



السـ تـوجيـهـي سـائـد. _ المنهاج الجديد #م4

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Basis

Level 4.

Action Pack 12

التأسيس

Basis

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ورقة عمل تساعدك على حل اسئلة النصوص 1

Text نص	Pronoun ضمير	Suggest اقترح	Ways طرق
Paragraph فقرة	Refer to يعود على	Mention عدد	Mean يعني
Word كلمة	Sentence جملة	According to حسب	Factors عوامل
Find جد (ابحث)	Underlined تحته خط	Following التالي	Examples امثلة
Quote اقتبس	Write down اكتب	Describe يوصف	Show يبين
Indicate/tell يشير	Justify يبرر	Causes/ results نتائج	Steps خطوات
Characteristics/qualities/ features (صفات), خصائص,			
View/opinion وجهة نظر			
Benefits/advantages/pluses/good things/aims/goals فوائد			
What? ما	How? كيف		
Why? لماذا	How tall? كم طول		
Who/whom? من	How far? كم تبعد		
When? متى	How much? (Uncountable) كم الكمية	How many? (countable) كم العدد	
Where? أين	How high? كم ارتفاع		
Whose? لمن	How long? (غير عاقل) كم طول		
Which? أي	How long? (للفترة الزمنية) كم طول		
	How often? كم مرة		
	How old? كم العمر		

الصفحة الأولى (15 points) Question Number One:

According to the text/writer/article.....?

حسب النص \ الكاتب \ المقالة.....؟

(الإجابة تكون في النص) :حاول البحث عن كلمات في السؤال موجودة في الفقرة .

Quote (Write down) the sentence which indicates/shows/tells that...

اقتبس الجملة / اكتب الجملة التي تشير/ تبين/ تخبر بأن

في هذا السؤال البحث يكون عن جملة لها نفس المعنى داخل النص.

اكتب الجملة ذات الفكرة المطلوبة من النقطة إلى النقطة او من الفاصلة الى النقطة او احيانا بين فاصلتين .

What does the underlined pronoun ... In the Paragraphs refer to?

على ماذا يعود الضمير الذي تحته خط في الفقرة...

عادة ~ الإجابة تكون على كلمة (اسم) قبل العائد في النص:

he, him, his	اسم مفرد مذكر
it, its	مفرد غير عاقل
she. her. Hers	اسم مفرد مؤنث
they, them. their/s	اسم جمع للعاقل و غير العاقل
who, which, that, whose, where,	وعلى الاسم قبله مباشرة (تستخدم للتأكيد) كأداة وصل-
this, that ,these , those	عادة ما تكون على جملة بعدها
اكتب : the reader (القارئ)	We, us, our, you, your, yours ...
اكتب: (The writer) الكاتب	(I, me, my, mine)

Find [.....] in the text.

What does the underlined word "....." mean? 2016

Or find the word that means

جد شيء في النص.
أو يطلب منك السؤال أن تجد معنى الكلمة التي تحتها خط في النص أو العكس.

Mention / write down....

There are many Write them down or two of them.....

هناك العديد من..... أذكرها أو اذكر اثنتين من / عدد

التفكير الناقد (5 points)! Critical Thinking:

نص السؤال الوزاري (اقرأ السؤال جيدا ولا تتسرع في الإجابة)

A, Think of this statement and, in two sentences, write down your point of view. قضية معينة من النص،

هذا السؤال ليس له إجابة محددة فعليك أن تعتمد على تحليل النص وربط الأفكار المهمة والحكم على صحة رأي أو اعتقاد عن طريق تحليل أو مناقشة الموضوع أو المعلومة من خلال النص والإجابة دائما تكون من القطعة.
قبل إجابة هذا السؤال نضع الجملة التالية:

I think because and (نص السؤال المطلوب)

B, According to the text, the writer states that Explain this statement, Mention three for

وفقا للنص، الكاتب يعتقد بأن..... عدد 3 لـ

I think This statement is true الاعتقاد + and I suggest V.ing, V.ing
and V.ing

نصائح من قاعات التصحيح لتجنب الأخطاء وإهدار العلامة!

1. سؤال الاقتباس : عليك ان تختار جملة قصيرة مراعي وضع علامة التوقف.دون اضافة اي كلمة لاحقة.
2. سؤال جد الكلمات: اخطاء الطلاب عادة ما تكون باضافة كلمة زيادة على المطلوب وبهذا = صفر!
3. التفكير الناقد : يطرح السؤال قضية لها علاقة بالنص لذلك يطلب جملتين لابداء الرأي- فكر في جملتين بالعربي وصفهما بالانجليزي مراعي ما شرحت لك مسبقا لكيفية البدء.= علامة كاملة .
4. سؤال التعداد : كتابة 2 او 3 او 4 من المطلوب او جزء او الجملة التي تحتوي التعداد= علامة كاملة.

v1	v2	v3	v1	v2	v3
be	was, were	been	bend	bent	bent
begin	began	begun	become	became	become
blow	blew	blown	bite	bit	bitten
bring	brought	brought	break	broke	broken
burn	burnt	burnt	build	built	built
buy	bought	bought	choose	chose	chosen
come	came	come	cost	cost	cost
cut	cut	cut	deal	dealt	dealt
catch	caught	caught	do	did	done
draw	drew	drawn	dream	dreamt	dreamt
drink	drank	drunk	drive	drove	driven
eat	ate	eaten	fall	fell	fallen
feed	fed	fed	feel	felt	felt
fly	flew	flown	find	found	found
forget	forgot	forgotten	forgive	forgave	forgiven
get	got	got	go	went	gone
give	gave	given	grow	grew	grown
have	had	had	hear	heard	heard
hide	hid	hidden	hit	hit	hit
hold	held	held	hurt	hurt	hurt
keep	kept	kept	know	knew	known
lay	laid	laid	lead	led	led
learn	learnt	learnt	leave	left	left
lend	lent	lent	let	let	let
lie	lay	lain	lose	lost	lost
mean	meant	meant	meet	met	met
make	made	made	prove	proved	proved/proven
pay	paid	paid	put	put	put
read	read	read	ride	rode	ridden
ring	rang	rung	rise	rose	risen
run	ran	run	say	said	said
see	saw	seen	seek	sought	sought
sell	sold	sold	send	sent	sent
sit	sat	sat	sew	sewed	sewed
shake	shook	shaken	shine	shone	shone
show	showed	shown	sing	sang	sung
shut	shut	shut	sleep	slept	slept
smell	smelt	smelt	speak	spoke	spoken
spell	spelt	spelt	spend	spent	spent
steal	stole	stolen	stand	stood	stood
swim	swam	swum	stick	stuck	stuck
take	took	taken	throw	threw	thrown
teach	taught	taught	think	thought	thought
tell	told	told	tear	tore	torn
wake up	woke up	woken up	understand	understood	understood
win	won	won	wear	wore	worn
weave	weaved	weaved	write	wrote	written

مهم !



Pronouns of Agent (Subject): ضمائر الفاعل

I	He	She	It	You	We	They
أنا	هو	هي	هو، هي (لغير العاقل)	أنت ، أنتِ ، انتم ، انتن ، انتما	نحن	هم

ضمائر مفردة ولكنها تعامل معاملة الجمع [You, I]

He/she/it ضائر المفرد

they/ we ضائر الجمع

أحرف اللغة الانجليزية: English Letters

Capital letters : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Small letters : a b c d e f g h i j k l m n o p q r s t u v w x y z

Vowel letters: أحرف صوتية متحركة (أحرف العلة) A E I U O

Consonant letters: باقي الأحرف تسمى..... (أحرف ساكنة)

تتألف الجملة في اللغة الانجليزية في الحالة العادية من:



Subject + verb + object + the rest of the sentence.....
 (S.) الفاعل (V.) الفعل (O.) المفعول به التكملة

Parts of time:

Second	الثانية	Season	الموسم
Minute	الدقيقة	Year	السنة
Hour	الساعة	Decade	العقد
Day	اليوم	Century	القرن
Week	الأسبوع	Millennium	الألفية
Month	الشهر	Eternity	الأبد



الضمائر Pronouns

subject ضمائر الفاعل	object ضمائر المفعول به	possessive adjectives صفات الملكية	possessive ضمائر الملكية	reflexive الضمائر الانعكاسية
it	it	Its	its	itself
he	him	His	his	himself
she	her	Her	hers	herself
you	you	your	yours	yourself
	-	-	-	yourselves
we	us	Our	ours	ourselves
they	them	Their	theirs	themselves
i	me	My	mine	myself

Helping / Auxiliary Verbs

الأفعال المساعدة في اللغة الانجليزية

QUESTION

Is that your car?
Are you going to the party?
Do your dogs like to sleep?
Do you eat after 7pm?
Can I shut the door?

ANSWER (+)

Yes, it is.
Yes, I am.
Yes, they do.
Yes, I do.
Yes, you can.

ANSWER (-)

No, it's not.
No, I'm not.
No, they don't.
No, I don't.
No, you can't.

○ = auxiliary verb

is
are
have
has
do
does
did
was
were
will
can
could
must
should
would

Be Do Have Modals

is are am
was were
been

do does
did
done

have has
had
had

will
can
shall
must
may
going to
ought to

would
could
should
had to
might

-
-

شرح للأفعال المساعدة.....

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الاشتقاق Derivation

adj n adv prep adj n
The nice cat slept peacefully on the new mat.

بناء الكلمات Word building

مقاطع الاسم	ment	ance	ence	ity	y	tion	ssion	sion	ion
	ness	th	er or	mony	ist	ism	ancy	ant	some
	ency	ess	tude	ship	dom	gy	hood	edge	ee

مقاطع الصفة	lc	tive	ous	al	ing	ed	ary	ial	able
	ible	less	ful	ical	ish	ent	ory	ary	

مقاطع الفعل	fy	en	ize	ise	ate	ied	ieve		

مقاطع الطرف	ly	ally



Adv... Adj... N... V

لكل قاعدة شواذ :

لحل سؤال الاشتقاق يجب معرفة:
حفظ جميع كلمات المستوى الرابع مع الاملاء الصحيح
معرفة المقاطع جيدا

سائد دهيمش

نص السؤال الوزاري حسب النمط الجديد 2016/2015

1. Kareem is a journalist, he has worked previously for many scientific Journals. (qualification)
2. Doing lots of exercise won't keep you healthy if you don't eat..... food as well. (nutrients)

* لحل سؤال الاشتقاق ننظر قبل الفراغ ----- و بعد الفراغ مع الترجمة!!!!!!
و الانتباه إلى المؤشرات (او قواعد الاشتقاق) التالية في الصفحات التالية:

قواعد اشتقاق الاسم: NOUN

* ملحوظة مهم جدا

: نضع في الفراغ اسم (Noun) بشرط أن لا يتبع الفراغ اسم إذا تبع الفراغ اسم يأخذ صفة .

1. after adjectives بعد الصفات
2. Either a subject or an object of a sentence. إما كفاعل أو كمفعول به
3. after all determiners بعد محددات الكمية والأعداد
(a, an , the ,one, two ..., first....4th , 9th ,77th , much , many , more , most, any, some, all , no , few, little , a lot of , either, neither)
4. after prepositions: بعد حروف الجر
(on , of , with , in , at , to , for , from , under , beside , inside ,outside, near, behind, before, into, onto, after, over, with, without, against, than, during, through, by...)
..... Of..... قبلها وبعدها أسماء
5. After possessive adjectives (my, your, our, their, his, her, its) (s')
بعد صفات الملكية
6. After (called, defined as)..... بعد
7. After demonstrative (this that, these, those) بعد صفات الإشارة

قواعد اشتقاق الصفة: Adjective

1. Before nouns: قبل الأسماء
2. After some verbs: بعد بعض الأفعال التالية وبأي تصريف
إذا كانت تامة (Be: عائلة is are am was were be) *
*(get / become / feel / smell / taste / find+ (object) / appear / sound/grow / look / seem)
3. After (So, too, very, quite, fairly, further, more,) بعد مكثرات الصفات التالية
4. After Adverbs: قبل الفراغ ظرف
/ more than بين / the most بعد
5. as as

قواعد اشتقاق الظرف: Adverb

*ملحوظة: غالبا ما يكون الظرف قبل الفعل و قبل الصفات .

شواذ: الصفات التالية ظروف دون زيادة الملحق [hard, fast, late, high, near, low] .

1. at the beginning of the sentences followed by a comma.

في بداية الجملة ومتبوع بفاصلة

2. between two verbs (فعل رئيسي + فعل مساعد)

3. in the end of the sentence and directly after a verb.

في نهاية الجملة وقبله فعل بشرط عدم وجود أداة أو صفة

4. between the subject and the verb بين الفاعل --- والفعل

5. after imperative verbs بعد أفعال الأمر

قواعد اشتقاق الفعل: Verb

* ملحوظة: الفعل في أغلب الأحيان ما يكون على شكل (base form) فعل أساسي - مجرد

1. After "to": بعد to المصدرية

2. After Modals (المودلز) بعد الأفعال الشكلية

3. After verbs 'to do' don't, doesn't, didn't _!

بعد عائلة (Do) في حالة السؤال والنفي

4. After the verb 'to have' (it should be P.P) have بعد الفعل

5. After the verbs (let, make, help +o. +v1) بعد المفعول به للأفعال:

6. After relative pronouns (who, which, that ...) بعد ضمائر الوصل

7. Let, would rather, had better بعد

ملاحظة: عند استخدام أدوات العطف مثل: (and, or, as well as), فإننا نعطف كلمتين من نفس النوع.

- The boys install and ----- their programs quickly.

(invent, invented, inventing)

Tenses الأزمنة

Present forms أشكال المضارع

1. Present Simple: المضارع البسيط فقط للمفرد s/es

الشكل **S. + V1(s, es)**

نضيف [es] للفعل إذا انتهى بـ (o, x, z, ch, sh, ss)

watch=watches / wash=washes / do=does

always, often, sometimes, usually, scarcely, seldom, repeatedly, frequently, occasionally, hardly, normally, regularly (every..), (once or twice..), (daily, weekly, yearly, monthly...). as a habit or as a fact

Function?

1. Facts & permanent actions: حقائق وأمور ثابتة
2. Habits and routines عادات وروتين

e.g.; - Oil floats on water.

- They don't go to work every day.

🔗 Correct the verbs between brackets:

- 1- She (cook) rice every day.
- 2-you (cook) rice daily?
- 3- You (not cook) rice as a habit.
- 4- I (not/play) tennis at school every day.
- 5- She (not play) tennis every day.
- 6- he (play) tennis at school every day?
- 7- The taxi (leave) at 8 am every morning.
- 8- The taxi (not leave) at 9 am in the morning daily.
- 9- When the taxi usually (leave)?
- 10- Earth (circle) the sun every twelve months.

2. Present Continuous: المضارع المستمر

12

الشكل S. + [is, are, am] + V1-(ing)

now, at the moment, (this/these) today, tonight, look, watch out, listen, look out, be quiet, sh!, nowadays, at present

Function:

1. Activities are happening now. أفعال تحدث الآن
2. Temporary events. أحداث مؤقتة

e.g. - Be quiet! He is reciting the holy Quran.
- She is having breakfast right now.

☺ Correct the verbs between brackets:

- 1-We..... (have) a party on Saturday.
- 2- I..... (study) for my exams.
- 3-Tamara (help) in his brother's firm this week.
- 4-I..... (not/go) to the theatre tonight.
- 5-I (talk) on the phone right now.
- 6-What you (do)right now?
- 7-Look! The sun (rise).

سائد دهيمش

ملحوظة عامة:

(النفى) دائما بعد الفعل المساعد في الجملة (, isn't, weren't, haven't, hasn't you been,)
(.....etc. في جميع الأزمنة .

للفي / الجمع Don't

للسؤال في حالة الجمع Do....?

المفرد

Do/Does +S. +v₁.....?

للفي /المفرد doesn't

للسؤال في حالة Does.....?

3. Present Perfect: المضارع التام

الشكل S. + (have, has) + v3+....

Since, for, just, already, only, ever, never, so far, recently, lately, yet, in recent years ,
eventually, throughout, several/many times , all... + things.

نستخدم Time markers للدلالة على المضارع التام مثل:

Today, this month, this week

Function:

1. Finished action أحداث منتهية 2. Achievements انجازات 3. Past experience تجارب ماضية

- I have lost my keys.

- I have visited Makah for two months.

☺ Correct the verbs between brackets:

- Farida them about the accident yet. (not , tell)
- Saleem already me. (phone)
- I stamps since I was a child. (collect)
- Where you Mohammad recently? (see)
- I in such a nice place before. (not ,be)

4. Present perfect continuous المضارع التام المستمر

الشكل S. + (have / has) been + V1(ing)

عندما يبقى الحدث ظاهراً في الحاضر

Up to now , all...+ time , (since/ for... + Now), how long...? Look/seem/is/are... + adj

Function:

- Activity which continues over a length of time استمر على فترة من الزمن
- Repeated تكررت من الماضي حتى الآن
- Has consequences at present استمر حتى الحاضر
- Unfinished غير منتهي

e.g. -You look tired. Have you been working hard?

- She's been sitting in the sun.

☺ Correct the verbs between brackets:

- Nouran essay all morning. (be, write)
- Safwan looks tired. He his science project all night. (be, do)
- The detectives people all week. (be, interview)
- The child has..... all night. (be, sleep)

Past forms أشكال الماضي

14

1. Past Simple: الماضي البسيط

الشكل:

S.+ V2 +

Yesterday last ago In 1990 once a time previous ancient/ before

Function?

An action started and finished in the past.

عمل بدأ وانتهى في الماضي دون أثر

النفي في الماضي

S + Didn't + v1

والفعل **be, not** يصبح **weren't/wasn't**

e.g.; - They didn't discuss the problem yesterday.

مهم جدا: عند استخدام النفي في الماضي البسيط يجب ارجاع الفعل لحالة المجرد. INF.

It snowed in Amman a couple of years ago.

- It **didn't snow** in Amman a couple of years ago.

☺ Correct the verbs between brackets:

1- They (collect) postcards yesterday.

2- You (jump) high last night, didn't you?

3- Albert (play) squash last night.

4- The teacher (test) our English 2 days ago.

5- Fiona (visit) her grandma a couple of weeks ago.

6- He (wash) the car yesterday.

7- You..... (be) thirsty when I saw you last night.

8- He (have) a computer in 1999.

9- I (buy) bread from that bakery 30 years ago.

10- (book)- Mahmoud was walking home when the rain It was very heavy, so he must have got very wet. (start)

2. Past perfect: الماضي التام

had + V3

, V2

after / before by +
 when because as soon as
 then until already
 never later

Function:

An action that happened in the past before another action.

يستخدم للتحدث عن أحداث حصلت في الماضي قبل حصول أفعال ماضية أخرى
 الفعل (had+ p.p) يحصل دائما في الأول , والفعل (v2) يحصل ثانيا.

- After he had ----- to the manager, he felt calm. (speak)

1. After I the medicine, I went to bed. (have)
2. They everything by the time I arrived office. (arrange)
3. We our house by last week. (leave)
4. She for him by the time he arrived home. (wait)

وزاري Hatem had saved his documents before viruses his computer. (crash)

3. Past Continuous: الماضي المستمر

القاعدة:

S.+ was/were +V₁(ing) +

, V2

Keywords:

(as) while

, when

at this time yesterday or (last night....).

Function:

1. Talk about something which was happening before and after another action in the past.

للتحدث عن شيء كان يحصل قبل وبعد حدث آخر في الماضي

2. Show that something happened for a long time in the past.

لاظهار حدث حصل في الماضي لفترة طويلة

الجملة تتكون من شقين.

حدثين حصلا في الماضي أحدهما كان مستمرا في الماضي والآخر قطعه.

- When he arrived, they were painting his room.

- A: Were you studying when she called?

B: I was studying in the lounge.

Or we were studying in the lounge.

Correct the verbs between brackets

حل لحالك

- 1-While I (sleep) , my father came.
- 2-When I reached the park , my friends (play).....
- 3-he (not / study) when her mother saw her.
- 4-they (shout)..... when you met them?

4. Past perfect continuous

الماضي التام المستمر

لا تتغير (ثابتة)

S.+ had +been +V1(ing)+

....., V2

Since for all + time just When before after because ... by the time....

Function?

1- Actions which were continuous: أحداث استمرت

2- Actions which were repeated: أحداث تكررت

ملحوظة: يستخدم الماضي التام المستمر لتوضيح السبب والنتيجة قبل حدث آخر في الماضي.

- Her eyes were red because she had been crying.
- He finally came at six o'clock. I had been waiting for him since four-thirty.
- The police had been looking for the criminal for two years before he caught him.

*ملحوظة: التام المستمر غالبا ما يحتوي على : since / for

Example:

الماضي التام المستمر

الماضي البسيط يظهر في الشق الثاني من الجملة.

1. The miners had been digging all night long when an explosion occurred.
2. They had been talking for over an hour before Mona arrived.
3. A: How long had you been studying Italian before you moved to Rome?
B: I had not been studying Italian very long.

سائد دهيمش

Correct the verb between brackets.

17

1. The teachers for two hours, before the principal came. (be, talk)
2. When I was ten years old, Ia computer. (buy)
3. I couldn't play because Imy leg. (break)
4. Hatem's fatherlast year. (retire)
5. Maher.....his driving test, so he can borrow his brothers car next week .(pass)
6. Fatimaher homework three hours ago. (finish)
8. How longyouglasses? (wear)
9. Do you mean you have been (wake up) very early?
10. It.....heavily since three hours. (Be, snow)
11. Husseinhis house for five hours. (Be, Paint)
12. They already their flat.(paint)

اسئلة الوزارة 2016 - 2015**الكتاب الجديد 2016**

1. Provided that it, we will have a picnic next week. (not, rain)
2. A new vocational school hasrecently in my area. (build)
3. The government has.....hardly to raise the citizen's awareness of human rights. (be, work)
4. Many Jordanian poems now..... Into English, and people all over the world are able to read them. (translate)

الكتاب القديم

5. I had to go on a diet because I had.....too much sugar. (be, eat)
6. Amer slept deeply last night after he.....five hundred kilometers without a break. (walk)
7. How nice to sit down! I've.....for three hours non-stop. (be walk)
8. I wish Iwhere I left my valuable book. (can, remember)
9. Susan had.....about the idea for a while when she made the suggestion. (be, think)

For and Since

18

For: تستخدم للدلالة على طول الفترة الزمنية وتكون المدة غير محدودة:
(Length of time)

Days, months, 3 weeks, 2 years, hours.....

Since: تستخدم عند التحدث عن فترة زمنية محددة:
(a specific point in time)

May, Friday, 1970, 6:30, he came

1. Ali has been waiting here.....three o'clock. (Since, for)
2. The boys have been away..... last Monday. (Since, for)
3. They have been playing football.....an hour. (Since – for)
4. He has been learning English in this school.....three years. (Since, for)

For	Since
Four years	Yesterday
Fifteen minutes	Eight o'clock
Seven hours	June
45 seconds	Last summer
Many years	I was a child
Three months	My birthday
A week	Tuesday
A longtime	2008
Ages	last month
five weeks	

Complete the sentences with (since / for)

1. He has been ill.....Monday.
2. They have been in the hotel.....four days.
3. We have known each other.....2004.
4. They have been studying English.....last August.
5. My parent has been waiting for me.....three hours.

سائد دهيمش

Editing تحرير الأخطاء (4 points) 19

نمط سؤال الوزارة..... [يعطيك نص قصير فيه 4 أخطاء وعليك اكتشافها وتصحيحها] :
أنواع الأخطاء kinds of mistakes

قواعد الحرف الكبير علامات الترقيم الاملاء
Grammar / Capital letters / Punctuation / Spelling

الصفحة الرابعة

Page Four

السؤال الخامس (15 points) Question Number Five**C. EDITING: (4 points)**

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes. (One grammar mistake, one punctuation mistake and two spelling mistakes). Find out these four mistakes and correct them. Write the correct answer down in your ANSWER BOOKLET.

I am doing an online posgraduate course in education. It is think that distance learning means that you don't socilaize with other students? As you do when you are doing a face-to-face course. It's not true! Our class consists of 30 students from all over the world. We study at home and send our assignments to our totors by email and there are a lot of different class discussions on the Internet.

✗ It is think that

✗?

✗Posgraduate totors

✓a. Grammar mistake: it is **thought** that

✓b. punctuation: other students .

✓c. spelling mistakes: **postgraduate, tutors**

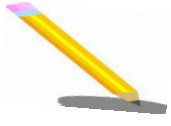
conscienceious		tuittion	
ampitious		extensivley	
tounge		registar	
pharmaciuticals		voluntery	

نتبع للمربع التالي فجميعها تبدأ بحرف كبير.

Capital letter mistake: خطأ الحرف الكبير

1. At the beginning of the sentence and paragraph. **أول الجملة و الفقرة**
2. Titles: Mr. Mrs. Ms Dr Sir King Minister Prof Madam .. **الألقاب**
3. The names of organizations, companies, and their initials: **أسماء الشركات والمنظمات**
4. Abbreviations and acronyms: **الاختصارات**
H.K.J UK USA NATO UNRWA
5. Days of the week and months: **الأيام والأشهر**
'Sunday, Wednesday / April, June....' (المواسم تكتب بأحرف صغيرة)
6. Countries, cities, nationalities, languages, Religions:
الدول و اللغات و الجنسيات و الأديان و المدن
'Japan/ Dubai /Jordanians / English, Arabic Italian
*Religions: ' Islam, Christianity, Judaism ...'
7. Directions only in geographical and Place names:
الاتجاهات فقط في الأماكن والمناطق الجغرافية
East Africa South pole The Pacific /The Dead Sea/ Asia/ Irbid
8. Proper nouns: Salma. Iubna . Omar. Fareeda . Wesam. Joe **أسماء العلم**
9. The pronoun: " إ " أينما وقعت في الجملة منفردة " إ " **أينما وقعت في الجملة منفردة " إ "**
10. After (. ? !) : **بعد علامات الاستفهام ؟ ! .**
e.g. . Marvelous! The statue's colors are wonderful How? Is this
11. At the beginning of a quotation: "He is the best....." **أول الاقتباس**
12. paper titles : Quran Bible Newspaper(Al-Dostor, Al-Ghad **عناوين الأوراق**

سائد دھیمش



Linking Words used in

Guided Writing



أدوات الربط المستخدمة في الكتابة الموجهة

ملخص

- يجب حفظ مواقع أدوات الربط مع علامات الترقيم المناسبة.
- يمكنك الاستعانة بـ Language functions (الوظائف اللغوية) في موضوع الكتابة/ الإنشاء الإجباري.
- الكتابة ممتعة ومثيرة جداً! لا تنسى التدرب بشكل مستمر على الكتابة الموجهة.

Punctuations علامات الترقيم . ; : ? ' "...." () [] , ! - / _

Example: تقديم أمثلة	For example for instance such as like
Adding information إضافة معلومات	Firstly ... Secondly ... Thirdly ... lastly/finally ... moreover as well as then furthermore and In addition to, .Also, , too.
contrasting ideas إظهار التناقض	but on one hand, on the other hand although Nevertheless However
Summarising الخاتمة	Finally to sum up in conclusion to conclude

غالباً! ما يكون المطلوب في السؤال بعد كلمة ... about

الدورة الشتوية 2016

Read the information below, and write two sentences about the benefits of studying abroad.

- build valuable job skills.
- be self- confident
- make friends.
- understand own and other cultures.

Suggested Answer:

There are many benefits of studying abroad such as building valuable job skills and being self-confident. In addition to making friends as well as understanding own and other cultures.

ملخص لنماذج حلول مقترحة للكتابة الموجهة

استخدم النموذج التالي اذا جاء العنوان اسما مفردا وبدأ بإحدى المقدمات التالية:
(The main) purpose, (The main) goal, (The main) aim, (The main) target

..... is to , and to

استخدم النموذج التالي اذا اتى العنوان جمع وبدأ بإحدى المقدمات التالية:
(The main) purposes, (The main) goals, (The main) aims, (The main) targets

..... are to , and to

استخدم النموذج التالي اذا بدأ العنوان بالكلمات الجمعواحيانا الكلمات تسبق ب some
للفعل الواقع في بداية الجملة نضيف ing

There are many such as and Also,

استخدم النموذج التالي اذا كان العنوان سؤال وبدأ ب
What should happen to What would happen to What will happen to What must happen to
مع حذف علامة السؤال وحذف What should happen to او ما شابهها مما سبق ونقل المودل أيضا وضعة في نهاية العنوان

..... should and

استخدم النموذج التالي اذا كان العنوان سؤال (بدأ بأداة سؤال متبوعة بفعل مساعد)
Wh - (do, does, did, am, is, are, was, were, has, have, have)?

..... to and to

مع حذف علامة السؤال وأداة السؤال والفعل المساعد الذي يلي أداة السؤال

استخدم النموذج التالي اذا بدأ العنوان بصفة مثل Adventurous ... / Successful ... / Hardworking
..... have some qualities such as and Also,

نحذف .. How

اذا بدأ العنوان بسؤال How to.....

There are many ways..... such as and Also,

Short biography: سيرة ذاتية قصيرة

- Musa al-Khwarizmi
- Born in Khawarizm in 780
- Write the earliest Islamic works on arithmetic and algebra.
- Introduce the Greek mathematical knowledge to the Arabs.

How to train brains? كيف تمرن دماغك**How to train brains?**

- Do puzzles or quizzes.
- Read more books.
- Study subjects on Internet.

Suggested Answer:

People can train their brains by different ways such as doing puzzles or quizzes, reading more books as well as studying a subject on the Internet.



لا يوجد إجابة نموذجية في هذا السؤال، الإجابة تختلف من طالب لآخر

C.V سيرة ذاتية

d age

Mr. Adam / 1987 / Irbid – Jordan

Appearance	tall / green eyes / well-built
Family background / education	father / doctor. mother / nurse
Occupation	engineer since 1999
Hobbies and interests	playing football / swimming

Suggested answer: إجابة مقترحة

Mr. Adam, a Jordanian engineer, was born in Irbid in 1987. Mr. Adam is tall with green eyes and well-built body. His father is a doctor and his mother is a nurse. He has been an engineer since 1999 . He likes football and swimming

قواعد، قوانين rules/ laws

طرق ways/ methods

فوائد benefits

إيجابيات advantages

سلبيات disadvantages

حلول solutions

أسباب reasons/ causes

اقتراحات suggestions

نتائج results

مرافق facilities

عقوبات punishments

فروق differences / contrasts

إنجازات achievements

مشاكل problems

تغيرات changes

مهارات skills

مساهمات contributions

سمات، خصائص qualities/ / features

توصيات recommendations

عوامل factors

How to send the same email to several people?

Type your email.

Select the email addresses you want to send an email to.

Press send to many.

Suggested answer: إجابة مقترحة:

There are many ways to send the same email to several people; **First**, typing your email. **Then** selecting the email addresses you want to send an email to. **Finally**, pressing send to many.

How to pass the exams? (1)

Study carefully in details. (2)

Answer many questions from the activity book. (3)

Ask my teachers the difficult questions. (4)

Be quiet and calm during the exams. (5)

اكتب إجابتك (علامة كاملة)!

Tips on how to do well in school.

Do all of your assigned homework.

Sleep and wake up early.

Study carefully in details.

How to Be a Good Brother or Sister

Play a game with them.

Never hit them.

Help them with their homework.

Spend some quality time with them.

Take them to the park or the petting zoo.

مكنك أن تكتب بأفضل طريقة... تدرب جيدا : الطريقة سهلة!**Purposes of building dams (1)**

Save water. (2)

Irrigate plants. (3)

Generate electricity. (4)

**Suggested Answers: إجابات مقترحة**

1. There are many purposes of building dams for example; saving water, irrigating plants and generating electricity.

2. There are several purposes of building dams such as saving water and irrigating plants.

Another thing is generating electricity.

Phones	Advantages	disadvantages
Mobile	carry with you, small and light	Expensive, noisy
Landline	long conversations, cheap	Large, heavy

How to live a healthy life.

- do regular exercise
- have a healthy diet
- get enough sleep
- exercise our brains

اعتمد على نفسك ؟

Free writing

الكتابة الحرة

B. FREE WRITING: (7points)

الكتابة ممتعة ومثيرة

كتابة الموضوع في تقريباً 80 كلمة.

تقدير ماذا يطلب منك السؤال.. (عن ماذا يتحدث الموضوع) ؟

Essay: مقالة

Report: تقرير

article: مقالة

email: بريد الكتروني

قسم الموضوع إلى هذه العناصر:

Title العنوان

Introduction المقدمة

Main part (جسم الموضوع) الجزء الرئيسي

Conclusion الخاتمة



أبدأ الموضوع بجملة رئيسية تحتوي مجملها على فكرة الموضوع ككل.
تجنب استخدام الجمل المعقدة والألفاظ المركبة التي توقعك في أخطاء أنت في غنى عنها ولكن استخدم الجمل ذات المعاني السهلة والبسيطة اجتهد ثم اجتهد في تحسين خطك لأن هذا يعطي انطباعاً جيداً للمصحح ويسهل عليه فهم ما تريد تعبيره.
استخدم أدوات الربط مع علامات الترقيم المناسبة لتنسيق الموضوع كما تعلمت في الكتابة الموجهة.
مساعدة ؟ استنبط مقدمة وخاتمة مناسبتين تفضلها في كتابتك من خلال المواضيع الموجودة في الدوسيه.

WRITING AN ESSAY/ ARTICLE / REPORT/blog

نموذج لكتابة الحرة

.....
This subject is one of the most important issue in our daily life. In this essay/ article / report I intend to write aboutالموضوع.

There are many (benefits / advantages / disadvantages / solutions / ways / effects / reasons / results / factors...) of اسم الموضوع such as;..... and In addition,

.....
And other thing is

However, there are someof اسم الموضوعsuch as;..... and.....

Another thing is

نستخدم الجزء المظلل في حالة مناقشة فكرتين

Finally, I hope that I have given enough and useful information about اسم الموضوع suggesting good ideas and views that help to deal with it.

--THE END--