mental health, you need to **take responsibility** for the things that you can control, for example, if you find it difficult to say 'no' when people ask you to do activities outside of school and you feel exhausted because of this, you could change this **behaviour**. Then you can start thinking about activities that help you to forget about everything else that is happening such as drawing or painting, doing a sport or having 'real' conversations with your friends and family. Activities like these are examples of **self-care**. They help to **promote** better mental health and increase your **well-being**.

► Read the poem "Suppose" by Phoebe Cary: (SB. P. 44):

Suppose

Suppose you're dressed for walking,

And the rain comes pouring down,

Will it **clear off** any sooner

Because you **scold** and **frown**?

And wouldn't it be nicer

For you to smile than **pout**,

And so make sunshine in the house

When there is none without?

And suppose the world don't please you,

Nor the way some people do,

Do you think the whole creation

Will be **altered** just for you?

And isn't it, my boy or girl,

The wisest, bravest plan,

Whatever comes, or doesn't come,

To do the best you can?



► Read the advice from a teacher who helps teenagers who are suffering from burnout.

When I talk to **teenagers** who are suffering from burnout, I start by talking to them about the **negative effects** of their mental health problems. It's a good idea to ask how they are feeling, for example, they may feel exhausted or they may not have any time for **self-care**. Then I ask them about their **routine** because I want to find out how much time they **spend doing** their homework and how much time they **spend on** other activities. After that, we

can find out if there's anything we can change, for example to have better **time management**. A final important thing to look at is what activities the student really enjoys. We can talk about these and think about how the student can **make more time for** them.

► **Read this email from a teenager to a friend:** (SB. P.47)

To: Mohamed@mail.com

From: Karim@mail.com

Hi Mohamed

I wanted to write because I've **noticed** that you don't seem to be your normal self at the moment. You used to have so much energy, but now you look exhausted a lot of the time at school. I think I can understand how you're feeling because I was suffering from a lot of the homework I had. Instead of doing the work, I used to just sit at my desk and worry about it for hours. I remember that I was exhausted all the time and my teachers weren't very happy with my **schoolwork**. **Time management** was something I didn't know anything about back then, but I asked my sister for help and she showed me how to plan my study time better.

Is there something that you're worrying about which is stopping you getting to sleep? Or maybe you're doing too many things of the moment. Everyone suffers from stress and finds it difficult to **cope with** life sometimes, so don't worry about it. When you understand that, you can start to **identify** the reasons for your problems.

Why don't you think about what is happening in your life at the moment? Is there anything that you're spending too much time on? How often do you make the time to do something you really enjoy? We could **get together** to have a talk about what's going on if you want. Just let me know when.

Talk soon,
Karim

► **Read the the article. Which tip.....** (WB. P.26)

**Studying can be stressful.
Here are four tips to make life easier.**

Tip 1: Divide the things you need to do into four **categories**. There are (1) **urgent** and important (2) important but not urgent (3) not important but urgent (4) not important and not urgent. Using this system, you will quickly be able to see what you have to do now and what can wait.

Tip 2: When studying for a long time, you should know when to take a rest. This will help you to avoid burnout and continue studying. Use a clock with an **alarm**. After every twenty-five minutes, take a **five-minute** break and stand up and **stretch**.

Tip 3: You should do exercise on a **regular basis**. Exercise will produce **endorphins**, which are **chemicals** that help to reduce stress. If the exercise is outside you will also benefit from some fresh air.

Tip 4: You should not eat **unhealthy** when you are studying. A salad is quick to prepare and fruit is a better **snack** than chocolate. You should also avoid having too much **caffeine**. Water is much healthier.

► Read a short extract from Goerge Mitchell's book (WB. P.28)

One way to help you deal with life's problems is to **focus** only **on** the things you can change. There are many **external factors** which may **influence** how well you can **cope with** a particular problem. However, you should accept that there are some things you just do not have **control over**. It is not helpful to worry about these things. For example, when it rains, do you get stressed about getting wet? Or do you buy a good **raincoat** to keep you warm and dry in bad weather? This is an example of how you can find a quick and simple **solution to** what others might see as a problem. This is also the first step to accepting change as something normal. It is a simple way to make sure you remain **positive** when you face life's **difficulties**.

► Read each student's description of their situation. (WB. P.29)



Imad

I am very worried about passing all my exams and although I can't spend much time with friends, I still follow what they are doing on social media.

For the last few weeks, I've been feeling like I can't **cope with** everything in my life. My friends are getting great marks of school and after school they meet up. But I don't have time to join them. On social media they always **upload** photos and videos of themselves having fun in the park and around town. I don't know how they find the time to do all these things and study too.



Seleem

I think it's important to know what is happening in the world, whether it's good or bad.

I like to know what is happening in the world and I have set up my phone to send me **news alerts**. Recently though, there have been so many problems happening around the world and it's making me feel stressed. It's having a big **impact on** my **well-being**. I often feel quite **anxious** and don't want to leave the house.



Wael

I have moved house and school and it's had an impact on my well-being.

I have just started doing sport to **calm down** because recently I've been quite angry. We have just moved to a new city because of my dad's new job. I had to leave all my best friends, the **athletics club** I was in and all this happened during an important year at school. I want to study medicine, so I have to get good results in my exams. I often got angry about small things.

◀ Listening

▶ Listen to three students talking about situations.....: (SB. P.45)

Nour : At the moment, I just feel exhausted all the time. I play computer games with my friends after school every evening. Then I don't start doing my homework until about 9 o'clock in the evening. By the time I finish my homework, it's 11 o'clock or even midnight. So, I don't get to bed until it's really late and then I'm exhausted the next day at school and I can't keep up in my lessons.

Ibrahim : I spend a lot of time looking after my grandfather, who's seventy-four years old and is ill at the moment. I go to school and then as soon as I get home, I spend the next few hours making him something to eat, reading to him and helping him to wash, things like that. I have to get up early in the morning to do my homework before school and I never seem to have any time to do anything for myself.

Heba : It's always my goal to get the best grades that I possibly can at school. It seems that the only way to do that is to spend all of my time on my schoolwork. So, I work as hard as I can when I'm at school and then in the breaks we have at school, I do some extra reading or look at my notes again. Then, when I get home, I do my homework all afternoon and evening. I just keep going even if I'm feeling exhausted.

▶ Listen to two voice memos: (SB. P.46)

Nevine : This is Nevine and six months ago I was really **struggling** with my mental health. I was suffering from burnout and I wasn't spending any time on self-care at all. Fortunately, I'm feeling a lot better now. The first step was to work out what was causing the burnout. In my case, I was doing too many things and I couldn't cope. For example, I was trying to do all of my homework perfectly while also playing in four sports teams and **volunteering** at an old people's home on Saturdays. I realised that if you're not spending enough time doing things to **promote** your own well-being, you'll feel exhausted and sad. I decided to stop being such a **perfectionist** with my homework, only play in one sports team and only **volunteer** at the old people's home two weekends a month. I always get enough sleep now. Now, at the weekend when I don't have to do anything, I just relax at home and enjoying spending time with my friends and family. I always get enough sleep. Recently, I've learned how to draw animals, but that's just for fun – I don't **put** any **pressure on** myself to do it perfectly!

Hany: My name's Hany. I didn't think that I would ever have any mental health problems. I used to be so happy and relaxed all the time. Then last year, I started to feel **under a lot of pressure** at school because we had some important exams. I was so worried about not doing very well in the exams. I didn't want to **disappoint** my parents who thought I was a really good student. I suffered from a lot of stress and it was so bad that I couldn't sleep. Of course, that meant that I was exhausted at school the next day and found it hard to concentrate in my lessons. One day I fell asleep in the library at school and a teacher had to come and **wake me up**. We talked about how I was feeling, and the teacher helped me to make a study plan I could follow and still get enough sleep! I now spend less time studying, but I learn more than I used to because I manage my time better and take **regular breaks**. I always get at least eight hours sleep as well.

VOCABULARY

care (n.\v.)	رعاية / اهتمام - يهتم	pressure (n.)	ضغط
careful (adj.)	حريص	pressurize (v.)	يضغط
carefully (adv.)	بحرص	perfect (adj.)	تام / كامل
caring (adj.)	مهتم	perfection (n.)	تمام / كمال
activity (n.)	نشاط	self-management (n.)	ادارة النفس
burnout (n.)	انهاك / تعب	self (n.)	نفس / ذات
exhaust (v.)	ينهك / يتعب	decision (n.)	قرار
exhausted (adj.)	منهك / مرهق	decide (v.)	يقرر
exhausting (adj.)	منهك / مرهق	control (n.\v.)	تحكم / يتحك
exhaustion (n.)	إرهاق	controller (n.)	مراقب
cope (v.)	يواجه / يتصدى	controls (n.)	مفاتيح التحكم
well-being (n.)	سلامة / عافية / رفاهية	situation (n.)	موقف
improve (v.)	يحسن / يتحسن	result (n.\v.)	نتيجة / ينتج / يؤدي
improvement (n.)	تحسن / تحسين	cause (n.\v.)	سبب / يسبب
promote (v.)	يرقى / ينقل / يروج	reason (n.\v.)	سبب / يجادل
promotion (n.)	ترقية / نقل / ترويج	danger (n.)	خطر
management (n.)	إدارة	dangerous (adj.)	خطير
manage (v.)	يدير	suffer (v.)	يعانى
manager (n.)	مدير	headache (n.)	صداع
stress (n.\v.)	توتر / يوتر	pain (n.)	الم
stressful (adj.)	موتر	shoulder (n.)	كتف
stressed (adj.)	متوتر	back (n.)	ظهر
handle (v.)	يتعامل	responsibility (n.)	مسئولية
choice (n.)	إختيار	responsible (adj.)	مسئول
choose (v.)	يختار	behaviour (n.)	سلوك / تصرف
scared (adj.)	خائف	behave (v.)	يتصرف
scaring (adj.)	مخيف	conversation (n.)	محادثة
scary (adj.)	مخيف	self-care (n.)	الاهتمام بالنفس
scare (v.)	يخيف	increase (n.\v.)	زيادة / يزداد
support (n.\v.)	دعم / يدعم	decrease (n.\v.)	قلة / يقل
supporter (n.)	مساند / مدعم	necessity (n.)	ضرورة / حاجة
supportive (adj.)	مدعم	negative (adj.)	سلبى
development (n.)	تطوير / تطور	positive (adj.)	ايجابى
develop (v.)	يطور / يتطور	alternation (n.)	تبديل / تغيير
experience (n.\v.)	خبرة / يجرب	alter (v.)	يبدل / يتغير
experienced (adj.)	ذو خبرة	alternative (n.)	بديل
avoid (v.)	يتجنب	frown (v.)	يتجهم / يعبس / يكشر
mental (adj.)	عقلى	pout (v.)	يبوز / يثنى شفتاه
physical (adj.)	بدنى	scold (v.)	يؤنب / يوبخ
affect (v.)	يؤثر	suppose (v.)	يفترض
effect (n.)	تأثير	supposition (n.)	افتراض
hobby (n.)	هواية	supposedly (adv.)	افتراضيا

poetry (n.)
poet (n.)
poetic (adj.)
poetically (adv.)
poem (n.)
rhyme (n.\v.)
rhythm (n.)
excerpt (n.\v.)
message (n.)
dress (v.)
sunshine (n.)
creation (n.)
Creator (n.)
creatures (n.)
create (v.)
creative (adj.)
creativity (n.)
whatever (det.)
frustration (n.)
frustrated (adj.)
frustrating (adj.)
frustrate (v.)
concentration (n.)
concentrate (v.)
snacks (n.)
revision (n.)
revise (v.)
consider (v.)
break (n.\v.)
solution (n.)
solve (v.)
suggestion (n.)
suggest (v.)
memo (n.)
change (n.\v.)
advice (n.)
lives (n.)
aware (adj.)
awareness (n.)
sign (n.)
share (v.)
identify (v.)
identification (n.)

شعر
شاعر
شعري
بشاعرية
قصيدة
قافية/ يتقافى
ايقاع موسيقى
مقتطف/ يقتطف
رسالة
يرتدى
سطوع الشمس
خلق
الخالق
مخلوقات
يخلق/ ينشئ
مبدع
ابداعية
مهما
احباط
محبط
مثبط/ محبط
يثبط/ يثبط
تركيز
يركز
مقمرمشات/ وجبات خفيفة
مراجعة
يراجع
يفكر
راحة/ فسحة - يكسر
حل
يحل
اقتراح
يقترح
مذكرة موجزة
تغيير/ تغير- يتغير/ يغير
نصيحة
حيوات
واعى
وعى
علامة/ لافتة
يشارك
يتعرف/ يعرف
تعريف

parents (n.)
teenagers (n.)
routine (n.)
routinely (adv.)
spend (v.)
own (v.)
notice (n.\v.)
noticeable (adj.)
schoolwork (n.)
maybe (adv.)
specific (adj.)
lonely (adj.)
importance (n.)
important (adj.)
exercise (n.\v.)
regular (adj.)
regularly (adv.)
the countryside (n.)
tip (n.)
division (n.)
divide (v.)
category (n.)
urgent (adj.)
urgently (adv.)
clock (n.)
alarm (n.)
stretch (v.)
stretcher (n.)
endorphin (n.)
chemicals (n.)
reduce (v.)
benefit (n.\v.)
fresh (n.)
salad (n.)
caffiene (n.)
thirst (n.)
thirsty (adj.)
hunger (n.)
hungry (adj.)
project (n.)
lunchtime (n.)
priority (n.)
prior (adj.)

والدين
مراهقون
روتين
بشكل روتيني
يقضى/ ينفق
يمتلك
ملاحظة/ يلاحظ
ملاحظ
عمل مدرسى
ربما
محدد
وحيد
اهمية
مهم
تمرين/ يتمرن
منتظم
بانتظام
الريف
ملاحظة
تقسيم
يقسم
تصنيف
عاجل/ طارئ
بعجالة
ساعة
منبه/ انذار
يمدد/ يفرد
نقالة
هرمون الاندورفين
مواد كيميائية
يقلل
فائدة/ يستفيد/ يفيد
طازج
سلطة
مادة الكافيين
عطش
عطشان
جوع
جائع
مشروع
وقت الغداء
اولوية
سابق/ اولي

bottom (n.)	قاع	athletics (n.)	العاب قوى
top (n.)	قمة	athletic (adj.)	رياضي
list (n.)	قائمة	athlete (n.)	لاعب
counsellor (n.)	مستنصح / مرشد	club (n.)	نادي
impact (n.)	تأثير	medicine (n.)	دواء / طب
copy (n.\v.)	ينسخ / نسخة	medical (adj.)	طبي
grateful (adj.)	شاكر / ممتن	medically (adv.)	طبيا
gratefully (adv.)	بإمتنان	media (n.)	وسائل
gratefulness (n.)	شكر / امتنان	diary (n.)	مفكرة
demonstrate (v.)	يوضح / يتظاهر	efficient (adj.)	كفاء
demonstration (n.)	توضيح / مظاهرة	efficiently (adv.)	بكفاءة
society (n.)	مجتمع	efficiency (n.)	كفاءة
social (adj.)	اجتماعي	honesty (n.)	امانة
sociable (adj.)	اجتماعي (شخص)	react (v.)	يستجيب
external (adv.)	خارجي	reaction (n.)	رد فعل
internal (adj.)	داخلي	different (adj.)	مختلف
factors (n.)	عوامل	differently (adv.)	بطريقة مختلفة
influence (n.\v.)	تأثير / يؤثر	marks (n.)	علامات / درجات
wet (adj.)	مبلل	download (v.)	يحمل
dry (adj.)	جاف	upload (v.)	يرفع
raincoat (n.)	معطف مطر	alerts (n.)	اشعارات
step (n.)	خطوة	recent (adj.)	حديث
normal (adj.)	طبيعي	recently (adv.)	مؤخرا / حديثا
normally (adv.)	بطريقة طبيعية	anxiety (n.)	قلق
abnormal (adj.)	غير عادي / شاذ	anxious (adj.)	قلق
remain (v.)	يظل / يبقى	adapt (v.)	يتأقلم
remains (n.)	بقايا / اطلال	adaptation (n.)	تأقلم / تكيف
difficulties (n.)	صعوبات	resilience (n.)	مرونة / صمود
perceive (v.)	يدرك / يبصر / يستشف	resilient (n.)	مرن / صامد / قادر

Prepositions حروف جر

according to	وفقا لـ	have effects on	له اثار على
excerpt from	مقتطف من	concentrate on	يركز على
solution for\to	حل لـ	be aware of	واعى بـ
take care of....	يهتم / يعتنى بـ	signs of....	علامات لـ
a state of.....	حالة من....	cause of	سبب لـ
suffer from	يعانى من	reason for	سبب لـ
responsible for	مسئول عن	result of	نتيجة الـ
deal with	يتعامل مع	decide to	يقرر
clear off	يطرد / يبعد	decide on	يحدد
be dressed in	مرتديا (ملبس)	cope with	يواجه / يتصدى / يتغلب
be dressed for	مرتديا لـ	pay attention to	يتنبه لـ
pressure on....	ضغط على	benefit from	يستفيد من

think about	يفكر بخصوص	share....with	يشارك.....مع
in danger of...	فى خطر....	find out	يعرف/ يكتشف
forget about	ينسى بخصوص	spend....on	ينفق/ يقضى.....على/ فى
be afraid of	خائف من	spend.....with	يقضى.....مع
get to	يصل الى	on his own	بمفرده
angry with	غاضب من	worry about	قلق بخصوص
instead of	بدلا من	happy with	سعيد بـ
time for.....	وقت لـ	look after	يعتنى بـ
focus on	يركز على	on....basis	على أساس
control over	يسيطر على	stay up late	يسهر
extract from	إقتباس من	set up	يشيد/ يقيم
adapt to	يتأقلم على	divide....into	يقسم الى
react to	يستجيب لـ	on social media	على وسائل التواصل
the change of	تغير الـ	meet up	يلتقى
the change in	تغير فى	kind to	عطوف على

Expressions تعبيرات

taking care of ourselves	الاهتمام بانفسنا	perceive changes	يدرك التغيرات
mental health	صحة عقلية	feel lonely	يشعر بالوحدة
physical health	صحة بدنية	stay in bed	يبقى فى الفراش
time management	إدارة الوقت	take a rest	يأخذ راحة
difficult situations	مواقف صعبة	get headaches	يصاب بصدا
handle stress	يتعامل مع التوتر	a student counsellor	طالب مرشد/مستنصح
get better	يتحسن	positive thinking	تفكير إيجابى
feel exhausted	يشعر بالانهاك	positive solution	حل إيجابى
control situations	يسيطر على المواقف	external factors	عوامل خارجية
take responsibility	يتولى مسؤولية	accept changes	يقبل التغيرات
improve your well-being	يحسن عافيته	remain positive	يبقى إيجابيا
voice memos	مذكرات صوتية	upload photos	يرفع صور
solve a problem	يحل مشكلة	send alerts	يرسل إشعارات
efficient ways	طرق فعالة	athletics club	نادى رياضى
identify the reasons	يتعرف/ يحدد الاسباب	self-management	إدارة النفس/ الذات
get together	يجتمع سويا/ يلتقى	go for a walk	يذهب للتمشية
specific advice	نصيحة محددة	voice messages	رسائل صوتية
pay attention to	يتنبه لـ	get good results	يحصل على نتائج جيدة
reduce stress	يقلل التوتر	react differently	يستجيب بطريقة مختلفة
urgent and important	عاجل ومهم	life's problems	مشاكل الحياة
a five-minute break	راحة لمدة خمس دقائق	my back hurts	ظهرى يؤلمنى
regular basis	أساس منتظمة	have fun	يستمتع

do activities	يقوم بعمل أنشطة	make choices	يقوم بعمل إختيارات
do exercise	يقوم بعمل تمارين	make changes	يقوم بعمل تغييرات
do hobbies	يمارس هوايات	make a plan	يصمم خطة
do sports	يمارس رياضات	make use of.....	يستغل
do exams	يؤدى امتحانات	make time for.....	يخصص وقت لـ
Be your normal self	كن نفسك الطبيعية	make suggestion	يقترح

تعريفات Definitions

- 1 - burnout (n.)** نضوب / تعب
- a situation where you can't do anything because you're so tired and stressed.
- 2 - exhausted (adj.)** منهك / مضنى
- describe the feeling of being very tired.
- 3 - cope (v.)** يواجه / يذلل / يخضع / يتصدى
- to deal successfully with difficult situations.
- 4 - well-being (n.)** عافية / صحة / رفاهية
- the state of being comfortable, healthy and happy.
- 5 - mental health** صحة عقلية
- how we handle stress, relate to others and make choices.
- 6 - improve (v.)** يحسن / يتحسن
- to get better.
- 7 - promote (v.)** يرقى / يطور
- support and encourage the development of something.
- 8 - self-care (n.)** الاهتمام بالنفس
- taking care of your body and how you feel.
- 9 - time management** إدارة الوقت
- organizing when you do things and for how long.
- 10 - stress (n.)** التوتر العصبي
- a feeling of being worried and scared.
- 11 - alter (v.)** يتغير / يغير
- to change, or to make someone or something change.
- 12 - clear off (v.)** يطرد / يتخلص / يغادر
- to leave a place quickly.
- 13 - frown (v.)** يكشر / يعبس / يتجهم
- to make an angry, unhappy, or confused expression, moving your eyebrows together.
- 14 - pout (v.)** يبوز / يثنى شفتاه غضبا
- to push out your lower lip because you are annoyed or unhappy.
- 15 - scold (v.)** يؤنب / يبك
- to angrily criticize someone, especially a child, about something they have done.
- 16 - suppose (v.)** يفترض
- to think that something is probably true, based on what you know



مرادفات ومضادات **Synonyms and antonyms**

Synonyms		Antonyms	
burnout	fatigue, exhaustion	burnout	vitality, vigor, health
clear off	go away, leave	clear off	stay, arrive, come
suppose	presume	promote	demote
scold	tell off	normal	abnormal
promote	encourage	download	upload
memo	memorandum	external	internal



عمل اقتراحات **Making suggestions**

Use the following structures to make suggestions about what to do in the future:

لعمل اقتراحات يمكنك استخدام احد الصيغ الاتية:

- How\ What about + Ving.....?
- Have you considered \ thought about + Ving.....?
- Why don't you + Inf.....?
- You could + Inf.
- You should + Inf.

Ex: How about saying 'no' more often?.

Ex: What about doing sport four times a week instead of six?

Ex: Have you considered going to bed a bit earlier?

Ex: Why don't you start studying for that exam in February?

Ex: You could do your homework with other students.

Ex: You should plan your revision.

-
- ▶ **pressure** (ضغط (غاز او سائل) / ضغط (حياة / نفسي)
 ▶ **stress** (توتر عصبى (قلق دائم بخصوص الحياة والعمل... الخ والذي يمنعك من الراحة) / اهمية / تأكيد

Ex: The gas containers burst at high **pressure**.

Ex: I was under **pressure** from my parents to become a teacher.

Ex: I feel I'm not able to cope well with the **pressures** of life.

Ex: Janat's been under a lot of **stress** since her mother's illness.

Ex: Mazin laid particular **stress** on the need for discipline.

-
- ▶ **change** (n.\ v.) (تغيير / يتغير - يغير - يبدل (تغيير بسيط او كلى وغالبا تغير طبيعى) / فكة او باقى
 ▶ **alter** (v.) (يتغير / يتبدل (تغير بسبب تدخل خارجى)
 ▶ **alternation** (n.) (تغيير / تبديل

Ex: Sahar has **changed** a lot since she left her work as a teacher. (✓)

Ex: Sahar has **altered** a lot since she left her school. (✗)

-
- ▶ **email** (n.\ v.) (بريد الكترونى (يحتوى على افتتاحية وخاتمة ويكون خارجى او داخلى) / يرسل بريد الكترونى
 ▶ **memo** (n.) (مذكرة / رسالة تذكير (تشبه الايميل ولكنها لا تحتوى على افتتاحية وليس بها خاتمة وتستخدم داخل نفس المنظمة)

Ex: Send me an **e-mail** when you have any news.

Ex: A **memo** went around the office, reminding staff of the new dress code.

SKILLS PART

✍ Writing skills مهارات الكتابة

How to write an email : كيفية بريد الكتروني

There are **five** elements to consider when formatting your email:

1. Subject line

This is a short phrase that summarizes the reason for your message or the goal of your communication. It is important to include a subject line when sending a professional email so your audience knows exactly what to expect and is able to locate the message easily if needed.

Ex: "Follow Up: Product Presentation"

2. Salutation

This is the first line of your email and generally acts as the greeting.

Ex: "Hi Mr. Samson,"

Formal email	Informal email
Dear....., Dear Sir, Dear Madam,	Hi....., Hello....., Hey,

3. Body

Just like the body of a letter, this is where you'll share your full message.

Ex: "Thank you for attending the new product presentation this afternoon. I've attached a video file of the full recording so you can share it with your team. Please let me know if you have any questions."

Formal email	Informal email
Use an introduction Don't use abbreviations Use passive Don't use imperative	Don't use an introduction You can use abbreviations Use direct words You can use imperative

4. Closing

This is the last line of your email before your signature and should wrap up your message. This is also where you may reiterate any requests you've made in the body of your message.

Ex: "I look forward to speaking with you on Wednesday. Thanks again!"

Formal email	Informal email
Yours sincerely, Yours faithfully, Best wishes,	Bye, See you later, See you soon

5. Signature

The signature is where you identify yourself by name, title and any other information relevant to your communications. Most email programs allow you to set a fixed signature that's automatically added to the end of every email you send.

"Sincerely,
Jillian Jones

► Punctuation marks علامات الترقيم

① Semicolon (;)

☛ Semicolons help you connect closely related ideas when a style mark stronger than a comma is needed. By using semicolons effectively, you can make your writing sound more sophisticated.

تستخدم الفاصلة المنقوطة (;) في الحالات الآتية:

1) Use a semicolon to join two related complete thoughts (sentences/independent clauses) without using a conjunction.

Ex: Some people write with a word processor; others write with a pen or pencil.

2) Use a semicolon to join two related complete thoughts when using conjunctive adverbs (sometimes thought of as transitional words or phrases). Note that a comma follows the conjunction.

Ex: However they choose to write, people are allowed to make their own decisions; as a result, many people swear by their writing methods.

3) Use a semicolon between items in a list or series if any of the items contain commas.

Ex: There are basically two ways to write: with a pen or pencil, which is inexpensive and easily accessible; or by computer and printer, which is more expensive but quick and neat.

4) Use a semicolon between independent clauses joined by a coordinating conjunction if the clauses are already punctuated with commas or if the clauses are lengthy.

Ex: Some people write with a word processor, tablet, or even a phone; but others, for different reasons, choose to write with a pen or pencil.

② colon (:

A colon is used to give emphasis, present dialogue, introduce lists or text, and clarify composition titles.

1) **Emphasis**—Capitalize the first word after the colon only if it is a proper noun or the start of a complete sentence.

Ex: She had one love: Western Michigan University.

2) **Dialogue**—Write the speaker's name, followed by a colon and his or her statement.

Ex: Reporter: What is the Western Edge?

Dunn : It is a strategic plan for promoting student success.

3) **Introduce lists, text or tabular material**—Capitalize the first word after the colon only if it is a proper noun or the start of a complete sentence.

Ex: Our future is dependent on three things: sustainability, diversity, and enhancing our strength and health.

4) **Clarify the titles of books, lectures and other compositions**—Use a colon in titles that express two parallel ideas. The words on either side of the colon should be able to stand on their own.

Ex: He wrote "Crisis Management by Apology: Corporate Response to Allegations of Wrongdoing."

5) **To express time, in titles, and as part of other writing conventions.**

Ex: 4:45:00

Ex: 2:1

language

Modal verbs الأفعال الناقصة

الأفعال الناقصة هي أفعال لا يمكن أن تعطى معنى بذاتها ولكنها تحتاج إلى فعل في المصدر بعدها ليكمل المعنى ومن الأفعال الناقصة الاتي:
can, could, must, have to, should, may, might.

can

1- S. + can \ can't + Inf. = S. + am, is, are able to + inf. (To express present ability)

Ex: Tom **can write** poetry very well.

2- S. + can + Inf. (To express present possibility)

Ex: You **can catch** that train at 10:43.

3- S. + can + Inf. (To express permission \ request)

Ex: **Can you lend** me ten dollars?

4- S. + can't + have + P.P. (To express deduction in the past)

Ex: You **can't have met** Abdel Haleem Hafez yesterday. He died long time ago.

could

1- S. + could + Inf. (ability in the past.)

Ex: When I was eight I **could speak** English.

S. + could + Inf. = S. + was \ were able to + Inf.
= S. + managed to + Inf. = S. + succeeded in + V-ing

ملاحظات هامة:

(١) نستخدم **could + inf.** للتعبير عن القدرة العامة.

Ex: My grandfather **could speak** five languages.

(٢) نستخدم **was \ were able to + Inf.** أو **managed to + Inf.** إذا أردنا التحدث عما حدث في موقف معين.

Ex: Mazin **could beat** anyone in chess. (He had the general ability to do that.)

Ex: Mazin was able to \ **managed to beat** Rami in chess yesterday. (particular game).

2- S. + could + Inf. (To make suggestions, offers, requests or permission.)

Ex: **Could you lend** me a pen please? (request)

Ex: Sara if you are still bored, we **could go** for a walk. (suggestion)

Ex: **Could we leave** now dad? (permission)

3- S. + could + Inf. (To express possibility in the future.)

Ex: There **could be** an expedition on mars soon. It is possible that there will be an expedition on mars soon.

◀ وتستخدم **could** مع الأفعال:

(see-hear-smell-taste-feel-remember-understand)

Ex: Although he spoke a strange language, I **could understand** him.

4- S. + could have + p.p = (we use it for things which were possible but did not happen.)

وهي تستخدم لتعبير على أنه كان من الممكن أن نفعل شيئاً في الماضي ولكننا لم نفعله.

Ex: I didn't do my homework yesterday. I **could have done** it but I was ill.

Ex: I watched the match on TV yesterday but I **could have watched** it at the stadium.

5- S. + could have + p.p = S. + would have been able to + Inf.

Ex: Why didn't you apply for the job? You **could have got** it .

Ex: We **could have gone** away if we'd had enough money.

6- S. + couldn't have + p.p (deduction in the past)

وتستخدم الصيغة السابقة للتعبير عن استنتاج في الماضي (أكيد وأنه لم يفعل)

Ex: I'm sure Nagham **couldn't have attended** the meeting. She was very ill.

must & have to

أولاً : للتعبير عن الضرورة أو الالتزام في المضارع نستخدم :

S. + must + inf.

S. + have \has to + Inf.

S. + have\has got to + Inf.

= It is necessary \ a necessity to + Inf.

Ex: It is too late. We have to go now.

Ex: You are very tired. You need to have a rest.

- الفرق بين must \ have to :

- نستخدم **must** للتعبير عن نصيحة قوية أو دعوة أو الزام داخلي (شخصي) وتستخدم أيضا في الاستنتاج

Ex: I must buy my mother a present for her birthday. (**inner feeling**)

Ex: You must come and have lunch with us. (**invitation**)

Ex: You must clean your teeth before you go bed. (**strong advice**)

Ex: Ahmed is absent today. He must be ill. I'm sure of that. (**Deduction**)

- اما **have to** فتستخدم للتعبير عن الزام خارجي ولا يوجد خيار اخر او القوانين العامة.

Ex: You have to show your passport when you leave the country. (**You don't have a choice**)

Ex: You can't turn right here. You have to turn left. (**obligation**)

- ولعدم أو نقص الضرورة في المضارع نستخدم :

Sub. + don't \ doesn't have to + Inf.

Sub. + haven't \ hasn't got to + Inf.

Sub. + needn't + Inf.

= It is not necessary \ unnecessary to + Inf.

Ex: We don't have to hurry up. It is too early.

Ex: It is not going to rain. You needn't bring an umbrella.

- وللاستفهام نستخدم :

Do\ Does + Sub. + have to + Inf.....?

Have\ Has + Sub. + got to + Inf.....?

Must + Sub. + Inf.?

= Is it necessary to + Inf....?

Ex: Do we have to wash our hands now?

Ex: Have we got leave early today?

ثانياً : للتعبير عن الضرورة أو الالتزام في الماضي نستخدم :

☛ **Sub. + had to + Inf. = (It was necessary to + Inf.)**

Ex: We had to go to school yesterday. We had an important exam.

ونفيها :

☛ **Sub. + didn't have to \ need to + inf. = (It was not necessary for me to.....)**

☛ **Sub. + hadn't got to + inf.**

لم يكن ضروري فعله (لم يفعل شيئاً لأنه لم يكن ضروري فعله)

Ex: Yesterday we didn't have to go to school. It was Friday.

☛ **Sub. + needn't have + P.P. = (We did something that was not necessary.)**

Ex: Yesterday Samia had a severe stomach ache. She needn't have eaten too much Mahshi.

☛ **Did + Sub. + have to + Inf.....? = Was it necessary to + Inf....?**

وللاستفهام نستخدم :

Ex: Did you have to go to Assiut yesterday?

ثالثاً : للتعبير عن الضرورة أو الالتزام في المستقبل نستخدم :

☛ **Sub. + will have to + Inf. = It will be necessary to + Inf.**

☛ **Sub. + won't have to + inf. = It won't be necessary to + Inf.**

☛ **Will + Sub. + have to + Inf.....? = Will it be necessary to + Inf**

Ex: We will have to get up early tomorrow.

Ex: Will you have to travel abroad in the future?

- نستخدم mustn't للتعبير عن المنع أو التحريم في المضارع أو مشاعر قوية للالزام .

☛ **S. + mustn't + Inf. = It is not allowed to + inf. = S. + is \ are not allowed to + Inf.**

Ex: You mustn't smoke in the cinema. It is **forbidden \ banned**.

Ex: You are not allowed to park here. It is **prohibited**.

Ex: It is not allowed to carry a gun in public places. It is **against the law**.

Ex: We mustn't touch the objects in the museum.

► **We use mustn't particularly when the prohibition comes from the speaker.**

Ex: (Parent to child) You mustn't say things like that to your sister.

Ex: (Teacher to student) You mustn't be late to class.

should

1- S. + should \ shouldn't + Inf. (To express advice, suggestion.)

Ex: You **should** always **wash** your hands after you've touched the cat. (advice)

Ex: You **should spend** more time relaxing in the evening. (suggestion)

– والصيغة السابقة يمكن ان تتساوى في المعنى مع:

S. + ought to \ ought not to + Inf. = S. + am, is, are (not) supposed to + Inf.

S. + am, is, are (not) meant to + Inf. = It is advisable \ inadvisable to + Inf.

Ex: You **ought to go** to bed early to get up early.

Ex: Hala **is supposed \ meant to do** her homework alone.

◀ وتستخدم should بعد بعض الافعال مثل:

(suggest - propose - recommend - insist - demand)

Ex: What do you **suggest** I **should do**?

Ex: I **demand**ed that she **should apologise**.

◀ وتستخدم should بعد بعض الصفات مثل:

(strange-odd-funny-typical-natural-interesting-surprised -surprising)

Ex: It's **strange** that he **should be** late. He's usually on time.

Ex: I was **surprised** that he **should say** such a thing.

◀ وتستخدم should بعد بعض التعبيرات مثل:

(It is important \ vital \ necessary \ essential that.....)

Ex: It's **essential** that everybody **should be** careful.

2- S. + should \ shouldn't + be + V-ing. (To express something is not right or what we expect.)

Ex: The motorist is not wearing a helmet and driving too fast. He **should be wearing** it.

3- S. + should \ shouldn't + have + P.P. (To express regret \blaming in the past.)

S. + should + have + P.P = S. + was \ were supposed \ meant to + Inf.

S. + shouldn't + have + P.P = S. + was \ were not supposed \ meant to + Inf.

Ex: Fatma didn't do her homework yesterday. She **should have done** it.

Ex: Mazin quarrelled with his friend last week. He **shouldn't have done** that.

may & might

1- S. + may / might + Inf. = it is possible= perhaps

وهي تستخدم للتعبير عن امكانية حدوث شيء في المستقبل.

Ex: We **may / might go** to Luxor next week. = It is possible that we will go to Luxor.

2- S. + may be / might be + v-ing

وهي تستخدم للتعبير عن امكانية استمرار حدوث شيء في المستقبل.

Ex: I **may be playing** tennis at this time tomorrow. = Perhaps I will be playing tennis.

3- S. + may / might have + P.P

وهي تستخدم لتعبير عن امكانية حدوث شيء في الماضي .

Ex: He **may have left** secretly.= Perhaps he left secretly.

4- S. + may / might have been + v-ing

وهي تستخدم لتعبير عن احتمال استمرار الشيء في الماضي .

Ex: He **may have been listening** to music. = Perhaps he was listening to music.

Homework

1) Choose the correct answer :

1. I feel lonely and I'm beginning to have strange dreams. I'm worried about my health.
a. mind b. mental c. marital d. military
2. I am always studying and when I have free time I just want to stay in bed. I think I'm suffering from.....
a. stress b. cancer c. burnout d. diabetes
3. I think schools should.....the importance of looking after yourself.
a. promote b. improve c. press d. cope
4. I don't have the time to do everything I want to do. I'm bad at time.....
a. magnet b. management c. encouragement d. sharing
5. My father has to cope with a lot of.....in his job and uses sport to help him relax.
a. press b. stress c. well-being d. self-care
6. Mohamed has started to exercise regularly. It has helped him improve his general a lot. He is much more relaxed and positive now.
a. burnout b. stress c. well-being d. self-care
7. Amal is always.....and she never has the energy to do anything.
a. exhausted b. relaxed c. improved d. promoted
8. My mum knows how to.....with difficult situations really well.
a. promote b. cope c. copy d. happy
9. My grandmother said walking in the countryside helped.....her physical and mental health.
a. promote b. cope c. copy d. prove
10. You must always make time for..... If you look after yourself, you will be able to help others as well.
a. selfishness b. self-care c. self-abuse d. self-driving
11. Have you ever.....spending the weekend in the country?
a. considered b. thought c. decided d. agreed
12. Mental exhaustion and loss of energy are symptoms of.....
a. turnout b. strikeout c. cutout d. burnout
13. is how good you feel in your body and how happy you are.
a. Self-care b. Mental health c. Well-being d. Stress
14. The government has designed a new system to.....with the floods we sometimes have in coastal cities.
a. cure b. carry c. cope d. care
15. His mood suddenly altered and he seemed a little annoyed. The synonym of the verb 'altered' here means.....
a. improved b. behaved c. slaughtered d. changed
16. Mrs Aliat the children, who were getting mud all over their clothes.
a. frowned b. scolded c. coped d. supposed

17. A balanced diet good health and normal development..
 a. copes b. promotes c. pouts d. supposes
18. Stop and eat your dinner.
 a. promoting b. improving c. altering d. pouting
19. We hope to improve the health and of poor children.
 a. wellk-nown b. well-being c. well-done d. well-built
20. She told us off for making a mess. 'told us off' here means.....
 a. promoted b. improved c. scolded d. pouted
21. They are looking for clues, I
 a. spouse b. surprise c. mean d. suppose
22. Dr. Ashraf gave us a lecture about time.....in order to use our time wisely.
 a. capsule b. bomb c. management d. machine
23. The criminals cleared when they saw the police coming..
 a. up b. out c. of d. off
24. Changes will be made if the situation doesn't
 a. pout b. cope c. promote d. improve
25. Balancing work and family is the main cause of for many people.
 a. burnout b. stress c. frown d. pout
26. After months of overworking, Briggs was suffering from mental and physical
 a. exhaustion b. health c. exercise d. stress
27. With longer vacations you would see less and higher productivity.
 a. health b. alternation c. management d. burnout
28. I seem to have no emotional these days because I am not sleeping well.
 a. reliabilty b. resistance c. resilience d. reliance
29. I have set my phones to send me news.....
 a. altars b. arts c. alters d. alerts
30. Doing sport or having real conversations with your friends are examples of.....
 a. burnout b. exhaustion c. self-care d. stress
31. Students.....a lot of activities at school.
 a. experience b. experiment c. make d. do
32. Menna is for her sister's wedding.
 a. worn b. dressed c. stressed d. frowned
33. I sent him a \ an reminding him about the meeting.
 a. podcast b. mummy c. essay d. memo
34. Students shouldtime for the activities they really enjoy doing.
 a. do b. make c. invent d. scold
35. Nevine started to solve her problems by.....the reason for them.
 a. magnifying b. identifying c. defying d. purifying
36. Enas, you don't seem to be your normal.....
 a. shelf b. elf c. self d. soul
37. The one should notice the.....of burnout.
 a. sins b. labels c. signals d. signs
38. Hany's parents helped him to.....a study plan.
 a. do b. make c. invent d. cut

56. Sarah: I drove 16 hours yesterday.

Mark : You.....exhausted.

- a. must be b. must have been c. had to be d. must

57. The emergency services have arrived. There.....have been an accident.

- a. must b. can't c. should d. mustn't

58. We.....forget that tourism is very important for our national income.

- a. must b. mustn't c. should d. ought not

59. You.....to clean your teeth before you sleep.

- a. should b. must c. ought d. can't

60. You must keep this matter secret. You.....tell anyone.

- a. shouldn't b. must c. mustn't d. don't have

61. You.....come round and visit us.

- a. should b. ought c. must d. mustn't

62. You.....be kidding! I can't lend you this big sum of money.

- a. should b. must c. mustn't d. can't

63. Iplaying the piano last week, but I was lazy and now I regret it.

- a. could have practiced b. should have practised
c. will have practiced d. practised

64. You.....at your sister. You know it would make her unhappy and it was wrong thing to do.

- a. could have shouted b. should have shouted
c. shouldn't have shouted d. shouted

65. You.....the boat if you had been here at one o'clock, but it's gone now and it's too late

- a. could have caught b. should have caught
c. will have caught d. caught

66. You.....Manal in the park this morning. She has been with me at my house all day.

- a. could have seen b. couldn't have seen
c. shouldn't have seen d. should see

67. I can't believe that you still haven't received the parcel. I sent it three weeks ago, so it.....by now.

- a. could have arrived b. should have arrived
c. will have arrived d. arrived

68. He.....a great doctor. He had the ability but he didn't want to work hard.

- a. could have been b. should have been
c. will have been d. was

69. Idownloaded that program. Now I have a virus on my laptop.

- a. couldn't have b. should have
c. shouldn't have d. could have

70. I didn't know you were in my city yesterday, you.....me!

- a. should phone b. should have phoned
c. could have phoned d. could phone

- 88. Page 12 of the manual that came with the appliance says, ".....any problem with the merchandise, contact your local dealer."**
- a. You should have
 - b. Do you have
 - c. Should you have
 - d. Had you had
- 89. Many immigrants now agree that they.....their traditions when they first settled in America.**
- a. shouldn't have given up
 - b. needn't give up
 - c. don't have to give up
 - d. may not have given up
- 90. If you want to get a good night's sleep, you.....any tea or coffee in the evening.**
- a. would rather drink
 - b. don't have to drink
 - c. mustn't drink
 - d. could drink
- 91. Road conditions.....much in the last fifteen years, since the government hasn't invested anything to renew the roads.**
- a. must have improved
 - b. needn't have improved
 - c. can't have improved
 - d. didn't need to improve
- 92. He.....technical support when his computer broke down because he doesn't know much about computers.**
- a. must have had
 - b. needn't have had
 - c. shouldn't have had
 - d. can't have had
- 93. The new steam powered and mechanized farm equipment.....the work easier but they couldn't get it to work.**
- a. can't have made
 - b. might have made
 - c. didn't have to make
 - d. was able to make
- 94. If you plan to take a long trip in the car, you must get a full tank of gas or you out of gas.**
- a. should have run
 - b. might run
 - c. have to run
 - d. had better run
- 95. The prisoner.....this way; there are no footprints.**
- a. may have escaped
 - b. needn't have escaped
 - c. could have escaped
 - d. can't have escaped
- 96. Apple Computers.....the share of the market held by Microsoft in the late 1990s but unfortunately they didn't have a clear business plan to more ambitiously pursue their business goals.**
- a. could capture
 - b. might have captured
 - c. needn't have captured
 - d. should capture
- 97. A good supervisor.....with people who attempt too much than with those who try too little because hardworking staff contributes much to all aspects of work.**
- a. shouldn't work
 - b. would rather work
 - c. had better not work
 - d. can't work
- 98. You.....the locksmith to open the door for you last night before you tried to open the door yourself.**
- a. had better call
 - b. ought to have called
 - c. must call
 - d. could call

99. I.....an office but I chose to work from home because everything I need is here.

- | | |
|----------------------|------------------------|
| a. could have rented | c. needn't have rented |
| b. must have rented | d. might rent |

100. Most advanced aircraft now.....at supersonic speeds.

- | | |
|--------------------|-------------------------|
| a. are able to fly | c. were supposed to fly |
| b. could have fly | d. should have fly |

101. You.....down to about 30 kilometres an hour when you are driving through a school zone between dawn and dusk.

- | | |
|--------------------------|----------------|
| a. should have slowed | c. must slow |
| b. were supposed to slow | d. had to slow |

102. I regret neglecting my lessons last year. Ithem.

- | | |
|-----------------------------|----------------------------|
| a. should have neglected | c. couldn't have neglected |
| b. shouldn't have neglected | d. mustn't have neglected |

103. Very young children.....from screens. Young children learn through real interaction.

- | | |
|--------------------------|--------------------------|
| a. are supposed to learn | c. aren't meant to learn |
| b. needn't learn | d. shouldn't have learnt |

104. The weather was very hot the whole time. We.....a month later when it's cooler.

- | | |
|------------------------|--------------------|
| a. shouldn't have gone | c. must have gone |
| b. should have gone | d. can't have gone |

105. It.....easy to win the tournament. All the teams were really good.

- | | |
|----------------------|------------------------|
| a. mustn't have been | c. shouldn't have been |
| b. might not be | d. can't have been |

106. The report.....two days ago.

- | | |
|-------------------------|-------------------------------|
| a. should been finished | c. should have been finished |
| b. should finish | d. should have being finished |

107. Why did you was that blouse? It wasn't dirty. You.....it.

- | | |
|----------------------|------------------------|
| a. must have washed | c. needn't have washed |
| b. can't have washed | d. needn't wash |

108. 'Shall I close the window?' 'Yes, please, if you.....'

- | | | | |
|---------|-----------|---------|----------|
| a. must | b. should | c. will | d. would |
|---------|-----------|---------|----------|

109. He.....his illness with better eating habits. But now it's too late.

- | | |
|-------------------------|-------------------------|
| a. must have prevented | c. could have prevented |
| b. can't have prevented | d. will have prevented |

110. They.....the battle, they had more soldiers and better equipment, but they lost.

- | | |
|--------------------|--------------------|
| a. should have won | c. are sure to win |
| b. can't have won | d. must have won |

111. You.....wear a helmet if you're going to go on the motorbike.

- | | | | |
|---------|------------|-----------|----------|
| a. must | b. have to | c. should | d. ought |
|---------|------------|-----------|----------|

112. Linaany rice because we already have a lot.

- | | |
|------------------------|-----------------------|
| a. needn't bring | c. didn't have to buy |
| b. needn't have bought | d. mustn't buy |

2) Read the following passage , then answer the questions:

Sadness means suffering in silence. Many people suffer because they have their heart broken, they have problems at work, they have had a fight with a dear person, they have lost something, or someone. Sadness is a state of mind that comes and goes as it pleases. Today we can be sad, tomorrow we can forget about yesterday. Life is about going through bad and good moments so it's normal to feel sad sometimes. Sadness can **manifest** itself through emotions like being angry, stressed out, nervous or just depressed. Depression is a more serious case of sadness. Depression means negative thoughts and lasts for much longer. Many people commit suicide because of depression so, it's a dangerous disease that can be treated only through therapy.

Sadness and depression are two different things. Sadness is a state of mind that can pass very quickly once things become better and it's caused by grief, sorrow, by things that don't go according to plan. Depression is more deep, it is longer and usually gives people suicidal thoughts. The number of people that kill themselves each year has increased over the years. Depression is very dangerous and people that suffer from it, need to make counseling sessions. The problem is that many don't know they have it. Stress, money, concerns make us worry all the time. Sadness, Depression are two things that lead to suicide.

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

1. The best title for the passage would be.....

- ☐ A The causes of suicide.
- ☐ B The causes of sadness.
- ☐ C Sadness and depression.
- ☐ D Depression.

2. The underlined pronoun 'it' in the last paragraph refers to.....

- ☐ A sadness
- ☐ B depression
- ☐ C suicide
- ☐ D session

3. The word *manifest* means.....

- ☐ A show
- ☐ B disappear
- ☐ C separate
- ☐ D play

4. Sadness is a.....case.

- ☐ A physical
- ☐ B mental
- ☐ C cultural
- ☐ D economical

5. Why is depression more dangerous than sadness?

- ☐ A Because depression cannot be treated.
- ☐ B Because sadness can be treated by therapy.
- ☐ C Because depression can make people kill themselves.
- ☐ D Because sadness makes people make much money.

6.cannot be treated by therapy.

- ☐ A Depression
- ☐ B Illness
- ☐ C Sadness
- ☐ D People

7. When does sadness disappear?

- ☐ A When depression appears.
- ☐ B When the one takes medicines.
- ☐ C When the matters become better.
- ☐ D When the one cries a lot.

8. What do you think ' counseling sessions' in the last paragraph means?

- ☐ A To visit a photographer and take wonderful photos.
- ☐ B To visit a lawyer and ask him for advice.
- ☐ C To visit a therapist and talk to him\her about your problem.
- ☐ D To go to a supermarket and buy something sweet.

3) Read the following passage , then answer the questions:

Three-year-old Teddy Lasry was napping yesterday in his cowboy outfit yesterday at his family's Fifth Ave. apartment when he shot up in bed screaming. A 3-foot-long black-and-white snake was coiled around his left arm and had just bitten his pinky.

"The baby-sitter freaked out," said Teddy's father, David Lasry, who, along with his wife, Evelyn, was at work when the reptile showed up about 4 p.m.

The horrified nanny called 911 and the building's doorman. The doorman and two cable TV workers helped pry the snake off the boy's arm and stow it in a garbage bag, Lasry said.

Police rushed Teddy to Mount Sinai Medical Center, where his parents said he spent two hours attached to a heart monitor as a precaution in case the snake was poisonous. It wasn't. Experts at the snakebite treatment center at Jacobi Medical Center in the Bronx, where cops took the critter, determined it was a non-venomous California king snake.

But how did it end up in Teddy's bed?

A little sleuthing determined that the serpent had escaped two weeks ago from its cage in the apartment of a doctor whose family lives four floors below the Lasrys. The apologetic owner said his son's pet snake likely traveled up the radiator pipes and into his neighbor's apartment.

"It's a very docile, very harmless snake," he said. "It's handled by our family all the time." Lasry, 42, a fine arts publisher, said he believed the pet was simply hungry after two weeks of cruising. Teddy's mother, Evelyn Lasry, 37, said her son seems to have gotten over his fright by thinking of himself as a hero cowboy as he rode in the back of the police cruiser to the hospital.

"I told Teddy he's a pretty snake, a nice pet snake who got out of his cage," Evelyn Lasry said. "But he asked, 'Why did he bite my finger, Mamma?' And I said, 'Because he saw that you are a big boy, Teddy, in your cowboy outfit and he got scared.'"

1. What did the babysitter do?

- A) She ran out of the apartment.
- B) She took the snake off Teddy's arm.
- C) She called for help.
- D) She called the television company.

2. What do we learn about the snake?

- A) It was poisonous.
- B) It had escaped from a zoo.
- C) It was about a meter long.
- D) It had escaped earlier in the afternoon.

3. Which of these statements is true?

- A) Teddy was awake when the snake arrived.
- B) Teddy's father was working and his mother was at home.
- C) Teddy needed a heart machine to stay alive for two hours.
- D) The snake is used to being touched.

4. What does Teddy think now of the snake attack?

- A) He was attacked because the snake was scared of him.
- B) He was attacked because he was asleep.
- C) He was attacked because the snake was hungry.
- D) He was attacked because his parents weren't at home.

5. What does the underlined word 'reptile' mean?

- A) A baby-sitter.
- B) A maid.
- C) A snake.
- D) An ambulance.

6. Why did the snake bite Teddy as mom thought?

- A) Because it was afraid of Teddy.
- B) Because it wanted to eat Teddy.
- C) Because Teddy hit it with a broom
- D) Because Teddy killed the snake's son.

7. What kind of snakes was the one mentioned in the passage?

- A) It was a venomous snake.
 - B) It was a harmful snake.
 - C) It was a killer snake.
 - D) It was a nonthreatening snake.
-

Translation

Choose the best answer:

1. It's important to be aware of the signs of burnout. Then you can take action so the situation doesn't get any worse.

- أ. من المهم ان ترتدى لافتات الاحتراق ثم يمكنك إتخاذ قرار حتى لا يزداد الموقف سوءاً.
- ب. من المهم ان تعى علامات الاحتراق ثم يمكنك إتخاذ قرار حتى لا يزداد الموقف اشتعالاً.
- ج. من المهم ان تعى علامات التعب ثم يمكنك إتخاذ قرار حتى لا يزداد الموقف سوءاً .
- د. من المهم ان تعى لافتات التعب ثم يمكنك إتخاذ قرار حتى لا يقل الموقف سوءاً.

2. Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.

- أ. التضحية هى الإيمان الذي يؤدي إلى الإنجاز. لا شيء يمكن أن يتم دون الأمل والطموح.
- ب. التفاؤل هو الإيمان الذي يؤدي إلى الإنجاز. لا شيء يمكن أن يتم دون الأمل والثقة.
- ج. الطموح هو العدل الذي يؤدي إلى الإنجاز. لا شيء يمكن أن يتم دون الأمل والثقة.
- د. الإصرار هو العزيمة التى تؤدى إلى الإنجاز. لا شيء يمكن أن يتم دون الأمل والثقة.

3. Dreams are lovely. But they are just dreams. . But dreams do not come true just because you dream them. It's hard work that makes things happen.

- أ. أحب الأحلام . لكنها مجرد أحلام. لكن الأحلام لا تتحقق لمجرد أنك تحلم بها. إنه العمل القاسى الذى يجعل الأمور تتحقق.
- ب. الأحلام محبوبة. لكنها مجرد أحلام. لكن الأحلام تتحقق لمجرد أنك تحلم بها. إنه العمل الجاد الذى يجعل الأمور تتحقق.
- ج. الأحلام بطريقة محبوبة. لكنها مجرد أحلام. لكن الأحلام لا تتحقق لمجرد أنك تحلم بها. إنه العمل الصلب الذى يجعل الأمور تتحقق.
- د. الأحلام جميلة. لكنها مجرد أحلام. لكن الأحلام لا تتحقق لمجرد أنك تحلم بها. إنه العمل الجاد الذى يجعل الأمور تتحقق.

٤. من يتهيب صعود الجبال يعيش أبداً الدهر بين الحفر .

- a) He who terrifies mountain climbing will live forever there.
- b) He who fears climbing mountains will live forever among the pits.
- c) He who climbs mountains will live forever among holes.
- d) He who faces mountains climbers will live forever in poles .

٥. الإدارة الذاتية هي قدرتنا على إدارة سلوكياتنا وأفكارنا وعواطفنا بطريقة واعية ومثمرة.

- a) Self-operation is our ability to manage our behaviors, thoughts, and emotions in a conscious and productive way.
- b) Self-management is our power to manage our behaviors, thoughts, and emotions in a mental and productive way.
- c) Auto -management is our ability to manage our behaviors, talks, and emotions in a conscious and productive way.
- d) Self-management is our ability to manage our behaviors, thoughts, and emotions in a conscious and productive way.

The Dovel Great Expectations

Chapter 4



GREAT EXPECTATIONS Chapter 4

From now on	من الآن فصاعدا	lawyer	محامي
education	تعليم	expectations	توقعات
guests	ضيوف	property	ملكية
mist	شبهة	benefactor	متبرع / منعم / متصدق / صاحب احسان
convicts	مدانون	fortune	ثروة
crowd	حشد / جمهور	delighted	مسرور
commit a crime	يرتكب جريمة	ashamed of	شاعر بالخزي من
suspect	يشك	To my surprise	لدهشتي
proof	دليل / برهان	Feel lonely	يشعر بالوحدة
hammer	شاكوش	object	يعترض
household	عائلة / أسرة / منزل	be worth the effort	يستحق الجهد
care for	يهتم / يعتنى بـ	make a mistake	يرتكب خطأ
lead a different life	يحيا حياة مختلفة	change my feelings	يغير مشاعري
admire	يعجب	privately	بخصوصية
upset	قلق	workshop	ورشة
Once	بمجرد / مرة واحدة	Money makes no difference to my feelings	المال لا يحدث فرقا لمشاعري
apprenticeship	تدريب مهني		

Chapter 4

The chapter in brief:

When Pip visited Miss Havisham the next day, he was sorry that Estella was not there. When Pip met Miss Havisham she asked what he wanted. She also told him that she hoped that he didn't want anything from her because he would get nothing. Pip told her he only came to thank her for his **apprenticeship**. Miss Havisham told Pip that from then on he could come to visit her only once a year, on her birthday. Miss Havisham told Pip that Estella had gone away for her education and that she would become a lady. Then Pip left. He set off for home.

On the way, Pip met Mr. Wopsle and they walked together. In the mist, Orlick came slowly towards them and told them that some more **convicts** had escaped from the prison ship. Orlick acted strangely as he walked with them along the road back.

On returning home, pip was surprised to find a crowd of people in the kitchen. Someone had broken into the house and they hit Mrs Joe on the head, injuring her badly. A convict's leg-irons lay on the floor. Pip immediately remembered the convict he had met two years ago in the graveyard. However, Pip **suspected** Orlick that he was the person who **committed the crime**; but Pip had no **proof**.

Mrs Joe was unable to speak or walk again after the attack, but she could draw, and one day she drew a hammer. Pip and Biddy understood that she meant Orlick. When Mrs Joe was able to sit again, Pip and Biddy could see that she was scared of Orlick.

Some years passed, and Pip continued his apprenticeship at the blacksmith's. His visits to Miss Havisham's house continued once a year. Pip did not see Estella during that time, although he often thought of her.

Biddy soon became an important member in Joe's **household**. Biddy was so kind and good. One day Pip told Biddy that he wanted to become a gentleman and that he wanted to **lead a different life**. He also told her that ever since he met Estella, he had wanted to improve himself. Biddy asked Pip if he wanted to become a gentleman to upset her or to marry her.

She told him if he wanted to upset her, he shouldn't care what she thought and if he wanted to marry her, she probably **wasn't worth the effort**. Pip told Bidy that he still admired Estella so much and that he could not change his feelings.

One evening, while Pip and Joe were at the village inn, Pip noticed a strange man looking at them. He was the man Pip had met on the stairs at Miss Havisham's house, years before. After that an important dark man told Pip and Joe that he wanted to speak with both of them privately so they invited him to come back to the workshop with them. Once there, the man said he was Mr Jaggers, a lawyer from London and that he was working for someone but he could not tell them their name. Mr Jaggers told them that Pip had great **expectations**. He (Pip) would receive a large amount of **property** in future, so then he must have an education. The only condition was that he did not ask who his **benefactor** was. Pip agreed and Joe agreed to end Pip's apprenticeship. Mr Jaggers gave Pip a large sum of money and told him that his education would begin soon in London, with Mr Matthew Pocket. He would be Pip's teacher and he would make a gentleman of him. Joe refused to take any money for ending Pip's apprenticeship and told Mr Jaggers that **money made no differences to his feelings**.

Joe and Bidy congratulated Pip. Pip bought new clothes and decided to put them on at Uncle Pumblehook's house in order not to be seen by the poor people in his village. Pip said goodbye to Joe and Bidy and he asked Bidy to teach Joe to speak better but to Pip's surprise she refused.

1) Choose the correct answer :

1. **The museum received \$5 million from an unnamed.....**
a. manufacture b. factor c. beneficial d. benefactor
2. **The Thomas had five sons by the time Edward was ten years old.**
a. housekeeping b. household c. housekeeper d. homesick
3. **Some of the stolen was found in Mason's house.**
a. properly b. priority c. property d. popularity
4. **.....are feelings that good things will happen.**
a. Exportations b. Expectations c. Exceptions d. Exploration
5. **He needed to back up those allegations.**
a. roof b. hammer c. file d. proof
6. **If something is useful or good but difficult to do isthe effort.**
a. worth b. deserve c. does d. makes
7. **.....is an action that starts from this moment and continues into the future.**
a. 'From now on' b. 'From on to' c. 'On now from' d. 'From to'
8. **'My heart ison' is used when you really want something or want to do something.**
a. depended b. based c. set d. broken
9. **A.....is a person who gives someone money to help them improve their life,**
a. benefactor b. convict c. household d. blacksmith
10. **Everyone hopes to.....a happy life.**
a. scare b. upset c. commit d. lead