

# Action Pack 9

## Ninth Grade Module 2

### The man who wears a kufiyyah...

### ملخص الوحدة Module Summary

#### المحتويات:

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#### ملاحظات:

- ❖ هذا ليس كورساً تقليدياً، فهذا ملخص للنقاط الرئيسية الهامة في هذه الوحدة.
- ❖ الإجابات على تمارين كل قسم تجدها في ملحق الإجابات في نهاية كل قسم.
- ❖ لا تنظر إلى الإجابات مباشرة، بل حاول أن تحلّ التمرين بنفسك.
- ❖ تأكد من إجاباتك بالرجوع إلى الإجابات النموذجية الموجودة في الملخص.
- ❖ هذا الملخص لا يغني عن الكتاب المدرسي، ولكنه يساعدك على تنظيم دراستك للاختبار.
- ❖ لا تغفل عن حفظ قائمة الأفعال الشاذة، لأنها هامة جداً.
- ❖ الدراسة الصحيحة والفاعلة تجعلك قادراً على حل التمارين المنهجية والخارجية.

## A. Grammar Summary

## أ. ملخص قواعد الوحدة

القواعد الواردة في الوحدة الثانية هي كالآتي:

## 1. Relative Pronouns: الضمائر المتصلة

**Who – which – where – whose – that**

تستخدم هذه الضمائر لربط جملة وصفية مع الاسم الموصوف (أي أنها تعود على الاسم الذي تم وصفه في الجملة الثانية)، كما وأنها تستخدم لربط جملتين بسيطتين وتحويلها إلى جملة معقدة.

**A) Who:** Refers to *persons* - تستخدم مع العاقل (مفرد و جمع) عندما يكون فاعل

Example: The man **who** spoke to you is my friend

→ **Who** و هو فاعل عاقل the man تعود على

Example: The men **who** spoke to you are my friends

→ **Who** وهي فاعل عاقل the men تعود على

**B) Where:** Refers to *Places* - تستخدم مع الأماكن

Example: This is the house **where** I live.

→ **Where** وهو المكان الذي أعيش فيه the house تعود على

Example: This is the street **where** I met you yesterday.

→ **Where** وهو المكان الذي قابلتك فيه the street تعود على

**C) Which:** Refers to *things* - تستخدم مع غير العاقل سواء كان فاعل او مفعول به (مفرد او جمع)

Example: The pen, **which** I bought, is expensive.

→ **Which** وهو غير عاقل - مفعول به the pen تعود على

Example: This is the train, **which** will leave now.

→ **Which** وهو غير عاقل - فاعل the train تعود على

Example: These are the tapes, **which** they needed.

→ **Which** وهي غير عاقل - مفعول به the tapes تعود على

**D) That:** Refers to *persons* and *things* (both of them):

تستخدم مع الأشياء والأشخاص (العاقل وغير العاقل) فاعل او مفعول به (مفرد او جمع) يمكن ان تحل محل **who** و **which**

Example: The man **who** spoke to you is my friend

= The man **that** spoke to you is my friend

Example: The pen, which I bought, is expensive

= The pen **that** I bought is expensive

Example: This is the boy whom I met yesterday

= This is the boy **that** I met yesterday

E) **Whose**: Refers to *possession of something*:

تشير إلى أن ملكية شيء ما تعود على شخص أو شيء آخر

Example: This is the student **whose** father is a teacher.

→ **Whose** مع الفاعل father ربطت هنا كلمة the student.

Example: This is the man **whose** dog is missing.

→ **Whose** دلت هنا على ملكية الرجل للكلب

\* **ملاحظة:** يمكنك التمييز في حل التمارين بين استعمال **that** و **which** من خلال وجود الفاصلة قبل **which** حيث أنها تكون مسبقة بفاصلة في جميع الأحوال، بينما تجد أن **that** لا تسبق بفاصلة.

Example: This is the car **that** made an accident.

This is the car, **which** made an accident.

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## 2. The Comparative and Superlative: المقارنة والمفاضلة

أ- إذا كانت الصفة مؤلفة من مقطع صوتي واحد فإننا نضيف (er) في المقارنة و (est) في التفضيل.

طويل tall أطول taller الأطول the tallest

أحمد أطول من علي. Ahmad is taller than Ali

ب- إذا كانت الصفة منتهية بحرف (e) فإننا نضيف (r) في المقارنة و (st) في التفضيل.

كبير large أكبر larger الأكبر the largest

ج- عند إضافة (er) أو (est) إلى صفة منتهية بحرف ساكن مسبوق بحرف صوتي واحد فإننا نضاعف الحرف الأخير.

كبير big أكبر bigger الأكبر the biggest

د- عند إضافة (er) أو (est) إلى صفة منتهية بحرف (y) مسبوق بحرف ساكن فإننا نحذف الحرف (y) ونضيف (ier) أو (iest).

ثقل heavy أثقل heavier الأثقل the heaviest

هـ- إذا كانت الصفة مؤلفة من أكثر من مقطع صوتي واحد فإننا نضع قبلها (more) في المقارنة و (the most) في التفضيل.

جميل beautiful أجمل more beautiful الأجمل the most beautiful

غالي expensive أغلى more expensive الأغلى the most expensive

نأتي الآن إلى الحالات الشاذة من صفات المقارنة في اللغة الإنجليزية

### \* حالات شاذة:

الصفة		المقارنة		المفاضلة	
good	جيد	better	أفضل	the best	الأفضل
bad	سيء	worse	أسوأ	the worst	الأسوأ
much	كثير	more	أكثر	the most	الأكثر
little	قليل	less	أقل	the least	الأقل
far	بعيد	farther	أبعد	the farthest	الأبعد

### 3. Punctuation Revision: مراجعة علامات الترقيم

سنقوم في هذه الوحدة بمراجعة أربع من علامات الترقيم التي يتم استخدامها بكثرة وهي:  
(الفاصلة Comma، النقطة Full stop، الفاصلة العلوية Apostrophe، والأحرف الكبيرة Capital Letters).

#### Capital Letters: الأحرف الكبيرة

نستخدم الأحرف الكبيرة في الحالات التالية:

1. At the beginning of a sentence: في بداية الجملة: **Example:** The cat ate the mouse.
2. For the first-person singular pronoun (I): لضمير المتكلم المفرد (I): **Example:** I visited the doctor yesterday.
3. For the days of the week: لأيام الأسبوع: **Example:** We have an exam next Monday.
4. For the months of the year: لأشهر السنة: **Example:** The first month of the year is January.
5. For proper names: لأسماء الأعلام  
**Examples:** Ahmad, Omar, Zaid, Jordan, Syria, Nile River, Dead Sea, Mount Everest, Effel Tower, King Abdullah Bin Al-Hussein.

#### Full Stops: النقاط

تنتهي الجملة (عند انتهاء الكلام) بوضع نقطة بعد آخر كلمة. We end the sentence with a full stop.

#### Commas: الفواصل

تستعمل الفاصلة في الحالات التالية:

1. بعد الكلمات التالية: first, second, third, fourth, finally عندما تقوم هذه الكلمات بذكر عناصر مرتبة بالتسلسل.

The winners are: the first, Ahmad. The second, Samer. The third, Zeyad.

2. قبل الكلمات but و so لربط تركيبين مستقلين وتكوين جملة مركبة.

I was going to buy a new shirt, but I lost my wallet.

He made an accident, so he is absent today.

3. عندما نقوم بتعداد ثلاثة أمور فأكثر، نقوم بفضلها بفواصل ما عدا النقطة الأخير.

In my bag, I have a pen, a pencil, a ruler and a book.

## Apostrophes: الفواصل العلووية

تستعمل الفاصلة العلووية في الحالات التالية:

1. عند كتابة ضمير الفاعل (subject pronoun) والفعل ككلمة واحدة (الدمج بينهما):

I had = I'd / I will = I'll / He is = He's / I am = I'm / I have = I've / He would = He'd / She had = She'd ...etc.

2. عند كتابة الأفعال المساعدة (Auxiliary verbs) بالإضافة إلى أداة النفي (not):

Do not = don't / have not = haven't / are not = aren't / does not = doesn't / can not = can't ...etc.

3. عند التعبير عن أن شيء ما تعود ملكيته على - أو أنه جزء من: شخص، أو مكان، أو شيء آخر:

Ahmad's brother أخو أحمد / Samer's car سيارة سامر / the table's legs أرجل الطاولة / student's attitude سلوك الطالب

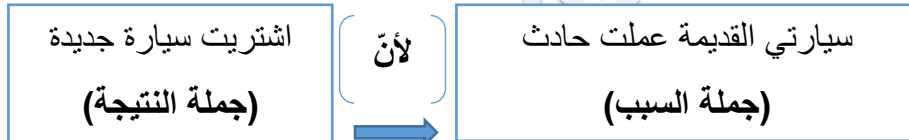
People's feelings مشاعر الناس / the cars' street شارع السيارات / students' team فريق الطلاب

## 4. Linking words: Reason and Result

في هذا الدرس القصير سنتعلم كيفية ربط جملتين أو تركيبين لغويين مختلفين باستخدام (so that لذلك / حتى / كي) أو (because بسبب):

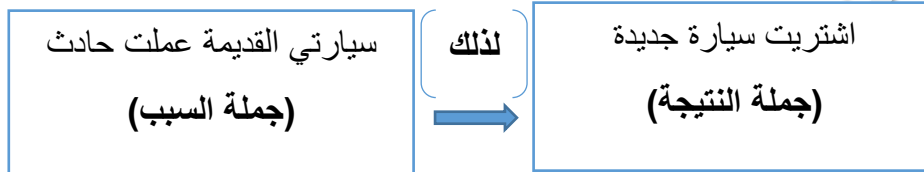
- التركيب الذي يسبق because يكون جملة النتيجة، والذي يأتي بعدها يكون جملة السبب.

I bought a new car because my old car made an accident.



- التركيب الذي يسبق so that يكون جملة السبب، والذي يأتي بعدها يكون جملة النتيجة.

My car made an accident so that I bought a new car.



## B. Grammar Worksheet      ب. ورقة عمل القواعد

### Student's and Activity Book Exercises

**Ex. 2, S.B 13: Match the sentences beginnings (1-4) with their endings (a-d), using (*who, which, whose* or *where*):**

A	B
1. Salem is going to participate in the spelling competition,	a. actions show that she's always honest with her.
2. The woman and the baby	b. we met in the park are my aunt and cousin.
3. Salem visited the town	c. my school is organising next month.
4. Muna trusts her best friend	d. Arar, the poet, was born.

**Ex. 3, S.B 13: Fill in the gaps with (*that, who, whose* or *where*):**

**Student:** Why do we have to wear a school uniform?

**Teacher:** That's a good question. Most schools have rules (1) \_\_\_\_\_ tell students how to dress. A uniform helps students to focus on their studies and not worry about what they should wear.

**Student:** Do you mean to say that wearing ordinary clothes distracts students from studying?

**Teacher:** Well, students (2) \_\_\_\_\_ clothes are trendy may show off to other students. It's only fair that students (3) \_\_\_\_\_ are from different backgrounds feel equal in the school (4) \_\_\_\_\_ they study.

**Student:** Oh, I understand. Do you think this affects students' performance?

**Teacher:** Yes, I do. Having a school uniform also creates a sense of belonging (5) \_\_\_\_\_ leads to school pride.

**Ex. 1, S.B 19: Complete this passage with the relative pronouns (*who, that, which, whose* and *where*):**

In the company (1) \_\_\_\_\_ I work, we all know the rules (2) \_\_\_\_\_ we have to follow. Our manager is very strict with us; he is the one (3) \_\_\_\_\_ organises the work among us. The dress code, (4) \_\_\_\_\_ each one of us has to follow, makes all the employees look neat and professional. The manager warns any employee (5) \_\_\_\_\_ attitude is negative towards their colleagues.

**Ex. 3, A.B 10: Circle the correct relative pronouns:**

1. The young man which / whose briefcase is grey is the new employee.
2. The charity shop where / that I sold some of my clothes donated them to the poor.
3. My grandfather is the man which / who is wearing the thobe in the photo.
4. In charity shops, you can buy accessories that / whose are quite cheap.
5. The Jordanian traditional costume, who / which is still worn by many people today, is sold in this shop.

**Ex. 1, A.B 11: Join the sentences with the relative pronouns in brackets:**

1. This is a book. I read it last week. (*that*)

.....

2. There were three people in the car. They wore the same uniform. (*who*)

.....

3. Jordan is a country. We spent our holidays in Jordan last years. (*where*)

.....

4. Malak is my friend. Malak's sister won the national spelling competition. (*whose*)

.....

5. He invented a pen. The pen can translate the words it writes. (*that*)

.....

6. Samer's car broke down again. Samer's car is new. (*which*)

.....

**Ex. 2, A.B 12 & Ex. 1, A.B 17:**

Complete the statements and questions with the correct relative pronouns (who, whose, which, that or where):

- A.B: p12
1. This is the office ..... my father works.
  2. Do you know anyone ..... parents are teachers?
  3. Burj Khalifa is the skyscraper, ..... took five years to be built.
  4. I met someone ..... used to work here.
  5. Is there somewhere near here ..... I can buy a newspaper?
  6. He lives in a block of flats, ..... has its own tennis courts.
- A.B: p17
7. Most people buy clothes ..... are classic in style.
  8. This is because mostly people ..... are celebrities have access to fashionable clothes before others.
  9. When you see famous people ..... clothes follow a certain trend.
  10. You know this is the recent trend ..... most people will wear in the future.
  11. You can walk in the streets, ..... you can find most people wearing the same trend.

**Ex. 4, A.B 11 & Ex. 6, S.B 14:**

Write the comparative and superlative forms of these adjectives:

Adjective الصفة	Comparative صيغة المقارنة	Superlative صيغة المفاضلة	Adjective الصفة	Comparative صيغة المقارنة	Superlative صيغة المفاضلة
bad			comfortable		
big			fashionable		
bright			formal		
careful			good		
casual			practical		
cheap			smart		
classic			tidy		
colourful			trendy		

**Ex. 5, A.B 13: Use the clues to write questions:**

1. a sari / the traditional garment / in Jordan?

.....

2. red colour / people relaxed or excited?

.....

3. people usually / casual or formal clothes / business meetings?

.....

4. charity shop / usually / things that people make?

.....

5. type of clothes / in a football match?

.....

**Ex. 1, A.B 15: Rewrite this passage in your notebook using capital letters, full stops, commas and apostrophes as necessary:**

ive lived in the countryside all my life even in the cold days of january my village is smaller quieter and less busy than big cities in my country although it gets a bit busy on fridays in general there isnt a lot to do as in the city but i like living here first the weather in the countryside is cooler than in the city because there are many forests and trees around my home second it is easier to travel around here

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**Ex. 2, A.B 15: Connect the following sentences by putting (*so that* or *because*) in the blanks:**

1. They chose Nazem as Employee of the Month last time ..... he worked really hard.
2. She listened carefully to the teacher in class ..... she can do well in her exams.
3. I have decided to buy a new laptop ..... my laptop has become slow lately.
4. He missed the job interview today ..... he woke up late this morning.
5. They bought souvenirs from Jordan ..... they remember the places they've been to there.

**Ex. 3, A.B 17: Choose the correct answer:**

1. Tourists like to buy souvenirs ..... remind them of the places they've been to.  
a. who      b. that      c. where
2. Shirts aren't ..... suits for a business meeting.  
a. so formal as    b. more formal as    c. as formal as
3. Which colour is the ..... among red, white and black?  
a. exciting      b. most exciting      c. less exciting
4. It's Adel ..... deserves to become Employee of the Month this time.  
a. who      b. where      c. whose
5. Most companies usually have rules ..... tell employees how to behave.  
a. whose      b. who      c. that

\*\*\*\*\*

## الإجابات Answers

## Student's and Activity Book Exercises

Ex. 2, S.B 13: 1. which → c 2. who → b 3. where → d 4. Whose → a

Ex. 3, S.B 13: 1. that 2. whose 3. who / that 4. where 5. that

Ex. 1, S.B 19: 1. where 2. that 3. who 4. which 5. whose

Ex. 3, A.B 10: 1. whose 2. where 3. who 4. that 5. which

Ex. 1, A.B 11: 1. This is the book **that** I read last week.

2. There were three people in the car **who** wore the same uniform.

3. Jordan is the country **where** we spent our holidays last year.

4. Malak is my friend **whose** sister won the national spelling competition.

5. He invented a pen **that** can translate the words it writes.

6. Samer's car, **which** is new, broke down again.

Ex. 2, A.B 12 & Ex. 1, A.B 17:

1. where 2. whose 3. which 4. who 5. where 6. which 7. that

8. who 9. whose 10. that 11. where

Ex. 4, A.B 11 & Ex. 6, S.B 14:

Adjective الصفة	Comparative صيغة المقارنة	Superlative صيغة المفاضلة	Adjective الصفة	Comparative صيغة المقارنة	Superlative صيغة المفاضلة
bad	worse	the worst	comfortable	more comfortable	the most comfortable
big	bigger	the biggest	fashionable	more fashionable	the most fashionable
bright	brighter	the brightest	formal	more formal	the most formal
careful	more careful	the most careful	good	better	the best
casual	more casual	the most casual	practical	more practical	the most practical
cheap	cheaper	the cheapest	smart	smarter	the smartest
classic	more classic	the most classic	tidy	tidier	the tidiest
colourful	more colourful	the most colourful	trendy	trendier	the trendiest
little	less	the least			

Ex. 5, A.B 13:

1. Is a sari the traditional garment in Jordan?
2. Does the red colour make people relaxed or excited?
3. Do people usually wear casual or formal clothes to business meetings?
4. Does a charity shop usually sell things that people make?
5. What type of clothes do you wear in a football match?

Ex. 1, A.B 15:

I've lived in the countryside all my life even in the cold days of January. My village is smaller, quieter and less busy than big cities in my country. Although it gets a bit busy on Fridays, in general there

isn't a lot to do as in the city, but I like living here. First, the weather in the countryside is cooler than in the city because there are many forests and trees around my home. Second, it is easier to travel around here.

**Ex. 2, A.B 15:** 1. because    2. so that    3. because    4. because    5. so that

**Ex. 3, A.B 17:** 1. b) that    2. c) as formal as    3. b) most exciting    4. a) who    5. c) that

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## C. Vocabulary Summary

## ج. ملخص مفردات الوحدة

Word	المعنى بالعربية	Type	English Meaning
abide by	يلتزم بـ	verb	to act according to rules
bribe	رشوة	noun	money offered to person in order to persuade them to do something dishonest for you
bright	لامع، مضيء، مبهر	adjective	shining and strong
casual	اعتيادي، غير رسمي	noun	informal or relaxed
code	قانون / قاعدة	noun	a set of laws or rules according to which people behave
colleague	زميل في العمل	noun	a person that someone works with (in a company... etc.)
comfortable	مريح	adjective	providing physical relaxation
conduct	سلوك / تصرف	noun	the way one behaves
costume	زي، ملابس	noun	the traditional outfit of a particular culture
dress code	قواعد اللباس	noun	a set of laws or rules on how you should wear
ethics	أخلاقيات/ آداب المهنة	noun	rules or principles of behavior
exemplary	نموذجي / مثالي	adjective	worth being a good example for others
fashionable	على الموضة	adjective	following the newest style of dress
formal	رسمي	adjective	suitable for an official occasion
garment	قطعة ملابس	noun	a piece of clothing
headband	عصابة رأس	noun	a piece of material worn around the head to keep one's hair off their face
headdress	غطاء رأس	noun	an item of clothing worn on, and covering the head
jumper	سترة، جزايرة	noun	an item of clothing made of wool and covering the upper part of the body
practical	عملي	adjective	useful for a certain purpose or situation
robe	ثوب، رداء، ملابس البيت	noun	a long, loose piece of clothing
silk	حرير	noun	soft threads made by silkworms
sleeves	أكمام	noun	the part of a garment that covers the arm
smart	أنيق	adjective	neat and well-dressed; fashionable
stripped	مخطط، مُقلم	adjective	having colored lines or bands
trendy	عصري	adjective	following the latest fashions
tunic	سترة قصيرة	noun	long loose garment
wardrobe	خزانة ملابس	noun	a piece of furniture where you put or hang clothes
wrap	حتى يلف	verb	to cover something with paper or cloth

## D. Additional Vocabulary مفردات إضافية

Word	المعنى بالعربية	Type	Word	المعنى بالعربية	Type
behaves	يتصرف	verb			
boss	رئيس / مدير	noun			
cheat	يغش	verb			
clients	عملاء / زبائن	noun			
comfortably	بشكل مريح / مريح	adverb			
company	شركة	noun			
efficiently	بفعالية / بكفاءة / بشكل فعال	adverb			
employee	موظف	noun			
environment	بيئة	noun			
ideal	مثالي	adjective			
interacts	يتواصل	verb			
lie	يكذب	verb			
meeting	اجتماع	noun			
neat	مرتب	adjective			
neatly	بأناقة	adverb			
negative	سلبي	adjective			
polite	مهذب	adjective			
positive	إيجابي	adjective			
professional	عملي	adjective			
projects	يعرض / يُبرز	verb			
properly	بشكل جيد	adverb			
resign	يستقيل	verb			
respectful	محترم	adjective			
steal	يسرق	verb			
verbal warning	إنذار شفهي	noun			
workplace	مكان العمل	noun			

**E. Vocabulary Worksheet** هـ. ورقة عمل المفردات

Ex. 6, S.B 20 & Ex. 6, A.B 13:

Complete the following sentences with the words given in the table below:

a) jumper	b) silk	c) formal	c) comfortable	d) bribe	e) Headdress	f) tunic
g) conduct	h) Ethics	i) smart	j) exemplary	k) colleague	l) wardrobe	

S.B: p20

1. A ..... is a piece of clothing made of wool that covers the upper part of the body
2. The way someone behaves in his job is called .....
3. When you wear loose clothes, you feel .....
4. When you're wearing neat, stylish clothes, you look .....
5. A soft fabric made from the thin threads of silkworms is called .....
6. A ..... is a loose, long garment.
7. Businessmen wear ..... clothes.
8. A ..... is a piece of furniture that you hang clothes in.
9. A ..... is to give someone money so he can do something dishonest for you.

A.B: p13

10. Your ..... is a person you work with.
11. .... is something that you wear on your head.
12. An ..... person is an excellent person and worth following as an example.
13. .... are rules or principles of behavior.

**Ex. 5, S.B 19: The phrases in Column B are clues that help you guess the word in Column A. Can you guess all the words? The first letter of each word is given to you.**

A	B
1. t_____	<ul style="list-style-type: none"> <li>● a piece of clothing</li> <li>● usually loose</li> </ul>
2. c_____	<ul style="list-style-type: none"> <li>● worn every day</li> <li>● not formal type</li> </ul>
3. e_____	<ul style="list-style-type: none"> <li>● a set of rules</li> <li>● relating to behavior</li> </ul>
4. a_____	<ul style="list-style-type: none"> <li>● relating to rules</li> <li>● another word for 'to follow'</li> </ul>
5. w_____	<ul style="list-style-type: none"> <li>● related to paper or cloth</li> <li>● another word for 'to cover'</li> </ul>

**Ex. 4. S.B 16: Guess the meaning of the following words, by choosing the correct choice:**

1. **ideal:** a. pleasant      b. perfect      c. smart

2. **interact:** a. behave      b. communicate      c. ignore

3. **efficiently:**

a. without wasting time, money or energy      b. as soon as possible      c. without problems

4. **resign:** a. be dismissed      b. tell the truth      c. quit

Prepared by:  
Teacher Hussein Ghunaim

الإجابات **Answers**

1. 1. a) jumper      2. g) conduct      3. c) comfortable      4. i) smart      5. b) silk  
6. f) tunic      7. c) formal      8. l) wardrobe      9. d) bribe      10. k) colleague  
11. e) Headdress      12. j) exemplary      13. h) Ethics
2. 1. tunic      2. casual      3. ethics      4. abide by      5. wrap
3. 1. b) perfect      2. b) communicate      3. a) without wasting time, money or energy      4. c) quit

Teacher Hussein Ghunaim Prepared by:

## F. Reading Comprehension Worksheet .و. ورقة عمل قطع القراءة والاستيعاب

### *Employee of the month:* S.B: Page 16

Like millions of people around the world, Khalid Mustafa works in an office. **He** works with the same colleagues every day, and he often has meetings with people from other companies. Everyone says the same thing about him – he is the ideal employee.

مثل ملايين الأشخاص حول العالم، يعمل خالد مصطفى في أحد المكاتب. وهو يعمل مع نفس زملائه كل يوم، وغالباً ما يعقد اجتماعات مع أشخاص من شركات أخرى. الجميع يقول نفس الشيء عنه – إنه الموظف المثالي.

“Khalid is a great worker and an example to follow. **He's** always neatly dressed, and he follows the code of workplace ethics,” explains his boss, Saleh Moussa. “This means that he behaves properly in the office. **He** is very polite and respectful to those around him. He has a positive attitude, and he interacts very well with his colleagues so that the job is done efficiently. I also trust Khalid. **He** would rather resign than lie, cheat, steal or accept a bribe.”

يقول رئيسه صالح موسى: "خالد عامل عظيم ومثال يحتذى به. فهو يرتدي ملابس أنيقة دائماً، ويتبع قواعد أخلاقيات مكان العمل." "وهذا يعني أنه يتصرف بشكل صحيح في المكتب. إنه مؤدب للغاية ويحترم من حوله. وهو يتمتع بسلوك إيجابي، ويتفاعل بشكل جيد للغاية مع زملائه حتى يتم إنجاز المهمة بكفاءة. وأنا أثق أيضاً بخالد. فهو يفضل الاستقالة على الكذب أو الغش أو السرقة أو قبول الرشوة".

Khalid also abides by the company's dress code. This is another reason why he's such a good worker. **He** usually dresses up in a casual business style and makes sure that his clothes are always neat. “It means I can work more comfortably,” says Khalid. “It also projects a professional image to my colleagues and to visiting clients.”

يلتزم خالد أيضاً بقواعد اللباس الخاصة بالشركة. وهذا سبب آخر لكونه عاملاً جيداً. عادة ما يرتدي ملابس عمل غير رسمية ويتأكد من أن ملابسه نظيفة دائماً. يقول خالد: "هذا يعني أنني أستطيع العمل براحة أكبر". "كما أنه يعرض صورة احترافية لزملائي وللعملاء الزائرين".

Any employee who doesn't respect the company's dress code may be sent home to change or receive a verbal warning, but this is never a problem for Khalid. “I always feel happy when I'm working hard. The dress code helps to create a working environment where it is simple to do that.” In short, Khalid's conduct at work is exemplary.

قد يتم إرسال أي موظف لا يحترم قواعد اللباس الخاصة بالشركة إلى المنزل لتغيير ملابسه أو تلقي تحذير شفهي، لكن هذه لا تمثل مشكلة بالنسبة لخالد. "أشعر دائماً بالسعادة عندما أعمل بجد. تساعد قواعد اللباس على خلق بيئة عمل يسهل فيها القيام بذلك". باختصار، سلوك خالد مثالي في العمل.

After reading the previous text paragraphs, answer the following questions:

1. Where does Khalid work?

.....

2. Does Khalid work with the same colleagues every day?

.....

3. Does Khalid hold meetings with people from other companies?

.....

4. What does everyone says about Khalid?

.....

5. What is the name of Khalid's boss?

.....

6. How does Khalid deal with those around him?

.....

7. Does Khalid feel happy when he works hard?

.....

8. Find a word in the text that means **communicate**: .....

9. Find a word in the text that means **quit**: .....

10. Select (T) if the statement is true and (F) if the statement is false:

- a. Khalid has a negative attitude.  T  F
- b. Khaled's conduct isn't exemplary.  T  F
- c. Khalid doesn't lie, cheat or accept bribe.  T  F

11. What does the underlined pronoun (he) lines (1, 4, 5, 7 and 8) refer to?

Pronoun الضمير	Line السطر	Answer الإجابة
he	1	
his	4	
he	6	
he	8	
he	10	

## الإجابات Answers

1. He works in an office.
2. Yes, he works with the same colleagues every day.
3. Yes, he holds meeting with people from other companies.
4. Everyone says that he is the ideal employee.
5. Khalid's boss is called Saleh Moussa.
6. He is very polite and respectful to those around him.
7. Yes, he feels happy when he works hard.
8. interacts
9. resign
10. a.  F      b.  F      c.  T
- 11.

Pronoun الضمير	Line السطر	Answer الإجابة
he	1	Khalid
his	4	Khalid
he	6	Khalid
he	8	Khalid
he	10	Khalid

تم بحمد الله

أتمنى لكم أحبتي الطلبة التوفيق والنجاح، وآمل أن تستفيدوا من هذا الملخص الشامل حق الاستفادة.

وللتواصل، يرجى الاشتراك بصفحتي على فيسبوك:

ملتقى الأستاذ حسين غنيم

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