

Unit: One

**Vocabulary:**

accountant محاسب  
designer مصمم  
engineer مهندس  
exchange business cards يتبادل بطاقة العمل  
executive تنفيذي  
greet يرحب - يحيي  
manager مدير  
marketing تسويق  
sales مبيعات

● **Conversation: Module 1.1**

**Conversation 1**

- A Good morning, come in. I'm Jun Nakamura.  
B Jack Adams. Pleased to meet you.  
A Pleased to meet you, too. Welcome to Osaka.  
B Thank you.  
A Did you have a good trip here?  
B Pretty good, thanks.

**Conversation 2**

- A Let me introduce you. This is Ms. Ito, our Sales Manager.  
B Nice to meet you, Ms. Ito. I'm Jade Adams.  
C Nice to meet you, Mr. Adams.  
A And this is Mr. Veda from our Marketing department.  
B Nice to meet you, Mr. Ueda.  
D Nice to meet you, too.  
A And I think you know Mr. Yasuda.  
B Yes. Hello, Naoki, how are you?  
E Good to see you again, Jack. Did you have a good flight?

- B Yes, thank you.  
A Excuse me, would you like something to drink?  
B I'm sorry, I didn't catch that.  
A Would you like some coffee before we start?  
B Yes, please. Thanks.

● Book page 4:

Meeting a client- introductions

Listening:

Good morning.

Pleased to meet you.

Good to see you again.

Welcome to Osada.

Did you have a good flight

Excuse me.

● **Grammar:**

Simple present المضارع البسيط: affirmative مثبت and negative منفي

**A. Form: التركيب**

1. adding S: (subject : he, she, it)

He speaks English.

Saud plays football every day.

**Negative:** add does not (doesn't) before the verb and remove **S**.

He speaks English.

He does not speak English.

Saud plays football every day.

Saud doesn't play football every day.

2. without adding S: (subject: I, we, you, they)

They speak English.

The children play football every day.

**Negative:** add do not (don't) before the verb

They speak English.

They do not speak English.

The children play football every day.

The children don't play football every day.

**B. Function:** الوظيفة/الاستخدام

facts حقائق – habits عادات

Examples:

The sun rises from the east. (fact)

The children play football every day. (habit)

اللقاء الثاني لمادة نجل 140

Unit: One

● **Revision:**

1. .... plays football every day.

a. They    b. He    c. We    d. The boys

2. My father ..... football.

a. don't likes                      b. doesn't likes                      c. doesn't like                      d. don't like

● **Book page 5: Speaking**

- Where is Alana Price from?

She's from Sydney

- Where does she live?

She lives in Singapore.

- What company does she work for?

She works for Apple.

-Who is she with

She's with Apple.

- What does she do?

She's a marketing manager.

● **Conversations:**

**Module 1.3 # 5**

- a. Passengers traveling on Flight VS 043 to Las Vegas, please proceed to gate two, where this flight is now boarding.  
That's Las Vegas, flight VS 043, all passengers to gate two, thank you.
- b. A Excuse me, please. Which gate do I need for Bilbao?  
B Gate six.  
A Six? Thank you very much.
- c. This is the last call for Air France flight AF 1673 to Paris.  
All passengers for AF 1673 to Paris, please go to gate 45 immediately.
- d Passenger information: flight number LH 4961 to Frankfurt has been delayed. That's LH 4961 to Frankfurt, this flight has been delayed.

**Module 1.3 # 6**

- a A Can I have your phone number please, sir?  
B Yes, it's 03 5231 7754.  
A I'm sorry, I didn't catch that.  
B It's 03 5231 7754.
- b A Could you ask him to call me?  
K Certainly, sir. Can I have the number please?  
A Yes, it's 02 601 3592.
- c A Her number is 02293 5065.  
B Sorry, could you say that again please?  
A Sure. It's 02293 5065.
- d A Let we give you my Humber. It's 06 93241115.  
B Thanks, I'll catch up with you later.

**Module 1.3 # 7**

- a A Can I take a message, sir?  
R Yes. Please can he call me as soon as possible?  
A And the number?  
B It's 0643817669.  
A I'm sorry, would you repeat that please, sir?  
B 0648317669.
- b A Could you ask him to give me a call at 829 8150?  
B I'm sorry, could you say that again more slowly? I didn't catch the Humber.  
A Sorry. It's 829 8450.  
B Thank you, I'll give him the message.
- c A I'll be in the lounge at three o'clock. If there are any problems, she can call me at my cell.  
B Can I have the number, sir?  
A It's 0712234457.  
B 0712234457. Thank you.

● **Conversation:**

**Module 1.5**

:.

- A Hello, come in. Welcome to Job Search. Can I have your name, please?  
B I'm John Smith. Nice to meet you.  
A Nice to meet you too, John. Take a seat. Where are you from, John?  
B I'm from Dallas, but I live in New York now.  
A I see. Well, I need to ask you some questions for the database and then I can put your information onto the Job Search website. So, who do you work for now?  
B I work for a small family company. It's called Travel Zone.  
A Travel Zone. What do you do?  
B I'm a sales rep. I visit companies and sell our tour packages.  
A Sales representative. OK. Can I have a contact phone number?  
B My cell, or my work number?  
A Your cell, please.  
B Sure. It's 845 966 4672.  
A Thank you. Can I just give you this form to fill out ...

● Book page 9

● Grammar: Using استخدام a/an

a: before singular countable nouns beginning in a consonant قبل الاسم المعدود المفرد المبدوء بحرف ساكن

a book, a car, a table, a man, a girl, a chair, a house, a teacher, a student, a father, a mother

an: before singular countable nouns beginning in a vowel قبل الاسم المعدود المفرد المبدوء بحرف متحرك (علة)

الحرف المتحركة أو حروف العلة هي: (i, e, o, u, a)

an insect, an engineer, an orange, an umbrella, an apple

- We don't use a or an with the following words. Why? لا تُستخدم مع الكلمات التالية?

|                       |                           |                             |                     |                      |                    |
|-----------------------|---------------------------|-----------------------------|---------------------|----------------------|--------------------|
| _ coffee<br>غير معدود | _ doors<br>معدود لكنه جمع | _ oranges<br>معدود لكنه جمع | _ salt<br>غير معدود | _ sugar<br>غير معدود | _ oil<br>غير معدود |
|-----------------------|---------------------------|-----------------------------|---------------------|----------------------|--------------------|

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Unit: Two

● Revision:

Use a, an or \_ before the following nouns:

\_ boys - \_ sugar - \_ egg

\_ pen - \_ juice - \_ money

● Vocabulary:

Check يفحص

Make يصنع

Product مُنتج

Conference مؤتمر

Manage يدير

Provide (خدمة) يوفر أو يزود

Develop يطور

Organize ينظم

Sell يبيع

help with يساعد في

Plan يخطط/خطة

work for / in / at يعمل لصالح أو في

- Conversation page 109 (**Module 2.1**)
- Book page 10: Introducing your company
- Book page 11: Company activities (provides or makes /manufactures)
- Book page 11: Listening
- Conversation page 110 (**Module 2.3**)
- Book page 12: (**Reading**)

اللقاء الرابع لمادة نجل 140

Unit: Two

● **Revision:**

Jobs and departments page 12

- Conversation page 110 (Module 2.4)
- Book page 14: Speaking

Example: Mike Green

Company:

What company does Mike Green work for?

He works for HSBC.

Or

Who is Mike green with?

He is with HSBC.

City:

Where does he live?

He lives in London.

Department:

Where does he work?

He works in Human Resources department.

Role:

What does he do?

He develops training programs.

- Grammar: is, am, are

| Present form | Subject pronouns                          | Past form   |
|--------------|---|-------------|
| <b>is</b>    | he - she - it<br>(also uncountable nouns) | <b>was</b>  |
| am           | I   | <b>was</b>  |
| <b>are</b>   | we - you - they                           | <b>were</b> |

- Grammar: Simple past

**Function:**

It's used to talk about an action that happened at a specific time in the past.

Example:

They travelled to Makkah last week.

He wrote a letter yesterday.

**Form:**

- Regular: open: opened - play: played – travel: travelled – pray: prayed – like: liked – visit: visited – talk: talked



- Irregular: go: went – write: wrote – give: gave

**Negative form:**

Add did not (didn't) and change the verb to the infinitive form.

Example:

She didn't (liked - likes – liking - **like**) the food last night.

اللقاء الخامس لمادة نجل 140

Unit: Three

**Revision**

The boys ..... football every weekend.

plays – play – played – playing

She didn't ..... to school yesterday because she was sick.

go – goes – went – gone

I ..... the match with my friends last night.

Watching – didn't watched – watched – watches

**Vocabulary**

advertising الدعاية

amenities وسائل الراحة

appointment موعد

diary مفكرة

editor محرر

elevator مصعد كهربائي

games room غرفة الألعاب

office مكتب

open plan النظام المفتوح (في المكاتب)

quiet room غرفة الهدوء

stairs الدراج

workplace مكان العمل

**Conversation page 110 (Module 3.1)**

- Book page 16: Listening

**Expressions:**

I'd like to meet.....

I'd like you to meet.....

Could you.....?

- Book page 17: Listening & Speaking

- Book page 18: Reading

- Book page 19: Reading

### **Grammar: finding a room**

next to

across from

between

down

اللقاء السادس لمادة نجل 140

### Unit: Three

#### **Revision**

My home is not far from here. It's ..... to the mosque.

between – next – across

Saud's office is ..... the manager's office and the games room.

down – next to – between

Conversation page 110 (**Module 3.4**)

- Book page 19: Listening

● Conversation page 110 (**Module 3.5**)

- Book page 20

- Book page 21: Reading

● Grammar: The future tense with will **زمن المستقبل**

#### **Function:**

It describes something that is expected to happen later.

#### **Affirmative Form:**

Add: will + the infinitive form of the verb

They will study English next semester.

My father will travel to Jeddah tomorrow.

#### **Negative form:**

Add will not (won't) + the infinitive form of the verb

They will not study English next semester.

My father will not travel to Jeddah tomorrow.

**Exercise:**

Write the verb (**play**) in the correct form:

I ..... tennis with my friends yesterday. It was really fun.

My brother ..... football every day.

My team ..... in the final match next week.

We ..... basketball last weekend because we had to study for the exam.

اللقاء السابع لمادة نجل 140

Unit: Three

**Revision**

We ..... to London next summer because we don't have enough money.

travel

travelled

will travel

will not travel

Unit: Four

**Vocabulary:**

manufacture يصنع

market research استطلاع السوق

perform يؤدي

product منتج

promoter متعهد

quality control مراقبة الجودة

relax يرتاح

send يرسل

tools أدوات

training تدريب

uniform زي (لباس) موحد

Conversation page 111 (**Module 4.1**)

- Book page 22 (Listening)

Conversation page 111 (**Module 4.2**)

**Grammar: Frequency words:**

always (100%) دائماً

usually عادةً

often غالباً

sometimes (50-40%) أحياناً

occasionally من وقت لآخر

never (0%) أبداً

- Book page 23 (parts 1, 2)

● Conversation page 111 (**Module 4.3**)

اللقاء الثامن لمادة نجل 140

Unit: Four

**-Revision**

Book page 24 (Reading)

**-Telling the time: at 5:20, at 11:35, at 2:20 (from here only not the book)**

**A) Hours + Minutes**

3:25 It's three twenty five

7:10 it's seven ten

9:55 It's nine fifty five

4:30 It's four thirty

**B) Minutes + past + Hours**

4:30 It's half past four

7:10 It's ten past seven

**- parts of the day: use in or at**

In the morning

In the afternoon

In the evening

At night

**- Days of the week: use on**

On Saturday, On Sunday, On Monday.....

**- Months of the year: use in**

In January, In October, In Ramadhan....

**- Years: use in**

In 1990, In 2014, In 1437

**- Book page 26**

a. An architect designs houses. المهندس المعماري يصمم المنازل

b. A chef cooks food. الطباخ يطبخ الطعام

c. A doctor examines patients. الطبيب يفحص المرضى

d. An engineer fixes machines. المهندس يصلح الآلات

e. A fashion designer design dresses. مصمم الأزياء يصمم الفساتين

f. A flight attendant helps passengers on the airplane. مضيف الطيران يساعد المسافرين على متن الطائرة

g. A journalist tells us the news. الصحفي يخبرنا بالأخبار

h. A lecturer teaches students. المحاضر يدرس الطلاب

i. A personal assistant arranges appointments for the manager. المساعد الشخصي (السكرتير) ينظم مواعيد المدير

j. A photographer takes pictures. المصور يلتقط الصور.

k. A pilot flies airplanes. الطيار يقود الطائرات.

l. A tour guide helps tourists. المرشد السياحي يساعد السياح.

- Review Units 1-4 page 28

اللقاء التاسع لمادة نجل 140

### -Revision

Review Units 1-4 page 28

### Unit Five

#### • Vocabulary

Around تقريبا /حوالي

Busy مشغول

Contract عقد

early مبكرا

exactly تماما / بالضبط

e-commerce التجارة الإلكترونية

free (غير مشغول) فاضي

just after بعد.....مباشرة

later لاحقا

search engine محرك بحث

....speaking فلان يتحدث

website موقع إلكتروني

- Conversations pages 111 and 112 (Module 5.1)

- Book page 30 (Listening)

- Conversations page 112 (Module 5.3)

#### • Grammar: yes/no Questions:

##### A. Simple present

Does Saud speak English?

Yes, he does.

No, he doesn't.

Do the men work for City Bank?

Yes, they do.

No, they don't.

**Yes, subject pronoun+ does or do**

**No, subject pronoun+ doesn't or don't**

**Note:** The verb after do, does must be in the infinitive form

### **B. Simple past**

Did the company open the new branch last year?

Yes, it did.

No, it didn't.

Did they find the right address?

Yes, they did.

No, they didn't.

**Yes, subject pronoun+ did**

**No, subject pronoun+ didn't**

**Note:** The verb after did must be in the infinitive form

### **C. Future tense with will**

Will the doctor see you tomorrow?

Yes, he will.

No, he will not. (No, he won't.)

Will they attend the meeting next week?

Yes, they will.

No, they will not. (No, they won't.)

**Yes, subject pronoun+ will**

**No, subject pronoun+ will not (won't)**

**Note:** will not = won't

اللقاء العاشر لمادة نجل 140

## Unit Five

### -Revision

Does Ali speak English very well?

Yes, he does.

No, he doesn't

Did they buy the new house?

Yes, they did.

No, they didn't.

Will Sarah and Norah cook dinner tonight?

Yes, they will.

No, they will not. (NO, they won't.)

- **Conversations page 112** (Module 5.3)

- **Conversation page 112** (Module 5.4)

Cardinal numbers and Ordinal numbers

1 : 1<sup>st</sup> first

2 : 2<sup>nd</sup> second

3 : 3<sup>rd</sup> third

4-20: 4<sup>th</sup> -20<sup>th</sup> : fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh,.....twentieth



21 : 21<sup>st</sup> twenty first  
22 : 22<sup>nd</sup> twenty second  
23: 23<sup>rd</sup> twenty third  
24- 30: 24<sup>th</sup> – 30<sup>th</sup> : twenty fourth, twenty fifth, .....thirtieth  
31 : 31<sup>st</sup> thirty first  
32 : 32<sup>nd</sup> thirty second  
33 : 33<sup>rd</sup> thirty third  
34-40 : 34<sup>th</sup> – 40<sup>th</sup>

- Book page 32

first - January  
second - February  
third - March  
fourth - April  
fifth - May  
sixth - June  
seventh - July  
eight - August  
ninth - September  
tenth - October  
eleventh - November  
twelfth - December

اللقاء الحادي عشر لمقرر نجل 140

## Unit Six

## Vocabulary

|                            |                                     |                                |                             |
|----------------------------|-------------------------------------|--------------------------------|-----------------------------|
| checking حساب جاري         | delivery توصيل                      | deposit إيداع                  | internet user مستخدم انترنت |
| interest rate معدل الفائدة | lower case حرف صغير                 | online customers عملاء المباشر | quantity كمية               |
| underscore علامة _         | website address عنوان (موقع) انترنت | email address بريد إلكتروني    |                             |

### ● Conversation page 112 (Module 6.1)

- Book page 35 (Placing an order)

### ● Conversation pages 112-113 (Module 6.2)

Conversation 1

Conversation 2

Conversation 3

- Book page 36 (Listening)

### ● Conversation page 113 (Module 6.3)

- Book page 37

0.4

Zero point four

0.67

Zero point six- seven

1.8901

One point eight- nine- zero- one

12.34

Twelve point three- four

150.92

One hundred fifty point nine- two

210.6 million

Two hundred ten point six million

اللقاء الثاني عشر لمادة نجل 140

### Unit Six

Revision:

- Book page 37

- |         |         |         |
|---------|---------|---------|
| a. 4.14 | c. 0.85 | e. 6.38 |
| b. 2.75 | d. 0.76 | f. 3.95 |

- Conversation page 113 (**Module 6.4**)

- Book page 38 (speaking)

- Book page 38 (Listening)

- Book page 39 (Listening)

- Book page 40 (Reading)

- Grammar: Wh/Questions (Information Questions)

**Understanding questions and answers: فهم الأسئلة والأجوبة**

**How do you go to school every day?**

تكون الإجابة متعلقة بالكيفية مثل:

By bus

**Where did he travel last month?**

تكون الإجابة متعلقة بالمكان مثل:

To Makkah

**When will you visit your uncle?**

تكون الإجابة متعلقة بالزمن وتكون في المستقبل مثل:

Next week

**Question words:**

How كيف

How many للمعدود / How much للثمن و للمعدود و لكم لغير المعدود

Who من (للعاقل)

Whose لمن (الملكية)

What ما / ماذا (لغير العاقل)

When للزمان متى

Where للمكان أين

Why لماذا (للسبب)

**Note:** Verbs after *do, does, did* and *will* must be in the infinitive form.