

Word	Definition
essential	extremely important and necessary ضروري / جوهري
request	a polite or formal demand for something طلب
confusion	when you don't understand what is happening or what something means because it is not clear ارتباك
deadline	a date or time by which you have to do or complete something موعد نهائي
zone	a large area that is different from other areas around it in some way منطقة / نطاق
encounter	to experience something, especially problems or opposition يواجه
available	something that can be found or obtained easily متاح / متوفر
maintenance	the repairs, painting etc that are necessary to keep something in good condition صيانة
back up	to say or show that what someone is saying is true يدعم / يكفل
go off	to leave a place, especially in order to do something ينصرف / يترك / يتلف
promptly	at the right time without being late / on time حالا / فورا / في الوقت المناسب
launch	to start something, usually something big or important يطلق
contact	communication with a person , organization, country etc تواصل / اتصال
practice	when you do a particular thing, often regularly, in order to improve your skill at it ممارسة
perspective	a way of thinking about something / viewpoint وجهة نظر
respond	to do something as a reaction to something that has been said or done / react يستجيب / يرد

Word Classes

Verbs & Nouns: (WB P. 5)

Words as verbs or nouns	Words as verbs only
request يطلب / طلب	respond يرد / يستجيب
access يدخل / مدخل	practise يمارس
encounter يواجه / مواجهة	discuss يناقش
launch يطلق / اطلاق	assign يحدد / يعين
contact يتصل / تواصل	develop يطور / ينمي

Note:

- "Practise" is a verb but "practice" is a noun.

e.g. Please do your piano **practice**. - I **practise** the piano every day.

⚡ (But in American English, **practice** is always spelled with "C", whether it is a noun or a verb.)

Word Groups: (WB P. 5)

1- Words to do with computing:

back up	يساند / يدعم / نسخة دعم	files	ملفات
access	يدخل (على الانترنت)	website	موقع (انترنت)

2- Words to do with organising:

co-ordinate	ينسق	contact	يتواصل
supervise	يشرف	review	يراجع / ينقد

3- Words to do with time:

promptly	حالاً / في الوقت المناسب	deadline	موعد نهائي
regular	منتظم		

4- Words to do with speaking together:

meeting	اجتماع	conference	مؤتمر
discussion	مناقشة		

Opposites:

Word		Opposite	
encounter	يواجه / مواجهة	panic	يخاف / ذعر
stick	يتمسك	change	يغير
argument	جدال	agreement	اتفاق
available	متاح	unavailable	غير متاح
promptly	فوراً / حالاً	late	متأخراً
accessible	سهل المنال	inaccessible	بعيد المنال
confuse	يربك / يربك	make sure	يتأكد
fall behind	يتأخر / يتخلف	achieve	يحقق
send	يرسل	receive	يستلم / يتلقى
give	يعطي	take	ياخذ
back up	يدعم	leave	يترك

Looking at language

Dictionary work

Use a dictionary, look up these nouns and write their plurals.

- video videos
- box boxes
- donkey donkeys
- ruby rubies
- bureau bureaus
- bus buses
- knife knives
- tungus tungus
- ditch ditches
- plateau plateaus

Which two words in Exercise 1 makes their plural in two ways?

knife plateau

Some plural nouns are listed in dictionaries.
people /'pi:pl/ noun (plural) C the plural of person

Write the singular of these plural nouns.

- children child
- teeth tooth
- geese goose
- feet foot

Spelling

Write the abstract nouns formed from these verbs. The nouns all end in -tion or -sion.
Use a dictionary to help you.

- to allow allowance
- to converse conversation
- to admit admission
- to direct direction
- to decide decision
- to discuss discussion
- to correct correction
- to interrupt interruption

Complete the sentences with abstract nouns ending in -tion or -sion.

- to solve a problem is to find a solution
- to present something is to give a presentation
- to persuade someone is to use persuasion
- to react to something is to have a reaction
- to be ambitious is to have ambition

Choose one word from Exercise 1 and one word from Exercise 2.
Use them in sentences of your own.



Reading: (SB P. 8 / 9 / 10)

project	مشروع	respond	يرد / يستجيب
WWW(World Wide Web)	شبكة معلومات عالمية	add	يضيف
science	علم / علوم	grow	ينمو / يكبر
art	فن / رسم	assign	يحدد / يعين
education	تعليم / تربية	partner	شريك / زميل
member	عضو / فرد	session	جلسة
environment	بيئة	view	رأي / وجهة نظر
experience	خبرة / تجربة	develop	يطور / ينمي
introduce	يقدم	leaflet	منشور
create	ينشئ / يخلق / يبدع	leader	قائد
worldwide	عالمي	essential	ضروري / جوهري
perspective	وجهة نظر	co-ordinate	ينسق
task	مهمة / شغل	co-ordination	تنسيق
present (v)	يقدم	request	يطلب / يطلب
thoughts	معتقدات / آراء	hold	يقعد / يمسك باحكام
ideas	افكار	organise	ينظم
role	دور	discussion	مناقشة
include	يشمل / يتضمن	thoroughly	تاملا
interview	حوار شخصي / مقابلة	afraid	خائف
monologue	مناجاة فردية	change	يغير / تغير / تغيير
access	مدخل / يصل لـ	conference	مؤتمر
material	مادة	ncounter (v.)	يواجه
time zone	منطقة زمنية	teamwork	عمل جماعي
chart	رسم توضيحي	promptly	حالا / فوراً
appropriate	مناسب	workload	عبء العمل
form (n)	شكل / تكوين	panic	يخاف / يفزع / ذعر
contact (n)	تواصل	several	عديد
supervisor	مشرف	launch	يطلق / اطلاق
monitor	يراقب	accessible	سهل المنال
progress	تقدم	confusion	ارتباك
media	وسائل اعلام	maintenance	صيانة
available	متاح / متوفر	deadline	موعد نهائي
design	تصميم / يصمم		

Vocabulary

ستيفس أكسس-إل
أف إف بي سي-بي

1

Write the words next to the correct definition.

1. completely, carefully and in detail **thoroughly**
2. to regularly check something **monitor**
3. to organise an activity so everyone works together **coordinate**
4. to give a task or put someone in a particular group **assign**
5. to get information, especially from a computer **access**
6. a person who is in charge of an activity, a place or a group of people **supervisor**
7. suitable for a particular situation **appropriate**
8. a meeting where people have discussions **conference**

Which of these verbs can also be used as nouns? Look back at pages 8-9 in your Student's Book or use a dictionary to check.

H.W

Request **respond** **launch** **assign** **direct** **access** **coordinate** **supervisor** **conference** **monitor**

Practice with 'c' is a noun. Practice do your plans **access**.

Practice with 'c' is a verb. Practice the piano every day.

In American English, practice is always spelled with 'c', whether it is a noun or a verb.

Look and learn this.

Find the word groups.

1. Find four words to do with computing: **co-ordinate** **back-up** **superstar** **access** **files** **contact** **website** **review**
2. Find four words to do with organising: **co-ordinate** **back-up** **superstar** **access** **files** **contact** **website** **review**
3. Find three words to do with time: **co-ordinate** **back-up** **superstar** **access** **files** **contact** **website** **review**
4. Find three words to do with speaking together: **co-ordinate** **back-up** **superstar** **access** **files** **contact** **website** **review**

Circle the correct words to complete the sentences.

1. The hotel has 24-hour room service and you can **request** / **contact** a meal at any time.
2. Have you listened to the radio station that's just been **assigned** / **launched**? **launched**
3. If you **encounter** / **monitor** a wild animal in the forest, keep still and don't scream.
4. It's difficult to park anywhere in the central **perspective** / **zone** of the city.
5. Computer **maintenance** / **practice** is important to keep it working efficiently.
6. My uncle is a factory **superstar** / **monitor** and he organises everyone's work.
7. In the **conference** / **confusion** after the explosion, the robbers escaped with the money.
8. Many different kinds of fruit are **available** / **appropriate** in the market.

The Past Simple Tense

Form:

Subj. + second verb

e.g. Jill **passed** her exams.

- We **went** to the mall.

Usage:

- We use the **past simple** for actions which were completed in the past.

e.g. - Philippe **entered** the square

- When Philippe **saw** the man, he **became** suspicious.

Keywords:

- Yesterday / last / ago / once / in the past / in + an old date / ancient / old days

e.g. I **met** my friends 3 days **ago**.

Negative:

Subj + didn't + inf.

e.g. I **didn't buy** a new camera.

Questions:

(Yes / No) questions:

Did + subj. + inf.?

e.g. Did you **enjoy** the film?

☺ Yes, I **did**

☹ No, I **didn't**.

Wh-questions:

Q.W. + did + subj. + inf.?

e.g. **Where did** you **go** out yesterday?

I **went** to the club.

Looking at language

A) Dictionary work (SB P. 11)

★ *Nouns are countable or uncountable.*

A countable noun

has both a singular and a plural form. Countable nouns are marked (C).

- **Website** / web saɪt / **noun (C)** a place on the internet where information is available

🔗 If a **noun** does not form its **plural** by adding only **s**, the **plural** is given.

- **copy** / kɒpi / (plural **copies**) **noun (C)** something that is exactly like something else.

An uncountable noun

has no plural form and refers to something which cannot be counted.

It's always a singular noun. Uncountable nouns are marked (U).

- **advice** /əd'vaɪs/ **noun (U)** an opinion you give someone about what they should do

- **Progress** / prə'ɡres/ **noun (U)** the process of getting better at doing something. Some **plural nouns** are listed in dictionaries.

- **people** / pi:p(ə) / **noun (plural) (C)** the plural of person.

Note:

(C)	(U)	(C) and (U)
task	advice	experience
plan	progress	
partner	information	
people	money	

The Present Perfect Simple Tense

Form:

I / You / We / They / A plural subj. + have + P.P.
He / She / It / A singular subj. + has + P.P.

e.g. I **have been** to Spain.

• He **has played** in the team.

Usage:

1 We use (the present perfect simple):

1 *for actions that have happened during a period of time leading up to the present. Exactly when the action happened is unknown or unimportant.*

e.g. Miranda and Jason **have tried** many sports.

2 *when an action happened in the past and we can see the result of that action now.*

e.g. Look! Someone **has broken** the window.

3 *for states or actions which started in the past and still continue now.*

e.g. My uncle **has been** ill for two weeks.

e.g. My uncle **has lived** in Paris since 2005.

since + a definite time

e.g. My uncle **has lived** in Paris **since 2005**.

for + a period of time

e.g. Sally **has been** ill **for two weeks**.

Note:

Since	For
a definite time (2005)	a period of time (3 days)
subj. (second v.)	a (day / week / month / year / etc.)
Monday / Friday / etc.	an hour
May / August / etc.	the last week
5 o'clock / last week	ever
then / that time / his birth	ages / a long time

Grammar Extra

make or do

	Expression	Meaning
make	make changes	change بغير
	make a copy	copy نسخ
	make an announcement	announce يعلن
do	do research	research يقوم ببحث علمي
	do practice	practise يمارس

Examples: (SB P. 127)

- 1- Professor Brown is going to **make an announcement**.
- 2- We need to **do** more pronunciation **practice**.
- 3- It's too late to **make** any **changes** to your work.
- 4- Please **make a copy** of that photo for me.
- 5- The students must **do** a lot of **research**.

Keywords:

always	دائماً	usually	عادةً	once a week	مرة في الاسبوع
sometimes	حيثاً	never	أبداً	rarely = seldom	نادراً
hardly	بالكاد	every day	كل يوم	scarcely = barely	نادراً
every week	كل أسبوع	often	غالباً	twice a month	مرتين في الشهر

These frequency adverbs are put before the main verb and after (be) except for "every" which is put at the beginning or end of the sentence.

e.g. He **is always** late = He **always comes** late
- He **never plays** tennis. = He **doesn't play** tennis.

Negative:

(I / We / You / They / A plural noun) + don't + inf.

e.g. I don't like cold weather

(He / She / It / A singular noun) + doesn't + inf.

e.g. It doesn't snow in August

Questions:

(Yes / No) questions:

(Do + (I / we / you / they / a plural noun) + inf.?)

e.g. Do you speak French?

☒ - Yes, I do

Ⓢ - No, I don't

Does + (he / she / it / a singular noun) + inf.?

e.g. Does she live in London?

☒ -Yes, she does

6 - No, she doesn't.

Wh-question:

(Q.W. + do / does + subject + inf.?)

e.g. Where do you live? - I live in Giza.

e.g. What does she watch every day? - She **watches** a film.

Grammar in use

Complete the sentences with will and the verbs in the box.

able create work stay

- The students will create a new international website.
- When they get home, they will stay in touch.
- Each team will work with another.
- All the students will share information about the four subject areas.

Finish the sentences with going to and your own ideas.

- Creating the website we are going to create the website
- Teams from around the world teams are going to work from around the world
- Local Here's Professor Brown, he is going to monitor our project
- There is so much traffic on the road to the airport that we are going to go back

Complete the sentences with the verbs in the box. Use the present perfect simple. has + V3

eat choose meet see buy

- The students are in New York. They have met some interesting people there.
- Holly has just chosen a new dress but she has not bought yet.
- Have you ever seen this film?
- I have never eaten Chinese food.

Write sentences using the words in brackets. Use the present perfect continuous.

- (passengers – wait – half an hour)
There's a long queue at the bus stop. the passengers have been waiting for half an hour
- (review – science exam)
Joe's looking tired. he has been revising for science exam
- (discuss – new project)
The students are excited. They have been discussing new project
- (exchange – email addresses)
We want to stay in touch. we have been exchanging email addresses

Complete the sentences with make or do and the words in the box.

create announcement copy research

- Listen carefully! I need to make an important announcement
- Professor Brown made enough copies of the leaflet for all the students.
- Has George done his piano practice yet?
- The students will do a research into four broad subject areas.

The Present Perfect Continuous Tense

Form:

I / You / They / We / A plural subj.	+	have	+	been + v.ing
He / She / It / A singular subj.	+	has	+	been + v.ing

e.g. They **have been playing** tennis. - It **has been raining**.

Usage and Keywords:

§ We use the present perfect continuous:

1- when an action started in the past and is still continuing now.

e.g. Lisa **has been talking** on the phone for hours.

- We often use a time phrase to show how long the action has been continuing

e.g. **since** 3 o'clock. - **for** a long time.

2- when the result of a past action is visible now and that action continued for some time.

e.g. - Meg's eyes are red. - I think she's **been crying**.

Negative:

I / You / They / We / A plural subj.	+	have	+	not + been + v.ing
He / She / It / A singular subj.	+	has	+	not + been + v.ing

e.g. I **haven't been studying**. - Joe **hasn't been swimming**.

Questions:

(Yes / No) questions:

Have + I / you / they / we / a plural subj.	+	been + v.ing?
Has + he / she / it / a singular subj.	+	been + v.ing?

e.g. Has she **been crying**? - Yes, she **has**. - No, she **hasn't**.

- Have you **been sleeping**? - Yes, I **have**. - No, I **haven't**.

Wh-questions:

Q.W. + (have / has) + subj. + been + v.ing?

e.g. What have you **been doing**? → I **have been shopping**.

Future Simple with (Be going to)

Form:

Subject + am/is/are + going to + inf.

- e.g. - I **am going to miss** the train.
- Jane **is going to buy** a new dress.
- We **are going to watch** TV.

Usage:

1 We use (be going to + infinitive):

1 when talking about plans, decisions and intentions.

e.g. John **is going to be** a doctor

2 when a situation in the present means that an action is sure to happen in the future.

(a prediction with an evidence)

e.g. Look at those black clouds! It's **going to rain**.

Keywords:

(tomorrow – next – soon – in the future – etc.)

e.g. I'll meet you **tomorrow**. e.g. I'm going to travel **tomorrow**.

Negative:

Subject + am/is/are + not + going to + inf.

e.g. - It **is not going to snow**.

Questions: (Yes / No) questions:

Am / Is / Are + subject + going to + inf. ?

e.g. **Are you going to read** this book? Ⓐ Yes, I **am**. Ⓑ No, I'm **not**.

Wh-question:

Q.W. + (am + is / are) + obj. + going to + inf.?

e.g. **Where is Sam going to go?**

He **is going to go** to the club.

Keywords:

already → for actions which happened indeed

e.g. - He **has already finished** his homework

yet → is used at the end of the negative sentences or questions.

e.g. Have you **finished** your homework **yet**?

- I **haven't written** my composition **yet**.

just → is used to say that sth happened a very short time ago.

e.g. Harry **has just gone** to school.

ever → in questions and sentences with superlatives.

e.g. Have you **ever seen** a tiger?

e.g. He's **the tallest** man I've **ever met**.

never → to express negative.

e.g. She **has never been** abroad.

Negative:

I / You / We / They / A plural subj.	+	have	+	not + P.P.
He / She / It / A singular subj.	+	has	+	not + P.P.

e.g. They **haven't finished** their work. - It **hasn't rained** for months.

Questions:

(Yes / No) questions:

Have + I / you / we / they / a plural subj.	+	P.P.
Has + he / she / it / a singular subj.	+	P.P.

e.g. Have you **eaten** your lunch? ⊕ Yes I **have**. ⊖ No, I **haven't**.

- Has the plane **landed** yet? ⊕ Yes, it **has**. ⊖ No, it **hasn't**.

Wh-question:

Q.W. + have / has + subj. + P.P.?

e.g. Where **have you been**? → I **have been** to Aswan.

Idioms & Expressions:

create a website	ينشئ موقعاً على الانترنت	make contact	يتواصل
present thoughts and ideas	يقدم آراءً وأفكاراً	make friends	يكون أصدقاء
go live	يصبح مباشراً (مذاعاً)	make discoveries	يكتشف
access the material	يصل للمادة	have fun	يستمع
cause confusion	يسبب ارتباكاً	problem - solving	حل المشكلة
extra work	عمل زائد / عمل إضافي	keep still	يظل ثابتاً
find out	يكتشف (معلومة)	share information	يشارك معلومات
What a nuisance!	يا له من شيء مزعج!	make changes	يصنع تغييرات / يغير
fall behind	يتخلف عن / يتأخر	fix a deadline	يحدد موعداً نهائياً
make sure	يتأكد	set up a website	يؤسس موقعاً على الانترنت
give technical support	يعطي دعماً فنياً	all around the world	في جميع أنحاء العالم
maintenance staff	فريق الصيانة	give advice	يعطي نصيحة
arrange (hold) a conference	يرتب (يعقد) مؤتمراً	encounter difficulties or problems	يواجه صعوبات أو مشكلات

Prepositions:

stick with	يتمسك بـ	sure of	متأكد من
share in	يشارك في	interested in	مهتم بـ
call for	يدعو إلى	work on	يعمل في (مشروع)
solution to	حل لـ	work for	يعمل لدى
at the right time	في الوقت المناسب	work with	يعمل مع
help is at hand	المساعدة في الحال	divide into	يقسم إلى
go off	ينصرف / يتلف / يترك	In detail	بالتفصيل
respond to	يستجيب لـ / يرد على	suitable for	مناسب لـ
speak to = talk to	يتحدث لـ	aware of	على وعي بـ / مدرك لـ
speak about = talk about	يتحدث عن	belong to	ينتمي لـ / يخص
In different time zones	في مناطق زمنية مختلفة	In charge of = responsible for	مسئول عن
keep in contact = keep (get) in touch with			يتواصل مع / يبقى على اتصال مع

leaflet / handout / brochure	
★ leaflet	منشور
e.g. This leaflet gives you advice about a good working practices during the project.	
★ handout	نشرة / ملزمة
e.g. Please, read the handout .	
★ brochure	كتيب دعائية
e.g. I have a holiday brochure .	
view / interview / review	
★ view	راى / منظر / مشهد
e.g. What's your view on the subject ?	
★ interview	حوار شخصى / مقابلة شخصية
e.g. You should go to your interview in time .	
★ review	مقال نقدى / مراجعة
e.g. She sent us her review of the research.	
fall / fill / feel	
★ fall / fell / fallen	يسقط / يقع
e.g. Your supervisor will give you advice if you fall behind.	
★ fill / filled / filled	يملا
e.g. Fill in this form before your interview.	
★ feel / felt / felt	يشعر
e.g. I feel lonely when my parents go abroad.	
find out / discover / invent	
★ find out	يكتشف (معلومة)
e.g. To find out more, visit our website.	
★ discover	يكتشف (شيئاً موجوداً)
e.g. We discovered the oil in this area.	
★ invent	يخترع (شيئاً جديداً)
e.g. Edison invented the light bulb.	

Used to

Form:

Subj. + used to + inf.

e.g. He **used to have** a fast car.

Usage:

- We use (used to) for actions which:

1- happened regularly in the past but not now.

e.g. Joe **used to walk** to school but now he goes by bus.

2- continued for some time in the past but not now.

e.g. Joe **used to like** football but now he prefers basketball.

Negative:

Subj. + didn't use to + inf.

- She **didn't use to study** hard.

Questions:

(Yes / No) questions:

Did + subj. + use to + inf.?

e.g. Did they **use to live** in London?

Ⓐ Yes, they **did** Ⓑ No, they **didn't**.

Wh-questions:

Q.W. + did + subj. + use to + inf.?

e.g. **What did you use to do** when you were young?



I **used to hide** my shoes under the bed.

Definitions: (SB P. 11)

Word	Definition	
multiplication	4×6=24, for example	عملية الضرب
station	where you would go to catch a train	محطة
emigration	the act of leaving your country to live somewhere else	هجرة
discussion	a conversation about something important	مناقشة
possession	something that you own	ملكية
composition	another word for an essay	مقال / انشاء

Definitions: (WB P. 6)

Word	Definition	
solution	to solve a problem	حل
presentation	to present something	اعداد / تحضير
persuasion	to persuade someone	اقناع
reaction	to react to something	رد فعل
ambition	to be ambitious	طموح

C) Language development (noun + noun)

- Two nouns can sometimes be put together to make a new word.
e.g. **football** , **snowman**. - These words are called **compound nouns**.
- Two nouns can sometimes be put together to make a phrase.
Usually, the first noun tells you something about the second noun
e.g. **road sign**- a sign next to the road
e.g. **car tyre**- a tyre for putting on a car

(WB P. 7)

Noun phrase	Description	
football boots	boots for wearing when you play football	حذاء كرة قدم
shopping bag	a bag to use when you do the shopping	حقيبة تسوق
soup bowl	a bowl for eating soup from	سلطانية شوربة
plant pot	a pot for putting a plant in	اصيص زرع
bus stop	a place for a bus to stop	موقف اتوبيس
writing paper	paper for writing on	ورق للكتابة

Negative:

I	+ am	+ not + v. ing
He / She / It / A singular subj.	+ is	
They / You / We / A plural subj.	+ are	

e.g. I am not listening to music now.

e.g. We are not sleeping.

e.g. He is not watching TV.

Questions:

(Yes / No) questions:

Am + I	+	+ v. + ing ..?
Is + he / she / it / a singular subj.	+	
Are + they / you / we / a plural subj.	+	

e.g. Am I dreaming?

⊖ Yes, I am / you are.

⊖ No, I'm not / you aren't.

e.g. Is Joe coming?

⊖ Yes, he is.

⊖ No, he isn't.

e.g. Are they sleeping?

⊖ Yes, they are.

⊖ No, they aren't.

Wh-question:

Q.W. + (am / is / are) + subj + v. + ing?

e.g. What is he doing now?

He is revising his lessons now

The Past Continuous Tense

Form:

I / He / She / It / A singular subj.	}	was	+ v. + ing
You / We / They / A plural subj.		were	

e.g. - The child **was** crying.

-The boys **were** shouting.

Usage:

⚡ We use the **past continuous** for actions which continued for some time in the past.

e.g. The man **was taking** photos yesterday morning.

Negative:

I / He / She / It / A singular subj.	}	was	+ not + v. + ing
You / We / They / A plural subj.		were	

e.g. The man **was not** smiling

-The girls **were not** singing

Questions:

(Yes / No) questions:

Was + I / he / she / it / a singular subj.	+ v. + ing ...?
Were + you / they / we / a plural subj.	

e.g. **Was** she laughing?

⊕ Yes, she was.

⊖ No, she wasn't.

e.g. **Were** you sleeping?

⊕ Yes, I was.

⊖ No, I wasn't.

Wh-questions:

Q.W. + (was / were) + subj + v.ing...?

e.g. **What** were you **doing** when I phoned you?

I was revising my lessons.

Remember

Singular Nouns	Plural	
video	videos	فيديو
box	boxes	صندوق
donkey	donkeys	حمار
ruby	rubies	ياقوت
bureau	bureaus OR. bureaux	مكتب / ديوان
bus	buses	اتوبيس
knife	knives	سكينه
wolf	wolves	ذئب
fungus	funguses OR. fungi	فطر
ditch	ditches	خندق / مصرف
plateau	plateaus OR. plateaux	هضبة / مرتفع

Irregular Plural:

Singular	plural
child	children
ox	oxen
foot / tooth / goose	feet / teeth / geese
mouse / louse /	mice / lice
crisis / analysis	crises / analyses
phenomenon / medium	phenomena / media

B) Spelling

☞ Words ending in - **tion** / - **sion**

☞ The endings -**tion** and - **sion** can be confusing.

☞ Most words end in - **tion** and sound /f(ə)n/.

e.g. fiction / conjunction / addition

- There is a smaller group of nouns that end in- **sion**. Most of these come from verbs ending in -**d**, -**de** or -**se** and sound /f(ə)n/ or - / ʒ(ə)n/

verb	noun
comprehend	comprehension
divide	division
televise	television

The Present Continuous Tense

Form:

I	+	am	+ v. + ing
He / She / It / A singular noun	+	is	
They / You / We / A plural noun	+	are	

e.g. - I **am studying** at the moment.

- They **are sleeping** now.

- Look! It **is raining**.

Usage:

1- We use the present continuous for things that are happening now.

e.g. At the moment Sam **is watching** his favourite TV programme.

- The students **are writing** their essays now.

2- We can use the present continuous for plans or arrangements in the present.

e.g. We **re having** pizza for dinner tonight.

- Harry **is taking** his exams next week.

- My cousins **are coming** to stay next weekend.

Keywords:

(Look / Listen! (at the beginning of the sentence) / still (between am / is / are and v. ing) / today / tonight / at the moment / at present / now)

e.g. **Look!** He **is reading** a foreign story.

e.g. He **is still reading** a foreign story.

e.g. **Now**, he **is reading** a foreign story.

e.g. He **is reading** a foreign story **now**.

Grammar (2)

Future Simple (with will)

Form:

Subj. + will + infinitive

e.g. The shops **will open** in an hour.

Usage:

- We use **will + inf.** for actions which will happen in the future.

- We use **will + inf.** to express:

1 probability with these verbs and expressions (think / believe / promise / hope / predict / expect / certainly / I'm sure / I'm afraid / probably / probable / Perhaps / Maybe,.... etc.)

e.g. I **expect** my uncle **will visit** us tomorrow.

2 a fact such as ages.

e.g. I'll **be** 15 years old next month.

3 quick decision.

e.g. The telephone is ringing. I'll **answer** it.

4 time conjunctions that are followed by the present simple tense.

e.g. After he **arrives**, I'll **call** you.

Negative: **Subj. + will not (won't) + inf**

e.g. The train **won't arrive** on time.

Questions:

(Yes / No) questions:

Will + subj. + inf?

e.g. **Will** you **pass** your exams?

☺ Yes, I **will**. ☹ No, I **won't**.

Wh-question:

Q.W. + will + subj + inf?

e.g. **Where** will you **travel** tomorrow? - I'll **travel** to Aswan tomorrow.

Confusable Words

design / assign / resign / retire

★ **design** يصمم / تصميم

e.g. The architect **designs** a lot of buildings.

★ **assign** يحدد / يعين

e.g. You should **assign** the members of your team carefully.

★ **resign** يستقيل

e.g. He **resigned** from his job to search for good work.

★ **retire** يتقاعد (لسن المعاش)

e.g. My father is 60 years old so he **will retire**.

session / season / reason / mission

★ **session** جلسة

e.g. You can assign your area and your partner team in our first **session**.

★ **season** فصل (من فصول السنة) / موسم

e.g. Winter, Summer, Autumn and Spring are the **seasons** of the year.

★ **reason** سبب / مبرر

e.g. Hard study is the **reason** for success.

★ **mission** مهمة

e.g. It's your **mission** to organise our project.

include / contain / consist (of)

★ **include** يشمل / يتضمن

e.g. The price of the room **includes** breakfast.

★ **contain** يحتوى على (الشيء بداخله)

e.g. The food **contains** a lot of vitamins.

★ **consist of** يتكون من (يتبعها حرف الجر of)

e.g. The class **consists of** 30 students.

launch / lunch

★ **launch** يطلق / اطلاق

e.g. The organisation has **launched** a campaign to raise \$ 150,000.

★ **lunch** وجبة الغداء

e.g. I have **lunch** at 2 o'clock.

1 A website project

Reading comprehension

Read the www project again.

Match the phrases on the right to the sections from the leaflet on the left.

1. Introducing the project ...
2. Team leaders - important people!
3. Working with your partner team
4. Time zones
5. Help is at hand
6. Handy hints box

- a. when to make contact
- b. project support
- c. project co-ordination
- d. useful tips
- e. what the project is about

You want some advice about the topics listed below. Which numbered section in Exercise 2 would you look in?

1. video conferences
2. responding to other teams' requests
3. media that can be used for the website
4. what to do if you fall behind
5. appropriate contact time
6. holding review meetings

OK, we'll send you those photos today. Could we also discuss ...?

One word in each sentence is wrong. Underline it. Write the correct word on the line.

1. The new website will have a worldwide presentation. presentation
2. The website will cover four time areas. areas
3. The teams will have one week in New York for discussion and planning. planning
4. The project leader will give help and advice. advisor
5. It will take several months to set up the website. un

Complete the sentences with the words in the box. Make changes as necessary.

1. From my Dad's dislike back up assign request essential go off promptly perspective, we don't get enough homework.
2. Sam had an argument with his friends so he by himself.
3. After I finished my project I all the files.
4. It's to make copies of everything.
5. We just made the dislike for the competition.
6. The headteacher made a dislike for volunteers to tidy the playground.
7. When you are given homework, it's best to do it promptly so you don't fall behind.
8. Our teacher divided us into groups and assign a different task to each one.

Part (2) Grammar (1)

The Present Simple Tense

Form:

(I / We / You / They / A plural noun) + the first form of the verb.

e.g. They **take** exams once a year.

e.g. We **go** to the cinema every week.

(He / She / It / A singular noun) + first verb + (s / es / ies)

e.g. John **plays** football every day.

e.g. Sara **goes** to school by bus.

Usage:

☞ We use "the Present Simple for":

① **things that happen regularly.**

e.g. We **go** to the seaside every summer.

e.g. Joe **watches** TV every day.

② **There are some verbs which are normally only used in the simple form.**

- These verbs are called (**stative verbs**)

(like, love, hate, want, understand, need, remember, forget, prefer, know, mean, sound, think (have an opinion), have (possession))

e.g. I **like** fish. e.g. I **know** that man.

③ **We can use the present simple for fixed and certain events in the future.**

- **Statements about the calendar:**

e.g. Today **is** Monday so tomorrow **is** Tuesday.

- **Events which cannot change:**

e.g. When **is** the next full moon?

- **Planned, fixed events:**

e.g. What time **is** the football match?

- **With verbs such as arrive, come, leave, start, etc. (timetable) when referring to plans, programmes or schedules:**

e.g. Our train **leaves** in ten minutes.

Part (3) Writing, listening and speaking

Writing

Vocabulary: (SB P. 14/15) / (WB P. 10)

features	ملاح	organise	ينظم
common	شائع / مشترك	imperative verbs	فعل أمرية
introduction	مقدمة	precise language	لغة محكمة
layout	مخطط	individual	فرد / فردي
sub-headings	عناوين فرعية	make use of	يستغل
technical support	دعم فني	destination	وجهة سفر
make notes	يكون ملاحظات	abroad	خارج البلاد
somewhere	مكان ما	ferry	معدية
skiing	ترحلق	pony trekking	جولة بالفرس
items	بنود	documents	وثائق
currency	عملة البلد	insurance	تأمين
tickets	تذاكر	check	فحص / بفحص
baggage allowance	السماح بالامتعة	pen friend	صديق مراسلة
sun protection	الحماية من الشمس	prepare for	يستعد لـ
hand luggage	أمتعة يدوية	suitable	مناسب
stay awake	يقظ متيقظا	take off	تقاع / يطلع
enjoyable stay	إقامة مستعة	climate	مناخ
hanging about	صور / معطفات	travel sickness pills	حبوب لاجزاء السفر
a trouble-free time	وقت خلى من المشكلات		

Listening -Speaking Vocabulary:

renewable energy	طاقة متجددة	fancy	يتصور / يتخيل
wind farms	محطات طواحين الهواء	absolutely	مطلقا
rainforests	غابات استوائية	responsible for	مسؤول عن
aspect	مفرد / أهمية	wait and see	انتظر وسترى
I bet	أراهن	keep our fingers crossed	يقظ مكتوف اليد
I wonder	تساءل / أعجب	endangered species	أنواع مهددة بالانقراض

(WB P. 4 / 5)

presentation	اعداد / تحضير	activity	نشاط
argument	جدال / نقاش	together	معاً
files	ملفات	particular	خاص
competition	مسابقة / منافسة	efficiently	بكفاءة
head teacher	ناظر	explosion	انفجار
volunteer (n / v)	متطوع / يتطوع	robber	لص
tidy (v.)	ينظم	escape	يهرب
divide	يقسم	scream	بصرخ

Note: (WB P. 4)

Phrases	Meaning
Help is at hand	مساعدة / مسعدة
Handy hints	نصائح مفيدة
Time Zones	متى تتواصل / مناطق زمنية

Definitions: (WB P. 5)

Word	Definition
assign	to give a task or put someone in a particular group يحدد / يعين
appropriate	suitable for a particular situation مناسب
access	to get information, especially from a computer يدخل على الانترنت
thoroughly	completely, carefully and in detail تماماً
supervisor	a person who is in charge of an activity, a place or a group of people مشرف
co-ordinate	to organise an activity so everyone works together ينسق
conference	a meeting where people have discussions مؤتمر
monitor	to regularly check something يراقب / يفحص بانتظام

Definitions: (SB P. 10)

Expression	Definition
make the most of it	to use a good situation to get the best possible result from it يستغل الموقف أفضل استغلال
stick with it	to continue to use or do something and not change it يتمسك به / يلتزم به
do your own thing	do something that involves only yourself افعل ما يخصك