

Unit 12

Student's book

Digital Literacy محو الامية الرقمية

Key words

services	خدمات	framework	اطار	consultation	الاستشارة
exchange	تبادل	conducting	تنفيذ	integrate	الاندماج
bodies	هيئات	range	مجموعة – سلسلة	transparency	شفافية
improving	تطوير	novelty	تحديث	liability	مصدقية
effectiveness	فعالية	mechanisms	اللية	comprehensive	شامل

E-government

الخدمات و المعلومات تبادل إلى الخدمات الحكومية الإنترنت عبر كل شيء تعني الحكومة الإلكترونية E-government means everything from online government **services** to **exchange** of information and services الحكومة الإلكترونية تقليديا الحكومية الهيئات الأخرى و الأعمال المواطنين مع إلكترونيا electronically with citizens, businesses, and other **bodies** of the government. Traditionally, e-government has

لتحسين تكنولوجيا الاتصالات المعلومات استخدام على أنها تم اعتبارها been considered as the use of **Information and Communication Technology (ICT)** for **improving** the إطار عمل في الحاضر عبر الإنترنت الخدمات الحكومية تزويد و الوكالات الحكومية فعالية **effectiveness** of government agencies and providing government services online. Nowadays, the **framework** of

من مجموعة واسعة إجراء الحكومة بواسطة استخدام لتشمل قد تطورت الحكومة الإلكترونية e-government has been evolving to include the use of **ICT** by government for **conducting** a wide **range** of الابتكار لتمكين واستخدام البيانات الحكومية المفتوحة بالإضافة إلى الشركات و المواطنين مع التفاعلات interactions with citizens and businesses as well as open government data and the use of **ICT** to enable **novelty**

البلاد في جميع أنحاء all over the country.

الحكومية تقديم من خلال احترافية وبشكل فاعلية أكثر تقنية المعلومات من استخدام تمكن الحكومة الإلكترونية E-government enables the use of **ICT** more effectively and professionally by the delivery of government الأهداف العامة تحقيق و العمليات الحكومية في وتطبيق الشركات و للمواطنين الخدمات services to citizens and businesses, applying **ICT** to government operations and achieving public goals by العام الآليات الداخلية تحسين هو للحكومة الإلكترونية المبدأ الأساسي الرقمية بالوسائل digital means. The essential principle of e-government is to improve the internal **mechanisms** of the public و العمليات و تدفق العمل ودمج أوقات المعاملات والتكاليف المالية لتقليل القيام يمكن بذلك للقطاع

sector. This can be done to reduce financial costs and **transaction** times, **integrate** work flows and processes and

حلول عملية إلى التي تهدف وكالات القطاع العام المختلفة عبر تطبيقات الموارد الفعالة وتمكين enable effective resource applications across the various public sector agencies aiming for workable solutions.

تزود لأنه اكفاءة أكثر أن تكون يمكن العالم جميع أنحاء في للحكومات الحكومة الإلكترونية و الابتكار من خلال Through innovation and e-government, governments around the world can be more efficient as they provide

أكثر تكون يمكن المسؤولية و الشفافية من خلال مواطنيها لمطالب تستجيب و خدمات أفضل better services and respond to the demands of their citizens by **transparency** and **liability**. They can be more

حكوماتهم في المواطنين الثقة تستعيد و شمولاً
comprehensive and restore the trust of citizens in their governments.
مشاركة تتضمن الحكومة إلى الحكومة أولاً تصنيفات ثلاثة لها خدمات الحكومة الإلكترونية
E-government services have three **classifications**. **Firstly**, Government-to-Government (**G2G**) involves sharing
بين التبادل وكذلك القطاعات الحكومية بين التبادلات الإلكترونية إجراء و البيانات
data and conducting electronic exchanges between governmental sectors, as well as exchanges between the
الخاصة التجارية تتضمن الشركات الحكومية ثانيًا المستويات المحلية و الإقليمية الوطنية.
national, regional, and local levels. **Secondly**, Government-to-Business (**G2B**) includes business-specific
الأعمال عبر الانترنت تسليم بالإضافة إلى (الخدمات و السلع شراء وبيع المدفوعات مثل) المعاملات
transactions (e.g. payments, sale and **purchase** of goods and services) as well as delivery online of
business-
الأفراد لتبسيط مصممة مبادرات تضم المستهلك الحكومة أخيراً الخدمات على تركز
focused services. **Finally**, Government-to-Consumer (**G2C**) comprises **initiatives** designed to simplify
people's
و الاستشارة المساهمة و للخدمات العامة كمستهلكين الحكومة مع أداء
interaction with the government as consumers of public services and contribute to the **consultation** and
عملية اتخاذ القرار
decision-making process.
الخدمات العامة لتسهيل التكنولوجيا الجديدة هذه اعتمدت سوريا السنوات الأخيرة في سوريا في الحكومة الإلكترونية
E-government in Syria in recent years, Syria has adopted this new technology to **facilitate** public services
for its
مثل معلومات و خدمات تؤمن التي لمنظمات حكومية روابط يتطلب ذلك لمواطنيها
citizens. This requires links to governmental organizations that **supply** services and information such as
إدخال البيانات استكمال على تعمل الوزارات المختلفة إلكترونياً والرسوم المستندات الحكومية
governmental documents, fees, etc, electronically. Various ministries working on completing the data-
entry
أن يتوقع السياسيين و الخبراء المراقبين العديد من الخدمات الإلكترونية من مزيد للحصول على الطريق تمهيد إلى سيؤدي ذلك لعملية
process. This will **pave the way** to have more e-services, many observers, experts and politicians expect
that
السنوات المقبلة خلال المجالات كافة في تقدماً كبيراً ستشهد سوريا
Syria will witness a great progress in all fields in the coming years.

Choose the correct answer:

1-The e- government offers its services to -----

- a-Citizens b- businesses c- other governmental bodies d- all mentioned

2----- category is in charge of payments.

- a-G2G b- G2B c- G2C d- C2G

3-E- government enables the use of ICT -----

- a-Inefficiently b- less effectively c- more efficiently d- ineffectively

4-The ICT abbreviation stands for -----

- a-Information technology b- information and communication technology
c- communication technology d- none

5-Ministers in Syria are trying to enhance e- government by -----

- a-Working on completing the data- entry process b- raising taxes

c- reducing the number of employees d- a& b

6- Information technology can the effectiveness of government bodies.

a-reduce b-damage c-increase d-prevent

7-Financial costs and transaction times will beby applying e-government.

a-increased b- damaged c- decreased d- prevented

8-Sharing data and conducting electronic exchanges between governmental sectors can be done through

a-G2G b- G2B c- G2C d- C2G

Match the words with their meanings.

The definitions	the words
1- The state of being legally responsible حالة المسؤولية القانونية	Liability مسؤولية
2- The quality of something to make it easy to understand جودة شيء ما لتسهيل فهمه	Transparency شفافية
3- The act of producing a successful result فعل إنتاج نتيجة ناجحة	Effectiveness فعال
4- The act of buying something فعل شراء شيء ما	Purchase شراء
5- A business deal such as buying or selling something صفقة تجارية مثل شراء أو بيع شيء ما	Transaction معاملة تجارية
6-Being new, different and interesting ان يكون جديد مختلف و ممتع	Novelty تحديث
7- A new plan for achieving a particular purpose خطة جديدة لتحقيق هدف معين	Initiative مبادرة
8- Discussion with a group of people before making a decision نقاش مع مجموعة من الناس قبل اتخاذ القرار	Consultation استشارة

1- The state of being legally responsible

a-Liability b-Transparency c-Effectiveness d-Purchase

2- The quality of something to make it easy to understand

a-Liability b-Transparency c-Effectiveness d-Purchase

3- The act of producing a successful result

a-Liability b-Transparency c-Effectiveness d-Purchase

4- The act of buying something

a-Liability b-Transparency c-Effectiveness d-Purchase

5- A business deal such as buying or selling something

a-Transaction b-Novelty c-Initiative d-Consultation

6- Being new, different and interesting

a-Transaction b-Novelty c-Initiative d-Consultation

7- A new plan for achieving a particular purpose

a-Transaction b-Novelty c-Initiative d-Consultation

8- Discussion with a group of people before making a decision

a-Transaction b-Novelty c-Initiative d-Consultation

Unit 12 Workbook

التعليم الإلكتروني E-learning

Key words

combine	يضم	expand	يوسع	training venue	مكان التدريب
carry out	يطبق	outcomes	نتائج	Virtual	افتراضي
separate	منفصل	revolution	ثورة	motivate	يحفز
interactive	تفاعل	content	محتوى	delay	يؤجل
simulations	محاكاة	consume	يستهلك	convenient	مناسب
components	مكونات	chief benefit	الفائدة الأساسية	straining problems	مشاكل الاجهاد

فهو التعلم و التدريس في تكنولوجيا الاتصالات و المعلومات الشبكية استخدام هو التعلم الإلكتروني E-learning is the use of networked information and communication technology in teaching and learning. It ودون اتصال أو الإنترنت عبر يعملون مجموعات أو أفراد يقوم بها التي الأنشطة التعليمية جميع بين يجمع combines all educational activities that are carried out by individuals or groups working online or offline, and منفصلة أو متصلة بشبكة وأجهزة إلكترونية أخرى on networked or separate computers and other electronic devices. غالبًا يوجد ،ومع ذلك. صوتي و الفيديو الرسومات على بشكل كبير يعتمد و تفاعلي للغاية التعلم الإلكتروني E-learning is highly interactive and relies heavily upon graphics, video, and audio. However, there are often يعد التدريب على البرامج الجديدة . مكونات ثلاثية الأبعاد تتضمن أن يمكن والتي الانجاز التعليمي لدعم محاكاة simulations to support in learning achievement, which could include 3D components. New software training is محاكاة و التفاعل درجة عالية تتضمن غالبًا التي لدورة تدريبية مثالاً an example of a course that often includes a high degree of interactivity and simulations. لا أم الدراسة يقررون عندما الطلاب بين المسؤولية الذاتية في يلاحظ التعلم الإلكتروني تأثير

The impact of e-learning is noticed in self-responsibility among students when they decide to study or not. It

باكتساب لهم يسمحون المعلمون شبكة العالمية باستخدام البحث من خلال معرفتهم توسيع في يساعد helps expand their knowledge by researching using the WorldWide Web. Teachers allow them to acquire في التواصل يساعد وهذا مهاراتهم و معارفهم مع تطبيق و مهارات الكمبيوتر المختلفة various computer skills and apply their knowledge and skills. This helps in the communication with their بأنفسهم الدراسة على قدرة من الطلاب ويزيد الأوقات جميع في طلابهم. students at all times and increases the students' ability to study on their own. يقومون به بما مشغولين أن يكونوا بحاجة الطلاب أن حقيقة في تمكن التعلم الإلكتروني أهمية

The importance of e-learning lies in the fact that the students need to be busy with what they are doing to ومخاطرين و متعلمين مفكرين يصبحوا أن الطلاب يمكن التعلم الإلكتروني نتائج التعلم تحسين improve learning outcomes. E-learning enables students to become thinkers, learners and risk takers in a على الاعتماد لا يحتاجون هم لذا بيئة محمية المعلمون حيث مستقلين يكونوا يمكن تحديث التعليم protected environment, so they need not rely on the teachers, as they can be independent. Learning can happen

الدورة عندما المدرسة من المزيد البحث الطلاب يشجع وبأي طريقة وفي أي وقت وفي أي مكان anywhere, anytime and anyhow. It encourages students to seek more from school. When the course is تقلل فهي وبالتالي و المتعلمين من ك و المواقع عدد في مرات عدة تشغيلها يمكن يتم تطوير developed, it can be run as many times, at as many locations and for as many learners and thus it reduces the

الوقت و التكلفة العامة.

general cost and time.

مناقشته واستهلاك الوصول إلى المحتوى كيفية تغييرات ملحوظة إلى أدت الثورة الرقمية نظرًا لأن
As the digital **revolution** has led to **remarkable** changes in how the **content** is accessed, **consumed**,
discussed,

محتوى إلى جانب ذلكالمساء أو عطلات نهاية الأسبوع في خاصة للجميع الأنسب هو التعلم الإلكتروني فإن
مشاركته و

and shared, e-learning is best suited for everyone especially at weekends or evenings. Besides, content of
التحضير عند المراجعة وقت في المرات من عدد غيرمحدود إلى الوصوليمكن الدروس

lessons can be accessed at an unlimited number of **times**: at the time of revision and when preparing for
an

لامتحان

exam.

المحدث الوصول من خلال المتعلمين المعاصرين مع تنسجم هي أنك الإنترنت عبر للتعلم الفائدة
الرئيسية

The **chief benefit** of learning online is that you are in **harmonization** with modern learners by accessing
updated

تقليل وقت التعليم وبالتالي للدروس تسليمًا سريعًا يوفر التعلمالإلكتروني يريدون وقتما المحتوى
content whenever they want it. E-learning provides a quick delivery of lessons, so the learning time is
reduced

مكانك الخاص من بشكل مريح التعلم يمكنك مكان التدريب إلى السفر إلى يحتاج لا الطالب حيث
as the student does not need to travel to the **training venue**. You can learn comfortably from your own
place.

هذا من خلال التعلم لأن التعلم بأشكال التقليدية مقارنة فعلاً التكلفة يعد التعلم الإلكتروني بجانب
Besides, e-learning is cost effective compared to traditional forms of learning because learning through this
الدورة التدريبية والسفر بالمدرسين يتعلق فيما ويتم تقليل وقت من التدريب الكثير سهولة و بسرعة يحدث
الوضع

mode happens quickly and easily and a lot of training time is reduced regarding trainers, travel, course
بعد خاصة ، سوريا في ، شائع أصبح التعلم من النوع كهذا في الآونة الأخيرة الإقامة و مواد
materials, and **accommodation**. Recently such type of learning has become popular in Syria, especially
after

الجامعة الافتراضية السورية في تطبيقه

applying it at Syrian **Virtual** University.

الدراسة إلى تحفيز يكون فلن لديه الانضباط الذاتي يقتقر الفرد إذا من ناحية أخصيسب

On the other hand, if an individual lacks **self-discipline**, they will not be **motivated** to study **bringing about**
تأخرت إذا تتم متابعتك وبهذا مناسبًا التعلم الصفوف التقليدي المكان هو هذا تأخير

delay. This is where traditional classroom learning is **convenient** whereby; you are followed if you are
falling

على عادة الفرد عندما تحدث بشكل طبعي المشكلات الصحية بالإضافة إلى ذلك ، الدراسية في
behind in your studies. In addition, health problems normally occur when an individual is always on his/her
شابه ما و ضعف الرؤية بمشاكل إجهاد يتسبب الجهاز اللوحي أو

computer or tablet; it **brings about** **straining problems**, poor vision and the like.

فعال أنماط الحياة حولهم التعلم ملائمة على القدرة للطلاب يوفر التعلم الإلكتروني باختصار

To sum-up, e-learning provides the students with the ability to fit learning around their lifestyles,
effectively

أهمية الأكثر بعض مؤهلات جديدة اكتساب و المهني تطوير للأشخاص الأكثر انشغالا حتى مما يسمح
allowing even the busiest person to **promote** a career and **gain** new **qualifications**. Some of the most
important

جيدة المتعلمون في الحاضر الإنترنت إطلاق منذ حدثت التعليم في منذ التطورات

developments in education have happened since the **launch** of the Internet. Nowadays learners are well **acquainted** with the use of smart phones, messaging and using the Internet so contributing in and running an online course has become a simple **affair**.

Choose the correct answer:

1-E- learning can be applied by individuals or groups working -----

a-Online or offline b- on networked or separate computers c- only offline d- all

2-E- learning is interactive and depends on -----

a-Graphics b- videos and audios c- traditional ways d- both a and b

3-One of the negative effects of e- learning is -----

a-Poor vision b- simulation c- interactivity d- harmonization

4-Without their teachers, students can become ----- though E- learning.

a-Risk takers and thinkers b- less efficient c- less active d- both a and b

Match the words with their meanings.

The definitions	the words
1-The act of making different people, plans, situations, etc. suitable for each other فعل صنع أشخاص وخطط ومواقف مختلفة، إلخ. مناسبة لبعضها البعض	Harmonizationتنسجم
2-A place to stay when you are travelling مكان للإقامة عند السفر	Accommodationاقامة
3-The ability to control yourself or other people, even in difficult situations القدرة على التحكم في نفسك أو الآخرين ، حتى في المواقف الصعبة .	Disciplineالانضباط
4-To encourage people to like, buy, use, do, or support something لتشجيع الناس على الإعجاب أو الشراء أو الاستخدام أو العمل أو الدعم شيئاً ما	Promoteدعم - تحفيز
5-An event to celebrate something new حدث للاحتفال بشيء جديد	Launchإطلاق
6- That allows information to be passed continuously in both directions between the computer and user يسمح بتمرير المعلومات بشكل مستمر في كلا الاتجاهين بين الكمبيوتر والمستخدم	Interactivityالتفاعل
7-The technique of representing the real world by a computer تقنية تمثيل العالم الحقيقي بواسطة الكمبيوتر	Simulationsمحاكاة
8- To get or buy something يحصل أو يشتري شيء ما	Acquireيكتسب

Are these statements True or False?

1. E-learning allows students to have direct interaction.()
2. E-learning promotes computer skills and have self-learning..()
3. Traditional learning is more expensive than e-learning..()
4. One disadvantage of e-learning is that it needs more time and can be applied in one place..()

Choose the correct word

1-The act of making different people, plans, situations, etc. suitable for each other

a-Accommodationb-Harmonizationc-Discipline d-Promote

2-A place to stay when you are travelling

a-Accommodation b-Harmonization c-Discipline d-Promote

3-The ability to control yourself or other people, even in difficult situations

a-Accommodation b-Harmonization c-Discipline d-Promote

4-To encourage people to like, buy, use, do, or support something

a-Accommodation b-Harmonization c-Discipline d-Promote

5-An event to celebrate something new

a-Launch b-Interactivity c-Simulations d-Acquire

6- That allows information to be passed continuously in both directions between the computer and user

a-Launch b-Interactivity c-Simulations d-Acquire

7-The technique of representing the real world by a computer

a-Launch b-Interactivity c-Simulations d-Acquire

8- To get or buy something

a-Launch b-Interactivity c-Simulations d-Acquire

Everyday English:

Phrasal Verbs

Phrasal verbs الافعال المركبة	Literally meaning المعنى الحرفي	Idiomatic meaning المعنى المجازي	The keywords الدلائل
Take off	يمسك	ينطلق - تطلع	Plane طائرة - Dish طبق
Pick up	يلتقط	يقل بالسيارة	Home بيت - Wallet محفظة - at 5:00
Look up	ينظر للأعلى	يستخرج	Dictionary قاموس - Tree شجرة
Put on	يلبس - يرتدي	يسمن	Coat معطف - Weight وزن
Get out	يخرج	ينشر	Car Novel رواية - book-fridge ثلاجة
Come back	يعود	يرد	- Sharply بحدة - angrily بغضب

- The **plane** to Russia has just
a-taken off b-picked up c- looked up d- put on
- Take**that **dish**. It's going to fall.
a-on b-off c-up d-out
- Can youmy **wallet**? It's under your chair.
a-pick up b- get out c- put on d- come back
- My brother **picked** me..... **home** while he was returning from work.
a-on b-off c-up d-out
- Ithe **term** "Digital Literacy" in Oxford **dictionary**.
a-looked up b- put on c-got out d-picked up
- Wethe **tree** and there was a humming bird on the top branch.
a-looked up b- got out c-took off d- came back
- You should **put**your waterproof **coat** as it is raining.
a-on b-off c-up d-out
- Eating too much chocolate leads toa lot of **weight**.
a-putting on b- getting out c-looking up d-taking off
- Would you mind **getting** my **car** of the garage?
a-on b-off c-up d-out
- The authorhis new **novel**.....last month.
a-pickedb- got c- put d- came
- The new edition of the book willnext month.
a-get out b- pick up ccome back d-take off
- My father deprived me from going out because I him **angrily**.
a-got out b- picked up c- came back d- took off

13. My car broke down yesterday, so my friend **picked** mein his car to work.

a-on b-off c-up d-out

14. My mother asked me to tidy my room andmy clothes **up** from the floor.

a-pick b- look c-take d-get

15. The teacher asked us tothe meaning of new words in the **dictionary**.

a-look up b- take off c-pick up d-get out

16- There's some chocolate in the **fridge**. Can you?

a-get it out b- look it up c- take it off d-pick it up

17- Why is the towel on **the floor**? Please.....

a-get it out b- look it up c- take it off d-pick it up

18-something warm. It's cold today.

a-Put on b- look up c-Take off d-Come back

19- When are youto Syria?

a-coming back b- taking off c-getting out d-looking up

20- Will we **get** the book by the end of the year?

a-on b-off c-up d-out

21- I'llyou **at 5:00**.

a-pick up b- look up c-take off d- put on

22- She looks like she'sseveral **kilos**.

a-put on b- got out c-looked up d-taken off

23- Sheat the speaker with some **sharp questions**.

a-came back b- picked up c-got out d-took off

Grammar:

التقديم و التأخير Inversion

- التقديم و التأخير في الجملة يعني تقديم الفعل المساعد على الفاعل في حالات معينة.

- Can I call you later?

In statement, verbs usually follow the subject:

- Marry missed her lesson yesterday.

Sometime we invert the subject and the verb so that the verb comes before the subject.

We use inversion in:

1- After (so – neither – nor)

- A - I didn't know there was a library here. B- Neither did I. nor did I.
- A – I like English. B- so do I.

2- In phrases **Here come/comes + noun. There go / goes + noun.**

- **Here comes** the professor. **There goes** the professor.
- Here **he** comes. There **he** goes. (~~here comes he~~). (~~there goes he~~).

3- In question tag.

- We have to wear formal clothes, don't we?

4- When we begin a sentence with a limited adverbial (Rarely-Seldom-Hardly) or a negative adverbial

(not only-never), the subject and the auxiliary verb are inverted.

- Hardly does he come to work on time.

5- In conditional sentences when (if) is omitted.

- Were I you, I would accept the offer. (if I were you.....

6- When using inversion with Present Simple and Past Simple, the subject must agree with the auxiliary not the main verb.

- **Not only** was Jack famous for helping people, but he was also the first man to establish a charity in his country.

Rarely نادرا	Seldom قلما	Hardly بالكاد	not only ليس فقط	Never ابدا	No sooner ليس عاجلا	Only فقط	Here هنا	There هناك	No longer ليس بعد
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1. **Rarely**..... anyone using carriages nowadays.

- a. you see b. will you see c. you will see d. you have seen

2. **Only after**....., he **travelled** to London to study.

- a. he graduated b. he had graduated c. did he graduate d. had he graduated

3 **Seldom**..... to the football match.

- a-did they go b-they did go c-they go did d-go they did

4 **Hardly**when there was a disturbance in the audience.

- a-had started the play b- had the play started c-the play had started d- the play started

5 **Not only** English, he speaks French.

- a-he does speak b-does he speaks c-does he speak d- he speaks does

6- **Rarely**..... to be associated with this project.

- a-do I want b-I want do c-do want I d-I want

7**No sooner**..... dinner than the ceiling crashed onto the dining table.

- a-they had eaten b-eaten had they c-they eaten had d-had they eaten

8**Seldom**..... my house so early.

- a-I do leave b-I leave do c-do I leave d- I leave

9**Hardly**..... about the situation.

a-did he understand b-he did understand c-did he understood d-he understood

10. Never..... such well-behaved children before. They are as good as gold.

a-have I met b-has I meet c-I meet have d-meet I have

11- Never..... to such a fantastic restaurant.

a- john had been b-had John been c-John has been d-have John been

12. Seldom..... newspapers nowadays.

a-do read we b-do we read c-does we read d-we do read

13. Not only..... new products, but he also did experiments.

a-did he make b-he makes did c-he makes d-he did make

14. Only..... elephants and tigers when we arrived in India.

a-we did see b-did see we c- did we see d- we saw

15.hardly..... unpacked in my hotel room **when** my phone rang.

a- had I b-lhad c-have I d- I have

16. Never..... such a wonderful waterfall **before**.

a-I have seen b- have seen I c-seen I have d-have I seen

17-No longer..... any tigers in the northern region.

a-are there b-there are c-there were d-there had been

18-, I would give them a hand.

a-I were there b-Were there I c-There I were d-Were I there

19-,I would study more.

a-I were you b-Were I you c-You were I d- I you were

Here /there

1- There..... to hold a meeting.

a. goes he b. he goes c. went he d. he went

2-Hereon time.

a-the boss comes b- the bosscome c- comes the boss d- come the boss

حالة عدم القلب

1-My mother asked me if..... my aunt.

a. had I visited b. I had visited c. I will visit d. will I visit

2. I wonder what..... to solve the problem.

a-can my sister do b-my sister can do c-can do my sister d-do can my sister

3.Have you got any idea **where**..... Sami?

a. can I meet b. I can meet c. can I metd. I can met

Everyday English

Asking for, Giving and Refusing Permission

Asking for permission	Giving permission	Refusing permission
<ul style="list-style-type: none"> • May I / Can I • Do you think I could • Is it ok if I • Do / Would you mind if I..... 	<ul style="list-style-type: none"> • sure • yes, of course • help yourself • No problem • It's OK 	<ul style="list-style-type: none"> • Sorry, • I'm afraid that's not possible. ... <p>Note:</p> <ul style="list-style-type: none"> • To refuse permission politely, we usually don't say no. • We give reasons why we refuse giving permission, beginning with the word sorry.

Son: Dad, can I go out tonight?

Father: It's a school night! I'm afraid that's not possible.

Son: Dad, all my friends are going to the game!

Father: I'm sorry, son. Your grades haven't been the best recently. I'm going to say no.

Son: Ah, Dad, come on! Let me go!

Father: Sorry son, I said no!

Son: What if I promise to finish all my duties tomorrow?

Father: You're always nagging on me! Ok, son. But be sure I'll check your job tomorrow.

Son: Thanks dad.

Use appropriate expressions or phrases to make a good response for each situation.

1- You are in a railway carriage. It's crowded and hot. All the windows are closed. What do you say?

a-May I open the windows. B- I must open the windows.

C- I can open the windows. D- open the windows.

2- You have a dental appointment and you need the afternoon off. What do you say to your boss?

A-Would you mind if I take the afternoon off B- I will take the afternoon off.

c- I can't come in the afternoon. D- I have to go to the dental appointment.

3- You're invited to a party at 8 p.m. You know you can't arrive until about 10 p.m. What do you say?

A-is it okay if I come late. B- I will come late

c- I can't come on time. D- I don't want to come.

4- There is only one copy of a reference book in the library. Your classmate has it at the moment. You need it urgently for a short time. What do you say?

a-Can I take the book for a short time.

b- I can take the book for a short time.

c- Give me the book for a short time.

d- You have to give me the book for a short time.

1. A: **Would you mind if** I came in late to work tomorrow?

B: I'm afraid, **I'd prefer if you didn't.**

A: Hmmm. What if I work overtime tonight?

B: Well, I really need you for the meeting tomorrow. Is there any way you can do whatever it is you need to do later.

A: If you put it that way, **I'm sure I can** figure something out.

B: Thanks, I appreciate it.

2. Student: **Would it be possible for** me to have a few more minutes to review before the quiz?

Teacher: **No problem** to study for a few more minutes.

Student: Thank you very much.

Teacher: **Please feel free.** Do you have any questions in particular?

Student: Uh, no. I just need to review things quickly.

Teacher: OK. We'll begin in five minutes. Student: Thank you

Writing

Read this statement about using the internet in learning, "The Internet could be a very positive step towards education, organization and participation in a meaningful society."

The use of internet for **education** helps to order the **sharing** of **information** and **communication**. It lets students access lessons online and **refer to relevant** study **material** in various **multimedia formats**. It also helps teachers by letting them use various **tools** in their **curriculum**. So, students can take **advantage** of video lessons because videos **offer** a great way to make education **fun**, **no matter** which subjects you are dealing with. Students can **invite** remote **speakers** to participate in learning and **chatting**. Moreover, they can share public files and **documents** on their social media's pages. I think that using the internet in learning has many positive steps to education **development**.

