Unit 6: Work-life balance

Key Vocabulary

freelance	حر	separate	يفصل
accounts	حسابات	task	مهمة
organisation	منظمة	balance	یوازن / توازن
take on	يتولي مسئولية / ينفذ	limit	يحد / حد
take off	يأخذ أجازة	stress	التوتر
client	عميل (زبون دائم)	stressful	متوتر / مُجْهِد
deadline	آخر موعد	lack / shortage	نقص
sociable	اجتماعي / ودود	flexible	مرن
regular	منتظم	contact	يتصل بـ

Vocabulary

community	مجتمع	particular	خاص
include		purpose	غرض
book designer	مصمم الكتاب	business	عمل
normal / ordinary	عادي	flexibility	المرونة
accountant	محاسب	action / event	حدث
organise	ينظم	manage stress	يتحكم في الضغط
regularly	1	project manager	
relaxing	مريح	charitable	خيري
soup / soap	شربة / صابون	voluntary	تطوعي
exactly	بالضبط	express service	تطوعي يعبر عن خدمة
a company	شركة	service	خدمة
company	صحبة	colleague	زمیل عمل قیمة / قیم ملصق
own timetable	جدول مواعيد خاص		قيمة / قيم
difficult decision	قرار صعب	poster	ملصق
receive		athlete	رياضى
until late	لوقت متأخر	situations	مو اقف
as well	أيضا	quality time	وقت للأسرة (للترفيه)
tips	نصائح / بقشیش	equality	مساواة
local x national	- -	vote	يصوت (في الانتخابات)
terrific		independent	مستقل
exhausted	منهك / مُرْ هَق		حرفة
exhausting		interrupt	يقاطع
loyal / sincere	مخلص		تحست
wherever / anywhe	فی أی مكان re	rewarding	مجزي

Prepositions & Expressions

at all times	في كل الاوقات	take after	يشبه
suffer from	يعاني من	lead to	يؤدى الى
separate from	يفصل عن	have a child	يرزق بطفل
make sure	يتأكد	lack of	نقص في
well-known / famous for	مشهور ب ۲	ask for help عدة	يطلب مساء
as though = as if	كما لو	according to	وفقاً لـ
similar to	متشابه لـ	available for	موجود في
the same as	نفس الشكل مثل		وقت اجازة
get the balance			حتى في وق
get a call from	يتلقى مكالمة من		يجد من الس
get the work done	يقوم بالعمل	ے کل مکان around کل مکان	يأخذ الم
train for	يتدرب من اجل	the best way out of للخروج	افضل طريق
help with	يساعد في	spend time with مع	يقضى وقت
have no time to	ليس لديه وقت لـ	عن move away from	ينتقل بعيدا
manage my time	أرتب وقتى	take a break احة	يأخذ فترة ر
on time	في الوقت المحدد	شی موعدہ meet the deadlines	يفى بالأمر ف
carry on working for	يستمر في العمل لـ	travel to meetings ماعات	يسافر لاجت
work on a project	يعمل بمشروع	on my own = alone	بمفردی

Antonyms

pessimistic	متشائم	optimistic	متفائل
freelance	حر	employed	موظف
do well	يؤدي أداء جيدا	do badly	يؤدي أداء سيئ
balanced	متوازن	imbalanced	غير متوازن
stressful	مُجْوِد	relaxing	مريح / يدعو للاسترخاء
female	أنثي	male	ذكر
advantages / merits / p	مزایا oros	disadvantages	عيوب s/demerits/cons

Derivatives

فعل Verb	Noun	اسم	صفة Adjective
organise ينظم	organisation	منظمة	organised منظم
یرتاح – یریح comfort	comfort	راحة	مریح comfortable
exhaust يرهق	exhaustion	أرهاق	مرهق exhausted
repeat یکرر	repetition	تكرار	repeated متکرر
relax یسترخی – یریح	relaxation	استرخاء	مريح – للراحة relaxing
separate یفصل	separation	فصل	separated منفصل

Words go together

financial crisis	أزمة مالية	positive thinking	تفكير ايجابي
freelance journalist	صحفي حر	make notes	يدون ملاحظات
production sector	قطاع الإنتاج	equal rights	حقوق متساوية
questionnaire		alarm clock	ساعة تنبيه
social class	طبقة اجتماعية	independently	بشكل مستقل
endure hardships	يتحمل المصاعب	United Nations	الأمم المتحدة

Read the following carefully

Listening

Speaker 1: I'm a <u>freelance writer</u>. I have just had my first child, so I'm <u>too busy</u> <u>to go</u> to work every day. What I like about freelance work is that you can choose how much <u>work</u> you want to <u>do</u>. Before my son was born, I worked very hard. Sometimes I worked <u>so hard that</u> I had to work <u>until late</u> at night. Now, I'm only doing <u>a few hours</u> of work a day. Later; as my son <u>gets older</u>; I'll increase the <u>amount of work</u> that I do. The problem with being a freelance worker is that you don't always <u>get regular work</u>. There are times when you can't work <u>hard enough to</u> live comfortably. Also, it can be hard to <u>make money</u> and <u>look after</u> my family.

Speaker 2: When I was younger, I worked <u>such long hours that</u> I didn't <u>have</u> <u>any time to</u> myself. The best thing about freelance work is that you can choose your <u>working hours</u>. When you don't have to go to an office each day, you can <u>manage your time</u>. Because you're <u>working for</u> yourself, you can make your <u>own timetable</u>. But of course it is very important that you get the work done on time. You must meet the deadlines.

Speaker 3: When I moved away from the city I was working in, I had to make a difficult decision: either to find a new job, or to carry on working for the same company, but freelance. I'm a book designer, so my job is one which can be done almost anywhere. All I need is a computer and the internet, and I can do my job wherever I want to. I need to travel to meetings, but I can take my work with me. When you're a freelance worker, you can choose where you want to do your job.

Speaker 4: I'm a freelance project manager <u>for a big organisation</u>. I <u>work on</u> lots of different projects. <u>The best thing about</u> working freelance <u>is that</u> I can choose exactly which projects to <u>take on</u>. I find my own clients, so I usually look for <u>the ones</u> that provide the most interesting projects. <u>The disadvantage of</u> this <u>is that</u> you can't always find new clients to <u>work with</u> when you are freelance. If you are <u>working for an organisation</u>, they find the clients for you.

Speaker 5: I'm a freelance accountant. I like my job, but it sometimes gets lonely working **on your own**. It is more sociable when you are working in an office. Also, freelance workers have to do their own accounts! For an accountant that's not a problem, but I know other freelance workers who find doing their job and **doing their accounts** is **too difficult for them to** do on their own.

Reading Finding a balance

A: separate work from home:

It is important for people to <u>separate their work life from</u> their home life. At the end of the work day, people should <u>focus on</u> the fact that this is also the end of that activity or task. Mothers and fathers both often need to work, but they have to <u>balance</u> their family and work. Parents who work should <u>make sure</u> that they spend <u>enough quality time</u> with their children.

B: Don't carry work around:

Many people find it difficult to <u>get the balance right between</u> their work and their free time. Modern technology means that some people can be at work <u>wherever</u> they are. People can carry laptops and phones with them <u>at all times</u> which means that they can read their e-mails <u>even in their free time</u>. This <u>allows</u> many people <u>to have</u> more flexible working hours or to work from home. The problem is that some companies <u>find it so easy to</u> contact people that they expect them to be <u>available for</u> work all the time. Even people who are <u>relaxing</u> at home may <u>get an important call from</u> work that they have to answer.

C: Take a break:

Although most workers enjoy what they do, people <u>need rest as well</u>. Some people work such long hours that they may <u>suffer from stress</u>. This can lead to <u>a lack of sleep</u> and feeling exhausted at work. People should remember that athletes who <u>train for</u> a competition always <u>take breaks</u>, so <u>why should they not do the same from work</u>? A break can also help to limit the number of days they need to take off because of illness.

D: Ask for help:

Everyone has times when work can be difficult. If you have a problem at work, <u>ask your manager for advice</u>. He or she should be able to help you. This is often <u>the best way out of stressful situations</u>. It is <u>part of a manager's job</u> to <u>help people with their problems</u>.

Definitions

accounts	a record of the money a company or person has received and spent
freelance	working independently for several different organizations
deadline	a date or time by which you must finish something
regular	repeated, normal or usual

client	someone who pays a person or organisation for services or advice		
sociable	friendly and likes to be with other people		
take on	to start being responsible for		
separate	to split between two things so as not to communicate with each other		
stress	continuous feelings of worry about your work or personal life		
task	a piece of work that someone has to do especially one that's difficult		
balance	when 2 equal things are treated as though they're equally important		
lack	when you don't have something or not have enough of something.		
limit	to keep something less than a particular point, amount or number		
take off	not to go to work for a period of time		
stressful	ful making you very worried and unable to relax		
suffer from	to experience physical or emotional pain		
organisatio	a group of people with a particular purpose, such as a business		

Language Notes

make get

- نستخدم الفعل (make) عندما نتحدث عن تقديم أو بناء أو عمل شيء جديد :
- make timetable يعمل جدول مواعيد make a plan / money / a decision
- نستخدم (do) عندما نتحدث عن أداء أو تنفيذ شيء ما : يؤدي أداء جيدا did well يُجْرِي الحسابات do accounts يؤدي عملا do work -
 - نستخدم (get) عندما نتحدث عن الحصول على شيء ما :
- get money المال get work يحصل على عمل get money

- الفعل (take off) له معانى كثيرة:

takesthoff	ا يأخذ أجازة I can't take off any time this week.	
takesthoff	It was hot so I took off my jacket.	
لابس) - ينزع	ا'Why don ایخلع (ما	t you take off that silly beard?
	The surgeon took off his left leg.	
take off	The plane took off at ha If past four.	
take off		Her sports career took off after she won the
	competition. مشهورا فجأة	
takesboff	يسخر من / يُقلِّد	Adel is clever at taking off his sister.

allow - مصدر + to + مصدر - The internet allows me to work from home. let مصدر + مفعول + يسمح - His father lets him go out everyday with his friends.

- لاحظ الفارق في المعنى بين الكلمات الآتية:

- He felt her hand on his shoulder. - feel:

- She felt the cloth to see how good it was. - feel:

- I felt hostility in his voice. - feel:

- training: (لاكتساب معرفة / خبرة / مهارة)
- She owes her flexibility to her early training as a dancer.
- He received training in first aid.
- exercise: (لتحسين لياقة) تمرين تدريب
- Exercise, such as running, is good for your health.
- Although she does not have time for much exercise, she is very healthy.
- exercise: (نشاط عقلي / واجب دراسي)
- Chess is an exercise for the mind
- The student did geometry exercises after school
- remind... sb. ... of sth.: پذکّر شخصًا بشيء
- The alarm reminded Tamer of his appointment.
- remind... sb. ... that: يذكّر شخصًا بأن
- Remind me that I have a doctor's appointment tomorrow!
- remind... sb. ... to + inf. : يذكّر شخصًا بأن
- Remind me to buy a newspaper on the way home, or I will forget.
- remind... sb. ... of ... sb. :
- Your father reminds me of a famous actor!
- tell: يقول يُعلم يُخْبر
- Tell me what he said. I finally told her what happened.
- If someone is bullying you, tell the teacher
- يروي يقص يسرد قصة tell: recount: a story
- He told the story to his daughter.
- tell: distinguish
- Can you tell the difference between these two colours?

to + inf. : الله + to + inf.

- It is funny for children to read about the small people of Lilliput.

work for	يعمل لدى (من أجل)	work on	يعمل في شئ معين
work with	يعمل مع (شخص / فريق)	work in	يعمل في (مكان / مجال)

purpose	غرض	propose	عرض
in purpose	عمدأ	on purpose	معروض
a similar	متشابه	the same	نفس الـ
contact	يتصل بـ	connect	يوصل
task	مهمة (عمل مؤقت)	mission	مهمة (عمل للانجاز)
action	حدث (حركة وعمل)	event	حدث هام (تاریخیا)
older	اكبر من غيره	elder	اكبر (داخل الاسرة فقط)
almost	تقریبا (اکثر قلیلا)	nearly	تقریبا (أقل قلیلا)

include (يتضمن (جزء من كل - We study different languages including French. contain - يحتوى (شئ بداخله) - This bag contains some important papers. consist of (عيتكون من (كل الاجزاء) - This flat consists of three rooms, and

Language Functions

Asking for reasons	Giving reasons
Can you tell me why?	(It's) because
Why?	For (two / three) reasons.
Is that the reason?	That's one of the reasons.
What's the reason for?	Mainly because
What (did you choose her) for?	Firstly / Secondly, because

Choose the correct answer:

- **1-** An (area era organization ore) is a group of people with a particular purpose, such as a business.
- 2- A (daycare day dream deadline dead) is a date or time by which you must finish something.
- **3-** To take (off up out on) means to start being responsible for.
- **4-** A (**client clerk customary assistant**) is someone who pays a person or organisation for services or advice.
- 5- (Gradual Regard Regular Irregular) means repeated, normal or usual.
- **6-** A (**free time freedom freelance free style**) is working independently for several different organisations.
- 7- A (social society sociable solo) person is friendly and likes to be with other people.
- 8- (Accounts Counts Accountants Courts) is a record of the money that a company or person has received and spent.
- 9- The company has an accountant to do its (counts accounts works tusks).
- **10-** Tarek isn't employed by the computer company. He is a **(labourer freelance regular gradual)** worker.
- **11-** It's good to do (regular burglar burger irregular) exercise, so I go running every day.
- 12- Manal has to finish the work tonight because there is an important (rendezvous date history deadline) tomorrow morning.
- 13- Hamdi is very tired because he decided to (take off take on take down take after) two new projects at work.
- **14-** My father will be late home today because he has a meeting with an important (client club curb cutlery).
- **15-** Your brother is very (shy ashamed social sociable). He likes talking to everyone he meets!

- **16-** The United Nations is an important (**team group organization organ**) that works all over the world.
- 17- Before the start of the new year, the teachers work together to (do make take give) a school timetable.
- **18-** Some graduates think that it is harder to (**get make bring visit**) work today than it used to be.
- 19- Before I start revising, I always (get do make got) a revision plan.
- **20-** Sami (did made get let) a lot of work last night, but he still didn't finish his homework!
- 21- How much money did Aya (get do got did) when she was working in the bank last year?
- 22- My friend Mona (did made get got) really well in the test last week.
- 23- When I was young, my mother often (stopped encouraged separated supported) me from my brother to stop us from arguing.
- **24-** Adel's job is very (stressful balanced pressure press) He is a firefighter and his work is often very dangerous
- **25-** The sports team has a good (**distinctive balance balanced lanes**) between people who are fast and people who are strong.
- **26-** Tamer never goes on a plane. He (**frighten fears suffers saves**) from a fear of flying.
- 27- The teacher gave us all a / an (test exam task idea). Mine was to interview four students.
- 28- In northern Europe, some people become ill in winter because there is a (lack luck leak) of sunshine.
- **29-** You should (**rise limit increase raise**) the number of sweets you eat. They are very bad for your teeth.
- **30-** After our walk in the mountains, I (felt suffered fell fallen) really tired.
- **31-** Are you coming to football (**training exercise train playing**) after school?
- **32-** I can't phone my mother because she is available (for at on up) work.
- **33-** Please (remind tell say remember) me to buy my cousin a present, or I will forget!
- **34-** My grandmother isn't well. She often suffers (of from at for) headaches.
- **35-** People who work long hours often suffer from (press stressful cold stress).
- 36- Your father reminds me (of with by from) a famous actor!
- **37-** I have to finish some (tax tasks tusks toast) at the office before going home.
- **38-** When you make the cake, you need to separate the white of the egg (in at on from) the yellow

- **39-** The plane took (in on off to) at half past four.
- **40-** I can't take (in on off to) any time this week.
- 41- It was hot so I took (in on off to) my jacket.
- **42-** Her sports career took (in on off to) after she won the competition.
- **43-** The problem is that you don't always (**get make give found**) regular work.
- **44-** If you are working (with on about for) an organisation, they find the clients for you.
- **45-** It is important for people to (separate mix join include) their work life from their home life.
- **46- (Remember Redret Remind Reverse)** me to buy a newspaper on the way home, or I will forget.
- 47- He says his legs will (feel suffer save see) after that long run!
- **48-** Although she does not have time for much (work training exercise suffer), she is very healthy.
- **49-** You can (do make get suffer) your own timetable.
- 50- I'm only (doing making getting playing) a few hours of work a day.
- **51-** Freelance workers have to (**do make get escape**) their own accounts.
- **52-** The problem with being a freelance worker is that you don't always (**do make get come**) regular work.
- 53- It can be hard to (do make get suffer) money and look after a family.
- **54-** What hinders our projects is (luck lucky lack lick) of money.
- **55-** What are the advantages (in on of about) freelance work?
- **56-** Parents who work should make sure that they spend enough (**quantity – amount quality quickly**) time with their children .
- **57-** Many people find it difficult to get the (stress influence freelance balance) right between their work and their free time.
- 58- This allows many people (have to have having to having) more flexible working hours.
- **59-** The problem is that some companies find it so easy to (**connect connection contact commit**) people.
- **60** My friend (made did bought get) a lot of money when he worked as an actor.
- **61-** The good father can (waste balance differ stress) between his family and his job.
- **62-** The bank (**accountants clerks officials clients**) have deposited a lot of money.
- **63-** My father has given me a lot of (sweets fruit works tasks) to do so I can't play today.
- **64-** The publisher told the writer that the (**deadline debt line end**) for his new book was next April.

- 65- Before exams, you should (do get make take) enough revision .
- **66-** Yunis was ill last year and had to take a lot of time (from in on off) work.
- 67- Fatma and Mona are very good friends and never like to be (helpful separated obeyed together).
- **68-** I think that parents should (increase recycle recover limit) the amount of time that children play games.
- **69-** Did you see the rocket when it took (on down off out) yesterday ?
- **70-** We need someone to do the company (**accountants accounts record – files**).
- 71- It is usual for people to suffer from (stressful distressed stress stressed) when they have an important job.
- **72-** This book has some useful (**tops taps tapes tips**) on how best to revise.
- 73- My friend is a (freelance for free free of charge set free) journalist .
- 74- I don't need this new mobile. (Main Mean Means Mainly) someone bought me a new one for my birthday.

Language Focus

الروابط الدالة على النتيجة Linkers of Result

جدا لدرجة أن : جملة + that + صفة / ظرف + 50 + فعل + فاعل ع

- That cake was so nice that I'll have another one!
- They walked **so slowly** that they missed the train.

- It was **such a useful book** that I read it twice.
- Tarek is **such a friendly person** that everyone likes him.
 - لاحظ أنه يمكن استخدام اسم فقط مع such that في حالة عدم وجود صفة :
- He was **such a coward that** he ran away from the battlefield.
- She has such beauty that we admire her.
- لاحظ الفرق بين الجملتين:
- It was so hot a day that I couldn't work. = It was such a hot day that I
 - لاحظ ايضا : so much money / so many people وليس so L

..... + مصدر + enough to + صفة / ظرف + فعل + فاعل 🧝

جدا لدرجة أن (تفيد الإثبات)

- Hamdi is **tall and fast enough to be** very good at basketball.
- Hamdi is **clever enough to answer** the difficult questions.

..... + مصدر + to + صفة / ظرف + too + فعل + فاعل ج

جدا لدرجة أن لا (تفيد النفي)

- The sea is **too cold to swim** in. The coffee was **too hot to drink**.
 - لاحظ أن الصفات المحببة تأتى مع enough أما الصفات غير المحببة تأتى مع too:
- He **isn't fast enough** to win the race. = He is **too slow to** win the race.
- The hat was too small to wear. = The hat wasn't big enough to wear.
 - لاحظ انه يمكن استخدام اسم بعد enough:
- I don't have **enough money** to buy a car.
 - عند البدء بـ so / such نقدم الفعل المساعد على الفاعل:
- So slowly did we walk that we arrived at school late .
- Such an intelligent boy **is he** that he can answer our questions easily.

- ملحوظة هامة: يمكن أن نستخدم (so / such) كظروف دالة علي الدرجة مثل (very / extremely) و لا تستخدم (that) في هذه الحالة.
- I'm sorry I'm walking so / very fast. I've hurt my leg.
- I'm sorry I'm walking so fast that I've hurt my leg. (NOT: very fast that)
- It was **such a** beautiful picture. = It was **a very** beautiful picture.

Choose the correct answer:

- 1- That salad was (so such too enough) nice that I'll ask the restaurant for the recipe.
- 2- It was (so such too enough) a long film that some people fell asleep before the end.
- 3- The stadium is big (so such too enough) to hold 50,000 spectators.
- 4- That ladder is (so such too enough) long to be put on the back of your car.
- 5- Today is (so such too enough) much hot to play tennis outside.
- 6- Elephants are (so such too enough) powerful that they can push over trees.
- 7- This is (so such too enough) an old tree that it is amazing it is still alive.
- 8- Nobody has been to the top of this mountain because it is (so such too enough) dangerous to climb.
- 9- This book is (so such too enough) famous that nearly everyone has read it.
- 10- I wanted to buy a new phone but it was too expensive for me (buy buying - to buy - too buy).
- 11- The hat was (to such too enough) small. I couldn't wear it.
- **12-** The hat wasn't big (so such too enough) to wear.
- 13- The boys ran (so such too enough) slowly to win the race.

- **14-** Ola is very intelligent (so such too enough) to pass the exam easily.
- **15-** Hamdi is (so such too enough) a strong man to be good at weight-lifting.
- **16-** Hana didn't fell (so well such well too well well enough) to come to school.
- 17- Is it ever (so such too enough) hot to play games in the park?
- **18-** Have you ever read a book that was so (interesting interest interesting book interesting one) that you wanted to read it again?
- 19- Have you ever seen such (funny film funny a funny film funnily) that you couldn't stop laughing?
- 20- Have you ever read a story that was (too difficult so difficult enough difficult difficult enough) to believe?
- 21- Is it ever (too cold so cold enough cold cold enough) to snow in Egypt?
- 22- I'm (so such too enough) busy to go to work every day.
- 23- Sometimes I worked (so such too enough) hard that I had to work until late at night.
- **24-** There are times when you can't work hard (so such too enough) to live comfortably.
- 25- I worked (so such too enough) long hours that I didn't have any time to myself.
- **26-** Other freelance workers find doing their accounts is (**so such enough too**) difficult for them to do on their own.
- 27- The exercise was (so such too enough) easy that I finished it in two minutes.
- 28- Rami is careful (so such too enough) to make very few mistakes.
- 29- This soup is (so such too enough) hot to eat.
- **30-** The question is (such difficult difficult enough so difficult too difficult) for the little boy to answer.
- 31- It's (so such too enough) an amazing play that you can't miss it.
- **32-** They are (so such too enough) long questions that we don't have time to answer them all.
- 33- The test was (too difficult so difficult enough difficult difficult enough) to finish.
- 34- It wasn't (too dark so dark enough dark dark enough) to see any stars in the sky.
- **35-** The food in that restaurant is (too good so good enough good good enough) that we go every week.
- **36-** It was (such long so long such a long long enough) game that we didn't finish it until ten o'clock!

- 37- He isn't (tall enough too tall so tall such tall) to touch the ceiling.
- 38- This mobile is (too enough very such) expensive for him to buy.
- **39-** He was (so such very too) a coward that he ran away from the battlefield.
- **40-** These are (so very such a such) tight shoes that I can't wear them.
- 41- The suit wasn't cheap (so such too enough) for him to buy.
- 42- It was (so too such such a) rainy day that we stayed indoors.
- **43-** My back aches (so such enough too) badly that I can't lift anything anymore.
- **44-** Ahmed thinks that it is (so such enough too) hot to play tennis in the park today.
- 45- It is (so such enough too) big car that all the family can travel in it.
- **46-** The phone is (expensive enough too expensive so expensive such an expensive) for her to buy. She doesn't have enough money.
- **47-** The light from the sun is (so such enough too) strong that you can't look at it.
- 48- This bag is very heavy. I'm not strong (so such enough too) to lift it!
- **49-** This is (so such enough too) an exciting book that I don't want to stop reading it!
- **50-** Such a beautiful lady (is she she is has she she has) that we admire her.
- **51-** I don't have (so such enough too) money to buy a car.
- 52- It was (such such a so too) sour milk that the baby couldn't drink it.
- **53-** I spend (so such enough too) much money that I can't save any.
- **54-** Jimmy and Ken are (so such enough too) alike that I can't tell one from another.
- **55-** Hawaii has (so such enough too) amazing beaches that everyone wants to live there.
- **56-** His mistake was (so such enough too) an unforgivable one that he was sent to prison.
- **57-** They were (so such enough too) close to winning that everyone felt disappointed with the loss.
- 58- It was (so such enough too) expensive a vacation that I regret it.
- **59-** You were (**so such enough too**) rude to her that she won't talk to you again.

Exercises on Unit 6

2- Read the following passage and answer the questions:

When people are playing a game, they need to follow the rules. If they don't, the game becomes disorganised and unfair. If a student ignores a rule against talking in class, the other students can't concentrate. Drivers who don't follow traffic laws can cause serious accidents.

Most things we do are governed by rules. These may be unwritten, like the rules of social politeness, or official laws passed by parliament and backed up by the legal system. But all rules and laws have the same purpose - to make it clear what is right or wrong, and what happens if someone breaks the rules. They are designed to ensure fairness, safety and respect for others' rights, and in this way they help us work, play and live together peacefully.

If there were no rules and everyone was free to do whatever *they* wanted, most people would behave selfishly. We need rules to help us get along together and show respect for each other. Most of us are basically honest, and knowing the rules means that we usually try to follow them. One reason we do this is to avoid punishment, but the strongest argument for following the rules is - quite simply - that it makes the world a better place for all of us.

A) Choose the c	correct answer:				
1- In class, a student should not the rules.					
a) ignore	b) govern	c) control	d) follow		
2- Following the	rules means that we				
a) get punished	b) avoid punishment	c) cause accide	ents d) behave selfishly		
3- The writer thinks that are honest.					
a) all of us	b) none of us c) th	e majority of us	d) the minority of us		
4- The underlined pronoun "they" refers to					
a) rules	b) everyone	c) rights	d) laws		
5- Breaking rules	and laws makes the	world a	place to live in.		
a) better	b) suitable	c) beautiful	d) worse		
6- Most things we do are by rules.					
a) lost	b) ignored	c) spoilt	d) controlled		
B) Answer the following questions:					
7- What is the co	mmon purpose of all r	ules and laws?			
8- What are the types of rules and laws mentioned in the passage?					
9- When does the	e game become unfair	?			
10- In one sentence of your own, give your opinion about those who break rules.					

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

Our mothers had always warned us about the forest and had never allowed us to go there. We were delighted when they finally gave us the permission to play in the forest. Immediately my cousins and I went to the forest. As soon as we reached the forest, we realised how big it was. As expected, the forest was very dark. My cousins blindfolded me. Then they went to hide. It was black and I could not see at all. So I walked around with my hands stretched out to feel my way. Suddenly, I bumped into something very hard. At first, I thought it was my cousin.

I took off the blindfold, and I was shocked. I had walked into a beehive! I ld. e! W

	•	e could near me and ran	•		
The bees follow	∕ed me and at	tacked me. I was be	ing stung everywher		
•	•	jumped into it. After so			
away and I got ou	ıt of the lake. My	cousins laughed at me	because I was all wet.		
A) Choose the c	orrect answer:				
		th his			
		c) mothers	d) uncles		
2- The forest was	i				
a) small	b) not big	c) tiny	d) big		
3- The writer coul	dn't see at all be	cause he was			
a) dark	b) blind	c) blindfolded	d) deaf		
4- The writer remo	oved the blindfol	d when he			
		b) heard strange sound			
c) felt delighted		d) bumped into someth	ing		
		ers to			
a) cousins	b) forests	c) mothers	d) bees		
6- The beehive is	the place where	c) mothers	ve.		
a) ants k	o) locusts	c) bees	d) apes		
B) Answer the fo	ollowing questic	ons:			
7- Why were the writer and his cousins delighted?					
8- Why did the writer stretch out his hands as he walked around?					
9- Why did the wr	riter jump into the	e lake?			
10- Find words in	the passage wh	nich mean:			
a) cover so	omeone's eyes v	vith cloth	b) at once		
4) Finish the f	ollowing dia	logue:			
	Warda is tellir	ng Samia about some w	ork.		
Warda: I've been	asked to write a	an article for a website.			
Samia: 1)			. What's it about?		
Warda: It's about	t recycling.				
			?		
Mr. Ibrahim Elsedav	wy	15	010201255		

Warda: I chose recycling because I think it's an important subject.
Samia : What is going to be in the article? Warda : Well, it's a bit difficult to explain.
Samia: 3)?
Warda: Yes, to summarise, the article will be about how people can recycle more.
Samia : 4)?
Warda: For two reasons. Firstly, I sent them the idea for the article last week and they liked it 5)
Samia : When did you write for them before?
Warda: I wrote an article last year. 6)
Samia Well, I'm looking forward to reading it!
4) Complete the following dialogue :
Radwa : 1)?
Rasha: I spent it in Alexandria.
Radwa : 2)?
Rasha: I went there with my family.
Radwa: What did you do there?
Rasha: 3) Radwa: Are you good at swimming?
Rasha: 4)
Radwa : I wish I had been with you.
Rasha : 5)
Radwa : It will be fun to go there with you.
Rasha : 6)
5- Write a paragraph of about 120 words about one of the following :
1- "How can we help to protect and improve the environment" 2- Tourism
9- A) Translate into Arabic:
1- Modern societies need enormous amounts of power for heating, lighting and
industry.
2- Most of this power comes from coal and oil. Experts say that this type of fuel will soon be used up.

- 3- The problem with freelance work is that you don't always get regular work.
- 4- It is important for people to separate their work from their home life.

B Translate ONE (1) sentence only into English:

1- لحسن الحظ, كانت المشكلة سهلة جدا على أخى ليحلها.

2- سوف تتمتع المدارس بكافة الوسائل التعليمية والتكنولوجيا الحديثة.

3- إن العمل الجماعي يقوي الروابط والقيم الإنسانية بين الناس

2- لابد أن نشجع الاستثمارات الأجنبية في مصر من أجل تحسين الاقتصاد القومي.