

UNIT 19

ABOUT THE PRODUCT

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2. Listening:

فقرة الاستماع (وتفيد في المحادثة اليومية)

2 Listening
Key dialogues
 Listen to the dialogues and answer the questions.

<p>a Where is the main range of products displayed? What is the potential customer using at the moment?</p> <p>b What is the difference between the trade and retail prices? How long does delivery normally take?</p>	<p>c What are the dimensions of the RX? How much does it weigh?</p> <p>d What is the box made of? How long is it guaranteed for?</p>
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- Read the answers in the **Course Book / Answer Key**. Then try to read all of the dialogue with your friend.

تكملة الحوار موجودة في الملحق في الصفحة 12:

2 LISTENING

a In the display room.
 One of the company's old models.

b \$150.
 Between two and three weeks.

c 20cm in length, 10cm in width, and 15cm in depth.
 Just over two kilograms.

d It's made of plastic, with a steel lid.
 For five years.

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3. Study points:

Weights and Measurement

الأوزان ووحدات القياس الأخرى

3 Study points

Weights and measurements

1 Check the Language Notes at the end of this unit and then complete the examples.

a How wide is it?
It's 10 centimetres *wide*.....
It's 10 centimetres in width.

b How long is it?
It's 20cm *long*.....
It's 20cm in length.

c How high is it?
It's 15cm high.
It's 15cm in *height*.....

d How deep is it?
It's 15cm deep.
It's 15cm in *depth*.....

e How heavy is it?
How much does it weight?
It weights 50kg.
It's 50kg in *weight*.....

Ask about weights and measurements of familiar objects.
Work in pairs.

e.g. How much does your notebook weigh?
How wide is your desk?
How tall are you?

- Try to differentiate between the use of adjectives and the use of nouns. Then try to classify each one of them as its measuring unit.
- الهدف من التمرين هو معرفة الفرق بين الاسم والصفة وموضع كل منهما في الجملة.
- الحل موجود في الملحق في بداية الصفحة 13.

Materials:

المواد الأساسية¹

Materials (glass, metal, etc.)

2 Work in pairs. Discuss what the objects are, or can be, made of.

windows	boats	trains	tyre	stables	radios	cars	books
wood	glass	plastic	metal	fibreglass	rubber	paper	plywood

e.g. Windows are made of glass.
Boats can be made of plastic, metal or fibreglass.
The boat deck can be made of plywood.

Practice with indirect questions

3 Refer to the examples in the Language Notes and then write indirect questions for these answers.

e.g. *Could you tell me how heavy it is?*
It weighs 2½ kilograms.

a *Could you tell me how much it costs?*
It costs £200.

b *Could you tell me how long it's guaranteed for?*
It's guaranteed for five years.

c *Could you tell me how much it weighs?*
It weighs 20.5kg.

d *Do you know what you need it for?*
I need it for the office.

e *Could you tell me how wide it is?*
It's 20cm in width.

f *Do you know how much it takes?*
It takes between two and three weeks.

g *Could you tell me what it is made of?*
It's made of fibreglass.

h *Do you know if it is easy to use?*
Yes, it's very easy to use.

¹المواد المستخدمة للتصنيع وليس مواد الدراسة الجامعية ©

2. Read and translate the materials' names above in the picture then try to match each object in the first line with the material it may be made of in the other line.

هذا التمرين عبارة عن مزيج بين المواد المستخدمة للتصنيع و الأشياء التي يمكن تصنيعها باستخدام تلك المواد.

3. Try to answer the following questions in the exercise.

أما التمرين الثالث ف هو تدريب عملي على قواعد تشكيل السؤال الغير المباشر والجمل التي يحتويها مهمة جداً في التعامل الاقتصادي بما يخص المشتريات والسؤال عن مواصفاتها.

- الحل موجود في الملحق في الصفحة 13 أيضاً.

3 STUDY POINTS

1	a wide	b long
	c height	d depth
	e weight	

3 (possible answers)

- a** Could you tell me how much it costs?
- b** Could you tell me how long it's guaranteed for?
- c** Can you say how much it weighs?
- d** Do you know what you need it for?
- e** Could you tell me how wide it is?
- f** Do you know how long it takes?
- g** Could you tell me what it's made of?
- h** Do you know if it's easy to use?

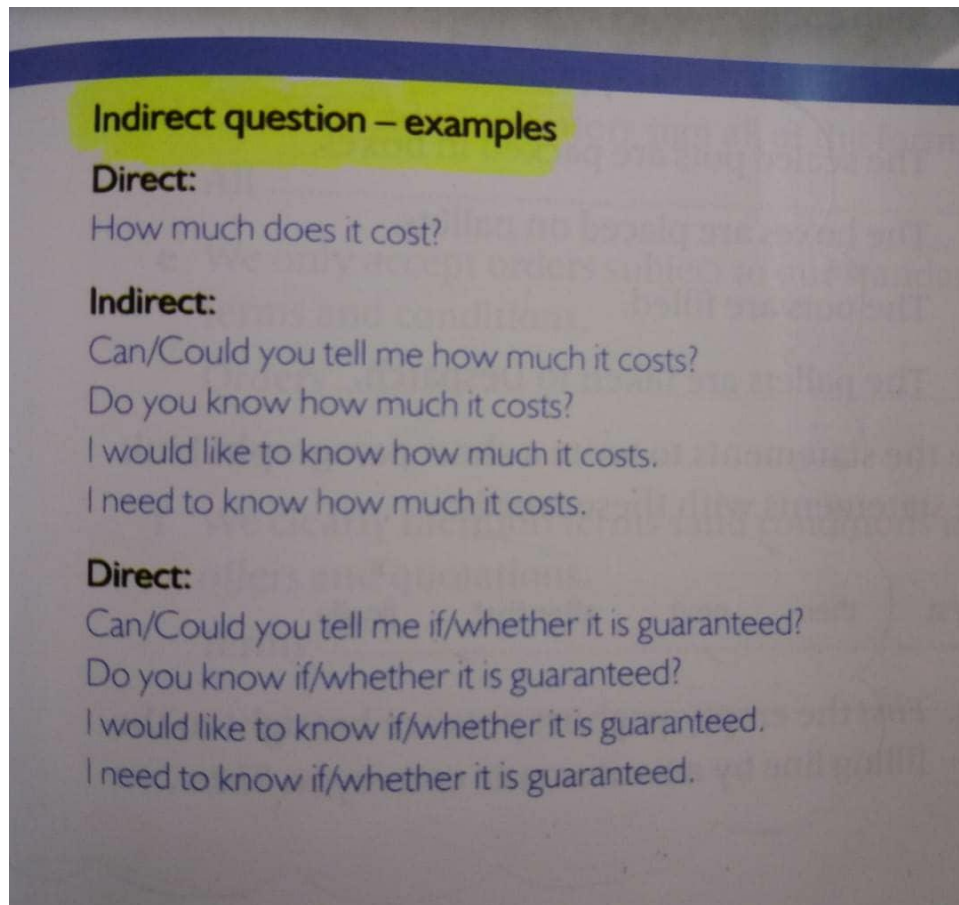
Grammar

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Language Notes:

فقرة الملاحظات اللغوية (قواعد)

السؤال المباشر والسؤال الغير مباشر² Direct/ Indirect Questions:



- Move back to Exercise 3/ Page 68 of the book, and make sure that your answers are correct ☺

هذه القاعدة هي قاعدة حل التمرين السابق، ف تأكد من إجاباتك بحسب فهمك لها.

² باختصار الطريقة الغير مباشرة في الكلام هي الطريقة المفعمة باللباقة ☺ و هكذا يكون السؤال الغير مباشر....

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Practice:

تمرين تجريبي

Describing Products

وصف المنتجات

- Choose a product you desire to work with, and try to describe it to fill the gaps below.

اختر المنتج الذي تفضله وحاول أن تصفه وفقاً للأفكار المطلوبة في التمرين:

5 Practice
Describing products

- 1 Prepare a brief description of your range of products.
Use the phrases to help you.
- 2 Find out about a partner's products.

Useful language
We sell/make
They range in price from to
They are available in
They are made of
They come in sizes.
They are guaranteed for

UNIT 20

ABOUT THE PROCESS

Page.72:

Language Notes:

فقرة الملاحظات اللغوية (قواعد)

Grammar

The Simple Present Passive Tense

الزمن الحاضر المبني للمجهول

Language notes

The Simple Present Passive tense

Form: *am/is/are + verb + -ed* (past participle)

See also:

- page 149, for list of common irregular verbs.

Affirmative:

I am contacted ...
 He/She/It is contacted ...
 We/You/They are contacted ...
 e.g. I'm contacted when there is a problem with an order.
 They're manufactured abroad.

Negative:

I am not contacted ...
 He/She/It is not contacted ...
 We/You/They are not contacted ...

Interrogative:

Am I contacted ...?
 Is he/she/it contacted ...?
 Are we/you/they contacted ...?
 e.g. Are you often visited by our reps?
 Are they always assembled here?

Short answers:

Yes, I am.	No, I'm not.
Yes, he/she/it is.	No, he/she/it isn't.
Yes, we/you/they are.	No, we're/you're not.

e.g. Is she usually invited to their sales conference?
 Yes, she is. / No, she isn't.

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3. Study points:**_ Excercices about The Simple Present Passive Tense☺**

تمارين

3 Study points

The Simple Present Passive tense

1 Put these sentences into the Simple Present Passive.

e.g. We record all orders on this form.
All orders are recorded on this form.

a We receive most of our orders by phone.
Most

b We acknowledge all orders in writing.
All

c Our solicitor checks all new documents.
All

d Our sales administrators sign all of the forms.
All

e We only accept orders subject to our standard terms and conditions.
Orders

f We clearly mention terms sand conditions in offers and quotations.
Terms

- The aim of this exercise is to remind you of the Passive's usage. In addition, you should know the words that are mentioned in the sentences to use them in your daily business life ☺.

- التمرين الأول يتطلب تحويلاً للجمل من صيغة المبني للمعلوم إلى المبني للمجهول.³

The following statements are rather formal. Make them less formal by changing the passive into the active.

a Visitors are usually met at the airport.

.....
We usually

b They are driven to a hotel.

.....

c They are taken out to dinner.

.....

d They are given a good time.

.....

e They are picked up from their hotel in the morning.

.....

f They are given a presentation ...

.....

g ... and then taken on a tour of the premises.

.....

h Finally, they are presented with a memento of their visit.

.....

- أما التمرين الثاني ف يتطلب تحويل الجمل من حالة المبني للمجهول إلى المبني للمعلوم. ☺

³ معلومات بكلوريا ممتعة ومفيدة

- **Also**, the aim of this exercise is to remind you of the Passive's usage. In addition, you should know the words that are mentioned in the sentences to use them in your daily business life ☺.

- ملاحظة: الهدف من استخدام المبني للمعلوم هو استخدام اللغة الأكثر رسمية بما أننا نتعامل مع الحياة التجارية ☺.
- حل التمارين 2+1 موجود في الملحق بالإضافة إلى حل التمرين الثالث الذي يحتوي مفردات ومرادفات لها في الصفحة 13: (الحل في آخر صفحة)

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Words with Similar Meanings (Synonyms)

المترادفات

- It is important to know the similar meaning of words you use in your job. These are called Synonyms ☺.

Words with similar meanings

3 Underline the word on the right which has a similar meaning to a word in the column on the left.

e.g. to send	<u>to dispatch</u>	to pack
a to lift	to lower	to raise_
b to carry	to convey_	to assemble
c to manufacture	to produce_	to organise
d the goods	the products_	the machines
e conditions	terms_	orders
f warehouse	factory	store_
g quotation	order	offer_

3 STUDY POINTS

- 1
 - a Most of our orders are received by phone.
 - b All orders are acknowledged in writing.
 - c All new documents are checked by our solicitor.
 - d All of our forms are signed by our sales administrators.
 - e Orders are only accepted subject to our standard terms and conditions.
 - f Terms and conditions are clearly mentioned in offers and quotations.
- 2
 - a We usually meet visitors at the airport.
 - b We drive them to a hotel.
 - c We take them out to dinner.
 - d We give them a good time.
 - e We pick them up from their hotel in the morning.
 - f We give them a presentation ...
 - g ... and then we take them on a tour of the premises.
 - h Finally, we present them with a memento of their visit.
- 3
 - a to raise
 - b to convey
 - c to produce
 - d the products
 - e terms
 - f store
 - g offer

Prepared by: **Miss. Duhah** **All the Best**