

**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.     |

wasn't = was not  
weren't = were not

**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** + **Verb** + **Subject** + **Complement**

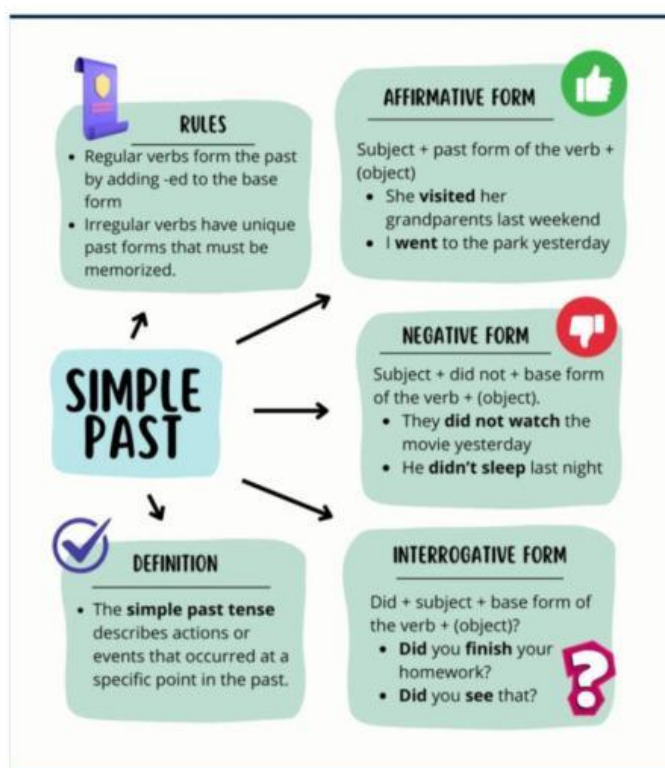
|       |   |      |   |                   |   |             |
|-------|---|------|---|-------------------|---|-------------|
| Where | + | was  | + | I / he / she / it | + | sick ... ?  |
| Why   | + | were | + | we / you / they   | + | tired ... ? |
| When  | + |      | + |                   | + |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

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**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.

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## 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,

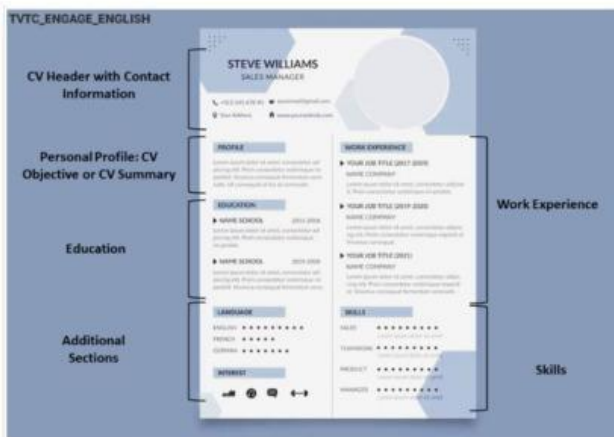
My name is Pranit Shah. I am a first-year graduate student in the School of Business Management. I am writing regarding the research assistant opening the department listed in its recent bulletin. As an aspiring entrepreneur, I am deeply interested in studying how developments in start-up funding have 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