

English 2
Self study Unit 2

Name :

Section:

Academic number:

2.1 Lead In

Translate the following skills into Arabic:

No.	Skills	Translation in Arabic
1	Problem-solving	
2	Teamwork	
3	Leadership	
4	Time Management	
5	English language	
6	Creative Thinking	
7	Critical Thinking	
8	Collaboration	
9	Computer	
10	Communication	
11	Organizational	

2.2 Reading

Read the text, then decide if these sentences are true or false.

Interviewer: So, you've applied for the Saturday position, right?

John: Yes, I have.

Interviewer: Can you tell me what made you reply to our advertisement?

John: Well, I was looking for a part-time job to help me through college. And I think that I'd be really good at this kind of work.

Interviewer: Do you know exactly what you would be doing as a shop assistant?

John: Well I imagine I would be helping customers, keeping a check on the supplies in the store, and preparing the shop for business.

Interviewer: That about covers it, you would also be responsible for keeping the front of

the store tidy. What sort of student do you regard yourself as . . . did you enjoy studying while you were at school?

John: I suppose I'm a reasonable student. I passed all my exams and I enjoy studying subjects that interest me.

Interviewer: Have you any previous work experience?

John: Yes. I worked part-time at a take-away in the summer holidays.

Interviewer: Now, do you have any questions you'd like to ask me about the position?

John: Yes. Could you tell me what hours I'd have to work?

Interviewer: We open at 9.00, but you would be expected to arrive at 8.30 and we close at 6.00 pm. You would be able to leave then.

I think I have asked you everything I wanted to. Thank you for coming along to the interview.

John: Thank you. When will I know if I have been successful?

Interviewer: We'll be making our decision next Monday, we'll give you a call.

Question

John has left school.	True	False
He wouldn't have to deal with customers.	True	False
John will start the job on Monday.	True	False
The job doesn't pay very well.	True	False
John would start work at 9.00.	True	False

2.3 Vocabulary: Employment Vocabulary

Drag the term to the correct definition:

Employer - Interview - promotion - retire - Salary. - Staff

1.(n.) a fixed, regular payment, usually monthly, made by employer to employee.

2.(v.) an oral examination of an applicant for a job - also (n.)

3.(v.) to leave employment. because of age

4.(n.) person or firm who employs people -

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5.n. the people who work for a firm or a particular department; employees.

6.n. advancement in rank or position –

Fill out the table with the correct information:

Match the job to the workplace:

1. Accountants	2. Chefs
3. Dentists	4. Doctors
5. Hairdressers	6. Nurses
7. Teachers	8. surgeon

2.4 Grammar

Past Simple: We use the Past simple to talk about things which started and finished in the past time.

Verb to be:

WAS - WERE TO BE - Past Tense

AFFIRMATIVE

I	was	happy.
He	was	hungry.
She	was	a nurse.
It	was	big.
We	were	early.
You	were	at school.
They	were	quiet.

NEGATIVE

I	wasn't	sad.
He	wasn't	thirsty.
She	wasn't	a teacher.
It	wasn't	small.
We	weren't	late.
You	weren't	at home.
They	weren't	noisy.

QUESTIONS

Affirmative

They	were	happy.
She	was	rich.

Question

Were	they	happy?
Was	she	rich?

Short Answer

Yes, they were / No, they weren't
Yes, she was / No, she wasn't

WH- Word

Where	+	was	+	I / he / she / it	+	sick ...?
Why	+	were	+	we / you / they	+	tired ...?
When	+		+		+	ready ...?

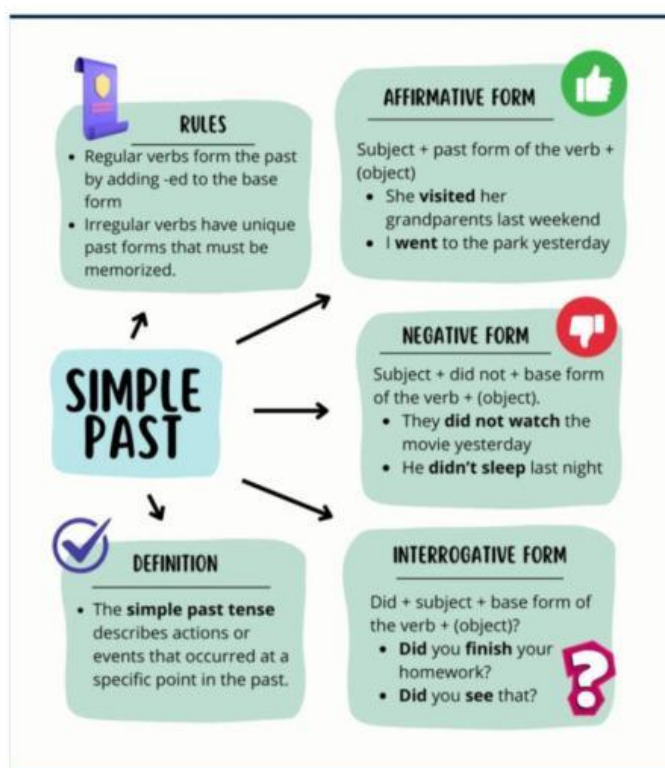
Why was he angry? **When was she nervous?**

Where were you yesterday? **Who were those people?**

www.grammar.cl www.woodwardenglish.com www.vocabulary.cl

Choose the correct forms of the verb BE: 'am', 'is', 'are', 'was', or 'were'.

In the last summer I went to Dubai. I a teacher and Jon also a teacher at the same school. It a trip and there lots of interesting events. For example, we went to live shows. Peter Jon's brother. He a trainee at the time, but now he looking for work. Another thing that I remember that I tired! We went to a lot of places at the same day. There a few places, we didn't go to because we didn't have much time but it very nice trip!



Complete the sentences with the past simple of the verbs in brackets :

- The old woman (take) out her wallet and (pay) the bill.
- She (get on) the bus in the centre of the city.
- They (wake up) very early.
- I (think) I (know) you , but now I'm not so sure!

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5. I (receive) £ 250 when I retired.

6. They (live) in Riyadh.

Rewrite the sentence using the information between the brackets:

1- She didn't speak English. (positive sentence)

.....

2- I moved to Riyadh. (question)

.....

3- They went to the party. (Negative sentence)

.....

Choose the write answer:

1- He (didn't went / went) to university last day.

2- They (travel / travelled.) to London yesterday.

3- She (didn't study / study.) English language last year.

4- They (go / went.) home last day.

5- I (drink / didn't drink) anything last night.

2.5 Listening. <https://youtu.be/ChDZnhPj4Yw>

Listen and answer the questions:

1- What is Bob doing? carrying bags driving cars

2- Who is asking about the time? Bob Peter

3- Does Bob like his job? yes no

Listening 2

Listen and Choose the right answer :

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1 - Co-worker fell off a stairs. ladder. elevator.

2 - They are on the floor. Third. second. first

3 - He is about Fifty. fifty. fifteen.

Writing

What Is A Formal Email?

- A formal email is an email that uses professional language and clear formatting to begin or continue a discussion relating to a professional or otherwise important subject. People also use formal emails to signal respect when contacting someone they do not know personally.

1. Confirm your email address is professional

2. Write your subject line

3. Use a formal salutation

Open the text of your email body with a formal salutation. Address the recipient by their title or honorific and last name. Here are some formal salutations you might use:

- Dear
- Hello
- Greetings
- To Whom It May Concern (if the recipient's name is unknown)

4. Introduce yourself

5. Communicate your message succinctly

6. Close with appreciation

- Here are some formal closings you can use:
- Yours Sincerely.
- Respectfully.
- Regards.
- Best wishes
- With respect

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Formal Email Template:

✉ Subject: [Brief and clear subject]

Dear [Recipient name],

My name is [your name], and I am [explain relation or relevance to recipient]. I am writing to [state reason for contacting recipient]. [Offer some background about yourself and explain your intentions]. [Provide any additional important information, keeping your message brief]. Thank you for your time. I hope to [speak with/hear from/meet] you soon.

[Formal closing],
[Your name]
[Professional contact information]

Send

Formal Email example:

✉ Subject: Research Assistant Opening

Dear Professor Patel,

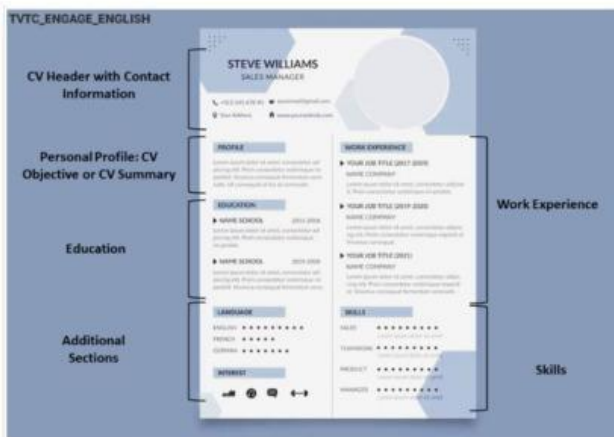
My name is Pranit Shah. I am a first-year graduate student in the School of Business Management. I am writing regarding the research assistant opening the department listed in its recent bulletin. As an aspiring entrepreneur, I am deeply interested in studying how developments in start-up funding have influenced the corporate structures of new companies operating in international markets. I believe the research you are leading aligns closely with my proposed thesis, and I am sure it would be an excellent opportunity to apply the skills I have developed while pursuing my graduate studies. I have attached my CV for your consideration. Thank you for your time. I hope to hear from you soon.

With respect,
Pranit Shah

Send

How to write a CV

1. Add your name contact information
2. Start with a personal profile and your title
3. List your relevant work experience & key achievements
4. Build your academic and education section
5. Put relevant skills that fit the job opening
6. Include pertinent information in additional sections
7. Organize this all on a professional CV template



Pronunciations:

Choose the silent letter in each word:

1- Thumb h m b

RULES OF SILENT LETTERS

- 1 SILENT "B"**
The letter 'b' is silent at the end of a root word with the combination MB.
Example: Climb
- 2 SILENT "C"**
The letter 'c' is not always pronounced in the combination SC.
Example: Muscle and Science.
- 3 SILENT "D"**
Perhaps silent 'd' is most found in the word WEDNESDAY, which is from "Woden's Day"
Example: WEDNESDAY
- 4 SILENT "G"**
The letter 'g' is not pronounced when it's followed by 'n' at the end of a syllable.
Example: Foreign, Sign and Design.
- 5 SILENT "GH"**
There are two rules.
Rule 1: When GH follows a vowel, it is not spoken.
Example: thought, daughter, light, might, sigh and right.
Rule 2: The letter GH is sometimes pronounced like the letter F.
Example: Rough, tough, enough and cough.
- 6 SILENT "H"**
There are three rules to follow.
Rule 1: When H follows W, it is not pronounced.
Example: What, when, where, whether, and why.
Rule 2: In many words, the letter H is not pronounced at the beginning.
Example: Hour and honest.
Rule 3: When H follows C, G, or R, it is frequently mispronounced.
Example: Chorus, ghastly and rhythm.
- 7 SILENT "K"**
Words with 'kn' have a silent 'k'.
Example: KNEE, KNIGHT, KNOW and KNOWLEDGE.
- 8 SILENT "L"**
'l' is often silent after 'a', but tends to create a long vowel.
Example: WALK and TALK.
- 9 SILENT "T"**
Common word spellings that (almost) always produce a silent 't':
-ften, -sten, -stle
Some examples include:
-ften: often
-sten: listen
-stle: castle

REMEMBER: Silent letters can be tricky, but learning the rules makes reading and spelling easier!

SHH!

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2- Through G h g+h

3- Plumber. L. M B

4- Night. G. H g+h