

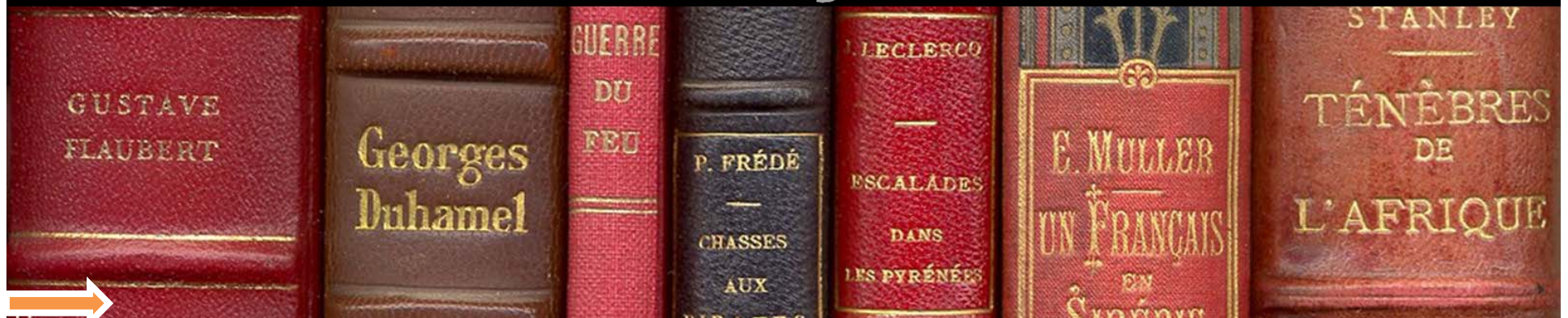
# جھڻو ۽ ڳالهائڻ جي ڌڪ for University Students

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# GENERAL ENGLISH

for University Students

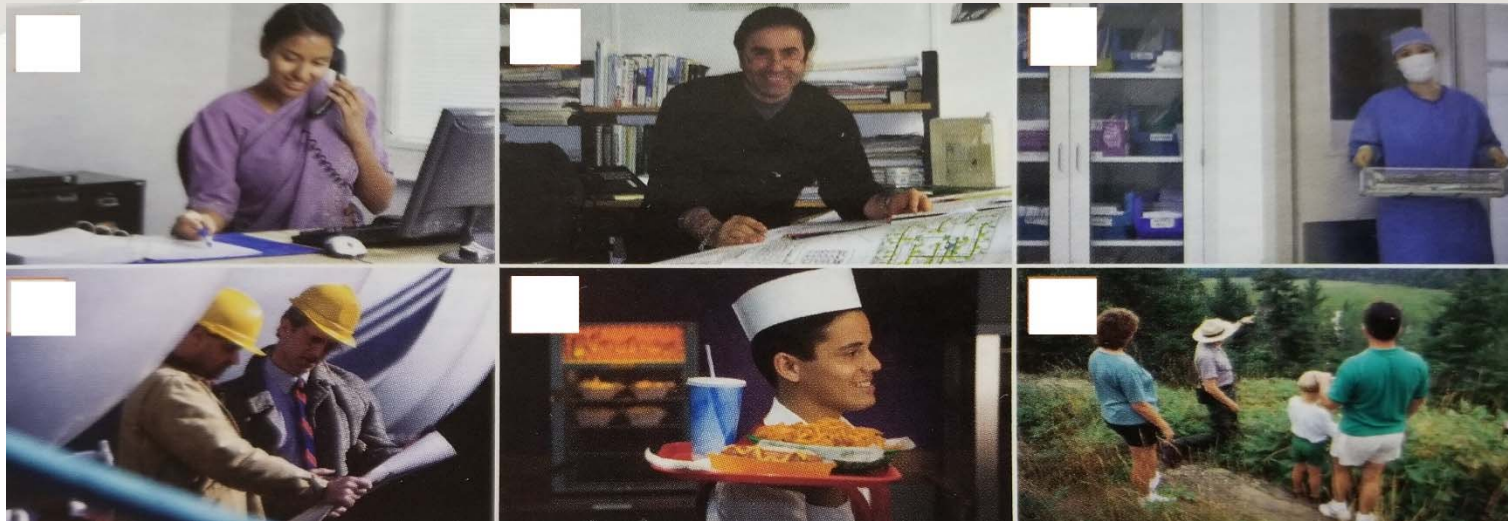


# Work and Business

How to be a good employee?

## 3.1 Responsibilities at work

A- What are jobs and responsibilities of each person?



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## B- Understanding vocabulary

- What part of speech could go in each gap?
- What words from the list might complete the gaps?
- Stressed Syllable:

I'm responsible for the *equipment* in the hospital. My job is to clean it and keep it *in order*.

	colleagues		projects
	customers		punctual
	e quipment		respect
	finish		satisfied
	money		systems
	in order		workspace

- **Businessman** → **Businesswoman**
- **Businessperson** → **Businesspeople**



## D- Critical thinking

1. Which jobs involve managing people?
2. Which jobs involve managing things?
3. Which jobs produce things?
4. Which jobs provide a service?
5. Which jobs are well paid?
6. Which jobs are interesting?
7. Which jobs are dangerous?
8. Which jobs require high-level qualifications?



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• 3.3 D) Identifying consonant sounds. P: 78

1- The sound /g/ is the sound of written letter **g** or **gg**. {g+e,i,a,o,u,l,r= /g/}  
(good, begin, get, legal, ago, go, gun, gum, rug, big, bag, leg, dog, game, goal, bang, pig, glass, colleague, google, egg, goggles).

**Note:** The letter **g** is **silent** in these words:

(weight, fight, might, knight, bright, night, although, though, sign, design, high, light, design, foreign, argument)

2- The sound /dʒ/ is the sound of letters **ge** and **j**. {g + e,i,y = /dʒ/ }

(job, manager, judge, wage, gentle, gentile, general, genius, age, college, bridge, usage, heritage, jar, joke, gem, gin, village, urge, gym, origin, digital)

3- The sound /j/ is the sound of letters **y** or **u**.

(you, young, yes, year, union, university, united, unit, Europe, use, usually)

**Note:** Letters **ue** at the end of the word is **silent**.

(cheque, technique, catalogue)



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## Basic English Sentence Elements:

- Simple Sentence:

**Subject**      **Verb**      **Object**

└──────────┬──────────┬──────────┘

The company + wants + good workers.

(Noun or Pronoun)

The company doesn't want good workers. (negation)

- Imperative Sentence:

**Verb**      **Object**

└──┬──┘    └──┬──┘

Go + Home.

Don't go home. (negation)



## 3.4 Negation

- When we want to say that something is not true or is not the case, we can use negative **words, phrases**.
- (Like: Neither, Never, No, Nobody, None, Nothing, No, Nowhere, Nor, No one, etc....)
- Negative sentences could be created by using **auxiliary verb and not** before the main verb. (I **don't** want a bad job)
- The **auxiliary verb depends on the tense** we are using.  
We use: do + not in simple tenses,  
be + not in progressive tenses,  
have + not in perfect tenses  
and have + be + not in perfect progressive tenses.

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## Auxiliary verbs

- be (am, are, is, was, were, being, been), can, could, dare, do (does, did), have (has, had, having), may, might, must, need, ought, shall, should, will, would.

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P: 79

### 3.4 Negative sentences: reasons.

Using the negative adverb **not** to form a negative statements.

1- If we have an **auxiliary verb**, the adverb **not** will always **follows** the auxiliary verb.

Examples: You **are** punctual. → You **are not** punctual.  
It **is** important. → It **is not** important.

2- If we have the main **verb in present simple tense**, we just put **(do not) before the verb**.

We **want** good workers. → We **do not want** good workers.

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- 3- If we have a the main **verb in present simple tense** with **Third-person singular -s**, we just put (**does not**) **before the verb** and **erase the s from the end of the verb**.

The company **wants** good workers. ➡ The company **does not want** good workers.

- 4- If we have the main **verb in past tense**, we just put (**did not**) **before the verb** and **change the verb to present tense**.

You **went** yesterday. ➡ You **did not go** yesterday.

- 5- If the main verb was **have** then we just put **do not** before the verb.

I have a book. ➡ I don't have a book.

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6- If the main verb was **has**, then we just put **does not** before the verb and change the verb **have**.

The manager **has** a good job. → The manager **does not have** a good job.

7- If the main verb was **had**, then we just put **did not** before the verb and change the verb **have**.

I **had** a letter from the manager. → I **did not have** a letter from the manager



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## Adjectives

- Comes before the noun: **Adjective** + **Noun** → **Good employee.**
- After the verb (or verb to be): The employee **is punctual.**
- ❖ Adjective has one form on singular and parallel
- ❖ Adjectives are words that describe or modify another person or thing in the sentence.
- ❖ We can get the opposite meaning by adding some prefixes such as: **unfriendly, disorganized, impolite, misunderstand.**



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- **Adjectives** could be created by adding suffixes to the end of the noun or the verb.

**suffix**

- able, -ible
- al, - ial
- ar
- ed
- ful
- ent
- ic
- ical
- ish
- ive, - ative
- less
- eous, - ious, - ous
- y

**examples**

- acceptable, usable, inedible
- normal, final, comical, radial
- particular, similar, familiar
- confused, aged, excited
- masterful, wishful, beautiful, careful
- excellent, frequent, ancient
- frantic, heroic, basic, scientific
- hysterical, political
- amateurish, childish
- active, attractive, talkative
- endless, priceless, careless, senseless
- erroneous, anxious, famous, serious
- angry, busy, windy, wealthy

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## Noun suffixes

<i>Suffix</i>	<i>Meaning</i>	<i>Example</i>
-acy	state or quality	privacy, <a href="#">fallacy</a> , delicacy
-al	act or process of	refusal, recital, <a href="#">rebuttal</a>
-ance, -ence	state or quality of	maintenance, eminence, assurance
-dom	place or state of being	freedom, kingdom, boredom
-er, -or	one who	trainer, protector, <a href="#">narrator</a>
-ism	doctrine, belief	communism, narcissism, scepticism
-ist	one who	chemist, narcissist, <a href="#">plagiarist</a>
-ity, -ty	quality of	inactivity, veracity, parity, serenity
-ment	condition of	<a href="#">argument</a> , endorsement, punishment
-ness	state of being	heaviness, sadness, rudeness, testiness
-ship	position held	fellowship, ownership, kinship, internship
-sion, -tion	state of being	<a href="#">concession</a> , <a href="#">transition</a> , <a href="#">abbreviation</a>



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P: 85 3.9

**Open question** has a **question word** like (how, why, what, where, when, who) lets people express their opinions, in their own words.

(**question word** + **auxiliary** + **subject** + **main verb**)

Example: Where do you live?

What do you like?

How long have you been living there?

**Closed question** can be answered with “Yes” or “No,” because we don’t have a **question word** but we do have all of the other parts. (**auxiliary** + **subject** + **main verb**)

Example: Do you live in Erbil?

Have you been to Istanbul?

Are you enjoying the lesson?



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- To answer a question, you have to make sure that your subject and your auxiliary verb match.
- Are you → Yes I am or No I'm not
- were you → Yes I was or No I wasn't
- Were you at school yesterday? Yes I was. Or No I wasn't.
- When you're using an auxiliary verb in English questions, and in regular sentences too, 1- Your **main verb** stays in the **infinitive form**. 2- And your **auxiliary verb** needs to change depending on the **subject** and the **tense**.
- Sometimes, closed questions offer a **choice** so you have to choose.
- Would you like to have tea or coffee? Tea. Or coffee.
- Some



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3.11 p:87

- **1**  
Adjective → **2**  
Noun → **3**  
Verb A good employer looks..
- Number of 2 words or more → Plural noun 200 employees
- Would like → to + infinitive We would like to employ ...
- Preposition or verb+ing → noun Length of employment..
- Verb to be → Adjective you will be employable



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- **A noun** names a person, animal, place, thing, quality, idea, activity, or feeling. A noun can be **singular**, **plural**, or **possessive**. For example: Please light the **fire**.
- **A pronoun** is a word that takes the place of a noun, like "I," "you," or "they." For example: Please light **their** fire.
- **A verb** shows action and can be a main verb (such as "run" or "sit") or a helping verb (such as "were" or "has"). Verbs also indicate tense and sometimes change their form to show past, present, or future tense. For example:

Lexi and Mark **walked** through the woods.

- **An adjective** modifies a noun or a pronoun. Adjectives usually, although not always, **come before the noun** they're modifying. It adds meaning by telling **which one** or **what kind**, or **describing it in other ways**. For example: This **black** coffee tastes disgusting.

A decorative graphic at the bottom of the slide features several red books of varying heights and thicknesses. Overlaid on this graphic is the word "education" in a large, light green, sans-serif font.

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- **An adverb** modifies a verb and shares more information about it, including **how much, when, where, why, or how**. For example: He arrived **early** to their first date.
- **A preposition** demonstrates a **relationship between nouns or pronouns**. They're **often used with a noun** to indicate **location**, like "beside," "in," or "on." It can also show **time**, direction, motion, manner, reason, or possession. Note that **prepositions must always be followed by a noun or pronoun**. For example: The salt is **beside** the pepper.
- **Conjunctions** connect two words or phrases. Common conjunctions include "and," "but," and "or." For example:  
He ate leafy greens, tomatoes, **and** cucumbers.



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**Subject:** Determine the subject in a sentence by asking the question “Who or what?”.

Her **hair** changes color every week.

**Verb:** Determine the verb in a sentence by asking the question “What was the action or what happened?”.

Her hair **appears to be purple**.

**Object:** Determine the object in a sentence by asking the question “The subject did what?” or “To whom?/For whom?”.

**Prepositional Phrase:** A phrase that begins with a preposition (i.e., in, at for, behind, until, after, of, during) and modifies a word in the sentence. A prepositional phrase answers one of many questions. Here are a few examples: “Where? When? In what way?”.



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- 3.14
- The *is followed* by a **noun** or an **adjective + noun**.
- **subject pronouns** (I, he, she, etc.) are *followed* by a **verb**.
- a 'main' word **in front of a noun** must be an **adjective**.
- **Every sentence in English** (except interjections) **has a subject and a verb**. The **subject** is either a **noun** or a **pronoun**. The **verb** is either an **action verb** or a **helping verb**.
- We have four basic sentence patterns:
- S V
- S V O
- S V C (n.)
- S V A



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