

Yes We Can with Dorouscom



منصة دروسكم
منصة التعليم الإلكتروني

English with Mr Ghemam

1 حصص مباشرة

1

2 حصص مسجلة

2

3 دورات مكثفة

3

أحصل على بطاقة الإشتراك



2 Now, read the letter of application below and decide whether the applicant has a chance or not to be hired as a camp leader. Explain.

46 Regent Street
Madison 15026
Wisconsin
May 20, 2005

Mr Michael Armstrong
Haryton Bay Summer Camp
2187 Mountain Street
NW. Miami, Florida 60306

Re: Camp leader

Dear Mr Armstrong,

I have seen your advertisement for camp leaders in USA TODAY and would like to apply for the job.

I am a junior at Thomas Jefferson High School with good marks in arts and philosophy. I am a member of the photography and music clubs, and I enjoy meeting people. I often volunteer to work in infant hospital wards. So I think that I am suitable for the job.

I was born in Columbus and I am sixteen years old. I will turn seventeen next January. I have lived at the address above for the past ten years. I often look after my brothers and sisters when my mother and father are at work. So I think that I have quite a good experience in dealing with children.

I am ready to start work at the end of June, when the school summer vacation begins. I have asked two of my teachers, Mr John Clarke and Miss Emma Smithsen, to send you two letters of reference for me.

Yours sincerely,

Joy J. Parfit

Suit
got
strengths
interests
personal info
adjective
I would be delighted to start

3 Fill in this résumé (curriculum vitae) with information from Joy's letter of application on the previous page.

RESUME

Name: _____
first middle last

Address: _____

Place of Birth: _____

Age: _____

Education: _____

Languages: _____

Previous work experience: _____

Interests: _____

References: _____



جامعة دار أوس
مدرسة التعليم الإلكتروني

Resume



منطقة التعليم الإلكتروني
دروسكم

الإسم الكامل

Name:

العنوان

Address:

مكان الميلاد

Place of Birth:

السن

Age:

المستوى الدراسي

Education:

اللغات

Languages:

الخبرة

Previous work Experience:

الاهتمامات

Interests:

المرجع

References:



4 Match introducing sentences A-C below with the letters 1-3 that follow. Write the introductory sentences in the blank spaces of the letters that follow.

A. Thank you for offering me the post of camp leader.

~~B. I am writing to inform you that I am able to offer you the position as camp leader.~~

~~C. Thank you for your letter of June 6.~~

B

You will get a salary of \$ 50 a week. Would you please confirm that this is acceptable to you?
Can you also let us know the exact date when you are free to start work?

C

I should like you to come for an interview on Friday June 12. Could you please call number 888 547 to confirm this?

A

I will be on vacation from June 30 to September 12. So I can start work on July 2.

I am looking forward to joining one of your camps.

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حصص مباشرة

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Applicant contact details	Linda Smith, 15 Main St, 12345 Baltimore Telephone: 0214777417 Email: lindabalinda@example.com
Recipient contact information	Sample Company, Miss Sarah Jones, 20 Main St 12345 Baltimore
Subject	Application for the position of <insert job position here>
Greeting	Dear Ms Jones,
Introduction (motivation, interest, initiative)	I noticed the advertisement for this position on the 01.01.2010 on <insert website name here>. Due to having more than 5 years of experience working in the <insert field name here> field, as well as the continuing education and accreditation I have received in the field, I believe I would be an ideal candidate for the opening advertised.
Main body (self-promotion, skills, responsibilities, work experience)	For the last 5 years, I have worked at <insert company name here>. During this time, I was able to hone my <insert skill here> and <insert second skill here> skills. In my current position, I have been responsible for overseeing <insert activity here> and <insert second activity here> which have been invaluable in understanding the structure and inner workings of the industry.
Relevant work experience (career goals, key hard/soft skills)	A high level of commitment as well as careful work in the <sample project> are the reasons why I believe I can easily thrive in the role described. As a passionate <team player>, I am also attracted by the group tasks assigned to me in the past, such as <pattern work> and <pattern work>. I would relish the opportunity to collaborate with a team again in the position advertised.
Conclusion (expectations, conclusion, willingness to act)	My goal is to take the skills I have acquired and use them to the best of my ability in your company, both with the intention of driving a profit and also giving me the chance to develop professionally in order to continue being an efficient employee. I would be delighted to expand more on my professional skills and abilities during a personal interview.
Sign off	Yours sincerely,
Signature	<Insert signature here>
Attachment	Linda Smith Attached: <u>resumé</u> , <u>employer references</u>



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 0699 320 999 / 044 77 64 11

1 There is a problem to solve in dialogues 1-5 below. Identify the problems. Then complete the dialogues with replies a - e on the right.

A: Hello, can I speak to Nora Jones, please?

B: What number do you want?

A: 873291. ~~1~~

B: C

A: I'm sorry.

a. No, I can't. It's a bad line.

A: Hello, is that Hind Benmouloud?

B: Could you speak up, please? I can't hear you very well.

A: Can you hear me now? ²

B: a

A: Don't worry. I'll call you back.

B: Sorry, what did you say? I didn't catch that...

b. My line was engaged.

A: Good morning. I'm Djamila.

B: Jane here.

A: Hello Jane. I tried to call you at about nine o'clock, but I couldn't get through.

B: What was the problem?

A: b ~~3~~

c. Sorry, you've got the wrong number.

A: Can I speak to Mr Jones, please?

B: I'm afraid he's not in the office. He won't be back till next week.

A: Sorry, I don't understand e ⁴

B: He won't be back till next week. He's not here.

A: Oh, thank you.

B: Try his mobile phone.

A: Sorry?

B: I say he has a mobile phone.

d. Oh, I see. Our phones were out of order all morning.

A: Hello, James. I tried to call you earlier, but I couldn't get through.

B: What time did you call?

A: Just after ten.

B: A ⁵ ~~y~~

e. My English is not very good.



2 Pair work: Imagine you have one of the phone problems above. Act out a dialogue about it (books closed).

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PROJECT WORKSHOP

I- Making a job application booklet

Overall purpose: Designing a booklet intended for teenage job seekers

Your booklet should include the following items:

- adverts with job descriptions,
- phone enquiries about job vacancies,
- résumés or C.V.s,
- letters of reference,
- letters of application,
- replies (positive, negative) from administration/company,
- letters of acceptance.

PROJECT ROUND-UP (I)

- Correct your mistakes. Then exchange booklets with other groups for further error checking.
- Display your booklets.

II- Making an Internet user's guide for beginners

Overall purpose: Designing an Internet user's guide for beginners.

Your Internet User's Guide should include the following items:

- Description of a workstation / PC = (Personal Computer),
- A set of instructions for using a PC (opening an e-mail account/homepage, etc.),
- Maintenance tips (eg. no smoking, protection from dust, etc.),
- Tips for solving problems when PC goes wrong,
- Manners to be observed when using the Internet.

PROJECT ROUND-UP (II)

- Correct your mistakes. Then exchange booklets with other groups for further error checking.
- Display your Internet User's Guide.



Résumés or C.V.s

Craft a standout resume by showcasing your skills, achievements, and extracurricular activities. Tailor your resume to match the specific job requirements.

Letters of Reference

Request a reference from teachers, mentors, or community leaders who can vouch for your character and abilities.

Letters of Application

Write a compelling cover letter that introduces yourself, expresses your interest in the position, and highlights your relevant skills.

Application Process

Follow our step-by-step guide to submit well-prepared applications. Pay attention to deadlines and ensure all required documents are included.

Replies from Administration/Company

Be prepared for both positive and negative responses. Learn from rejection and use it to improve your future applications.

Letters of Acceptance

Congratulations! When you receive a job offer, respond with a professional acceptance letter, expressing your gratitude and confirming your commitment.



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Ahmed2015@gmail.com

To a new friend

Dear Ahmed,

As soon as I saw your name on the Internet, I noticed that you are from Algeria, I felt strongly interested to write you this email in order to exchange information about each other.

My name is Hector, I am Scottish and I am 15 years old. I am a secondary school student. I live with my family in Glasgow. It is the most populous city of Scotland, not very far from the River Clyde where I often go fishing with my neighbors. I have two sisters, Olivia and Ella and a brother called Ewan. I am the eldest. My father is a carpenter and he is very successful in his job while my mother is a teacher. During the week, I am very busy with my studies, so I always prepare my schoolwork and do my exercises. I rarely go out but when I have free time, I sometimes join friends to play golf.

In the future, I want to be a doctor. I am interested in discovering foreign countries and learning about their people and their customs. Next time, let me know more about your country and make me dream about its wonderful aspect and its splendid nature. I heard a lot about it.

I am looking forward to hearing from you soon.

Yours faithfully Hector

Sans Serif

Envoyer

A - Comprehension: (7pts)

1/ The text is about: (1pt) a) Applying for a job b) Inviting someone c) Corresponding with someone

2/ Say if the following statements true or false: (2pts)

- Hector is the youngest child.
- He rarely revises her lessons.
- Hector wants to be a doctor in the future.
- Hector's parents both work as teachers.

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3/ Answer the following questions according to the text: (3pts)

- Why is Hector willing to correspond with Ahmed?
- What does Hector sometimes do? When?
- Is Hector's father a good carpenter?

4/ What or who do the underlined words refer to in the text? (1pt)

Where §2.....

I §2.....

B- TEXT EXPLORATION: (8pts)

1/ Find in the text words that are: (2pts)

- closest in meaning to:

Heavily populated = §2..... / traditions = §3.....

- Find in the text opposites to:

Youngest =/= §2..... / free =/= §2.....



ملف الحصة المباشرة و المسجلة

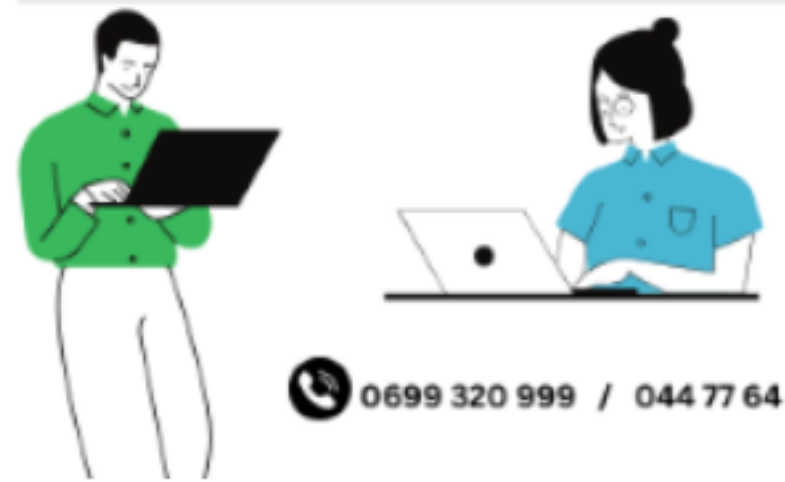


حصة مباشرة 1

حصة مسجلة 2

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3/ Re-order the following words to get coherent sentences: (2pts)

a- was/ seldom/Lina / facebook/ using. →

b- come/ on / school/ never/ we / to/ foot . →

4/ Classify the following words according to their stressed syllables: (2.5pts)

keyboard /modem /floppy /unit/ connect/ remove / computer / Microphone / Mouse

1 st syllable	2 nd syllable	3 syllable
.....
.....

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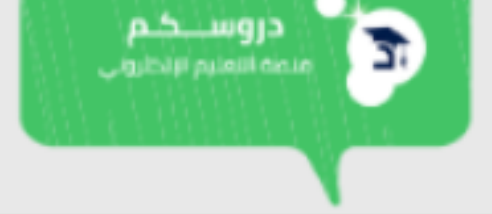
PART II: Written Expression (5pts)

Choose only five elements from the list bellow to fill in the gaps so that the text makes sense:

Updated / comments / internet / liking / networking sites /communication/ account / media

In today's world, Facebook, twitter, MySpace, are commonfor people to meet and make acquaintances. It has become a part of our daily lives. With the fast developing world and the increasing use of..... it has led us to a point where we prefer '.....' photos, writing '.....' and wishing our friends over the social networking sites. Using the social networking sites is quite easy; moreover, it keeps us..... about what is going on in other people's life, it reminds us of their important days as well as helps us keep a check on our exes.

ALL THE BEST



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Part One: Reading

A/ Comprehension (08pts)

Read the text carefully then do the activities.

The Social Networking System, Facebook, launched in 2004 by the founder Mark Zuckerberg, is one of the most important breakthroughs in the 21st century. Facebook is now an integrated part of every college student's life.

Facebook is used by more than 800 million people around the world yet little do people know of the profound effect that Facebook has on **their** physical, emotional, and mental health. A collection of studies that include surveys, interviews, and questionnaires will reveal the effect of Facebook on students' well-being. Studies indicate that Facebook can impact physical health by increasing the chance of Upper Respiratory Infection (URI), mental health by leading to web addiction, feelings of loneliness, narcissism, stress, and body dissatisfaction. It alters the traditional familial systems that have existed since the beginning of human life.

It is important to be aware of some of the downsides of Facebook in order to avoid being a victim of **its** unhealthy uses. Many people are unaware of the great impact of Facebook on their life when self-awareness is needed. Acknowledging and becoming fully aware of the nature of your problem is a pre-requisite to solving it. It is important so as not to lose confidence, family connections, and to maintain a healthy body and mind.

*Adapted from
http://artiele.sapub.org*

1. Choose the main idea of the text. (1pt)

- The Social Networking System and its advantages.
- Facebook and its drawbacks.
- An overview of social networks.

2. Say whether the following statements are true or false according to the text

- Facebook is created by the founder Mark Zuckerberg.
- Facebook is used by very few people around the world.
- Studies indicate that Facebook has positive impact on the physical health.
- A lot of people are aware of the great impact of Facebook on their life.



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3. Answer the following questions from the text. (3pts)

a) When exactly was Facebook launched and by who?

.....

b) What does the collection of studies reveal about the impact of Facebook on students' well-being?.....

c) Is it important to be aware of the dangers of the Facebook? Why?

.....

4. In which paragraph is it mentioned that the best way to beat Facebook addiction is awareness ? (1pt)

5. What or who do the underlined words in the text

refer to ? (1pt)

a) Their (2§) b) its (3§)

B) Text Exploration: (07pts)

1. Find in the text words or phrases closest in meaning to the following: (0.5pt)

Started (§1) = consequence (§2) =.....

2. Find in the text words or phrases opposites to the following: (0.5pt)

Decreasing (§2) ≠..... healthy (§3) ≠.....



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3. Combine the pairs of sentences with the right conjunction): (3pts) (Either .. or / Neither ..nor / Both ..and)

- 1 - a) you can have a computer .
b) you can have a mobile.

- 2 - a) Ahmed is addicted to Facebook .
b) Sami is addicted to Facebook .

- 3 - a) I don't know how to check the email .
b) My friend doesn't know how to check the e-mail.

4. Reorder the following words in order to get coherent sentences: (2pts)

- 1) /Often /when /sad/rains/feel/ it/ we.

- 2) /at/are /noisy/they/ always/school/

5. Mark the stress in the following words : (1pt).

System- Follow – Printer – Provide.



منصة التعليم الإلكتروني دروسكم



ملف الحصة المباشرة و المسجلة

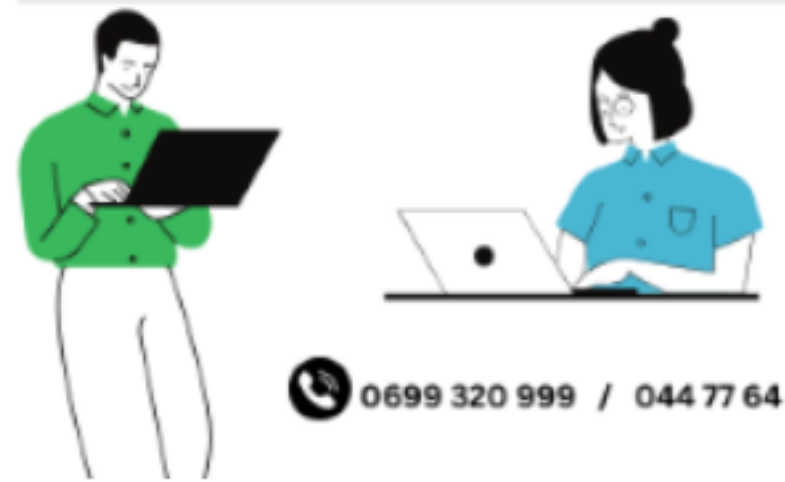


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16 Sounders Street
7524 Dallas Texas,
October 15th, 2019

Seniors` Rights Organization
1824 3rd Avenue
Dallas,Texas 75260

Dear Sir

I am writing to apply for the post of Personnel Officer as advertised in today's edition of The Time.

I believe I am ideally suited for the position you are advertising. As you will see from my curriculum vitae, I have had three years' experience as an Assistant Personnel Officer in my present company where I enjoy excellent working relations with employees at all levels. In addition, I have a law degree with a specialization in industrial relations. I am also fluent in English in both speaking and writing. I would also add that I am familiar with most office software systems including Microsoft Word. If you consider my qualification and experiences to be suitable, I should be available to attend an interview at any time.

I look forward to hearing from you in due course.

Yours faithfully
Isabelle Lefranc

1. Circle the choice (a,b,c) that best completes statement (1pt)

a. The letter is: a) letter of application b) letter of enquiry c) letter of reply.

2. Read the text then say whether the following sentences are true or false. (1.5pt)

- a. The applicant is writing to enquire about the company.
b. Isabelle has unpleasant working relations in his present company.
c. She is ready at any time to attend the interview

3. Read the text then answer the questions.(4pts)

a. Where does the applicant found the post?

.....

b. What are the qualifications of the applicant?

1..... 2.....

..... 3.....

..... 4..... c. Does the applicant think that she is suitable for the job?



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4. What do the underlined words refer to? (1.5pt)

My where =

B. Text Exploration:

1. Find words that are synonym to: (1pt)

amuse = well acquainted =

2. Rewrite sentence 'b' so that it means the same as sentence 'a'.(2pts)

a. It's obligatory to respect the teacher

b. Students

a. Mary is not allowed to arrive home late.

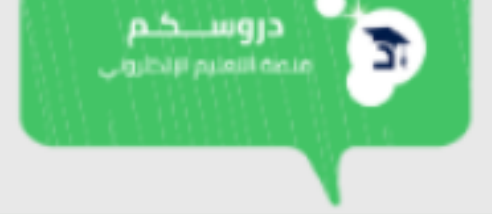
b. Mary

a. It's not necessary to phone her back.

b. You

a. You cannot smoke in the underground; it's forbidden.

b. You



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3. Put the appropriate reflexive pronouns.(2pts)

- Make sure to remind.....of the things you need to do.
- Students enjoy in the sport club.
- My friend, Jill and I took.....to the aquarium on Friday.
- The cat feeds the little kittens

4. Put the stress in the following words. (2pts)

advertise- qualification — philosophy – company

II. Part Two: Writing

Pretend you forgot to do your English Project. Write a letter of apology to your teacher.

(5pts)

April 27 th, 2008

Dear Mr Johnson,

Please excuse Tim from school next week. He will have to spend one week in hospital in order to have an operation on his foot.

Yours sincerely,
Tom Jackson

⑤

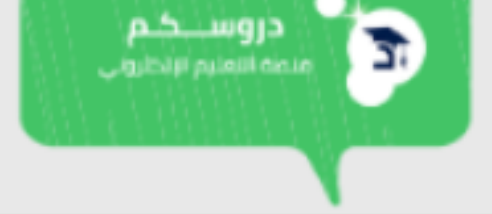
June 10 th, 2008

Dear Sir / Madam,

I am writing to apologise for the absence of my daughter Melinda from school yesterday. She had to take care of her little sister because of her mother's unexpected absence.

Yours faithfully,
Lynn Roberts

⑥



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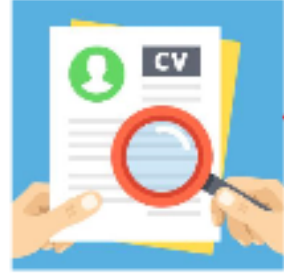


Unit One : Getting Through

Theme: Intercultural Exchanges

1* Computer Parts

أجزاء الكمبيوتر



How to write a Curriculum Vita (CV) *2

كتابة سيرة ذاتية

3* Write a job application

كتابة طلب عمل



Write, send and receive an email *4

كتابة، ارسال واستلام رسالة الكترونية (ايميل)

ملف الحصة المباشرة و المسجلة

حصة مباشرة

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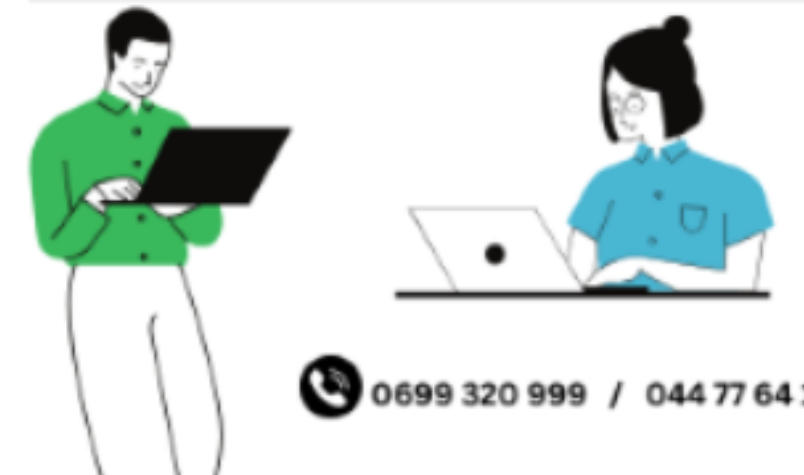
حصة مسجلة

2

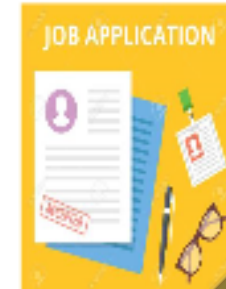
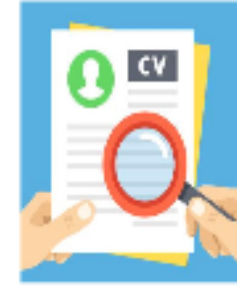
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Unit One : Getting Through
Theme : Intercultural Exchanges



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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