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**THEME TWO**

**UNIT FOUR**

**WORKING IN A TEAM**

VOCABULARY:

WORD	P	SYNONYM	DEFINITION	MEANING
Aim	V-N	Objective	Have the intention of achieving. A purpose or intention; a desired outcome.	هدف - يهدف
Audience	N	Viewers	The assembled spectators or listeners at a public event, such as a play, movie, concert, or meeting.	جمهور-مشاهدين
Brochure	N	Leaflet	A small book or magazine containing pictures and information about a product or service.	كراسة ترويجية
Broth	N	Soup	Soup consisting of meat or vegetable chunks, and often rice, cooked in stock.	مرق
Carry out	V	Execute	<b>To do something and finish it.</b>	تنفيذ
Consist of	V	Contain	To be composed or made up of.	يتألف من
Consult	V	Advise	To give a scientific advice.	شاور
Consultant	N	Expert	A person who provides expert advice professionally.	مستشار
Diet	N	Food	A special course of food to which one restricts oneself, either to lose weight. The kinds of food that a person eats	حمية غذائية
Gesture	N	Sign	A movement of part of the body, especially a hand or the head, to express an idea or meaning.	إيماءة
Impression	N	Feeling	An idea, feeling, or opinion about something or someone	الانطباع
Ingredients	N	Component	The substances that are combined to make a particular thing.	مكونات
Kind	Adj	Sort- category	a group of people or things having similar characteristics. A sort of...	نوع
Literature	N		Written works, especially those considered of superior or lasting artistic merit.	الأدب
Mean	V-N	Indicate	Intend to convey, indicate, or refer to (a particular thing or notion)	تعني
Member	N	Subscriber	An individual, thing, or organization belonging to a group.	عضو
Organization	N	Company	An organized body of people with a particular purpose, especially a business etc.	منظمة
Package	N	Parcel	An object or group of objects wrapped in paper or plastic, or packed in a box.	صفقة
Product	N	Commodity	An article or substance that is manufactured or refined for sale.	المنتج
Project	V-N		An enterprise that is planned and designed to achieve a particular aim.	مشروع
Proposal	N	Idea- Plan	A plan or suggestion, especially a formal or written one put forward for consideration.	اقتراح
Quality	N	Grade-rank	The degree of excellence of something.	جودة
Sales	N		The rate and the quantity of sold goods	مبيعات
Section	N-V	Department	A distinct parts into which something is or may be divided or from which it is made up.	الجزء
Spoil	V	Damage	Destroy the value or quality of something.	يفسد
Wide range		Popular	Extends very widely between specified limits.	مدى واسع

**Proverbs:**

**1- Many hands spoil the work.**

- The more people working together on something, the quicker and easier it will be to finish.
- A task is done easily if many people share the work.

**2- Too many cooks spoil the broth.**

- It is said when there are too many people involved in trying to do the same thing, so that the final result will not be good
- If too many people participate in a task, the task will not be done very well.

**SUMMARY**

Teamwork is uprising principle round the world. Teamwork is more efficient as well as faster than working individually. There are many advantages in working in teams. All the abilities and ideas are directed for serving one main aim. That would be better than to do a job alone.

There are many aspects and factors to create a successful teamwork. First, the team should cooperate very well. Then, the team should have different types of characters, in order to think in different ways, and so they would cover all the sides of the work. As each one in the team has a specific skill, so they all will take benefit from all the available skills in the team. Thirdly, they distribute responsibilities on each one of them, so the tasks would be easier and would be done faster and more efficiently. Fourthly, each member would do his favourite part of work, so he or she would be more interested and efficient in his part of work.

In conclusion, we can realize that, teamwork is more effective and faster than the individual work.

**HOW TO DO GOOD PRESENTATION**

<b>BEFORE THE PRESENTATION</b>		
1	Think of a topic	Sport, food, place, character, etc.
2	Collect information	From internet, books, LRC, etc.
3	Prepare an aid.(power point-video- posters, etc)	YouTube, internet, LRC, etc.
4	Write it and revise it many times, then show it to a friend or teacher.	
5	Train yourself against a mirror, a friend, a family member.	
6	You should speak loudly, fluently, accurately, clearly, and trusty.	
<b>DURING THE PRESENTATION</b>		
1	Great your teacher and classmates.	Good morning my teacher, good morning dear students.
2	Introduce yourself.	My name is.....
3	Introduce your topic.	Today, I'm going to speak About.....(topic)
4	Ask students about their information about the topic.	- Do you know....? - What so you know about.....?
5	Show your aid while speaking about your presentation.	Here in this video, we can see.....
6	Speak loudly, clearly, fluently, accurately, keeping eye on students.	
7	Distribute your topic to introduction, body, and conclusion.	
8	Thank your teacher and classmates for their listening.	And finally, I'd like to thank you all for your neat listening.

[ VOCABULARY EXERCISES ]

**1) For each item, read the definition and the example. Then complete the word in the space provided.**

**You are given the first letter(s) of the word. Make sure your spelling is correct.**

**1- (V) - To damage something or turn it into a spoilt thing.**

e.g. - She **sp** \_\_\_\_\_ the recipe. She added more salt and much spices.

**2- (N) - A hot liquid served with food.**

e.g: - I must drink a **so** \_\_\_\_ before my lunch.

**3- (N) - A subscriber of an organization or an individual part of a whole.**

e.g: - He is a **me** \_\_\_\_\_ of the football association. He supervises the junior teams.

**4- (N) - An object to be executed in future.**

e.g: - His **ai** \_\_\_\_ are to be the best surgeon in the world and to help the poor.

**5- (Adj) - The degree of excellence of something.**

e.g: - This car has an excellent **qua** \_\_\_\_\_, as it is made in Germany and it is so expensive.

**6- (N) - The quantity and the rates of the sold goods.**

e.g: - The **sa** \_\_\_\_\_ has risen so much before the Christmas.

**7- (N) - A suggest for future plans.**

e.g: - His **pro** \_\_\_\_\_ to develop the company were great and successful.

**8- (N) - The nutrition system for someone or a society.**

e.g: - He needs to change his **di** \_\_\_\_ . He is overweight and needs to be fitter.

**9- (N) - Having great experience in a specific field and gives advice. He is an expert now.**

e.g: - He is the youngest **cons** \_\_\_\_\_ in marketing.

**10- (N) - The parcel or a wrapped thing.**

e.g: - He sent me the **pac** \_\_\_\_\_, which I have ordered.

**11- (N) - The components of something.**

e.g.: - Only Mum knows the **ing** \_\_\_\_\_ of this recipe.

**12- (N) - A designed factory or enterprise.**

e.g: - He lives on his new **pr** \_\_\_\_\_ of manufacturing cars parts.

**13- (V) - To do or execute a task or a job.**

e.g: - The Company has **ca** \_\_\_\_\_ out some courageous decisions.

14- (N) - A notebook or leaflet shows advertisements or data about a topic or an establishment.

e.g: - The PR department has published **bro** \_\_\_\_\_ to show its progress.

15- (N) - Poetry, drama, theatre, prose, writing in excellent writings, etc.

e.g: - He studied English **lite** \_\_\_\_\_. He studied William Shakespeare, Alexander Bob, etc.

16- (N) - A department of a company or an organization.

e.g: - The **sec** \_\_\_\_\_ of the PR is the best department for you.

17- (N) - A commodity or a type of good.

e.g: - I prefer the German **pro** \_\_\_\_\_ to the Chinese ones.

18- (N) - The people in a theatre, who watch a play, movie, a performance, etc.

e.g: - The **aud** \_\_\_\_\_ was amazed from the opera show last Sunday.

### SOUND BITES

#### PERSUADING, CONVINCING AND URGING.

##### PERSUADING:

- *Can't you support our new strategy?*
- *Believe me, it's very important.*
- *Wouldn't that be a good thing to do?*
- *Don't you think the project should gain more respect?*
- *I really think you should do something soon?*

##### CONVINCING:

- *Surely that's the best way for you to quit from this deal.*
- *That would be a very good idea.*
- *I really think you should.....*

##### URGING:

- *If you don't do that, your family will neglect your marriage.*
- *Please try and do that.*