

تم تحميل هذا الملف من موقع المناهج العُمانية



*للحصول على أوراق عمل لجميع الصفوف وجميع المواد اضغط هنا

<https://almanahj.com/om>

* للحصول على أوراق عمل لجميع مواد الصف الثاني عشر اضغط هنا

<https://almanahj.com/om/12>

* للحصول على جميع أوراق الصف الثاني عشر في مادة لغة انجليزية ولجميع الفصول, اضغط هنا

<https://almanahj.com/om/12english>

* للحصول على أوراق عمل لجميع مواد الصف الثاني عشر في مادة لغة انجليزية الخاصة بـ الفصل الثاني اضغط هنا

<https://almanahj.com/om/12english2>

* لتحميل كتب جميع المواد في جميع الفصول للـ الصف الثاني عشر اضغط هنا

<https://almanahj.com/om/grade12>

* لتحميل جميع ملفات المدرس Mussa Mohamed اضغط هنا

للتحدث إلى بوت على تلغرام: اضغط هنا

https://t.me/omcourse_bot

Theme 2

Work and Careers

Theme 2 Overview

Work and Careers

Psychologist(n)		A person who studies how people’s minds work
Career advisor	مستشار مهني	Someone who helps young people choose and educational and career path in line with their interests and abilities.
career(n)	مهنة	Job or profession that you do for a long time
rapidly		quickly
Aptitude test		Tests that find out how suitable your abilities are to do a particular job
talents(n)	مواهب	Natural abilities to do something well.
criteria(n)	معايير	Standards used for judging something
CV	سيرة ذاتية	Curriculum vitae
flexibility(n)		The ability to adapt to well to do something
Application form		Document you fill in when applying for something such as a job or a course at university or college
Covering letter		Letter giving an overview about yourself, and the documents you are attaching or enclosing such as a cv
perform(n)	يؤدي	Carry out
Confused about		Unable to think clearly of something
Job scene(n)	المشهد الوظيفي	The world of work in general
administration		management
acting(n)	تمثيل	Taking role in a film or a play
creative(adj)		Innovative , thinking and making new things
Fond of(adj)		Love strongly
gap(n)		A space between two things
perception(n)		The way you notice things
appropriate		suitable
requirements		needs
realistic(adj)		Someone who likes working with hands using tools
practical(adj)		A person who likes working with hands using machines
artistic(adj)		A person who likes to express himself through art
enterprising(adj)		Confident and good at leading and persuading others
persuade	يقنع	convince
leading(adj)	قيادي	Guide and direct

Experience “series”

Grade 12 B

confident(adj)		Sure you can do something
outgoing(adj)		Enjoying meeting and talking to people
investigative		Curious and enjoy analyzing and solving situations
curious(adj)		Wanting to know or learn about something
analyse	يحلل	Examine or think about something carefully
social(adj)		Friendly and enjoy working with others
conventional	تقليدي	Careful and like to follow routines and laws
Based in	يقع في	Located in – situated in
specifically		Especially – for particular purpose
Weather forecaster	مذيع	A person who presents the weather forecast
Weather presenter		Informs people about the weather on television
Sports presenter	مذيع الاخبار الرياضية	Informs people about sports news
Sports commentator(n)	رياضي	Someone who comments on sports events
Put forward	يرشح لوظيفة	Suggest someone to be considered for a job
meteorology	الجوية	Scientific study of weather conditions
meteorologist		Studies weather and predicts what is going to happen
articulate(adj)	فصيح	Able to talk easily and express yourself well
autocue(n)		Machine shows the words a presenter says
tornado(n)		Strong wind that twists round quickly and violently
Intellectual ability	قدرة عقلية	Mental ability
Dull(adj)	كئيب	boring
Verbal ability	قدرة لفظية	Being good with words
Perceptual ability		Being good with diagrams and pictures
Manual ability	قدرة يدوية	Working well with your hands
Inner conviction		Self-confidence, desire to succeed
decisiveness		Leading others , taking the initiative
reasoning		Solving difficult abstract problems by using logic
position(n)	وظيفة	Job – post - function
predominantly		mainly
interpersonal		Connected with relationships between people
Enclose(v)	يضمن	Put something in the same envelope
Attach(v)	يرفق	Join one thing to another

Experience "series"

Grade 12 B

VOCABULARY 1 (Items 1-5)

(2½ marks)

For each item, shade in the bubble under the correct option.
(There are three extra words in the box.)

The Middle East loves football. As a national ⁽¹⁾_____ its influence grows with every tournament and high profile match. As the king of Arabic ⁽²⁾_____ Al Shawali's is the ⁽³⁾_____ by which millions of Arab viewers hear about the action they are watching. His famous ⁽⁴⁾_____ when a goal is scored are legendary: much ⁽⁵⁾_____ but no one in the business is associated with the passion of the game as is Shawali.

imitated tragedy obsession voice obesity commentators sound shrieks

- | | | | | | | | | |
|----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

VOCABULARY 2 (Items 6 - 10)

In each sentence, complete the word in the space provided.
You are given the first letter(s) of the word.
Make sure your **spelling is correct**.

- 1- Omer seems to have a real **apt** _____ for painting.
- 2- He enrolled on a course in **cre** _____ writing.
- 3- what made you decide a **car**____ as a vet?
- 4- He struggled to **per** _____ the employer of his skills.
- 5- The first half of the match was really **du** ____ .
- 6- He was offered the **lea** _____ role in the new TV series.
- 7- Opera Wenfery is a famous television **pre** _____ .
- 8- Temperatures were **for**_____ to reach 45 C next week .
- 9- Team sports help to develop a child's **so** _____ skills.
- 10- Please send your cv and **enc** _____ a recent photo.

Theme 2 unit 2



Face to Face

interview	مقابلة شخصية	A meeting in which you are asked questions
successful		Achieving your aims or what is intended
advertisement		A notice, picture or film telling people about a product.
publish	ينشر	Produce a book or magazine to sell it to the public
Sales manager	مدير مبيعات	Responsible for the sales department
representative		A person who acts on behalf of a group or firm
promote	يشجع	Encourage and support
stress		Pressure or worry caused by problems
requirements		Things wanted or needed
essential		Very important or basic
further		More - additional
attend	يحضر	To be present at an event
willingness		Readiness for doing something
available		(of things) that you can buy or find
headquarters	المقر الرئيسي	The central office for a company or an organisation
candidate	مرشح لوظيفة	A person that is considered suitable for a job
applicant	متقدم لوظيفة	A person who makes a formal request to get a job
Apply for	يتقدم بطلب	To make a formal request to get a job
obligatory		Compulsory – a must
optional	اختياري	You can choose whether to do or have or not
desirable		Wanted . optional
prohibited		Banned – forbidden - prevented
necessity		A must
checklist		List of the things you must remember to do or take
fulfil	يحقق	Achieve what is hoped
salary		The money that employees take at the end of a month
undertake	يتعهد	Promise that you will do something – be responsible
accommodation		A place to live, work or stay in
apartment		flat
On my own		alone
Based in	يقع في	Location of work or living.

Experience "series"

Grade 12 B

select	يختار	choose
invest	يستثمر	Buy or do sth in the hope of making profit
sound	يبدو	seem
relevant		Connected with
marketing	تسويق	Deciding how something can be sold easily
sufficient		enough
abroad		
Can't stand	لا يحتمل	Can't bear – can't endure
strength		Power , advantage - merit
weaknesses		Drawbacks – defaults - disadvantages
employee		A person who is paid to work for somebody
Employer = recruiter		A company or a person that pays people to work for them
conceited		Having too much pride in yourself
modest		Not talking much about your abilities or possessions
trumpet		Talk about yourself proudly
admit	يعترف	Confess – agree – accept - allow to join – enter
contribute	يساهم ب	Take part in by giving money or goods to help
contract		Written agreement between two parts
permanent		Lasting for a long time
Campaign		A plan to do things to achieve a certain aim
Proof read	يراجع	revise
adhere	يلصق	Stick firmly to something
Get in touch	يتواصل مع	Keep in contact
Career manual	وصف الوظيفة	A book shows the way things work
correspondent		A person who provides news for newspapers
tip	نصيحة	advice
Look up	يبحث عن	Search for information
neat		Tidy , organised
exaggerate	يبالغ	To make something seem larger or more important
crowd	جمهور	A large number of people in one place
broaden	يوسع	Enlarge or increase

VOCABULARY 2 (Items 6 – 10)

In each sentence, complete the word in the space provided.

You are given the first letter(s) of the word.

Make sure your **spelling is correct**.

- 1- Jobs in the media **req** _____ excellent communication skills.
- 2- My **sal** _____ is paid directly into my bank account
- 3- Lots of graduates fail to **ful** _____ the job requirements.
- 4- well-paid jobs **ena** _____ employees to fulfill life requirement
- 5- Annual reports **ind** _____ massive decline in sales figures.
- 6- The successful **app** _____ will receive notification within a week.
- 7- The price of the holiday **inc** _____ taxes, hotel and flight.
- 8- Full instructions are given in the owner's **ma** _____.
- 9- All applicants must **enc** _____ the relevant documents with their CVs.
- 10- It is known that travel **bro** _____ the mind.
- 11- Are you **wil** _____ to have a night shift in the reception.
- 12- My current can't **aff** _____ to buy a new apartment in the city centre
- 13- Persuasion is one of the most valuable skills in **mar** _____.
- 14- Experience is **des** _____, but not essential for this job.
- 15- We will launch a **cam** _____ to promote awareness of cancer.
- 16- Having a **ple** _____ personality is desirable for most jobs.
- 17- We received the following **rep** _____ from our correspondent in Egypt.
- 18- Are you looking for a **per** _____ or a temporary job?
- 19- She has to **att** _____ a training course about the company products.
- 20- All job applicant must have a clean driving **lic** _____
- 21- The company's headquarter is **ba** _____ in Dubai.
- 11- In my first interview I was asked to **pre** _____ a programme.
- 12- There is a **ra** _____ change in the work environment.
- 13- Our teachers use clear **cri** _____ to assess our writing.
- 14- I like jobs with **fle** _____ working hours.
- 15- He works long hours and receives high **sa** _____
- 16- Messi has a great sports **tal** _____.
- 17- What is the **rig** _____ way to get high marks in exams.
- 18- People are **con** _____ about all the different news on the net.
- 19- He decided to **app** _____ to London university.
- 20- I finished my education and now I am **re** _____ to look for a job.

READING 1 (Items 1-7)

(7 marks)

Read the texts. Are the statements which follow each text **True** or **False**?
For each item, shade in the bubble under the correct option.

1. The snow leopard had been caught in the act killing several goats and sheep in a remote mountain inTajikistan.so Toshi the herder did what he felt he had to do. He picked up the nearest available weapon, a shovel, and killed the wild cat.

Statement

True **False**

The man killed the beast early before attacking the animals.

2. E-books are increasingly being used in classrooms by students and they are making a big difference to the reading habits of boys. But there are concerns the expansion of electronic devices in schools may undermine the position of traditional paper books.

Statement

True **False**

E-books pose a threat to traditional paper books.

3. In 1780, the British artist Francis Towne left the UK to embark on the journey of a lifetime: a Grand Tour through continental Europe. Throughout the Romantic era, the trip was so popular that it was seen as the base of a proper education.

Statement

True **False**

Francis Towne went on the grand tour just to pass the time

4. "stranger danger". There is a difference between a stranger you meet on the street and the stranger you meet online. People online may be strangers at first, but then you learn about them, but are you sure they don't lie to you.

Statement

True **False**

You should be alert towards strangers wherever you meet them

5. Finally, after 7 months of uphill working, we released the 1st Hybrid Double Decker vehicle in the middle east. MCV will manufacture and export 60 double-decker buses to the United Kingdom. I am proud of being one of the engineers who built this Egyptian monster.

Statement

True **False**

60 double- decker buses will be made in Egypt.

6. Four men, wearing wigs and female clothing, made a rapid getaway from the exclusive Harry Winston store in Paris after stealing almost every piece of jewellery on display and emptying two backdoor storage cases.

Statement

True **False**

The jewellery robbers were in disguise when they entered the store

7. Thousands fled the coastal town of Mukalla, Yemen, as Cyclone Chapala, the first hurricane-force storm to hit the country since records began, made landfall on Tuesday. Chapala reached the equivalent of a category 4 hurricane as it passed by Socotra island, killing one person.

Statement

True **False**

Cyclone Chapala caused several deaths in Yemen.

Modal Verbs of Obligation, Desirability and Necessity

توضيح معني

وهو مساعدة

الافعال الناقصة هي من الافعال المساعدة ولها دور
تعبير عن فكرة معينة

	Usage		Auxiliary	Example
1	ability		Can	I can solve difficult sums
2	permission		may	May I leave the meeting?
3	certainty		will	Unemployment will increase
4	possibility		may	The panda may be extinct
5	request		could	Could you help me, please?
6	obligation		must	You must apply online
		(problem)	Have to	
7	desirability		should	You should eat less chocolate
8	necessity	(benefit)	Need to	You need to speak English more
9	Lack of necessity		Needn't	You needn't get up early today
11	prediction		will	It will rain next week

It is necessary It is obligatory	- Necessity and Obligation الالزام
	must - have to - has to + need to مصدر
	You must study hard. ▪ الإلزام من جانب المتكلم (شخصي)
	You have to study hard. ▪ الإلزام من الظروف الخارجية
	He has to carry a passport to travel abroad. (No other choice)
It is desirable – It is advisable	Desirability - Advisability
	Must - should - ought to + مصدر
	Shouldn't - oughtn't to + مصدر ▪ لنفي
	You shouldn't stay up late
	You must see a doctor
It is not necessary It is unnecessary	lack of Necessity نقص الضرورة
	needn't - don't have to - doesn't have to + مصدر
	You needn't study hard. ▪ لنفي must
	You don't have to study hard.
	He doesn't have to study hard.
It is prohibited It is not allowed It is banned	Prohibition المنع او التحريم
	You mustn't talk in your mobile while driving.
	You mustn't smoke in hospital.

Choose the correct answer:

1. I To be at work by 7 am every day.
a) might b) must c) have to d) need to
2. If you want to get a promotion, you Work very hard.
a) have to b) had to c) can d) need to
3. At my sports club, everyone wear flat shoes. It's a rule.
a) must have b) has to c) should d) could have
4. You Get more practice if you want to pass your driving test.
a) were to b) might c) could d) need to
5. If you don't understand, you ask your teacher. That's my advice.
a) should b) can c) could d) has to
6. I really go and get some bread before that shop closes.
a) can't b) can c) must d) could
7. I don't have any time I help her.
a) mustn't b) can't c) must have d) will
8. Learning a language Be a real challenge.
a) will b) is going to c) shall d) can
9. She On the bus. I think her car is having problems.
a) can't be b) must be c) shall be d) might be
10. You swim in that area. It's full of sharks.
a) can't b) must not c) have to d) can to
11. You eat so much. It's not good for your health.
a) must b) shouldn't c) can't d) might
12. In football, the player play by his foot not his hand.
a) has to b) shouldn't c) can't d) might
13. To be a pilot you speak English.
a) should b) have to c) need to d) might
14. You look very tired. You Go to bed early to night.
a) should b) have to c) must d) might
15. It's a holiday tomorrow, so I get up early.
a) mustn't b) don't have to c) can't d) might
16. I'm sorry I couldn't meet you yesterday. I work late.
a) have to b) must c) should d) had to
17. I go to the meeting yesterday. It was cancelled.
a) don't have to b) shouldn't c) can't d) didn't have to
18. You drive so fast. It's against traffic law.
a) don't have to b) mustn't c) shouldn't d) needn't
19. In order to be a good sales clerk, yoube rude to a customer.
a) must b) mustn't c) may d) should
20. All applicants..... take an entrance exam.

Experience "series"

Grade 12 B

21. Smoking is very unhealthy. You stop it.
 a) should b) has to c) have to d) must
22. I don't think we _____ visit England in winter. It is freezing.
 a) should b) must c) might d) don't have to
23. You _____ use a mobile phone when your plane is taking off.
 a) should b) have to c) may d) might
24. You _____ call me very day. Once a week is enough.
 a) don't have to b) mustn't c) shouldn't d) might
25. Passengers _____ check in two hours before the flight.
 a) have to b) has to c) needn't d) ought to
26. Yesterday, I lost my watch. I will _____ buy a new one.
 a) must to b) has to c) have to d) must have
27. I haven't seen Khalid for so long. I _____ call him.
 a) need b) not need c) should d) need to
28. I haven't seen Khalid for so long. I _____ call him.
 a) don't have to b) should c) shouldn't d) ought
29. On arrival, passengers _____ check in at reception.
 a) must b) have to c) ought to d) needn't
30. You _____ look smart at interview.
 a) needn't b) have to c) ought to d) can't
31. You _____ go swimming in the sea when you see the red flag.
 a) needn't b) have to c) ought to d) mustn't

GRAMMAR 2 (Items 6–10)

[2½ marks]

Complete the text. Fill each gap with **ONE** word only.

The journalist asked the famous businessperson ⁽⁶⁾_____ he became rich. He told her that he had ⁽⁷⁾_____ born in a village in the west of Egypt. His father was poor so he had ⁽⁸⁾_____ work to help his family. He ⁽⁹⁾_____ to work as an apprentice with a fisher man. He saved money ⁽¹⁰⁾_____ bought his own boat. He said he worked day and night.

GRAMMAR 2 (Items 6–10)

[2½ marks]

Complete the text. Fill each gap with **ONE** word only.

Dear counsellor,
 I am a 17 year old student. I ⁽⁶⁾_____ just finished grade 12 and I am confused about choosing the right career. I have thought about becoming ⁽⁷⁾_____ press photographer ⁽⁸⁾_____ my father wants me to study business administration. He says he wants me to run his company ⁽⁹⁾_____ he retires. I ⁽¹⁰⁾_____ like that what can I do?

Theme 2 Unit 3 - More about Jobs

journalist	صحفي	nurse	ممرضة
lawyer	محامي	Football coach	مدرب كرة قدم
pilot	طيار	diplomat	دبلوماسي
vet	طبيب بيطري	photographer	مصور
scientist	عالم	detective	تحري
Actor	ممثل	surgeon	جراح
actress	ممثلة	chef	رئيس الطهاة
presenter	مقدم برامج	dentist	طبيب اسنان
Diving instructor	مدرب سباحة	therapist	معالج نفسي
director	مدير	psychiatrist	طبيب
Press officer	مسئول اعلامي	chemist	صيدلي
editor	محرر	paramedic	مسعف
librarian	موظف مكتبة	sailor	بحار
stuntman	دوبلير	doctor	طبيب
broadcaster	مذيع	nutritionist	اخصائي تغذية
News reader	قارئ نشرة الاخبار	herbalist	اعشاب اخصائي
interpreter	مترجم فوري	biologist	عالم احياء
painter	رسام	referee	حكم
Travel agent	مندوب شركة سياحية	trainer	مدرب
lecturer	محاضر	Sports coach	مدرب رياضي
playwright	كاتب مسرحي	Booking clerk	موظف حجز
usher	دليل في السينما	Zoo keeper	حارس الحديقة
clown	مهرج	apprentice	صبي
Marketing assistant	مندوب تسويق	Flight attendant	مضيفة جوية
handler	مدرب الحيوانات	meteorologist	عالم ارساد
designer	مصمم	technician	فني
cashier	صراف	Social worker	اخصائي اجتماعي
advocate	محامي	novelist	روائي
judge	قاضي	tutor	مدرس خصوصي
Civil engineer	مهندس مدني	diver	غواص
architect	مهندس معماري	cartographer	رسام خرائط
Sports commentator	معلق رياضي	engineer	مهندس
astronomer	عالم فلك	counsellor	مرشد
Traffic controller	منظم حركة الطيران	consultant	استشاري
accountant	محاسب	tailor	خياط

Experience "series"

Grade 12 B

airhost	مضيف جوي	Web designer	مصمم شبكة
cook	طباخ	plumber	سباك
Insurance underwriter	مندوب التأمين	hairdresser	حلاق
Marketing executive	مدير تسويق	accountant	محاسب
Tax advisor	سائق تاكسي	politician	سياسي
Aid worker	عامل اغاثة	musician	موسيقي
rescuer	منقذ	guard	حارس
Tour guide	مرشد سياحي	mechanic	ميكانيكي

Well paid	rewarding
challenging	Difficult and interesting
stressful	Causing a lot of anxiety and worry
Work shifts	Time of work when you finish
routine	Things that are done regularly
creative	Having the skill of producing new things or ideas
variety	several
accurate	Correct and true in every detail
persuasive	Able to persuade sb to do sth
courageous	brave
fit	Healthy and strong
imaginative	Having or showing new exciting ideas
polite	Having good manners and respect for others
friendly	Behaving in a pleasant way
articulate	Good at expressing ideas or feelings clearly in words
patient	Able to wait for a long time
efficient	Doing something well
talented	Having natural ability to do something
vessel	Large ship or boat
Personality type	Related jobs
realistic	a- paramedic b- technician
investigative	a- detective b- journalist
artistic	a- scriptwriter b- web designer
conventional	a- accountant b- data processor
social	a- teacher b- nurse
enterprising	a- sales director b- politician

Word derivation and form recognition

An affix can be added either to the beginning or to the end of a word to derive / form a new word. Build your vocabulary and recognize the grammatical function of words.

Noun + verb make a sentence in English

الأصلية وهي طريقة جيدة لزيادة
 حصيلة الطالب اللغوية وزيادة قدرته تخمين معاني الكلمات عند قراءة قطعة الفهم او يواجه
 عن طريق معرفة كيف يمكنه فهم الاضافات في الكلمات الانجليزية
 فمثلا معرفته بفعل معين يستطيع عن طريق حفظ يحصل علي الصفة او الاسم لهذا الفعل.

الكلمة الانجليزية لها ثلاث اجزاء

Prefix	- Infix - root	suffix
-		
dis	agree	ment
in	depend	ance

: البوادي غالبا تستخدم قبل الصفات و بعض الافعال و الاسماء و هي تحمل معان محدده تساعدك في فهم معني
 فمنها ما يعطي عكس معني الكلمة الاصلية مثل () (in - im - ir - il - dis - un) و منها ما يشير الي
 نفسها

Prefixes

Prefixes are used before adjectives (and some nouns and verbs).
 Prefixes usually give different new meaning of a word or the opposite of it.

eg. (Ir - im - in - il - dis - un - ab) gives opposite meaning

Word	Opposite		Word	Opposite
agree	disagree		active	inactive
like	dislike		correct	incorrect
obey	disobey		dependent	independent
honest	dishonest		happy	unhappy
regular	irregular		kind	unkind
legal	illegal		able	unable
possible	impossible		available	unavailable
patient	impatient		do	undo
normal	abnormal			

Some Prefixes refer to the numbers

Prefix	Meaning	Example word	Meaning of word
mono	one	monosyllabic	Speaks one language
bi	two	Bicycle - bilingual	Speaks 2 languages
tri	three	Triangle - tricycle	Has three sides
multi	many	multinational	Many nationalities

More prefixes with more meanings

Prefix	Meaning	Example word
Re	again	Rebuild – reform – reuse – recycle -refresh
pre	before	Pre-history \ pre-war \
inter	between	International – internet – interview- intermediate
co	with	Cooperate- co-author \ co-exist \co-ordinate
mis	wrongly	Mislead – misspell - misunderstand
anti	against	Antibody – antivirus - antibiotic
mid	middle	Mid-year \ mid night \ mid -day
post	after	Post basic – post operation
mini	little	Minibus -
over	Too much	Overweight –overeat - oversleep

Exercise 1: Re-write (write again) the sentences giving one word.

- 1- He is not employed. He is.....
- 2- He is not a happy person. He is an person.
- 3- It is not a fortunate day. It is.....day.
- 4-You are not a patient student. You are Student.
- 5- It is against the law. It is
- 6- He speaks two languages. He is
- 8- This shape has three angles. It's.....
- 9- This sentence is not correct. It's.....
- 10- The temperature is less than zero. It is.....

suffixes

هي مقطع او حرف يضاف الي اخر الكلمات للحصول علي معنى اضافي

(er- or – ist – ian – less- ness – ment – ion – ize – ive - nce -)

suffix	Meaning	Example word
ist	one who does an action	Artist –linguist –pianist-dentist-scientist –journalist -
ian	Relating to	Technician –musician –Egyptian - optician
less	without	Homeless – hopeless – endless- fearless
or	A person who	Inventor – translator-actor –tailor -
hood	State - quality	Childhood – motherhood - neighbourhood
ship	State. condition	Friendship – citizenship - membership
ology	Science of	Zoology – biology - archaeology

Changing verbs into nouns

تحويل

♣ - Noun + -ize or ise verb

Noun	Verb	Noun	Verb
computer	computerize	memory	Memorize (ise)
apology	Apologize (ise)	terrorism	Terrorize (ise)
criticism	Criticize (ise)	final	Finalize (ise)

Changing verbs into nouns

تحويل الافعال الي اسماء

♣ - Verb + -ion / -ation Noun

verb	noun	verb	noun
discuss	discussion	invade	invasion
pollute	pollution	extinct	extinction
elect	election	educate	education
select	selection	translate	translation
organize	organization	inform	information

♣- Verb + -ment Noun

verb	noun	verb	noun
govern	government	treat	treatment
manage	management	entertain	entertainment
improve	improvement	punish	punishment
encourage	encouragement	advance	advancement

♣- Verb + -or/ -er/ Noun

verb	noun	verb	noun
teach	teacher	act	actor
kill	killer	translate	translator
play	player	operate	operator
rob	robber	direct	director

Experience "series"

Grade 12 B

♣- Verb + -nce		Noun	
verb	noun	verb	noun
appear	An appearance	enter	entrance
differ	difference	perform	performance
obey	obedience	maintain	maintenance
clear	clearance	utter	utterance

Changing verbs into adjectives

تحويل الافعال الى صفات

♣- Verb + -ive		Adjective	
verb	adjective	verb	adjective
attract	attractive	imagine	imaginative
create	creative	form	formative
produce	productive	talk	talkative

♣- Verb + -able		Adjective	
verb	adjective	verb	adjective
enjoy	enjoyable	cure	curable
understand	understandable	comfort	comfortable
rely	reliable	suit	suitable

Forming adjectives from nouns

♣- Noun + -al		Adjective	
noun	adjective	noun	adjective
society	sociable	classic	classical
industry	industrial	logic	logical
economy	economical	nation	national

♣- Noun + -ous		Adjective	
noun	adjective	noun	adjective
fame	famous	ambit	ambitious
danger	dangerous	mystery	mysterious
courage	courageous	grace	gracious

Forming nouns from adjectives

♣- Adjective + -ness		Noun	
adjective	noun	adjective	noun
sad	sadness	bright	brightness
happy	happiness	careless	carelessness
dark	darkness	serious	seriousness

♣- Adjective + -ity		Noun	
adjective	noun	adjective	noun
clear	clarity	active	activity
similar	similarity	necessary	necessity
flexible	flexibility	timid	timidity

VOCABULARY 1 (Items 1 – 5)

Complete the text. Use the words in the box.

For each item, shade in the bubble(○) under the correct option

Throughout history, jobs have disappeared and new jobs have taken their place. The field of technology has created so many jobs. With the ever (1)----- web, more web developers and apps developers for smart phones and tablets will be(2)----- . Phone and tablet apps are becoming increasingly (3)----- and designers of successful apps can make a great deal of money. Also, to design a successful app does not need a lot of money or large(4)----- - just an(5)----- idea.

required fake banned popular expanding original extinct premises

- | | | | | | | | | |
|----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

VOCABULARY 2 (Items 6 – 10)

Complete the text. Fill each gap with **ONE** word only. [2½ marks]

6. My teacher is very **pat**____ with low-level students.
7. We learned how to make **po**____ conversation in English.
8. I enjoy reading detective stories and I would like to be a **la**_____ .
9. My brother intends to **ap**____ for a grant to study economics.
10. Our first **cho**____ after graduation is to run my own business.

Complete the text. Fill each gap with **ONE** word only.

I get incredible wo ___ before and during job interviews. I don't know why this hap____. Sometimes my mind goes bl ___ and I don't know what to say. At other times, I ta__ so much that I end up talking my way out of the job, because of my rambling. What can I do so I'll be more rel _____ for interviews?

Theme 2 Unit 4 Working In A Team

persuade	يقتنع	convince
produce	ينتج	make
proposal		A formal suggestion or plan
target	هدف	Aim, goal , objective
slogan		A word or phrase used to attract attention
logo		A printed symbol to represent a company
ingredients		Things from which something is made
recipe		Instructions that tell you how to cook something
advertise	يعلن	Tell the public about a product
campaign		A series of planned activities
brochure	نشرة دعائية	A small book containing information about something
In charge		Responsible for
Sales figures	ارقام المبيعات	Sales numbers
share	-	part
increase	يزيد	Go up
budget	ميزانية	Money available to be spent over a period of time
competitor		A person or company that competes another
claim	يدعي	To say something is true
quench	يطفىئ	Stop being thirsty by drinking something
boost	يشجع	To make something increase or more successful
prospects		Chances of success
particularly		especially
Dependent on		Relied on
chief	رئيس الطهاه	Main – basic- fundamental
vary	يتنوع	differ
supervise	يشرف	Monitor and check
vital		Essential and necessary
illustrate	يشرح	Explain – show
promotional	ترويجي	Connected with advertising
hinder	يعوق	Delay or stop doing something
Global		Covering or affecting the whole world

VOCABULARY 1 (Items 1-5)

(2½ marks)

For each item, shade in the bubble under the correct option.
(There are three extra words in the box.)

Teamwork is not limited to one sector. It is the ⁽¹⁾_____ behind many success stories. So large and small employers always ⁽²⁾_____ people who have the ability to work both in team and independently. Being able to work in a team is ⁽³⁾_____ to be recruited. To be a successful team member, you may need to cooperate with people who are very ⁽⁴⁾_____ from you and who you may not like. To succeed, you will have to show ⁽⁵⁾_____ and work with these people.

tolerance trivial similar essential different hatred secret seek

- | | | | | | | | | |
|----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

VOCABULARY 2 (Items 6 – 10)

Complete the text. Fill each gap with **ONE** word only. [2½ marks]

6. His long sick leaves **hin** ___ his progress at school.
7. The director asked a **con** _____ to give some advice.
8. The landscape of Oman is **mai** ___ mountainous.
9. He wouldn't be good at accountancy. He has no **des** ___ for maths.
10. This company employs only **com** _____ staff.

VOCABULARY 2 (Items 6 – 10)

Complete the text. Fill each gap with **ONE** word only. [2½ marks]

6. Don't let your mood **sp** ___ your work relations.
7. I have a high **cha** ___ for promotion in my new career.
8. The principal often acts as a **ref** _____ for his students.
9. There are lots of posters to **bo**___ awareness of drug dangers.
10. World chain restaurants always keep their **rec**___ secret.

Theme 2 Unit 5 Applying for a Job

showroom		A large store in which goods for sale are displayed
expand	يوسع	Make something cover a bigger area
expatriate		A person living in a country that is not their own
Based in		Located in – situated in
Based on	يعتمد علي	Dependent on
Bachelor's degree (BA)	درجة الليسانس	The first university degree
competent		Having enough knowledge or skill to do something
correspondence		Letters, faxes and emails
correspondent		a person who sends reports to the news agencies
run	يدير	manage
Retail		selling goods to the public through shops, stores
wholesale		Goods that are bought and sold in large quantities
seek	يطلب	Require – need – want – ask
commission		An amount of money that is paid for selling goods
insurance	تأمين	Something you pay or do to protect yourself against
client	عميل	A person who uses the services of an organisation
venture	يغامر	To risk , go somewhere dangerous or unpleasant
energetic	نشيط	Active , full of energy
Stand for	يرمز الي	Short for – represent – symbol -
certificate	شهادة	Document to prove that you passed an exam or course
referee		A person who gives information about you
interpersonal		Relating to relationships between people
salary	مرتب شهري	Money that a person gets monthly
Pay		Total money or payment a person gets
predominately		mainly
flexibility		Ability to adapt to change
motivated	يحفز	Having a strong desire to do something
Vocational	مهني	Related to preparing people for crafts and jobs
Vocational schools	مدارس مهنية	

letter Of Application

Points to follow

1	Greeting	6	Skills and abilities
2	How you found the job	7	interest in your field
3	Reason for writing	8	Interest in the company
4	Education and qualification	9	Attachments and referees
5	Work experience	10	Ending

Dear Sir \ Madam,

I am very interested in your advertisement for the job of a published yesterday. I am writing to apply for this job and I believe I have many of the necessary qualifications.

I graduated from.....two years ago and I am now working for a small company in my town. I enjoy my job very much, but I would like to expand my experience to outside Oman.

I very much enjoy working with people, and have excellent interpersonal skills. I love travelling, and enjoy teamwork. I find this job interesting and challenging.

I have excellent oral and written English, and good knowledge of spoken French. I hold a clean driving license.

I attach a copy of my CV, together with the names of two referees.

I look forward to hearing from you soon

Yours faithfully

.....

Writing 2

Complete the following task. Write at least 100 words

Situation: You saw an advertisement in Daily Observer newspaper for a part time job in a travel agency seeking a tour guide You have just finished your study and want to apply. Write a letter of application to the company asking for the post.

Mention why you would like to apply. Mention your personal qualities.

Your writing should be interesting and well organised.

Enquiry Letter

Dear Sir \ Madam,

I am ayear old..... I havedegree in.....
..... I am writing to ask about -----

I have always been interested inand I would like to.....

I am particularly interested inand I would like to work as
a.....

I would be grateful if you could send me information about
employment your organization. I have also heard that you run training
courses from time to time. I would be very glad if I could go about applying
for such a course.

I am looking forward to hearing from you
Yours faithfully,

عزيزي الطالب:

هذه بعض نماذج لكي تستفسر عن اشياء متعددة و يجب عليك دراستها جيدا و يمكنك الاضافة عليها

1	I would be grateful if you could send me information about how I could enrol in your training courses
2	I would be grateful if you could send me information about how I could extend my stay for.....
3	I would be grateful if you could send me information about how I could win one of your study grants (scholarships)
4	I would be grateful if you could send me information about how I could know about the available loans in your bank
5	I would be grateful if you could send me information about how I could join your campaign about.....
6	I would be grateful if you could send me information about employment in your and how I could apply

Writing 2

Complete the following task. Write **at least 100 words**

Situation: You are Hassan Mohamed. An Omani student who is doing postgraduate studies in the UK in the University of London.

Task: Write a **letter** of enquiry to the passport office asking about how to extend your stay for another semester. Mention the reasons for your request.

Your writing should be **interesting** and **well organised**.

Situation: imagine You are Ahmed Nasser\ Nassera, A student in grade 12. You are about to get your Diploma.

Task: Send a **letter** to the new Human Resource Manager in Grand Hotel asking for job opportunities available. Mention the job you are interested in and your reasons.

Situation: imagine You are Ahmed Nasser\ Nassera. You have read that WHO is conducting a campaign during the summer vacation to increase awareness about the risks of relatives marriage. You would like to take part in this campaign. **Task:** Send an email to enquire about how you could join and volunteer.

Situation: imagine You are Ahmed Nasser\ Nassera. You have heard that Omani National Banks provides loans for young Omanis who would like to run small projects.

Task: Write a **letter** to ask information about their terms for the loan and how could you apply

Situation: imagine You are Ahmed Nasser\ Nassera. You have just finished your study in post basic school. You would like to join a course on how to breed honeybees.

Task: Send a letter to the manager of the vocational institute in Muscat asking for opportunities of joining and if they can send you information. Mention why are you interested and the prospects of this career

Situation: you are Nasser\ Nassera.

Task: write a letter the customer service manager at New Travel company to complain about their bad service during your last trip from Khasb to Muscat.

Informal or Friendly Letters

Dear اسم المرسل اليه,

I was very when I received your last letter. I hope you are fine and enjoy good health. I really miss you. I am writing this letter to.....

.....

...

I hope to see you soon

Best wishes

.....

Complete the following task. Write **at least 100 words**

Situation: imagine you are Nasser\ Nassra. You have heard of a campaign on protecting the environment in your local coastal town.

Task: Write a letter to your friend Sahir convincing him to take part with you. Tell him what good things he can learn and how it is enjoyable.

Your writing should be **convincing** and **well organised**.

Situation: imagine that you are Nasser\ Nassera.

Your received an email from your friend Ahmed asking your opinion about doing an online course in English. He asks you about the benefits of studying on line.

Task: Send him\her a reply telling him your opinion about distant learning.