



ملف الحصة المباشرة و المسجلة



Yes We Can with Dorouscom



حصة مباشرة

1

حصة مسجلة

2

دورات مكثفة

3

أحصل على بطاقة الإشتراك



Unit One : Getting Through

Theme: Intercultural Exchanges

1* Computer Parts

أجزاء الكمبيوتر



How to write a Curriculum Vita (C V) *2

كتابة سيرة ذاتية

3* Write a job application

كتابة طلب عمل



Write, send and recieve an email *4

كتابة، ارسال واستلام رسالة الكترونية (ايميل)



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Unit One : Getting Through
Theme : Intercultural Exchanges



Grammar

- 1* The imperative
- 2* Sequencers : First, Second, Then,
- 3* Modals : Need to - Needn't to / Have to - Don't have to / Must-
Mustn't.
- 4* Express Purpose: In order to - So as to - To
- 5* Frequency adverbs: always, Often, Rarely.....
- 6* Degree adverbs : Very , Quite
- 7* Preferring: I prefer.....to.... / I preferrather than
- 8* Correlative Conjunctions : Neither....nor / Neitheror /
both....and.....

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1/Match as many words and phrases as you can with the parts of the computer below



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2- Find other words related to computers and the internet and write them in your copybook

3- Listen and say aloud the e-mail address below . then take turns to tell your e-mail address to your classmates. Invent one for the occasion if you haven't got an e-mail account(in-nox)

Sihem2008@yahoo.com

info@example.com

↑
at

↑
dot

point ✗
period ✗
decimal ✗
full stop ✗

info AT example DOT com



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username domain name

info@example.com



at



dot



top-level domain

Original Top-level domains

.com (<i>dot com</i>)	commercial
.org (<i>dot org</i>)	organization
.edu (<i>dot e-d-u</i>)	education
.gov (<i>dot gov</i>)	government
.net (<i>dot net</i>)	network



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username domain name

info@example.com



at



dot

username

pro.gamer_boy-89@gmail.com



dot



underscore



dash



at



dot

Listening and Speaking

Listen and Check

LISTEN AND CHECK

1 The sentences below are not in order. Re-order them to get coherent instructions for accessing e-mail. Write letters 1-7 in the blanks.

- A. Select an ISP (Internet Service Provider) from the menu. 2
- B. Switch on the computer. 1
- C. Click on e-mail. 3
- D. Sign in. 5
- E. Click on "read" or "send" to check or write your messages. 7
- F. Enter your ID and password. 4
- G. Wait for the connection to your e-mail (in-box). 6



A computer class



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2 Listen and check your answer to exercise 1 above. Then rewrite the instructions using these sequencers: first, then, next, after that and finally.

Start like this: In order to access e-mail, you need to do the following. ...

First, switch on your computer. Then, select an ISP from the menu. Next, click on e-mail and enter your ID and password. After that, sign in and wait for the connection to your in-box. Finally, click on ...

LISTEN AND CHECK

The sentences below are not in order. Re-order them to get coherent instructions for accessing e-mail. Write letters 1-7 in the blanks.

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- B. Switch on the computer. 1
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- E. Click on "read" or "send" to check or write your messages. 7
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- G. Wait for the connection to your e-mail (in-box). 6



A computer class

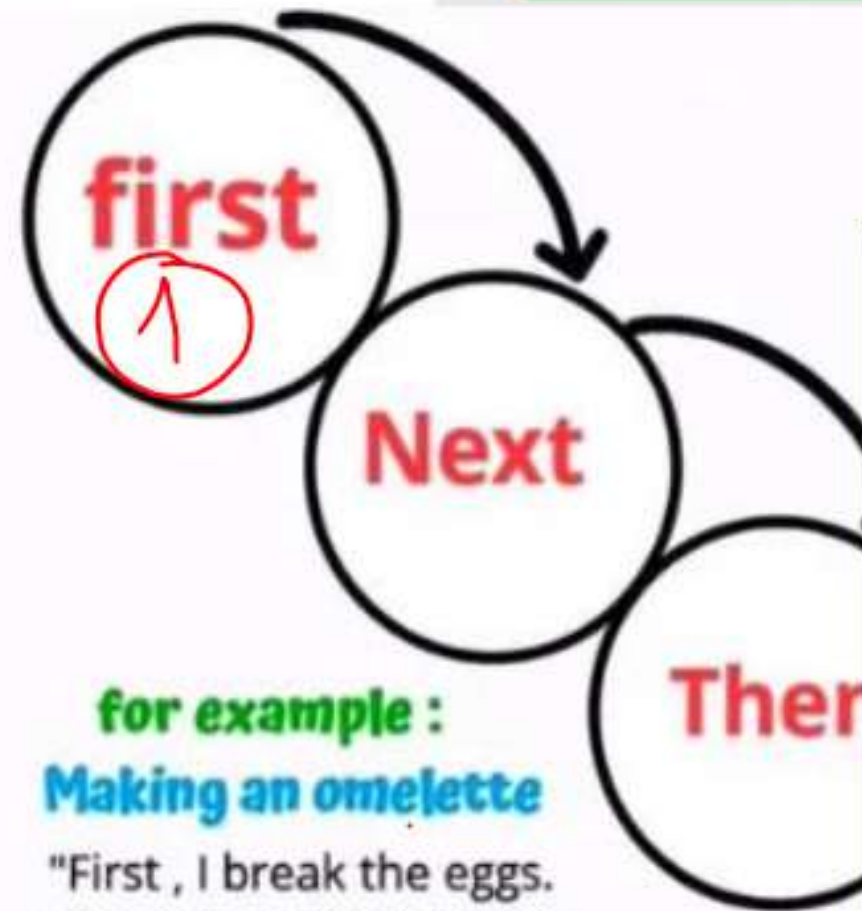
ملف الحصة المباشرة و المسجلة

حصة مباشرة

1

2

3



for example :
Making an omelette

"First , I break the eggs.
next , I heat the butter in
a pan.Then, I add the
eggs and finally I eat the
omelette with toast."

TIME SEQUENCERS

/efl_ana

Beginning

Middle

Ending



First,
Firstly,
To begin with,
Initially,

Then,
Next,
Later,
Later on,
After that,

Finally,
Eventually,
In the end,
To finish,
Last of all,
Lastly,
To conclude,

Example:

First, we arrived late. **Next,** we
lost our bags. **After that,** we
didn't know what to do so,
finally, we decided to phone
you.

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1



mix



soft



dough

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LOOK!

How did the cook make his own pasta?

First, he put two cups of flour in a bowl.

Second/Next, he cracked two eggs into the bowl.

Then, he beat the eggs and the flour with a fork.

After that, his dough was ready. He rolled it out to make a thin sheet and cut it in different shapes.

Finally, he cooked the pasta for eight minutes.



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2 Look, read and match the pictures with the steps. Write 1-5.



1. He added 1 1/2 cups of flour and mixed it all until he had a soft dough.

2. He melted the butter and put it in a bowl.

3. He baked them for eight to ten minutes and the biscuits were ready.

4. He cut the chocolate into small pieces and added it to the mixture.

5. He added some sugar and some orange juice to the butter and mixed well.

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How do you cook ?

How do you use ?

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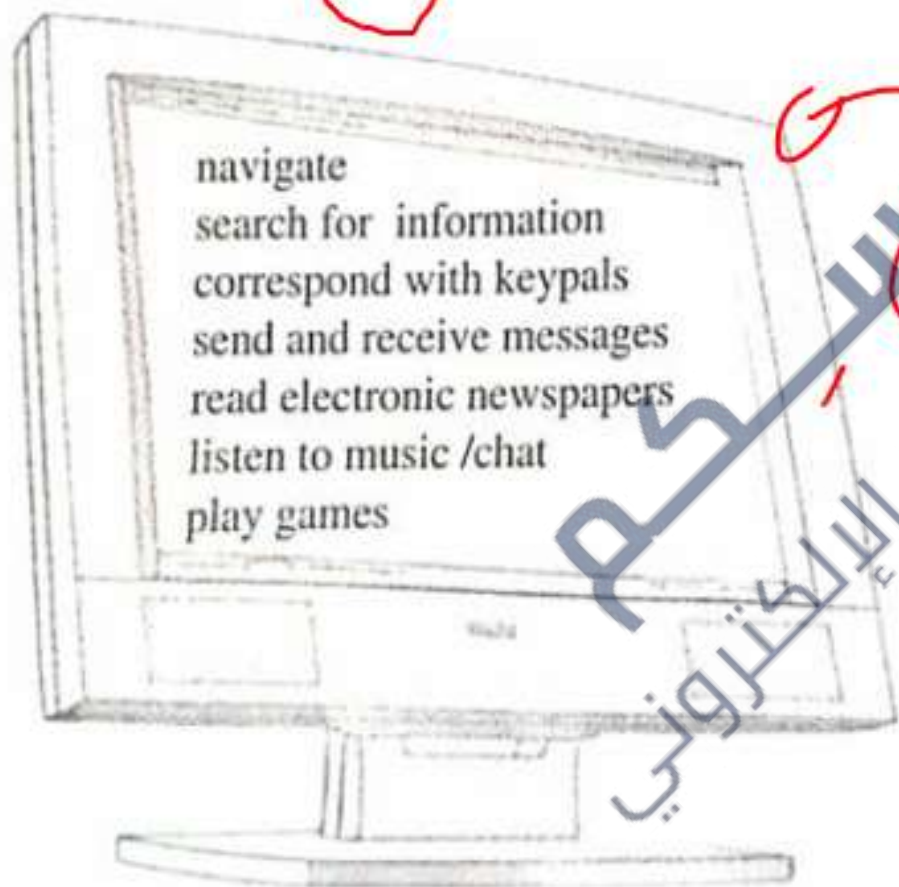


SAY IT IN WRITING

1 Use the notes on the computer screen below to write a short speech about the usefulness of the Internet and its hidden dangers.

Start like this:

I think that the Internet is a very useful invention. First, ... \$1
The Internet can also be dangerous. First, ... (Give examples of your own.) ... \$2



in addition ...

more over

also and finally

lead to addiction

waste of time

hacking

ads

privacy breach

2 Correct your mistakes before reading your speech to the class.



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memes

sending msgs with no purpose

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0699 320 999 / 044 77 64 11

3 The table below compares e-mail with snail-mail (ordinary letters). Listen to your teacher simulating an interview and tick (✓) what interviewees A and B think about e-mail and snail mail.

Features	Interviewee A ✓		interviewee B	
	E-mail	Snail-mail	E-mail	Snail-mail
faster	✓			
cheaper	✓			
more interesting				✓
less personal			✓	
less convenient		✓		

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4 Do you agree with Interviewee A or Interviewee B? Justify your position.

5 Write a short paragraph about your preferences using the information in the table above. Then read it to the class.

Start like this:

- I prefer e-mailing messages to sending them by ordinary e-mail.
- I prefer to send messages by snail-mail rather than (send) them by e-mail.
- I prefer e-mail (to snail-mail). This is because.....

Homework

3 The table below compares e-mail with snail-mail (ordinary letters). Listen to your teacher simulating an interview and tick (✓) what interviewees A and B think about e-mail and snail mail.

Features	Interviewee A		interviewee B	
	E-mail	Snail-mail	E-mail	Snail-mail
faster	✓			
cheaper	✓			
more interesting				✓
less personal				✓
less convenient		✓		

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Unit One / Script 1 (Listening and speaking)

Karima: I don't know how to use the computer to check my e-mail in-box.

Can you show me how to do it, please?

Hind: Of course. First you need to press softly this button here to switch on the computer. Then, you need to select your ISP, I mean your Internet Service Provider from this option. You've got a Hotmail e-mail account, haven't you? Your turn now. Do you remember what to do?

Karima: Ok. First I have to press this button in order to switch on the computer. Then I have to select the ISP in my e-mail address. What next?

Hind: The next thing you have to do is go to the menu and click on the 'mail' icon. After that, you need to enter your ID, I mean your user name and your password. Do you understand what I mean?

Karima: Sure! I have to go to the menu and choose the 'mail' icon. After that I enter my user name and my password.

Hind: That's right. Now all you have to do is sign in here and wait for the connection. Oh, lucky you! Access to your e-mail box is easy. Read the screenshot and try to continue alone.

Karima: Here we go! I think I need to click on 'write' to send messages, and on 'read' to check my e-mail in-box. Here we are. Oh, I have 12 messages. Thanks for your help, Hind. Now, I can do it alone. Now, let's see who wrote what...

Unit One / Script 2 (Listening and speaking)

A: Hello, I'm doing a survey on e-mail and snail-mail. May I ask you a few questions?

B: Please do.

A: Do you send your messages by e-mail or by snail mail, I mean by ordinary letters?

B: Well, I prefer sending my messages by e-mail to sending them by snail mail.

A: Why?

B: First because e-mail is cheaper and faster. In addition, ordinary letters are less convenient than e-mail.

A: Can you please explain why writing letters is less convenient?

D: You know, in order to send a letter, you need to go to the post office, buy stamps, stick them on the envelope, and so forth... I can save myself all the trouble by using e-mail.

A: And what about your friend here? Yes, you sir.

C: Personally, I prefer to write ordinary letters. E-mails are less personal than letters. Anyone can read them. Besides, letters are more interesting than e-mails because we don't have to write short messages only.

A: You mean e-mail messages, don't you?

C: Yes, that's right. Moreover, when we communicate by e-mail, we can't write messages which take a long time to read and I am not the type of person who writes brief messages.

A: Really?

C: Yes, my friend. I want my readers to know exactly what I mean and how I feel. Do you see what I mean?

A: I certainly do. You definitely prefer to send your messages by snail-mail rather than send them by e-mail. Thank you for giving me so much of your time. Bye!



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Telephone conversation One

Secretary: Extension 4 ...Mr Boyle's secretary. Who's calling, please?

Caller: Oh, my name's Barnes, Charles Barnes. I'm ringing about the job which you advertised in yesterday's *Evening News*.

Secretary: Which one was that? Was it the one for a shop assistant or the one for a cashier.

Caller: It's the one for a shop assistant.

Secretary: Could you hold on a minute, please? I'll check if the job is still vacant. Oh! I'm afraid we've already filled the vacancy. I'm really sorry.

Caller: It doesn't matter. Thank you for the information. Goodbye.

Secretary: Goodbye.

Telephone conversation Two

Carol: Hello!

John: Hello, 4158668?

Carol: Could I speak to Mr Smith, please?

John: Who's calling, please?

Carol: My name's Carol, Carol Richards.

John: Hold on, please. I'll see if he's in. ... I'm sorry he's out for the moment.

Can I take a message?

Carol: Thank you. I'll call him up this evening. Goodbye

John: Goodbye.



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