

Unit "1"

Your life begins at the end of <u>your comfort zone</u>. Write an essay of about 120-150 words. Think about these questions:

- 1- What does "comfort zone" mean?
- 2- Why do you think people are often advised to move outside their comfort zone?
- 3- What kind of activities are in your comfort zone?
- 4- What kind of activities are definitely outside your comfort zone?
- 5- What's your personal advice to people about this?

Your comfort zone is your enemy, when you live life trying to stay comfortable, life will send you more and more discomfort and more problems. Life will keep throwing rocks on you. You are here on this planet to grow, to do things you haven't done yet, to create things you haven't created yet, to go to places you haven't explored yet. This is how you grow.

منطقة الراحة هي دوك فعندما تحاول ان تعيش الحياة مرتاحا ستبعث لك الحياة تعب و مشاكل اكثر ستظل الحياة ترميك بالمشاكل أنت هنا على هذا الكوكب لتنمو و تفعل أشياء لم تفعلها من قبل لتبني اشياء لم تبنيها من قبل فهكذا تنمو

Comfort zone is the area where you feel comfortable and the set of routines and known abilities that make us feel safe because we're confident that we can manage and are unlikely to be challenged by anything unexpected or worrying. It's beneficial to stay inside your comfort zone, especially when you're feeling under stress. But also it's a good idea to do things that are outside your comfort zones.

منطقة الراحة هي المكان الذي تشعر فيه بالراحة و هي مجموعة الاعمال الروتينية و القدرات المعروفة التي تجعلك تشعر بالأمان لانك تكون واثق أنك قادر على التحكم فيها و غير محتمل أن يتحداك شيء غير متوقع او مقلق. من المفيد ان تبقى داخل منطقة الراحة خصوصا عندما تكون تحت الضغط لكن من الجيد ان تقوم بأعمال خارج منطقة الراحة لديك.

Unfortunately people are so concerned about staying comfortable instead of growing and reaching higher and don't want to address their limitations and move beyond them . And if you don't make yourself uncomfortable, life will give you plenty of reasons to push you out of your comfort zone.

لسوء الحظ الناس مهتمون بالبقاء في منطقة الراحة بدلا من النمو و الوصول إلى الفمة و لا يرغبون بتخطي حدودهم و الخروج عن نطاقها. و إذا لم تجبر نفسك على التعب ستجلب لك الحياة الكثير من الاسباب لدفعك خارج منطقة راحتك.

Stepping outside your comfort zone allows you to develop and make progress in your life, so you feel positive towards yourself. Your life begins at the end of your comfort zone, the moment you feel enthusiastic to improve yourself by learning something new, becoming more creative or anything else.

تخطي منطقة الراحة يتيح لك الفرصة بالتطور و التقدم في حياتك فتشعر بالإيجابية اتجاه نفسك . الحياة تبدأ عند انتهاء منطقة الراحة في اللحظة التي تشعر فيها بالحماسة لتطوير نفسك بتعلم شيء جديد و أن تصبح اكثر ابداعا او أي شيء آخر.

Don't be afraid of failing or hesitant how to begin, don't get stuck in your known abilities in order not to try new different things. Whatever the reason may be, it's necessary to force yourself to do something you'd rather not do. Once you've made the effort, the door to new experiences will be open and you'll probably wonder why you thought it was a problem.

لا تخف من الفشل و لا تتردد ان تبدأ, لا تظل عالقا في حدود قدراتك المعروفة حتى لا تجرب أشياء مختلفة جديدة. مهما كان السبب فمن الضرورى ان تجبر نفسك على فعل شيء لا تحبه فحين تنجزه سيفتح الباب لخبرات جديدة و ستسال نفسك لماذا كنت اظنه مشكلة.

Unit "2"

Write an essay (150-200) words about: **How to manage your time effectively**

Paragraph 1 . Choose the right time to make yourself a to do list.

Paragraph 2. Organise time and look after yourself.

Paragraph 3. One step at a time.

Paragraph 4. State your opinion.

Time-management is a vital skill, one that will be necessary in your chosen career as well as in university. People have different time clocks and what works for one student might not work for you. Time management techniques involve setting goals, establishing priorities. When we think of time management, we tend to think of personal time management. When we master the time management skills, we'll be more organized, efficient and happier.

إدارة الوقت مهارة مهمة ستكون ضرورية في مشوارك المهني الذي ستختاره و ايضا في الجامعة. يختلف الناس في اوقاتهم فما يصلح لشخص قد لا يصلح لك. طرق إدارة الوقت تشمل تحديد الاهداف و الاولويات. عندما نفكر بإدارة الوقت نميل للتفكير بإدارة الوقت من ناحية شخصية فعندما نتحكم بمهارات إدارة الوقت سنكون أكثر تنظيما و كفاءة و سعادة.

You probably have a lot of things to do, so assess how important and how urgent the tasks are; then make sure high priority tasks and avoid time wasters! Make the task as specific as possible. Try breaking tasks down into smaller tasks. Once you've started it's easier to keep going.

من المحتمل أن يكون لديك الكثير من الاشياء لتفعلها لذلك حدد الأشياء المهمة و الملحة و من ثم حدد الاولويات و تجنب الاشياء المهدرة للوقت و اجعل المهام محددة بقدر الامكان. قم بتجزئة المهام إلى مهام صغيرة فعندما تبدأ بتنفيذها سيكون الأمر سهلا لتستمر

The first step in effective time management is analyzing how you currently spend your time and deciding how you want to change your way of spending your time. Unless time is managed properly, nothing can be accomplished. Time is a unique resource. It is indispensable, irreplaceable and therefore invaluable. A day of every one consists of 24 hours only, no more and no less. Every piece of work requires time. And also energy. Time is money and a measure of effort, so use it wisely.

الخطوة الأولى في إدارة الوقت الفعالة هي تحليل كيفية قضاءك لوقتك حاليا و تحديد الطريقة التي تريدها لتغير طريقتك في قضاء وقتك. إذا لم تتم إدارة الوقت بشكل جيد لن تحقق شيء فالوقت مصدر فريد من نوعه لا يمكن الاستغناء عنه و لا يمكن استبداله لذلك فهو لا يقدر بثمن. يزمنا جميعا يتكون من ٢٤ ساعة فقط لا اكثر و لا أقل كل عمل يحتاج إلى وقت و أيضا يحتاج إلى طاقة . الوقت مال و مقياس للجهد لذلك استخدمه بحكمة.

Unit "3"

Write on the topic of Coincidence (or misunderstandings)

- What's the definition of coincidences?
- What are the scientific explanations of coincidences?
- Do you believe in coincidences?
- Write about a personal experience with them. (It can be a true story about something that happened to you or someone you know, or a made-up story.)

The world is so unpredictable. Things happen suddenly, unexpectedly. We want to feel we are in control of our own existence. In some ways we are, in some ways we're not. We are ruled by the forces of chance and coincidence. Coincidence is God's way of remaining anonymous

عالمنا لا يمكن التنبؤ به فالأشياء تحدث فجأة بشكل غير متوقع . نحن بحاجة ان نشعر أننا نتحكم بوجودنا الخاص, بطريقة ما نحن كذلك و بطريقة أخرى لسنا كذلك . نحن محكومين بقوى الصدفة و التزامن. المصادفات طريقة الهية لجعل الاشياء مجهولة.

Coincidence is generally when two unrelated events seemingly have a connection that they shouldn't. Sometimes, it is the timing of the events that seem to connect them, such as saying "I'm hungry," then having a coupon for a free sandwich. The connection between the events starts to look strange..

المصادفات تحدث عندما يبدو حدثان غير مرتبطان بينهما علاقة . أحيانا توقيت الإحداث يبدو أنه يربط بينهم مثلا ان تقول انك جو عان و بعدها تحصل على كوبون ساندويتش مجانا فالعلاقة بين الاشياء تبدو غريبة.

Coincidence is an illusion, there is an explanation for all things - even if it is outside the realm of our current knowledge. What may appear as a coincidence to one has probably been planned out by another. Everything happens for a reason.

المصادفات وهم حيث يوجد تفسير لكل الاشياء حتى لو كان خارج نطاق معرفتنا الحالية. ما قد يبدو مصادفة لشخص قد يكون شيء مخطط له من شخص آخر. كل شيء يحدث بسبب

Unit "4"

Some people say that <u>internet friends</u> are real friends, others say they aren't real friends. Discuss this using these ideas.

Paragraph 1. How did people use to make friends before the internet?

Paragraph 2. What are the benefits of making online friends?

Paragraph 3. What are the drawbacks of making online friends?

Paragraph 4. Which opinion do you support and why?

We tend to make friends with people we cross paths with regularly: people we go to school with, work with, or live close to. Another big factor in friendship is common interests. We tend to be drawn to people we share things with: a hobby, the same cultural background, a shared career. Making a new friend is just the beginning of the journey. It takes time to form and even more time to deepen. The most important thing in a friendship is how the relationship makes you feel—not how it looks on paper.

A friend is someone you trust and share a deep level of understanding and communication. A good friend will show a genuine interest in what's going on in your life, what you have to say, and how you think and feel about things.

Friends have a huge impact on your happiness. Good friends relieve stress, provide comfort and joy, prevent loneliness, and even strengthen your health. But close friendships don't just happen. Many of us struggle to meet new people and develop connections. Whatever your age or circumstances, though, it's never too late to make new friends, reconnect with old ones, and improve your social life.

Research shows that friends are even more important to psychological well-being as friends bring more happiness into our lives .What's more, friendships have a powerful impact on our physical health. Lack of social connection can be as damaging as smoking, drinking too much. A recent Swedish study found that maintaining a rich network of friends can add significant years to your life.

Online friends aren't enough. In other words, having hundreds of online friends is not the same as having a close friend you can be with in person. Online friends can't hug you when a crisis hits, visit you when you're sick, or celebrate a happy occasion with you. Our most important and powerful connections happen when we're face-to-face. So make it a priority to stay in touch in the real world, not just online.

Write an essay of 120 words about **Young people's use of communication technology and social Media**

- 1. The average ages of people using social media sites.
- 2. The average hours those people spend on the internet.
- 3. Reasons for spending too much time on the internet.
- 4. Good/ bad effects of social media & communication technology on those people.

Social networking has become an unquestionable part of our everyday lives. We do not even think anything of it, because so many people have accounts on websites like Twitter, Facebook, etc., that are checked and updated daily. Those who have a life on the internet do not always realize that they are losing their connections with the real world. Nowadays, a reputation online is more important, and some are even finding a way to make a living online. Social media seems to have quite the impact, especially on teenagers.

Years ago, before social networking existed, friends would go out and have a good time, and popularity in high school would be something of importance to a lot of people. Today, popularity is the equivalent to having a lot of followers on twitter or Tumblr. Websites like these make us think that greatness is achieved just because thousands of strangers are familiar with your face.

Social networking has its positives, considering it allows us to connect with friends and family in a matter of seconds. Although this is extremely useful, it is also destroying our ability to make real life conversations.

Facebook is damaging to our social lives, because we can just visit someone's wall, say hi, and have a brief conversation and consider that as communication. Social networking affects young lives and causes teens to grow up differently than how their older relatives have. They rely on their blogs and pages to communicate with people, keep up with the latest trends and enjoy their separate little world. Social media has ruined how life should be; fun, adventurous and exciting. There needs to be a break from social networking so young people can live a real life in the real world.

Write a short essay(150-200) words about the <u>school subject you are the best and worst at</u> - Use the structure below:

Paragraph 1: Say what subject(s) you are good at and explain why.

Paragraph 2: Say what subject(s) you are worst at and explain why.

Paragraph 3: Give an example of a skill you would like to improve in the future and say how you might do it

My best school subject is math. In math 2+2 will always make four. Nothing changes in math and everything has a certain rule to figure it out. Everything else can change. In English a noun can be a verb. How confusing is that? I hate English and I never get it.

I enjoy Math because I like how everything is either right or wrong there is no in between. Also it's fun when you get this really hard problem and you finally figure it out. I have always liked since I was at early school years. It is easy to me and I'm good at it. I like working with numbers. Also, with math there's only one right answer, unlike in other subjects when there can be more than one answer to a question. Math is so fun to me. I like adding and dividing. I like math because it is where you can learn new types of things. Math is amazingly fun to me.

Actually, I'm in a big need to develop my skills in English especially in speaking and writing. It's confusing to me sometimes because some letters are silent, some words are similar in spelling but different in pronunciation and meaning, also some words have a literal and non-literal meaning which make me confused.

Dream jobs



When I was a child, I never seriously thought about my future career. As a small child, I dreamt of being a teacher of English. I am trying to improve myself every day. I hope my dream becomes true.

I want to explain why I want to be a teacher of English. In our country, people have the passion to learn it. Then, because of globalization our country needs huge number of people who can control English well. If I were a teacher of English, I would help people to learn English well. This must be exciting.

Being a teacher is a very difficult job. It requires many qualifications. I must improve my English in order to teach students. Moreover, teacher should have some knowledge about psychology. This is a key course of being a good teacher.

To do a good job is something important nowadays. Future career is a goal for me to work hard.

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Unit "8"

/ Starting Your Own Business)بدء عمل خاص بك

We all admit that starting and running a business isn't easy work. It takes a long time to get everything done well. But achieving your own dreams worth the efforts.

نقر جميعا أن بدء و ادارة عمل ليس بالأمر السهل حيث يستغرق وقت طويل لتعمل كل شيء بشكل جيد . لكن تحقيق النجاح يستحق هذه الجهويه ً

There are many steps you have to take when staring your own business. One of these steps is to have an idea. That's to say, you must find something helpful for people. Also, ask others about advice. You can get advice from family, friends or from the internet.

هناك عدة خطوات لابد من اتخاذها عند الشروع بعمل خاص بك. أحد هذه الخطوات أن يكون لديك فكرة بمعنى يجب أن تجد شيئا مفيدا للناس. أيضا خد بنصيحة الآخرين يمكنك أن تحصل على النصيحة من الأهل و الأصدقاء او من الانترنت.

In addition, you need to do market research to find out if people would buy your product. What's more, make your idea a reality by getting someone to do it for you. another important step is to get financial support but don't owe too much.

بالإضافة يجب أن تقوم ببحث تسويقي لتكتشف هل سيشتري الناس منتجك. زيادة على ذلك اجعل منتجك حقيقة ملموسة بأن تتطلب من شخص ما بتصنيعه لك. شيء آخر هو أن تحصل على دعم مالي لكن لا تغرق نفسك بالدين.

To sum up, if you want to get success, you can't stand still in business, you have to keep thinking ahead to the future.

بإيجاز , لكي تنجح في عملك لا تظل واقفا في عملك (محلك سر) يجب أن تفكر قدما في المستقبل.

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Unit "11"

Despite living in Diaspora, Palestinians are clinging to their culture

Culture means the beliefs, habits and ways of life shared by a particular group of people, as for Palestinians, it's essential to keep their heritage alive and in a good health because it's a vital part of their identity.

الثقافة تعنى المعتقدات ,العادات و طرق الحياة المشتركة بين مجموعة معينة من النّاس. بالنسبة للفلسطينيين من الضروري ان يحتفظوا بتراثهم حي باق و بوضع جيد لأنه جزء من هويتهم

In 1948, a million Palestinians were forced into Diaspora and lived in different countries. But they strongly cling to their own culture as a sign of deep feeling of loss and that their situation is temporary and won't last.

في عام ١٩٤٨ تم تهجير ملايين من الفلسطينيين و اجبارهم على الشتات و العيش في بلدان مختلفة. لكنهم تمسكوا بقوة بثقافتهم الخاصة بهم كدليل على شعور عميق بالفقدان و أن وضعهم مؤقت و لن يستمر

Outside Palestine, folklore and popular culture have played an essential role in formulating political and social groups and their programs. Keeping popular culture became a kind of struggle. In Diaspora, they had a meeting place for many displaced Palestinians. خارج فلسطين يلعب الفولكلور و الثقافة المشتركة دورا مهما في تنظيم المجموعات السياسية و الاجتماعية و برامجهم. حيث أصبح الحفاظ على الثقافة كنوع من النضال. في الشتات, يقوم الفلسطينيون بعقد مجالس لقاء للفلسطينيين المشردين.

They cook Palestinian food instead of having food available in the foreign country. They held conversations about villages and relatives to feel safe that these places hadn't disappeared. Also, as a way of returning to their homeland in imagination. In Diaspora, many Palestinians wear the Palestinian dress and Kufeyya in their wedding parties and listen to the Palestinian songs and dance Dabkka.

يطهون الاكل الفلسطيني بدلا من الطعام المتاح في البلاد الاجنبية. يتحاورون عن القرى و الاقارب ليشعروا بالأمان أن تلك الأماكن لم تختفي . أيضا يعتبرونها كطريقة للرجوع إلى أرض الوطن في الخيال . في الشتات ينبس العديد من الفلسطينيين الثوب الفلسطيني و الكوفية في حفلات الزفاف و يستمعون للأغاني الفلسطينية و يرقصون الدبكة

In fact, Palestinians outside are clinging to their culture more than Palestinians at home as an expression of feeling proud of each other and also of the land.

في الواقع إن الفلسطينيين بالخارج متمسكون بثقافتهم أكثر من الفلسطينيين داخل الوطن كتعبير عن شعورهم بالفخر بأنفسهم و بأرضهم.

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Good Luck