

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL PURPOSES ONLY



## **Faculty of Arts**

### **First year Non Specialists**

**English Dept.**

**English (ESL)**

**AY 2022-2023**

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

# English I

## ESL

A COMPILED COURSEBOOK FOR TEACHING AND EDUCATIONAL PURPOSES  
ONLY

This course has been compiled and edited from printed and electronic sources for educational  
purposes.

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

**ENGLISH**

**ESL**

**(A COMPILED COURSE-BOOK FOR TEACHING AND EDUCATIONAL PURPOSES ONLY)**

**1<sup>ST</sup> YEAR ARTS (NON-SPECIALISTS)**

**ENGLISH (ESL)**

**Compiled by Dr. Heba Abdelraheim Alkady**

**A Y (2022-2023)**

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

# English I

(ESL)

4

This course has been compiled and edited from printed and electronic sources for educational  
purposes.

## How to speak properly?

### Pronunciation

- How speech sounds are articulated by the human vocal tract.
- We also learn the main symbols and diacritics used to transcribe human sounds in the International Phonetic Alphabet

### International Phonetic Alphabet (IPA)

Contains symbols to represent all sounds from all languages 1-to-1 correspondence between sounds and symbols Includes diacritics to indicate tone, stress, etc. Many symbols from or based on Latin and Greek alphabets Not the only phonetic alphabet in use.

# IPA Chart

- IPA is phonetic script, it show us the **sounds to pronounce** rather than spelling.
- The script is very useful for **improving accuracy** in pronunciation.
- You will learn each sound and its possible spellings on the course.

		Monophthongs				Diphthongs				
V O W E L S	1	2	3	4	13	14	15			
	i:	ɪ	e	æ	eɪ	ɔɪ	aɪ			
	5	6	7	8	16	17				
	ə	ɜ:	ʌ	ɑ:	əʊ	aʊ				
	9	10	11	12	18	19				
	u:	ʊ	ɔ:	ɒ	ɪə	eə				
C O N S O N A N T S	Plosives				Fricatives					Affricates
	20	21	22	23	24	25	26	27	28	29
	p	t	k	ʔ	f	θ	s	ʃ	h	tʃ
	30	31	32		33	34	35	36		37
	b	d	g		v	ð	z	ʒ		dʒ
Nasals				Approximants						
38	39	40		41	42	43	44			
m	n	ŋ		r	w	j	l	ɭ		

Voiced  
□  
Voiceless  
■

Type of Sound	Sound	Example 1	Example 2
<b>plosive</b>  (complete block of air followed by explosion)	p	pin	cap
	b	bag	robe
	t	time	late
	d	door	feed
	k	cash	sock
	g	girl	flag
	?	-	football

This course has been compiled and edited from printed and electronic sources for educational purposes.

<b>fricative</b>  (constant flow of air "squeezed" through a block, sounds like friction)	f	full	knife
	v	vest	cave
	θ	think	earth
	ð	those	bathe
	s	sight	kiss
	z	zoo	nose
	ʃ	shirt	crash
	ʒ	-	pleasure
h	high	-	



## Vowels

A neutral English accent has 19 vowel sounds.

Type of Sound	Sound	Spellings	Examples
<b>short</b>  (single mouth position)	ə	a, e, o, u	<b>alive, the, today, supply</b>
	ɪ	i	<b>thin, sit, rich</b>
	ʊ	u, oo, ou	<b>put, look, should</b>
	e	e, ea, ie	<b>went, bread, friend</b>
	ʌ	u, o	<b>fun, love, money</b>
	æ	a	<b>cat, hand, fan</b>
	ɒ	o, a	<b>rob, top, watch</b>

<b>long</b>  (single mouth position)	i:	ee, ea	need, beat, team
	u:	ew, oo, o_e	few, boot, lose
	ɜ:	ir, ur, wor	third, turn, worse
	ɔ:	al, aw, or, our, oor	talk, law, port
	ɑ:	a, al, ar	glass, half, car

<p><b>diphthong</b></p> <p>(double mouth position)</p>	eɪ	ay, ea, ae, ai	pay, great, maid
	ɔɪ	oi, oy	noise, toy, choice
	aɪ	ie, i_e, i, y	fine, like, might
	əʊ	o, o_e, oa	no, stone, road
	aʊ	ou, ow	round, how, brown
	ɪə	eer, ear	beer, hear, steer
	eə	are, ere, ea, ai	care, there, bear

## Schwa

Word	IPA Transcription
around	<sup>1</sup> mæənə
manner	<sup>1</sup> seɪlə
sailor	<sup>1</sup> kæktəs
cactus	ə <sup>1</sup> raʊnd

The schwa sound /ə/ can be spelt as < a >, < e >, < o > and < u >.

The schwa is the most common vowel sound in English.

The schwa is weak - it can never be stressed.

The production of the schwa is neutral: lips, jaw and tongue are relaxed

### **Consonants**

/p/ as in pipe      /z/ as in zoo

/b/ as in be      /θ/ as in think

/t/ as in time      /ð/ as in that

/d/ as in do      /ʃ/ as in sure

/k/ as in car      /ʒ/ as in casual

/g/ as in go      /tʃ/ as in church

/f/ as in fine      /dʒ/ as in gin

/v/ as in vet      /h/ as in hat

/s/ as in sad

## **Vowels**

/ɪ/ as in sit      /eɪ/ as in may

/i:/ as in speak      /aɪ/ as in kite

/ʊ/ as in book      /ɔɪ/ as in toy

/u:/ as in tool      /ɪə/ as in near

/ʌ/ as in cup      /eə/ as in dare

/ɑ:/ as in heart      /ʊə/ as in cure

/ɒ/ as in box      /əʊ/ as in cold

/ɔ:/ as in door      /aʊ/ as in mouth

/e/ as in bed      /æ/ as in cat

/ɜ:/ as in bird      /ə/ as in ago

/m/ as in map

/n/ as in nose

/ŋ/ as in king

/l/ as in love

/r/ as in red

/j/ as in yacht

/w/ as in wet

## **S phonemes**

1-/s/ after voiceless consonants

books, roofs, aunt's, wife's, month's, stops, writes

2-/z/ after voiced consonants and vowels

sons, songs, walls, heroes, dog's, pupil's, goes

3-/ɪz/ after /s/ /z/ /ʃ/ /ʒ/ /tʃ/ /dʒ/

churches, languages, judge's, actress's, teaches



## **/ed/ phonemes**

1-/t/ after voiceless consonants

looked, missed, passed, baked, crossed

2-/d/ after voiced consonants and vowels

played, served, appeared, spammed, bottled

3-/ɪd/ /t/ /d/

hated, started, wanted, speeded, voted, loaded

## **Capitalization**

( J. Straus)

Rule 1. Capitalize the first word of a quoted sentence.

Examples: He said, "Treat her as you would your own daughter."

"Look out!" she screamed. "You almost ran into my child."

Rule 2. Capitalize a proper noun.

Example: Golden Gate Bridge

Rule 3. Capitalize a person's title when it precedes the name. Do not  
capitalize when the title is acting as a description following the name.

Examples: Chairperson Petrov

Ms. Petrov, the chairperson of the company, will address us at noon.

Rule 4. Capitalize the person's title when it follows the name on the address or signature line.

Example: Sincerely, Ms. Haines, Chairperson

Rule 5. Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.

Examples: The president will address Congress.

All senators are expected to attend.

The governors, lieutenant governors, and attorneys general called for a special task force.

Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.

Rule 6. Capitalize any title when used as a direct address.

Example: Will you take my temperature, Doctor?

Rule 7. Capitalize points of the compass only when they refer to specific regions.

Examples: We have had three relatives visit from the South.

Go south three blocks and then turn left.

We live in the southeast section of town.

Southeast is just an adjective here describing section, so it should not be capitalized.

Rule 8. Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms Is, Are, and Be.

Exception: Do not capitalize little words within titles such as a, an, the, but, as, if, and, or, nor or prepositions, regardless of their length.

Examples: The Day of the Jackal

What Color Is Your Parachute?

A Tale of Two Cities

Rule 9. Capitalize federal or state when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.

Examples: The state has evidence to the contrary.

That is a federal offense.

The State Board of Equalization collects sales taxes.

We will visit three states during our summer vacation.

The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.

Her business must comply with all county, state, and federal laws.

Rule 10. You may capitalize words such as department, bureau, and office if you have prepared your text in the following way:

Example: The Bureau of Land Management (Bureau) has some jurisdiction over Indian lands. The Bureau is finding its administrative role to be challenging.

Rule 11. Do not capitalize names of seasons.

Example: I love autumn colors and spring flowers.

Rule 12. Capitalize the first word of a salutation and the first word of a  
complimentary close.

Examples: Dear Ms. Chan:

My dear Mr. Sanchez:

Very truly yours,

Rule 13.

Capitalize words derived from proper nouns.



Example: I must take English and math.

English is capitalized because it comes from the proper noun England,  
but math does not come from mathland.

Rule 14. Capitalize the names of specific course titles.

Example: I must take history and Algebra 2.

Rule 15. After a sentence ending with a colon, do not capitalize the first  
word if it begins a list.

Example: These are my favorite foods: chocolate cake, spaghetti, and  
artichokes.

Rule 16. Do not capitalize when only one sentence follows a sentence

ending with a colon.

Example: I love Jane Smiley's writing: her book, A Thousand Acres,  
was beautiful.

Rule 17. Capitalize when two or more sentences follow a sentence  
ending with a colon.

Example: I love Jane Smiley's writing: Her book, A Thousand Acres,  
was beautiful. Also, Moo was clever.

## **Writing Numbers**

### Rule 1.

Some authorities say that the numbers one through nine or ten should be spelled out and figures used for higher numbers. Other authorities spell out one through one hundred, plus even hundreds, thousands, and so on.

The best strategy is to be consistent.

Correct Examples: I want five copies, not ten copies.

I want 5 copies, not 10 copies.

## Rule 2.

Be consistent within a category. For example, if you choose numerals because one of the numbers you must deal with is greater than ten, you should use numerals for everything in that category.

Correct Examples: Given the budget constraints, if all 30 history students attend the four plays, then the 7 math students will be able to attend only two plays.

(Students are represented with figures; plays are represented with words.)

My 10 cats fought with their 2 cats.

My ten cats fought with their two cats.

Incorrect Example: I asked for five pencils, not 50.

Rule 3.

Always spell out simple fractions and use hyphens with them.

Examples: One-half of the pies have been eaten.

A two-thirds majority is required for that bill to pass in Congress.

Rule 4.

A mixed fraction can be expressed in figures unless it is the first word of

a sentence.

Examples: We expect a 51/2 percent wage increase.

Five and one-half percent was the maximum allowable interest.

The Blue Book of Grammar and Punctuation

Rule 5.

The simplest way to express large numbers is best. Round numbers are usually spelled out. Be careful to be consistent within a sentence.

Correct: You can earn from one million to five million dollars.

Incorrect: You can earn from one million to \$5,000,000.

Correct: You can earn from five hundred to five million dollars.

Correct: You can earn from \$5 hundred to \$5 million.

Incorrect: You can earn from \$500 to \$5 million.

Incorrect: You can earn from \$500 to five million dollars.

Rule 6.

Write decimals in figures. Put a zero in front of a decimal unless the decimal itself begins with a zero.

Examples: The plant grew 0.79 of a foot in one year.

The plant grew only .07 of a foot this year because of the drought.

Rule 7.

With numbers of four or more digits, use commas. Count three spaces to the left of the ones column to place the first comma. If the

number contains seven or more digits, continue placing commas after every three places.

Examples: \$1,054.21

Rule 8.

When writing out a number of four or more digits, do not use a comma.

However, do use the word and where a decimal point appears in the figure format.

Example: One thousand fifty-four dollars and twenty-one cents

Rule 9.

The following examples apply when using dates:



Examples: The meeting is scheduled for June 30.

The meeting is scheduled for the 30th of June.

We have had tricks played on us on April 1.

The 1st of April puts some people on edge.

Rule 10.

When expressing decades, you may spell them out and  
lowercase them.

Example: During the eighties and nineties, the U.S. economy grew.

### Rule 11.

If you wish to express decades using incomplete numerals, put an apostrophe before the incomplete numeral but not between the year and the s.

Correct: During the '80s and '90s, the U.S. economy grew.

Incorrect: During the '80's and '90's, the U.S. economy grew.

### Rule 12.

You may also express decades in complete numerals. Again, don't use an apostrophe between the year and the s.

Example: During the 1980s and 1990s, the U.S. economy grew.

### Rule 13.

Normally, spell out the time of day in text even with half and quarter hours. With o'clock, the number is always spelled out.

Examples: She gets up at four thirty before the baby wakes up.

The baby wakes up at five o'clock in the morning.

### Rule 14.

Use numerals with the time of day when exact times are being emphasized or when using A.M. or P.M.

Examples: Monib's flight leaves at 6:22 A.M.

Please arrive by 12:30 sharp.

She had a 7:00 P.M. deadline.

Rule 15.

Use noon and midnight rather than 12:00 P.M. and 12:00 A.M.

Rule 16. Hyphenate all compound numbers from twenty-one through  
ninety-nine.

Example: Forty-three people were injured in the train wreck.

Twenty-three of them were hospitalized.

Rule 17.

Write out a number if it begins a sentence.

Examples: Twenty-nine people won an award for helping their  
communities.

That 29 people won an award for helping their communities was  
fantastic! OR That twenty-nine people won an award for helping their  
communities was fantastic!

## Grammar

Correct the grammar error in each sentence..

1. How quick he runs.
2. Neither DeAndre nor I are to follow.
3. The desk and the chair sits in the corner.
4. Each of us were scheduled to take the test.
5. The coach, not the players, have been ill.
6. There is only four days until Christmas.
7. She is one of the women who works hard.
8. That was Yusuf and me whom you saw.
9. This phone call is for Bill and I.

10. Terrell is the smartest of the two.

11. It was I whom called.

12. It is us clerks who work hard.

13. He took the plate off of the table.

14. None of the neighbors offered his support.

15. They mailed the copies to him and I.

16. Neither of the candidates have spoken.

17. How will you be effected financially if the effect of downsizing  
means you will lose your job?

18. Joan walks slower so her children can keep up with her.

19. Jake is the oldest of the two brothers.

20. May did good on the test she took yesterday.

21. He and she were real close friends.

22. Whomever drove in the carpool lane without any passengers will be  
fined.

23. Please allow Jenna or myself to assist you.

24. I work with people that judge others by their nationalities and  
accents.

25. They fought over their father's estate because they felt angrily  
about the way he had treated them.

26. You look well in that running outfit.

27. Don't feel badly about forgetting my birthday.



28. We saw two puppies at the pound and took home the cutest one.

29. Speak slower please.

30. Samantha will meet us later on.

31. Pollen effects my sinuses and makes me sneeze.

32. I want to lay down for a nap, but the phone keeps ringing.

33. That SUV, that landed on its hood after the accident, was traveling  
at eighty miles per hour.

34. Yesterday, Barry lay my jacket on the hood of the car.

35. How much further before we arrive in Santa Fe?

36. My daughter became a honorary member of the city council for the  
day.

37. In the end, we had to decide among a minivan and a station wagon  
as our second car.

38. You're the only one for me.

39. That redwood tree has become taller than the oak tree next door.

40. The time for action has long since past.

41. It's a long way from here to Tierra del Fuego.

42. Mother, can I go to the movies with Ashton this afternoon?

43. I could have danced all night.

Underline the subjects once and the verbs twice.

1. He depends on her in times of need.
2. Watch your step.
3. The insurance agent gave her sound advice.
4. On the table was her purse.
5. In the newspaper, an interesting article appeared.
6. Look before you leap.
7. Across the road lived her boyfriend.
8. We are forced to inhale and exhale this smog-filled air.
9. In the gutter, I found a shiny new dime.
10. Around every cloud is a silver lining.

11. Every one of the roses bloomed.

## Confusing Words and Homonyms

Because many words in English sound or look alike, frequently causing confusion, this list will be very helpful.

a vs. an

Rule.

Use a when the first letter of the word following has the sound of a consonant. Keep in mind that some vowels sound like consonants when they're sounded out as individual letters.

Examples:

- a finger

- a hotel
- a U-turn (pronounced Yoo-turn)
- a HUD program
- a NASA study

Rule.

Use an when the first letter of the word following has the sound of a vowel. Remember that some consonants sound like vowels when they're spoken as individual letters.

Examples:

- an FBI case (F is pronounced ef here)

- an honor (H is silent here)
- an unusual idea
- an HMO plan (H is pronounced aych here)
- an NAACP convention (N is pronounced en here)

Deciding whether to use a or an before abbreviations can be tricky.

The abbreviation for Frequently Asked Questions (FAQ) causes confusion because it can be pronounced as a word (fak), or one letter at a time (F-A-Q).

Using the guidelines above, one would say a FAQ when it is pronounced as one word, and an FAQ when it is pronounced one letter at a time.

accept to agree

except but, with the exception that

ad advertisement

add to perform addition

ades fruit drinks

aides people who help; assistants

AIDS acronym for Acquired Immune Deficiency Syndrome

aids helps, assists

adverse unfortunate; strongly opposed (refers to things, not people)

Examples: an adverse reaction to the medication adverse weather

conditions

averse            having repugnance (refers to people)

Example: He is averse to a military draft.

advice vs. advise

advice        (noun) recommendation

advise        (verb) the act of giving a recommendation

affect vs. effect

Rule 1.

Use effect when you mean bring about or brought about, cause  
or caused.

Example: He effected a commotion in the crowd.

Meaning: He caused a commotion in the crowd.



Rule 2.

Use effect when you mean result.

Example: What effect did that speech have?

Rule 3.

Also use effect whenever any of these words precede it: a, an,

the, any, take, into, no. These words may be separated from effect by  
an adjective.

Examples: That book had a long-lasting effect on my thinking.

Has the medicine produced any noticeable effects?

Rule 4.

Use the verb affect when you mean to influence rather than to

cause.

Example: How do the budget cuts affect your staffing?

Rule 5.

Affect is used as a noun to mean emotional expression.

Example: She showed little affect when told she had won the lottery.

ail to be ill; to cause pain or distress

ale malt beverage more bitter than beer

air what we breathe

err make a mistake

heir one who inherits something

aisle passageway

I'll contraction for I will

isle a small island

all entire, everything

awl a tool

allot to parcel out

a lot always two words meaning many

allowed gave permission to

aloud said out loud; spoken

all ready means all are ready

Example: We are all ready to go.

already refers to time

Example: Is it summer already?

all together      refers to a group; all of us or all of them together

Example: It is wonderful to be all together to celebrate your birthday.

altogether      entirely

Example: It is not altogether his fault.

altar      pedestal, usually religious

Example: They exchanged wedding vows at the altar of the church.

Alter      to modify

Example: Please don't alter your plans until we have the final schedule  
approved.

allude      to refer indirectly

Example: He alluded to his past as a spy.

elude    avoid capture

Example: The fugitive eluded the police for a month.

illude    mislead

Example: He illuded her about his age.

allusion    an indirect mention of something

illusion    false perception

ambiguous    to have more than one meaning

Example: The law was ambiguous.

ambivalent    to have mixed feelings

Example: She is ambivalent about her wedding dress.

Amicable    friendly (refers to things, not people)

amiable    friendly (refers to people)

Example:    The amiable couple had an amicable divorce.

among      involves three or more

Example:    Who among us has not lied?

between    involves just two

Example:    She couldn't decide between Chinese and Thai food.

amount     used for things not countable

Example:    We couldn't handle that amount of ill will.

number     used for things that can be counted

Example:    The number of accidents increased by ten percent.

ant a bug

aunt the sister of a parent

ante a bet placed before playing

auntie affectionate term for a parent's sister

anxious to have anxiety or worry

Example: She is anxious about taking the test.

eager excited

Example: She is eager to get a puppy.

anymore something additional or further

Example: It didn't rain any more this year than last year.

anymore any longer, nowadays

Example: Harry doesn't travel anymore.

appraise to put a value on something

apprise to notify

arc arch, crescent, half moon

ark a vessel or a refuge

ascent (noun) movement upward

assent (noun or verb) enthusiastic agreement; to agree

consent agreement

assistance (noun) help

assistants (noun) people who help

assumption an idea not based on evidence



presumption          an idea based on evidence

assure                  to promise or say with confidence

ensure                  to make sure something will/won't happen

insure                  to issue an insurance policy

ate                      past tense of eat

eight                  the number after seven

aural                  having to do with hearing

oral                    having to do with the mouth

## Grammar Answers

1. How quickly he runs.

2. Neither DeAndre nor I am to follow.

3. The desk and the chair sit in the corner.
4. Each of us was scheduled to take the test.
5. The coach, not the players, has been ill.
6. There are only four days until Christmas.
7. She is one of the women who work hard.
8. That was Yusuf and I whom you saw.
9. This phone call is for Bill and me.
10. Terrell is the smarter of the two.
11. It was I who called.
12. It is we clerks who work hard.
13. He took the plate off the table.

14. None of the neighbors offered their support.

15. They mailed the copies to him and me.

16. Neither of the candidates has spoken.

17. How will you be affected financially if the effect of downsizing  
means you will lose your job?

18. Joan walks slowly so her children can keep up with her. (OR more  
slowly)

19. Jake is the older of the two brothers.

20. May did well on the test she took yesterday.

21. He and she were really close friends. (OR very)

22. Whoever drove in the carpool lane without any passengers will be

fined.

23. Please allow Jenna or me to assist you.

24. I work with people who judge others by their nationalities and accents.

25. They fought over their father's estate because they felt angry about the way he had treated them.

26. You look good in that running outfit.

27. Don't feel bad about forgetting my birthday.

28. We saw two puppies at the pound and took home the cuter one.

29. Speak more slowly please.

30. Samantha will meet us later.

31. Pollen affects my sinuses and makes me sneeze.

32. I want to lie down for a nap, but the phone keeps ringing.

33. That SUV, which landed on its hood after the accident, was traveling  
at eighty miles per hour.

34. Yesterday, Barry laid my jacket on the hood of the car.

35. How much farther before we arrive in Santa Fe?

36. My daughter became an honorary member of the city council for  
the day.

37. In the end, we had to decide between a minivan and a station  
wagon as our second car.

38. You're the only one for me.

39. That redwood tree has become taller than the oak tree next door.

40. The time for action has long since passed.

41. It's a long way from here to Tierra del Fuego.

42. Mother, may I go to the movies with Ashton this afternoon?

43. I could have danced all night.

44. Srdjian emigrated from his native Bosnia about five years ago.

45. I am tiring of the noise from the continuous flow of traffic past my  
apartment.

46. The teacher tried to elicit a discussion about the novel.

47. La Donna talks fondly about the four years that she went to the  
university.

48. The answer is plain and simple.

49. Let me set this book down on the table before I answer your  
question.

50. The legislature finally authorized the funds to polish the gold on the  
dome of the capitol building.

#### Finding Subjects and Verbs Answers

1. He depends on her in times of need.
2. (You) Watch your step.
3. The insurance agent gave her sound advice.
4. On the table was her purse.
5. In the newspaper, an interesting article appeared.

6. (You) Look before you leap.
7. Across the road lived her boyfriend.
8. We are forced to inhale and exhale this smog-filled air. (or are )
9. In the gutter, I found a shiny new dime.
10. Around every cloud is a silver lining.
11. Every one of the roses bloomed.

#### Finding Subjects and Verbs Answers

1. This gorgeous grand piano is tuned to perfection. (or is)
2. Every environmental regulation has been undermined by that industry.  
  
(or has been)
3. My gift for walking and talking simultaneously did not go unnoticed.
4. Your red scarf matches your eyes.
5. Every attempt to flatter him failed miserably.



6. (You) Think before you speak and you will be glad for the things you

never said.

7. If all is lost, why am I still playing?

8. Jared needed a pity party after he lost his job.

9. Have you memorized all the chemical symbols on the chart?

10. Buses has only one s in the middle of it.

11. (You) Please answer the question without smirking.

**Translate the following passage:**

Is Today the Day?

Brenda and her new husband, Bart, were out for a walk on a cold winter day. They walked past the white building that was the county animal shelter. —Do you want to go in and see the dogs?|| Brenda asked. —Sure,|| answered, —but today is not the day to take one home!

Remember, we decided to wait until summer to get a dog!|| Inside the shelter, a worker led Brenda and Bart down the hall to the dog kennel. They were greeted by many hopeful barks that were clearly saying, —Take me home!|| Then Brenda saw a strong, black and tan dog with its nose pressed against the gate. It won her heart. Both the dog and Brenda looked at Bart with big, excited eyes. Maybe the time was right after all!

**Synonymy exercise**

Pup eager ivory frosty powerful stroll replied

1. \_\_\_\_\_ is a synonym for walk.

2. \_\_\_\_\_ is a synonym for cold.

3. \_\_\_\_\_ is a synonym for white.

4. \_\_\_\_\_ is a synonym for answered.

5. \_\_\_\_\_ is a synonym for dog.

6. \_\_\_\_\_ is a synonym for strong.

7. \_\_\_\_\_ is a synonym for excited

Exchange frosty hum ivory journal stroll witness

1. After dinner, it's nice to take a slow \_\_\_\_\_ around the block.
2. Some of the piano's 88 keys were black and others were \_\_\_\_\_
3. You can keep the sweater or \_\_\_\_\_ it for a larger size.
4. Juana wrote about daily events in her \_\_\_\_\_ .
5. Angela would testify in court as a \_\_\_\_\_ for the defense.
6. As autumn turned to winter, the mornings became cold and \_\_\_\_\_.
7. Everyone else knew the words to the song, but I had to \_\_\_\_\_

## Homonyms

Fill in each blank with the correct homonym.

1. whole / hole

a. I can't believe I ate the \_\_\_\_\_ box of donuts!

b. To be a donut, a round cake must have a \_\_\_\_\_.

2. principal / principle

a. Honesty is a \_\_\_\_\_ to live by!

b. Ms. Chin, our school \_\_\_\_\_, announced the guest speaker.

3. flee / flea

a. Waldo found a \_\_\_\_\_ in his dog's thick coat.

b. If the fire comes their way, the animals must \_\_\_\_\_ the forest.

4. plain / plane

a. Would you like a \_\_\_\_\_ or chocolate donut?

b. The wings dipped as the \_\_\_\_\_ turned.

5. sleigh/ slay

a. The horse pulled the \_\_\_\_\_ through the snowy field.

b. The young hero will \_\_\_\_\_ the fierce dragon.

6. rain / reign

a. The homecoming queen will \_\_\_\_\_ at the football game.

b. I hope it doesn't \_\_\_\_\_ during the game.

7. throne / thrown

a. The ball was \_\_\_\_\_ from the 20-yard line.

b. The queen sat on a \_\_\_\_\_ decorated with flowers

Shortened forms

Write the shortened form of each of the following words.

EXAMPLE: doctor = \_\_\_dr\_\_\_\_\_

☐ photograph = \_\_\_\_\_

☐ mathematics = \_\_\_\_\_

☐ advertisement = \_\_\_\_\_

☐ popular = \_\_\_\_\_

☐ airplane = \_\_\_\_\_

☐ professor = \_\_\_\_\_

Circle the most common meaning of each boldface abbreviation.

☐ **B.A.**

Bachelor of Arts

before arrival

Best Actor

☐ **D.A.**

date of arrival

District Attorney

don't answer

☐ **Jan.**



o Janitor

o Junior

o January

o FDA

o Food and Drug Administration

o Future Democrats of America

o Federal Department of Agriculture

o Co

o copilot

o Company

o cousin

☐ Mon.

o moon

o money

o Monday

☐ ASAP

o Americans Supporting All People

o as soon as possible

o Association for Special Athletic Pursuits

**Combine a prefix from the box with the word in parentheses to complete the sentence.**

ir    in    re    pre    semi    non

1. On her first day at the new school, Rosie felt (secure)

\_\_\_\_\_.

2. The teacher thought that Christopher's excuse was utter (sense)

\_\_\_\_\_.

3. If you (pay) \_\_\_\_\_ for something, you send the money ahead of time.

4. Tricking someone else into doing your work is lazy and (responsible)

\_\_\_\_\_.

5. James will have to (place) \_\_\_\_\_ the basketball he lost.

6. Gloria's cookie recipe calls for (sweet) \_\_\_\_\_ chocolate chips.

**Circle the suffix that correctly completes each sentence.**

1. To change the verb tour to a noun meaning "one who tours," add the suffix ( or / ist / er ).

2. To change the noun speed to an adjective meaning "very fast," add the suffix ( ly / er / y ).

3. To change the verb break to an adjective meaning "capable of being broken," add the suffix ( ible / able / ery ).

4. To change the noun envy to an adjective meaning “jealous,” add the suffix ( bus / ous / ish ).

5. To change the noun taste to an adjective meaning “in good taste,” add the suffix ( y / ier / ful ).

The Sun and the Wind The sun and the wind had an argument. “I am more powerful than you,” howled the wind. The sun disagreed. “Let us have a test to decide which of us is more powerful,” he cried hotly. “Do you see the man walking on the street down there? Are you strong enough to make him take off his coat?”

Write words from the paragraph that have these prefixes :

de \_\_\_\_\_ dis \_\_\_\_\_

Write words from the paragraph that have these suffixes :

ful \_\_\_\_\_ ment \_\_\_\_\_

ly \_\_\_\_\_ ing \_\_\_\_\_

“That’s easy,” moaned the wind. He blew harder and harder. The man became cold. To protect himself, he pulled his coat tightly around him. Finally, the wind admitted that he could do nothing more to remove the coat. Now it was the sun’s turn to show his mighty power.

**Write words from the paragraph that have these prefixes:**

. ad \_\_\_\_\_ re \_\_\_\_\_

pro \_\_\_\_\_ be \_\_\_\_\_

The sun began to shine brightly. Soon the man grew warmer. He removed his coat to enjoy the warmth of the sun. Laughing loudly, the sun told the wind, “Do you see why I was successful? You met with failure because you used force. Sometimes kindness is more powerful than force.”

Write words from the paragraph that have these suffixes :

ly \_\_\_\_\_ er \_\_\_\_\_

ful \_\_\_\_\_ ness \_\_\_\_\_

**Read the definitions. Then use prefixes and suffixes to complete the words.**

1. \_\_\_\_\_ NATIONAL: between or among nations
2. \_\_\_\_\_ JOIN: to join again
3. \_\_\_\_\_ PRACTICAL: not useful or efficient
4. PRE \_\_\_\_\_ : to forecast or guess a future event
5. \_\_\_\_\_ GRAPHY: the story of someone's life
6. MERCI \_\_\_\_\_ : full of pity and forgiveness
7. WORTH \_\_\_\_\_ : without value
8. CONSTANT \_\_\_\_\_ : on and on without stopping
9. NEUR \_\_\_\_\_ : inflammation of the nerves

## Multiple Meaning Words



People with word power are careful about mixing up words. Confusion usually occurs between words that are very similar. Many English words have more than one meaning and can be used as different parts of speech. To add to the confusion, these words are often pronounced differently, as well.

EXAMPLES: a bow and arrow (noun that rhymes with go ) the bow of a ship (noun that rhymes with cow ) to bow before the king (verb that rhymes with now

Study each boldfaced word. Then identify its part of speech. On the line, write noun, verb, adjective, or adverb.

Invite the duke and the count.

It might rain today.

Count the remaining tokens.

We have power and might.

Go down to the basement.

Are all students present?

Goose down is very soft.

I gave Taylor a present.

Add vowels (a, e, i, o, u) to complete the multiple meaning words.

1. BR \_\_\_ DG \_\_\_ is a popular card game.
2. Her P \_\_\_ T \_\_\_ NT leather shoes are shiny.
3. Light the fire with a M \_\_\_ TCH.
4. A R \_\_\_ R \_\_\_ bird is hard to find.

5. Please fry me a pork CH \_\_\_\_ P for dinner.
  
6. An out-of-date license is \_\_\_\_ NV \_\_\_\_ L \_\_\_\_ D.
  
7. A P \_\_\_\_ LM is a common tropical tree.
  
8. A CR \_\_\_\_ T \_\_\_\_ is a slatted wooden container.

## Homophones

Homophones are words that sound the same but have different meanings and usually different spellings.

EXAMPLES: pail (a bucket) / pale (white) ant (insect) / aunt (female relative)

**Read the sentences. Write a homophone for each boldfaced word on the line. The first one has been done for you.**

1. How hi \_\_\_\_\_ can ewe \_\_\_\_you\_\_\_\_ jump?

2.. Please \_\_\_\_\_ stand over their \_\_\_\_\_.

4. Does that hoarse \_\_\_\_\_ need a bridal \_\_\_\_\_?

5. Wheel \_\_\_\_\_ bee \_\_\_\_\_ home soon.

Circle the correct words.

1. Rupert ( maid / made ) a ( very / vary ) big mistake.
2. I ( heard / herd ) he didn't pay the ( tax / tacks ) on his house.
3. Now the government has put a ( lean / lien ) on his property.
4. Rupert doesn't ( no / know ) what to ( dew / do ) about it.
5. ( We've / weave ) ( tolled / told ) ( hymn / him ) to ( meat / meet )  
with a lawyer.
6. Maybe it ( wood / would ) be wiser for Rupert to take out a ( lone /  
loan ) and pay up.

## Near Misses

Near misses are words that are similar in one way or another. These words have different meanings, however. Be careful!

**Circle the word that makes sense in each sentence. Use a dictionary if you need help.**

1. People are said to ( emigrate / immigrate ) when they leave a country and ( immigrate / emigrate ) when they enter another country.

2. In anything you write, chances are you will use at least one ( proposition / preposition ).
3. The arrival of our ( imminent / eminent ) speaker is ( imminent / eminent).
4. I wish I had an autographed ( pitcher / picture ) of that famous ( pitcher / picture ).
5. You may ( disprove / disapprove ) of my opinion, but you can't ( disprove / disapprove ) it.
6. I am ( confident / confidant ) that my friend and ( confidant / confident ) will keep my secrets.
7. Is it possible for you to ( device / devise ) a ( devise / device ) to solve that problem?



8. The attorney is ( prosecuting / persecuting ) a man charged with ( prosecuting / persecuting ) his dog.

9. Iran was ( formally / formerly ) called Persia until its name was ( formally / formerly ) changed.

10. The sick boy should ( lie / lay ) his backpack on the floor and ( lie / lay ) down in the nurse's office.

**Read the pair of synonyms. Then complete the phrases with the most appropriate word. If you need help, use a dictionary to check out each word's connotation as well as denotation.**

1. dainty / delicate

a \_\_\_\_\_ surgery a \_\_\_\_\_ decoration

2. reach / achieve

to \_\_\_\_\_ maturity to \_\_\_\_\_ success

3. slim / slight

a \_\_\_\_\_ difference a \_\_\_\_\_ possibility

4. distribute / dispense

to \_\_\_\_\_ medicine to \_\_\_\_\_ flyers

5. oral / verbal

an \_\_\_\_\_ report a \_\_\_\_\_ agreement

6. teach / train

to \_\_\_\_\_ guitar to \_\_\_\_\_ animals

7. decline / reject

to \_\_\_\_\_ a suggestion to \_\_\_\_\_ an invitation

8. capture / catch

to \_\_\_\_\_ the enemy to \_\_\_\_\_ a baseball

Use each pair of synonyms in sentences of your own. Make sure your sentences show the differences in connotation. Use a dictionary if you need help.

1. (tired)

---

(exhausted)

---

2. (tolerate)

---

(approve)

---

3. (aroma)

---

(odor)

---

4. (sign)

---

(symptom)

---

## Translation of Arabic Proverbs

لا يلدغ المؤمن من جحر مرتين.

The believer is not bitten from the same hole twice. (Fool me once, shame on you; fool me twice, shame on me.)

قليل البخت يلاقي العظم في الكرشة.

The unlucky person finds bones in his tripe dinner. (You can't escape bad luck.)

الطيور على اشكالها تقع.

Birds of a feather flock together.

ابن الوزّ عوّام.

The son of a goose is a swimmer. (Like father, like son.)

دوام الحال من المحال.

Continuing the same state is impossible. (Nothing stays the same.)

باب النجّار مخلص.

-----  
الشاطرة تغزل برجل حمار.

The clever one spins with a donkey's leg (i.e. can make something out of nothing). (Used to criticize someone who blames their tools for their bad work.)

في الهوا سوا.

We are in the same boat (lit. same air).

اللى مكتوب عالجبين لازم تشوفه العين

What is written on the brow will inevitably be seen by the eye. (One will inevitably meet one's destiny.)



يا مآمن للرجال يا مآمن الميّة في الغربال.

Trusting men is like trusting water in a sieve.

يد واحدة ماتسقفش.

One hand doesn't clap. (Cooperation from all sides is necessary to accomplish anything.)

تحت السواهي دواهي.

Underneath the nice exterior is a bunch of problems. (Used to criticize someone who tries to put up a good appearance to cover up their faults.)

على قد لحافك مد رجلك

Stretch your legs as far as your blanket extends. (Don't live beyond your means.)

المتعوس متعوس ولو ركبه على راسه فانوس.

(You can't escape your luck.)

لقيني ولا اتغديني.

Better a warm welcome than being invited to lunch. (Welcoming people warmly is important.)

طباخ السمّ بيدوقه.

One who cooks poison tastes it. (What goes around comes around.)

اللي يلاقي اللي يطبخ له لية يحرق صوابه؟

Why should one who finds someone to cook for him burn his fingers?

(Don't do your own dirty work if you can find someone to do it for you.)

اتعدى بيه قبل ما يتعشى بيك.

Eat him for lunch before he eats you for dinner. (Kill him before he kills you; get your blow in first.)

القط ما يحبش الا خناقه.

The cat only likes its strangler. (People only respond to harsh treatment.)

الغاي ينقط بطاقيته.

The fan will donate his skullcap. (An enthusiast will give away  
everything he has for what he loves.)

الحركة بركة.

Movement is a blessing. (Exercise is good.)

دبّور زنّ على خراب عشّه.

A wasp that brought about the destruction of its own nest through its  
buzzing. (He asked for it, it was his own fault.)

تضرب القدرة على فمها تطلع البنت لأمها.

Like mother, like daughter.

هاك الشبل من ذاك الأسد.

---

شحات ونزهي.

A beggar but acting like a rich man. (Used to describe someone who's in

no position to be picky but is still acting like he can set the terms of whatever bargain etc. is going on. Sort of like the equivalent of "Beggars can't be choosers," but in reverse.)

حجة البليد مسح التخته.

The bad student's excuse is erasing the blackboard. (Used to describe people who are trying to divert attention from their own failings by talking about other things.)

مصائب قوم عند قوم فوائد.

Some people's disasters provide benefits for other people. (What is disastrous for some people can prove to be advantageous for other people.)

عمر الشقي بقي.

The wicked or naughty live longer. (Can be used to hint that if you take risks, it'll pay off. Can also be used in a joking way; for example, if a friend was in a minor car accident and was uninjured, you could tell them)

القفة ام ودنين يشيلوها اتنين

A basket has two handles (lit. ears) for two people to carry it. (Many hands make light work.)

ديل الكلب عمره مايتعدل

The dog's tail will never straighten out. (A leopard doesn't change its spots.)

مافيش حلاوة من غير نار

(You can't make an omelet without breaking a few eggs.)



الغالي تمنه فيه

You get what you pay for. (Expensive things are worth the price for their quality.)

الاعتراف بالحق فضيلة

Admitting it when someone else is right is a virtue.

ما خفي كان أعظم

What is (still) hidden is more than what has happened/been revealed

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

so far. (This is just the tip of the iceberg.)

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

This course has been compiled and edited from printed and electronic sources for educational  
purposes.

## Hard and soft c & g

### Generalization:

c and g are hard before a, o, and u. they are soft before e, i, and y.

hard c	hard g	soft c	soft g
cup	gum	cent	gym
corn	gate	cell	gem
call	game	city	germ
cave	gave	circle	giant
camp	gold	cycle	gentle
cart	golf	center	ginger
cage	goat	celery	gypsy
coin	gain	cedar	general
cold	gush	cease	giraffe
coat	gulp	cellar	gelatin
cost	good	cement	
come	garden	central	
came	getting	cereal	
cook	great	certain	
cute	group	ceiling	
cuff	ground	cider	
camel		circus	
candy		cinch	
count		cyst	
coast		census	
comic		cymbal	
cousin		cinder	
candle		citizen	
college		cinema	
canary		cyclone	
clothes		cylinder	
camera		cinnamon	
could			

### Miscellaneous Terminology

<b>Ecology</b>	<b>علم البيئة</b>
<b>Ministry of Environmental Affairs</b>	<b>وزارة الشؤون البيئية</b>
<b>Ecosystem</b>	<b>نظام البيئة</b>
<b>Ecosphere</b>	<b>الغلاف الجوي البيئي</b>
<b>Ecoclimate</b>	<b>المناخ البيئي</b>

<b>Ecodevelopment</b>	التنمية البيئية
<b>Ecologist</b>	عالم البيئة
<b>Earth Charter</b>	ميثاق الأرض
<b>Earth Day</b>	عيد الأرض (يوم الأرض)
<b>Abyssal environment</b>	بيئة الأعماق
<b>Aquatic life</b>	الحياة المائية
<b>Affordable water</b>	مياه رخيصة/في متناول الجميع
<b>Running water</b>	مياه جارية

<b>Ground water</b>	مياه جوفية
<b>Costal area/ littoral area</b>	منطقة ساحلية
<b>Costal water</b>	المياه الساحلية
<b>Ocean floor</b>	قاع المحيط
<b>Sea bed</b>	قاع البحر
<b>Fisheries</b>	مصائد الأسماك
<b>Fishery</b>	مصيدة
<b>Shellfishery</b>	مصائد المحاريات

<b>Fish shoal</b>	سرب السمك
<b>Juvenile fish</b>	صغار/فرخ السمك
<b>Juvenile water</b>	مياه أولية (ما يتم اكتشافه على عمق 30م)
<b>River-borne sediments</b>	الرواسب النهرية
<b>Climatology</b>	علم المناخ
<b>Agroclimatology</b>	علم المناخ الزراعي
<b>Ambient air</b>	الهواء المحيط
<b>Ambient temperature</b>	درجة الحرارة المحيطة



<b>Flora and Fauna</b>	النباتات والحيوانات
<b>Forestry</b>	علم الغابات
<b>Arable land/cultivate land</b>	أرض صالحة للزراعة
<b>Meteorology</b>	علم الأرصاد الجوية
<b>Firewood</b>	
<b>Air mass</b>	كتلة هوائية
<b>Seasonal crops</b>	محاصيل موسمية
<b>Vegetarian</b>	نباتي

<b>Glaciology</b>	علم الجليديات
<b>Ice cap</b>	غطاء جليدي
<b>Ice sheet</b>	
<b>Ice shelf</b>	جرف جليدي
<b>Glacier ice</b>	نهر تليجي
<b>Ontology</b>	تاريخ نمو الكائن الحي
<b>Biodiversity</b>	التنوع الأحيائي (تنوع الكائنات الحية)
<b>Metabolism</b>	التمثيل الغذائي (الأيض)

<b>Acclimatization</b>	<b>التأقلم</b>
<b>Wild animals</b>	<b>حيوانات برية</b>
<b>Wild life</b>	<b>الحياة البرية</b>
<b>Captive animals</b>	<b>حيوانات حبيسة</b>
<b>Semi-captive animals</b>	<b>حيوانات شبه حبيسة</b>
<b>Cattle grazing</b>	<b>راعي الماشية</b>
<b>Sedimentary rocks</b>	<b>صخور رسوبية</b>
<b>Climate changes</b>	<b>التغيرات المناخية</b>

<b>Global Climate changes</b>	التغيرات المناخية العالمية
<b>Cyclone</b>	إعصار حلزوني
<b>Hurricane</b>	إعصار (مصحوب برعد وبرق)
<b>Smog</b>	ضباب دخاني
<b>Dust storm</b>	عاصفة غبارية/ترابية
<b>Sand storm</b>	عاصفة رملية
<b>Wind storm</b>	عاصفة رياحية
<b>Easterlies</b>	رياح شرقية

<b>Westerlies</b>	رياح غربية
<b>Monsoon winds</b>	رياح موسمية
<b>Equator</b>	خط الاستواء
<b>Dew</b>	ندى
<b>Humidity</b>	رطوبة
<b>Mist</b>	رذاذ/ السديم
<b>Conservation of the Environment</b>	الحفاظ على البيئة

<b>Egyptian Environmental Affairs Agency (EEAA)</b>	جهاز شئون البيئة المصري
<b>Environmental friendly</b>	صديق البيئة
<b>Green belt</b>	حزام أخضر
<b>Conservation of nature</b>	الحفاظ على الطبيعة
<b>Tornado</b>	إعصار حلزوني
<b>Typhoon</b>	إعصار استوائي
<b>Rain forest</b>	غابة مطيرة

<b>Clean technology</b>	تكنولوجيا نظيفة
<b>Clearing up pollution</b>	القضاء على التلوث
<b>Air culture control</b>	التحكم في جودة الهواء
<b>Depollution/ Decontamination</b>	إزالة التلوث
<b>Desalination</b>	إزالة الملوحة
<b>Detoxication</b>	إزالة السمية/السموم
<b>Disaster management</b>	إدارة الكوارث
<b>Pollution control</b>	مكافحة التلوث

<b>Restoration of soil</b>	إصلاح التربة
<b>Afforestation</b>	زراعة الغابات/تحريج
<b>Ozone hole</b>	ثقب الأوزون
<b>Ozone-friendly technology</b>	تكنولوجيا غير ضارة بالأوزون
<b>Energy conservation</b>	الحفظ على الطاقة
<b>Green car</b>	سيارة صديقة للبيئة
<b>Biofuel</b>	وقود حيوي
<b>Smokeless fuel</b>	وقود عديم الدخان



<b>Zero emission vehicle</b>	مركبة/سيارة لا ينبعث منها عوادم
<b>Collection of household refuse</b>	جمع القمامة المنزلية
<b>Sorting of refuse</b>	فرز القمامة
<b>Sanitary landfill</b>	مدفن قمامة صحي
<b>Rational Waste Management</b>	إدارة رشيدة للنفايات
<b>Hygienic waste disposal</b>	التخلص الصحي من النفايات
<b>Cutting of waste</b>	التقليل من النفايات

<b>Rationalize of hunting animals</b>	ترشيد صيد الحيوانات
<b>Hazard prediction</b>	التنبؤ بالخطر
<b>Natural phenomena</b>	الظواهر الطبيعية
<b>Age-old forests</b>	غابات معمرة
<b>Air current</b>	تيار هوائي
<b>Beach erosion</b>	تآكل الشواطئ
<b>Land erosion</b>	تآكل الأرض
<b>Coral reefs</b>	الشعب المرجانية

<b>Deglaciation</b>	الانحسار الجليدي
<b>Desertification</b>	التصحّر
<b>Ebb and tide</b>	المد والجزر
<b>Marshlands/swamps/fen/bog soil</b>	مستنقعات
<b>Pristine area</b>	منطقة بكر
<b>Quick sands</b>	الرمال المتحركة
<b>Sand dunes</b>	كثبان رملية

<b>Sand flats</b>	سهول رملية
<b>Uplands</b>	المرتفعات
<b>Vortex</b>	دوامة
<b>Falls</b>	شلالات
<b>Natural disasters</b>	كوارث طبيعية
<b>Biodeterioration</b>	التدهور الأحيائي
<b>Bush fire</b>	حريق الأدغال
<b>Conflagration</b>	حريق الغابات

<b>Disaster-prone area</b>	منطقة معرضة للكوارث
<b>Disaster stricken area</b>	منطقة أصابها كارثة
<b>Distressed area</b>	منطقة منكوبة
<b>Drought area</b>	منطقة معرضة للجفاف
<b>Endangered species</b>	فصائل مهددة بالانقراض
<b>Extinct species</b>	فصائل منقرضة
<b>Famine</b>	مجاعة
<b>Environmental Abuse</b>	إساءة استخدام الموارد البشرية

<b>Environment degradation</b>	تدهور البيئة
<b>Agrochemicals</b>	الكيماويات الزراعية
<b>Deforestation</b>	إزالة الغابات
<b>Solid degradation</b>	تدهور التربة
<b>Over grazing</b>	الرعي الجائر
<b>Overcropping</b>	الزراعة المفرطة
<b>Overfertilization</b>	الإفراط في التسميد/التخصيب
<b>Overfishing</b>	الصيد الجائر

<b>Air pollution load</b>	نسبة تلوث الهواء
<b>Airborne contaminant = Air pollutant</b>	ملوث هوائي
<b>Airborne emissions</b>	انبعاثات جوية
<b>Airborne particles</b>	جسيمات متعلقة بالهواء
<b>Airborne pollutants</b>	ملوثات يحملها الهواء
<b>Airborne pollution</b>	تلوث جوي
<b>Breakdown of wastes</b>	تحلل النفايات

<b>Build up of pollutants</b>	تراكم الملوثات
<b>Disposal of wastes</b>	التخلص من/تصريف النفايات
<b>Dump</b>	مقلب قمامة
<b>Dumping at sea</b>	التخلص من النفايات في البحر
<b>Flowing-out/Effluent discharge</b>	التخلص من النفايات السائلة
<b>Incineration of wastes</b>	حريق النفايات
<b>Garbage/refuse collection</b>	جمع القمامة



<b>Contaminated food</b>	غذاء ملوث
<b>Dust deposit</b>	ترسيب الغبار
<b>Emission trading</b>	تجارة الانبعاثات
<b>Energy-intensive technology</b>	تكنولوجيا شديدة الاستهلاك للطاقة
<b>Noxious emissions</b>	انبعاثات سامة
<b>Off-gases</b>	غازات منبعثة
<b>Off-odor</b>	روائح منبعثة
<b>Exhaust</b>	عوادم

<b>Fossil fuel</b>	الوقود الاحفوري/احفري
<b>Fumes</b>	الأدخنة
<b>Fumigation</b>	أبخرة
<b>Global warming</b>	الاحتباس الحراري
<b>Greenhouse effect</b>	تأثير الدفيئة/الخبيئة
<b>Greenhouse gases</b>	غازات الدفيئة
<b>Radiation</b>	إشعاع
<b>Carcinogen</b>	مواد مسرطنة

<b>Carbon release</b>	الانبعاث الكربوني
<b>Cement plants</b>	مصانع الاسمنت
<b>Combustion residue</b>	مخلفات الاحتراق
<b>Depletion of Ozone Layer</b>	تآكل طبقة الأوزون
<b>Sanitary drainage</b>	الصرف الصحي
<b>Sewer</b>	أنبوبة الصرف
<b>Toxics</b>	سموم
<b>Thermal pollution</b>	تلوث حراري

<b>Marine pollution</b>	التلوث البحري
<b>Oil spill</b>	بقعة زيت
<b>Miscellaneous</b>	متنوع
<b>Pumping station</b>	محطة طخ
<b>Organic components</b>	عناصر/مركبات عضوية
<b>Hygiene</b>	الصحة العامة

<b>Planning, Studies &amp; Research</b>	<b>التخطيط والدراسات والأبحاث</b>
<b>Action plan</b>	<b>خطة عمل</b>
<b>Baseline study</b>	<b>دراسة أساسية</b>
<b>Benchmarks</b>	<b>معايير</b>

<b>Brainstorming</b>	العصر الذهبي
<b>Case study</b>	دراسة حالة

<b>Development planning cycle</b>	دورة التنمية والتخطيط
<b>Disaggregative statistics</b>	إحصاءات مصنفة
<b>Feedback</b>	تغذية راجعة-مرتدة
<b>Field study</b>	دراسة ميدانية
<b>Field visit</b>	زيارة ميدانية
<b>Formative evaluation</b>	تقييم تطوري/تنموي/تقويمي

<b>Indicator</b>	مؤشر
<b>Input</b>	مساهمة
<b>Logical framework (logframe)</b>	الإطار المنطقي
<b>Monitoring and Evaluation (M&amp;E)</b>	المتابعة والتقييم
<b>Needs assessment</b>	تقدير الاحتياجات
<b>Normative framework</b>	إطار معياري



<b>Outcome</b>	<b>نتيجة</b>
<b>Output</b>	<b>مخرج</b>
<b>Output to Purpose Review (OPR)</b>	<b>مقارنة المخرجات</b>
<b>Pilot project</b>	<b>مشروع تجريبي</b>
<b>Problems tree</b>	<b>شجرة المشكلات</b>
<b>Project proposal</b>	<b>مقترح مشروع</b>

<b>Questionnaire</b>	استبيان
<b>Research findings</b>	نتائج البحث
<b>Roundtable</b>	حلقة نقاش
<b>Steering committee</b>	لجنة توجيهية/ لجنة الإعداد والتحضير/ لجنة تسيير
<b>Summative evaluation</b>	تقييم نهائي
<b>Survey</b>	مسح
<b>Time-bound goals</b>	أهداف ذات إطار ومني
<b>Workshop</b>	ورشة عمل

<b>Types of organizations</b>	<b>أنواع المنظمات</b>
<b>Charity Organization</b>	<b>جمعية خيرية</b>
<b>Community Development Associations (CDA)</b>	<b>جمعيات تنمية المجتمع</b>
<b>Donor Agencies</b>	<b>هيئات مانحة</b>
<b>International Non-governmental Organization (INGO)</b>	<b>منظمة دولية غير حكومية</b>
<b>Non-governmental</b>	<b>منظمة غير حكومية</b>

<b>Organization (NGO)</b>	
<b>Private Voluntary Organization (PVO)</b>	منظمة أهلية تطوعية
<b>Personnel</b>	العاملون
<b>Community facilitator</b>	ميسر اجتماعي
<b>Consultant</b>	استشاري
<b>Counterpart</b>	نظير

<b>Field coordinator</b>	منسق ميداني
<b>Programme officer</b>	مسئول برامج
<b>Technical advisor</b>	استشاري فني
<b>Gender and Women</b>	النوع الاجتماعي والمرأة
<b>Advancement of women</b>	النهوض بالمرأة
<b>Emancipation of women</b>	تحرير المرأة

<b>Female-headed households</b>	الأسرة التي ترأسها امرأة
<b>Feminization of employment</b>	تأنيث العمالة
<b>Feminization of poverty</b>	تأنيث الفقر
<b>Gender</b>	النوع الاجتماعي
<b>Gender and Development</b>	النوع الاجتماعي والتنمية

<b>(GAD)</b>	
<b>Gender bias</b>	التحيز لأحد الجنسين
<b>Gender equality</b>	المساواة بين الجنسين
<b>Gender equity</b>	العدالة بين الجنسين
<b>Gender-sensitive assessments</b>	تقييم يراعي الجنسين
<b>Empowerment of women</b>	تمكين المرأة
<b>Interventions &amp; Processes</b>	المدخلات والعمليات

<b>Capacity building</b>	بناء القدرات
<b>Community participation</b>	مشاركة مجتمعية
<b>Dialogue</b>	حوار
<b>Empowerment</b>	تمكين
<b>Invention</b>	تدخل
<b>Mobilization</b>	تعبئة
<b>Participation</b>	مشاركة



<b>Target group</b>	<b>المجموعة المستهدفة</b>
<b>Miscellaneous</b>	<b>متنوع</b>
<b>Abject poverty</b>	<b>فقر مدقع</b>
<b>Aids</b>	<b>المساعدات</b>
<b>Basic needs</b>	<b>احتياجات أساسية</b>
<b>Checklist</b>	<b>القائمة المرجعية</b>
<b>Disadvantaged groups</b>	<b>الفئات المحرومة</b>
<b>Human Development</b>	<b>مؤشر التنمية البشرية</b>

<b>Index (HDI)</b>	
<b>Human Development Report</b>	تقرير التنمية البشرية
<b>Income generation</b>	توليد الدخل
<b>Marginalization</b>	تهميش
<b>Millennium Declaration</b>	إعلان الألفية
<b>Millennium Development Goals (MDGs)</b>	المرامي/الأهداف الإنمائية للألفية

<b>Official Development Assistance (ODA)</b>	المساعدة الإنمائية الرسمية
<b>People-centered development</b>	تنمية محورها الناس
<b>Pre-poor reforms</b>	إصلاحات داعمة للفقراء
<b>Social development</b>	تنمية اجتماعية
<b>Structural adjustment programs</b>	برامج التعديل الهيكلي

<b>Sustainable development</b>	تنمية مستدامة
<b>Sustainable Livelihoods</b>	سبل عيش مستدامة
<b>Terms of Reference (TOR)</b>	الشروط المرجعية
<b>Training of Trainers (TOT)</b>	تدريب المدربين
<b>Non-profit organization</b>	منظمات لا تسعى لتحقيق الربح
<b>Apolitical organization</b>	مؤسسة غير سياسية
<b>Fund-raising</b>	جمع الأموال/جمع التبرعات

<b>Funding proposal</b>	طلب التمويل
<b>Core-funding</b>	التمويل الأساسي
<b>Follow-up</b>	متابعة مرحلية
<b>Problem-solving strategies</b>	استراتيجيات حل المشاكل
<b>Registration of the association</b>	تسجيل الجمعية
<b>Vulnerability of economy</b>	ضعف الاقتصاد
<b>Commitment to</b>	الالتزام بخطة عمل

<b>action/work plan</b>	
<b>Schedule and follow-up plane</b>	عمل جدول زمني و خطة متابعة
<b>Pipeline projects</b>	مشاريع في طور انتظار
<b>Low-income brackets</b>	محدودي الدخل

THIS COMPILED COURSE-BOOK IS PREPARED AND USED FOR TEACHING AND EDUCATIONAL  
PURPOSES ONLY

151

This course has been compiled and edited from printed and electronic sources for educational  
purposes.