شعارنا "حيث التفوق"

TARGET WORTH

INSTITUTE FOR PRIVATE TRAINING

معهـد تارقــت ورث للتدريــب الأهــلي

EL112

Unit 2 (Collaboration)

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Read the tips for networking and complete the sentences.

Before you go to the event

A Dress__ appropriately. For example, B_____clothes that you would wear to the gym.

Be ready to offer C_____ to potential employers and business contacts. These should contain your D_____ such as email addresses and mobile phone numbers.

When you get to the event

Keep your E_____on silent.

Approach F _____, don't G_____ for them to come to you.

Approach groups of H_____ people that contain at least I_____

Choose groups that are standing in an open 'V' shape, rather than a closed J_____

Your opening line should be 'Hi, I'm (your name). K_____ you?"

Answers:

a (Dress)

b don't wear

c business cards

d contact details

e phone/mobile

f people

g wait

h three

i one woman

j triangle

k May I join

Match the words with their definitions.

a body language (noun)

b collaborate (verb)

c collaboration (noun)

d outfit (noun)

e rapport (noun)

1. clothes worn fora particular occasion

2. a close, understanding relationship with someone

3. communication using physical movement and gestures rather than words

4. work together

5. something produced with someone else

Answers:

a. body language (noun) → 3. communication using physical movement and gestures rather than words

b. collaborate (verb) → 4. work together

c. collaboration (noun) → 5. something produced with someone else

d. outfit (noun) → 1. clothes worn for a particular occasion

e. rapport (noun) → 2. a close, understanding relationship with someone

Grammar:

Past perfect

We form the past perfect with had + a past participle.

We use the past perfect to talk about an event that occurred before another event in the past.

Example

Event 1 The students had a meeting to share their research for their project.

Event 2 Before that, each member of the group had worked individually to find articles.

Event 3 Since the meeting, each student has been writing up their part of

Past Perfect – الماضي التام

Form (الصيغة):

had + past participle (V3)

- For all subjects: **had + V3**

Sentence Form (شكل الجملة):

Subject + had + past participle + object

- **Example:** Mona had finished her homework before dinner.

    o منى كانت قد أنهت واجبها قبل العشاء.

Question Form (شكل السؤال):

Had + subject + past participle + object?

- **Example:** Had Mona finished her homework before dinner?

    o هل كانت منى قد أنهت واجبها قبل العشاء؟

Key Words (كلمات مفتاحية):

- already – بالفعل

- before – قبل

- by the time – بحلول الوقت الذي

- when – عندما

Examples (أمثلة):

Subject	Structure	Example Sentence	Translation
I	had + finished	I had finished my work before my friend arrived.	كنت قد أنهيت عملي قبل أن يصل صديقي.
He	had + eaten	He had eaten dinner by the time I called him.	كان قد تناول العشاء بحلول الوقت الذي اتصلت فيه به.
They	had + left	They had left the party when we arrived.	كانوا قد غادروا الحفلة عندما وصلنا.

Subject	Structure	Example Sentence	Translation
She	had + studied	She had studied English before moving to London.	كانت قد درست الإنجليزية قبل الانتقال إلى لندن.

Complete the sentences using the past simple or past perfect and the correct form of the verbs in brackets.

a. People _____ using emails to communicate in the 1980s. Before that, they_____ faxes, phone calls and letters. (start, use)

b. The lecturer_____ disappointed because the students_____ their research before the seminar. (be, do)

c. After the group_____ the topic for the project, each member_____ which section they wanted to write. (discuss, choose)

d. I_____ how formal messages were written until the lecturer_____ it to us. (realize, explain)

e. Until everyone in the family_____ a mobile phone, we_____ family meals talking to each other. (get, spend)

f. With the invention of the internet, researching for projects_____ easier. Up to that point, students _____ spend hours in the library to get the information they needed. (become, have to)

Answers:

a. started / had used – b. was / hadn't done – c. had discussed / chose – d. hadn't realized / explained – e. got / had spent – f. became / had had to

Writing Skills:

1. Read the essay question, then decide if each statement below is true or false.

> **Working in a team requires different skills to working individually. To what extent do you agree?**

a In this essay, you must say which method you prefer.

b You can express your own opinion in your essay.

C In your essay, you must explore the advantages and disadvantages of both methods of working.

d You can agree completely with the proposition, agree partially with it or argue against it.

e In your essay, you should include examples of different skills needed at work

Answers:

a. False / b. True   / c. True   / d. True   /   e. True

2. Paragraphs a–e from an essay that answers the question in 1. Read the paragraphs and number them in the correct order to make an essay.

A In my view, there are several core skills and abilities that are important both in collaborative and individual working situations. One of these is punctuality. This is vital when attending meetings with colleagues or when delivering work done alone to a deadline. It is also very important to be able to concentrate well when participating in team discussions and when working alone.

B The skills needed in teams are somewhat different. Good communication skills are very important. You must express ideas to teammates, but also listen respectfully to them. It is often necessary to negotiate agreements with other team members and adapt or give up some of your own ideas. Sometimes the ability to prevent arguments and help the team reach an agreement is a very useful skill.

C Nowadays, the majority of jobs require teamwork, even if the work is carried out individually. For example, doctors examine patients on their own but work in teams when carrying out operations. Aircraft engineers design a specific component alone but need to collaborate with colleagues to make sure that their design works as a whole.

D To conclude, I agree that working in teams requires different skills to the ones needed for working alone, but I believe there are key skills that are common to both methods of working.

E Some skills are more important when working individually. The ability to motivate yourself and set your own goals is very important when you are working on your own. Self-discipline is useful so that you do not waste time when there is nobody checking you every minute.

Answer:

The **correct essay order** is: **c → b → a → e → d**

Nowadays, the majority of jobs require teamwork, even if the work is carried out individually. For example, doctors examine patients on their own but work in teams when carrying out operations. Aircraft engineers design a specific component alone but need to collaborate with colleagues to make sure that their design works as a whole.

The skills needed in teams are somewhat different. Good communication skills are very important. You must express ideas to teammates, but also listen respectfully to them. It is often necessary to negotiate agreements with other team members and adapt or give up some of your own ideas. Sometimes the ability to prevent arguments and help the team reach an agreement is a very useful skill.

In my view, there are several core skills and abilities that are important both in collaborative and individual working situations. One of these is punctuality. This is vital when attending meetings with colleagues or when delivering work done alone to a deadline. It is also very important to be able to concentrate well when participating in team discussions and when working alone.

Some skills are more important when working individually. The ability to motivate yourself and set your own goals is very important when you are working on your own. Self-discipline is useful so that you do not waste time when there is nobody checking you every minute.

To conclude, I agree that working in teams requires different skills to the ones needed for working alone, but I believe there are key skills that are common to both methods of working.

Unit 2 (Collaboration) Essay Questions

Q: Do you prefer to work individually or in teams? Support your essay with reasons

and examples.

Q: Collaboration with other people may raise some challenges. Do you prefer working in teams or alone?

Q: Is it better to work collaboratively in teams or individually to get things done? Explain your opinion with reasons.

Q: Working with a team is better than working alone. Do you agree or disagree?

Q: Write an essay about the advantages and disadvantages of group projects in educational settings.

List of Unit 2 Vocabulary

Word	Meaning (Arabic)	Part of Speech	Definition / Explanation	Example Sentence	Translation
Academic	علمي / أكاديمي	Adjective	Related to education and scholarship	She has an excellent academic background in business.	تمتلك خلفية أكاديمية ممتازة في مجال الأعمال.
Appropriately	لائق / مناسب بشكل	Adverb	In a suitable or fitting manner	He dressed appropriately for the job interview.	ارتدى ملابس مناسبة لمقابلة العمل.

Body Language	لغة الجسد	Noun	Non-verbal communication through gestures, posture, and facial expressions	Good body language shows confidence during a presentation.	اللغة الجيدة للجسد تُظهر الثقة أثناء العرض التقديمي.
Business Card	بطاقة عمل	Noun	A small card with contact information used for professional networking	He gave me his business card after the meeting.	أعطاني بطاقة عمله بعد الاجتماع.
Collaborate	يتعاون	Verb	To work together with others on a project or task	The two companies will collaborate on a new project.	ستتعاون الشركتان في مشروع جديد.
Collaboration	تعاون	Noun	The act of working together or cooperating with others	Team collaboration is key to achieving success.	التعاون بين أعضاء الفريق هو المفتاح لتحقيق النجاح.
Contact	اتصال / يتواصل	Verb	To communicate with someone	You can contact me by phone or email.	يمكنك التواصل معي عبر الهاتف أو البريد الإلكتروني.
Employer	صاحب العمل / جهة العمل	Noun	A person or organization that employs individuals	The employer provided training for all new employees.	قدّم صاحب العمل تدريبًا لجميع الموظفين الجدد.
Event	مناسبة / حدث	Noun	A planned or organized occurrence or happening	The graduation ceremony was a memorable event.	كانت حفلة التخرج حدثًا لا يُنسى.
Excuse	مبرر / عذر	Noun / Verb	A reason or justification; to pardon or forgive	She made an excuse for being late to class.	قدّمت عذرًا لتأخرها عن الصف.

English	Arabic	Part of Speech	Definition	Example	Arabic Example
Formal	رسمي	Adjective	Following established customs or conventions; official	You should wear formal clothes to the meeting.	يجب أن ترتدي ملابس رسمية للاجتماع.
Impression	انطباع	Noun	A perception or feeling produced by someone or something	He made a good impression during his first interview.	ترك انطباعًا جيدًا أثناء مقابلته الأولى.
Informal	غير رسمي / عفوي	Adjective	Casual or relaxed; not following strict rules or conventions	They had an informal meeting at a coffee shop.	عقدوا اجتماعًا غير رسمي في مقهى.
Mingle	يختلط / يتفاعل اجتماعيًا	Verb	To mix and socialize with others	Guests began to mingle and talk before dinner.	بدأ الضيوف بالاختلاط والحديث قبل العشاء.
Networking	بناء علاقات مهنية	Noun	The practice of making professional connections and relationships	Networking events help people find new job opportunities.	تساعد فعاليات بناء العلاقات المهنية الناس في العثور على فرص عمل جديدة.
Outfit	زي / ملابس مناسبة لمناسبة معينة	Noun	A set of clothes worn for a particular purpose or occasion	She bought a new outfit for the wedding.	اشترت زيًا جديدًا لحفل الزفاف.
Politely	بأدب / مهذبة بطريقة	Adverb	In a courteous or respectful manner	He asked the question politely during the meeting.	طرح السؤال بأدب أثناء الاجتماع.
Potential	ذو قدرة / محتمل	Adjective	Having the capability to develop or	She has great potential to become a	لديها إمكانات كبيرة لتصبح قائدة ناجحة.

			achieve something	successful leader.	
Project	مشروع / خطة عمل	Noun	A planned task or endeavor	The students are working on a group project about climate change.	يعمل الطالب على مشروع جماعي حول تغير المناخ.
Rapport	انسجام / علاقة ودية	Noun	A close and harmonious relationship or connection	The teacher built a strong rapport with her students.	أقامت المعلمة علاقة ودية قوية مع طلابها.
Relationship	ارتباط / علاقة	Noun	A connection or association between individuals or entities	Trust is the foundation of a good relationship.	الثقة هي أساس العلاقة الجيدة.
Seminar	ورشة / ندوة تعليمية	Noun	A conference or meeting for discussion and learning	We attended a seminar on modern teaching methods.	حضرنا ندوة حول أساليب التدريس الحديثة.
Team Leader	قائد الفريق	Noun	A person who leads or supervises a team or group	The team leader is responsible for organizing the project.	قائد الفريق مسؤول عن تنظيم المشروع.
Trend	موضة / نمط / اتجاه	Noun	A general direction or pattern of change or development	Online learning has become a major trend in education.	أصبح التعلم عبر الإنترنت اتجاهًا رئيسيًا في التعليم.

Good Luck