



**Module Two : Communication**

**Grade 11**

**Module 2**

**Unit 4**

**Step 1, 2**

Word	Definition	Meaning
Adjustment n	A change in the way someone behaves or thinks	تعديل / تغيير نمط التفكير
Assumption n	A thing that is accepted as true and certain to happen	افتراض
Block out v	To prevent light from reaching something from being seen or heard	يحجب / يمنع / يعترض
Capacity n	The ability or power to do something	القدرة - الكفاءة
Defensiveness n	Behaving in a way that other people are criticizing you	الوضع الدفاعي (وكأنك مُنقذ)
Distraction n	Something that interferes with concentration or takes attention away	تشنتت ذهني (الانتباه)
Empathy n	Sharing feelings of others	المشاركة الوجدانية
Enhance n	To improve the quality, value or strength	يقوي - يدعم - يحسن
Interlocutor n	A person who takes part in a dialogue or conversation	المُحاور
Non-verbal adj	Not using words or speech	غير شفهي - غير لفظي

**SET-BOOK QUESTIONS**

**1-What are the characteristics of a good listener?**

- A good listener doesn't interrupt the speaker. He keeps attention focused on speaker. He maintains eye contact. He accepts ideas and feelings.

**2- Why is it important to be a good listener?**

- Because it helps you to solve many problems. It helps you to see the world through the eyes of others. It helps to enhance your capacity for empathy.

**3- What are the most common communication problems? How would you deal with them ?**

- Defensiveness and lack of concentration. We can solve them by making the adjustment needed during the conversations.

**4- Why is empathy an essential factor for healthy communication?**

- Because it enables people to empathise with their interlocutors. It also helps them avoid misunderstandings.

**5-What is meant by listening between the lines?**

- It means that we attempt to understand what the other is trying to say indirectly not shallowly.

**6- " Listen or your tongue will keep you deaf " Explain .**

- We should be good listeners and give the others the chance to talk. If we keep talking all the time, we won't be able to listen well.

**7- Mention some suggestions for effective listening ?**

- Listen openly and with empathy to others. Practise supportive listening instead of one way listening. Listen between the lines. Don't judge before you comprehend .

**8- What are the four barriers to effective communication ?**

- The most important barriers are poor listening skills, false assumption and improper use of questions

**9- What are the things which cause poor listening skills ?**

- The most important things that cause poor listening skills are lack of interest, distractions and defensiveness

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**Module 2**

**Unit 4**

**Step 3**

Word	Definition	Meaning
Chime		رنين / موسيقى الجرس
Illiteracy		جهل / أمية
Inaccessible		صعب الوصول اليه
Integrate		يشمل / يتضمن
Lifeline		حبل السلامة / شيء مهم
Mailbag		حقيبة البريد
transcribe		ينسخ

**SET-BOOK QUESTIONS**

**1- Why do you think people still write traditional letters ?**

- Because not everyone in the world has access to a computer. Some people favour writing and posting letters in the traditional way.

**2- Who are the mail runners ?**

- They are the postmen who travel long distances on foot, often through mountains or other inaccessible areas to deliver the mail .

**3- What other things the mail runners do ?**

- They often bring news from other villages and from the outside world .They read the letters to the illiterate. They are the lifeline between the village and the rest of the world.

Word	Definition	Meaning
Flattering n	Full of praise and compliment	إطراء / مديح
Harshly adv	Cruelly, severely	بخشونة / بقسوة
Insult n	A disrespectful action or word	اهانة
Meticulously adv	Very careful	شديد التدقيق
Mountain range n	A line of mountains connected by high ground	سلسلة جبال
Owe v	To be under obligation to give someone something	يدين بـ
Pane n	A single sheet of glass in a window or a door	جانب من لوح زجاج
Accountant n	A person who keeps and inspects financial accounts	محاسب
Annual n	Happening once every year	سنوي
Continent n	Big expansion of land ( Africa – Asia... etc)	قارة
Courteous adj	Polite, respectful	مهذب
Deem v	To regard or consider in a specific way	يعتبر – يعتقد
Demand n	The desire of someone to have a certain service or thing	مطلب / حاجة
Diva n	A famous female opera singer	المغنية شهيرة في الأوبرا

**NO SET-BOOK QUESTIONS**

Word	Definition	Meaning
Attestation n	A legal statement made by someone saying that something is true	شهادة – مصادقة
Cardiac adj	Related to the heart	قلبي – متصل بالقلب
Doctorate n	The highest degree awarded to a graduate	درجة الدكتوراه
Enclose v	To place something in an envelope	يرفق
Extensive adj	Containing a lot of details	مكثف
In advance exp	Before hand, ahead of time	سلفاً – مقدماً
Reference n	A source of information proves something is reliable	مرجع

**SET-BOOK QUESTIONS****1-What information should you fill in the application form ?**

- Some information like the first name ,telephone no, e-mail address and academic qualifications are usually written in an application form.

**2-What are the benefits of studying abroad ?**

- We can benefit a lot , we will learn a new language. We will know about other culture. We will broaden your experience and information.

# UNIT FIVE

Grade 11

Module2

Unit 5

Step 1 , 2

Word	Definition	Meaning
Ameliorated (adj)	(of something bad or unsatisfactory) made better.	محسن / مطور
BCE (abbreviation)	Before Common Era.	قبل الميلاد
Character (n)	A Printed or written letter or symbol.	رمز / حرف
Cuneiform (n)	.denoting or relating to the wedge-shaped characters used in the ancient writing systems of Mesopotamia, Persia, and Ugarit, surviving mainly impressed on clay tablets.	الكتابة المسمارية
empire (n)	An extensive group of states or countries under a single supreme authority.	إمبراطورية
financial (adj)	Economic activity concerned with the processing of or relating to finance.	مالي / متعلق بالمال
Gradually (adv)	Slowly.	تدريجيا
Hieroglyphics (n)	Incomprehensible symbols or writing.	الهيروغليفية
Inscribe (v)	To write or carve (words or symbols) on something ,esp., as a formal or permanent record.	يكتب / ينقش
Pictogram (n)	A pictorial symbol for a word or phrase.	رمز مصور لكلمة أو عبارة
Practical (adj)	Of or concerned with the actual doing or use of something rather than with theory and ideas.	عملي
precious (adj)	(of an object ,substance ,or resource) of great value ;not to be wasted or treated carelessly.	ثمين
Quotidian (adj)	Of or occurring every day; daily .	يومي
reed (n)	A tall, slender-leaved plant of the grass family that grows in water or on marshy ground.	نبات مائي / خيزران
Scribe (n)	A person who copies out documents ,esp. one employed to do this before printing was invented.	الكاتب / ناسخ
Throughout (preposition)	All the way through.	على مدى / في كافة أرجاء

## SET-BOOK QUESTIONS

### 1-When and where did writing start ?

- It's believed that it started about 3000 BCE in Mesopotamia.

### 2-Why did people in the past use the pictograms ?

- To communicate economic information about agriculture and financial matters .

### 4- Which system of writing is similar to the Mesopotamians pictograms ?

\* The Egyptian hieroglyphics which is also based on pictures .

### 5- How did the Chinese scribes start writing ?

- They started writing on the tortoise shells using characters represent words. They wrote with a brush and ink .

## 6-What was the Phoenicians' writing based on ?

- It was based on an alphabet , a system in which each letter represent a sound and letters are combined to make words .

## 7- What do you know about the Roman alphabet?

- It has twenty six letters. It is written from left to right.

## 8- What do you know about the Arabic form of writing ?

- It is the second most widely used alphabet in the world. It's written from right to left. It has twenty eight letters.

## 9- Why did people think to develop a system of writing?

- To document and pass on important information.

Grade 11

Module 2

Unit 5

Step 3

Word	Definition	Meaning
Industrial design (n)	Design related to industry.	تصميم صناعي
Mechanism (n)	A natural or established process by which something takes place or is brought about.	آلية
reliable (adj)	Consistently good in quality or performance; able to be trusted.	موثوق به / يعتمد عليه
socket (n)	.a natural or artificial hollow into which something fits or in which something revolves.	تجويف / فتحة

## SET-BOOK QUESTIONS

### 1- How did the idea of producing the ballpoint pen begin?

- It began when a journalist visited a newspaper office and was amazed at how quickly the printing ink dried on papers , so he designed the pen which used the quick drying ink .

### 2- Why did the pens become an instant success?

- Because the ink dried quickly. The pens were stronger than the normal ink pens. The pens worked in high altitude.

### 4-What is the most important part of a ballpoint pen ?

#### What is the mechanism by which the ballpoint pen works ?

- The ball which moves across a piece of paper and revolves in its socket and transfers quick-drying ink onto papers.

### 4- Why the mechanism of the ballpoint pen is is important?

- 5- If the ball is too tight in the socket, the ball will not move . If it is too loose , the ink will dry up . It can't write upside down , because the ink needs the gravity to move down on the ball .

Word	Definition	Meaning
Acquire (v)	To learn or develop (a skill, habit, or quality)	يكتسب
Amateur (n)	A person who engages in a pursuit ,esp. a sport ,on an unpaid basis.	هاوي
Ballpoint (n)	A pen with a tiny ball as its writing point. The ball transfers ink from a cartridge to the paper.	قلم جاف
Call-in (n)	A telephone conversation that is broadcast during a radio or television programme..	مكالمة تليفونية في برنامج تلفزيوني
falloff (n)	A decrease in something.	تناقص / قلة
literacy (n)	The ability to read and write.	معرفة القراءة والكتابة
Pride and joy (Expression)	The main source of satisfaction and happiness.	الفخر والبهجة وقناعة
publish (v)	(of an author or company) to prepare and issue( a book, journal , piece of music or other work) for public sale.	ينشر
tryout (n)	A test of potential of someone or something, esp. in the context of entertainment or sports.	اختبار أو تجربة

### NO SET-BOOK QUESTIONS

Word	Definition	Meaning
contribution (n)	A gift or payment to a common fund or collection.	مساهمة
dominate (v)	To have a commanding influence on; to exercise control over.	يسيطر على
Economic (adj)	Of or relating to economics or economy.	اقتصادي
Honorary PhD (n)	.a doctorate given as an honour without the usual requirements or functions.	الدكتوراه الفخرية
impact (n)	The action of one object coming forcibly into contact with another.	تأثير
mainly (adv)	More than anything else.	بشكل رئيسي
wordsmith (n)	A skilled users of words.	مستخدم ماهر للعبارات

**1- Why do you think the first forms of writing were used mainly to record economic information?**

- Because people depended mostly on trade. They needed a form of writing to register their financial processes.

**2- Why do you think the earliest writing was in the form of pictograms rather than letters ?**

- Because people transferred their ideas and things through pictures which is easier and more familiar to everyone .

**3- Who is Abdul Aziz Al Babtain ?**

- He is a prominent Kuwaiti poet as well as a businessman . He is one of the greatest wordsmiths of modern Arabic poetry .

**4-Why is the foundation of Abdul Aziz Al Babtain's prize for Poetic Creativity so important ?**

- It emphasises communication between different generations. It organises a lot of seminars about Arabic poetry.

## Unit six

Grade 11

Module2

Unit 6

Step 1 , 2

Word	Definition	Meaning
agenda ( n )	A list of items of business to be considered and discussed at a meeting.	جدول أعمال
A great deal of (phrase)	Much or a lot	الكثير من
browse (v)	To survey objects casually ,esp. goods for sale.	يتصفح / يبحث
calendar (n)	A chart or series of pages showing the days, weeks and months of a particular year, or giving particular seasonal information..	النتيجة / رزنامة
Cell phone (n)	Short for cellular phone :a telephone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network.	الهاتف الخليوي
complement ( n )	A thing that completes or brings to perfection.	تكلمة
customise (v)	To modify(something) to suit a particular individual or task.	يخصص
dominant ( adj )	Most important ,powerful or influential.	مهيمن أو بارز
function ( v )	To work or operate in a proper or a particular way.	يوظف بشكل معين
lately ( adv)	Recently: not long ago.	مؤخرا
miscellaneous ( adj)	Of various types or from	متنوع
necessity ( n )	The fact of being required.	ضرورة / حاجة
notepad ( n )	A pad of blank or ruled pages for writing notes on.	نوتة لكتابة الملاحظات
Rely on ( phrasal verb)	To depend on.	يعتمد على
reminder (n)	A thing that causes someone to remember something.	شيء للتذكير
teleputer ( n )	A combinations of the words "telephone" and "computer" used to describe increasingly advanced mobile phones.	وصف للموبيلات المتقدمة موبايل به نفس خصائص الكمبيوتر
tend ( v )	To regularly or frequently behave in a particular way or to have a certain characteristic.	يميل إلى
Theme (n)	A subject of artistic representation.	الموضوع / فكرة
Via (preposition)	Traveling through (a place) enroute to a destination: by way of: by means of.	عن طريق
Weblog ( n )	A another term for blog :a Website on which an individual or group of users produces an ongoing narrative.	موقع انترنت

www.Yal Kuwait.com

### SET-BOOK QUESTIONS

**1- What are the different uses of mobile phones ? ( What are the advantages of mobile phones ?**

- We use mobiles to talk to other people, to send SMS. Some mobiles can function as a radio

**2- What are the disadvantages of mobile phones ?**

- Some people claim that it has a negative health effect .Their signals may badly affect our health. They may also waste peoples' time.

Word	Definition	Meaning
bin (v)	To place (something) in a receptacle in which to deposit trash or recyclable material.	يرمي مهملات
disposable (adj)	Intended to be used once and then thrown away.	للاستعمال مرة واحدة
Pass on (phrasal verb)	To give something to someone else, after one has had it or finished with it first.	ينقل أو يمرر
reclaim (v)	.to retrieve or recover (something previously lost, given or paid) .	يسترد / يسترجع
sibling (n)	A brother or sister.	أخ أو أخت

**SET-BOOK QUESTIONS**

1- Why is it a good idea to recycle old mobile phones?

- So that they can be used again. To help make the environment clean

2-what do people do with their old mobile phone when they buy a new one?

- They usually sell it . Sometimes they give it to a younger brother or sibling

Word	Definition	Meaning
hike (v)	To walk for a long distance, esp. across the country or in the woods.	يتنزه على الأقدام
mountainous (adj)	(of a region) having many mountains.	جبلي
notify (v)	To inform someone of something , typically in a formal or official manner.	يُبلغ أو يُعلم
recognize (v)	To identify someone or something from having encountered them before: to know again..	يتعرف على
security (n)	Freedom from risk or danger: safety.	الأمن
usher (n)	A person who shows people to their seats, esp. in a theatre.	مرشد الناس لأماكنهم في المسرح

**SET-BOOK QUESTIONS**

Word	Definition	Meaning
beforehand (adv)	Before an action or event: in advance.	مقدماً / سلفاً
bookmark (n)	A record of the address of a file, web page or other data used to enable quick access by a user.	قائمة العناوين
Don't tell a soul (expression)	Keep it a secret.	لا تخبر احد / احفظ السر
GPRS (abbreviation)	General Packet Radio Services: a technology for radio transmission of small packets of data, especially between cellular phones and the internet.	نظام اتصالات عبر شبكات الانترنت
modem (n)	A combined device for modulation and demodulation, for example, between the digital data of a computer and the analogue signal of a telephone line.	الوصلة / مودم
paste (v)	To insert (a text) into a document.	يلصق
Phonebook (n)	A telephone dictionary.	دفتر الهواتف
press (v)	To exert continuous physical force on (something), typically in order to operate a machine.	يضغط