



Directorate of Programs, Testing and Instructional Resources

English Specialized Basic Course for Vocational Training Trainees



**First Edition
2011**

Trial



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Introduction

Trainees at Vocational Training Corporation Institutes will study Basic English Language.

The Curriculum for English language as many as possible of English skills, the teaching course hopes to address some of difficulties that may trainees face.

The instructors are free to use as much or as little of the material as they feel appropriate, but are expected to cover all the areas of the curriculum.

Aims and Objectives

This is a content-based English course at level of 60 hours .The emphasis is on conversation to enable trainees communicating in English as possible as they can, the course book provides English needed for dealing with customers and classmates.










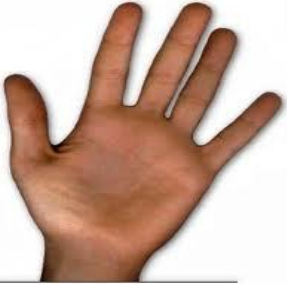






Grammar is minimized, with greater concentration given to the practice of appropriate language for different situations.













Exercises are related to vocabulary, providing texts for words and demonstrating realistic language in situations directly relevant to the work and social life.

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Lesson One

Alphabet Letters by Pictures

			
Apple	Book	City	Car
			
Desk	Eagle	Flower	Giraffe
			
Goose	Hand	Island	Jacket
			
Kettle	Lemon	Mobile	Number

			
<p>Oil</p>	<p>Pen</p>	<p>Queen</p>	<p>Rose</p>
			
<p>Sandwich</p>	<p>Tea</p>	<p>Umbrella</p>	<p>Van</p>
			
<p>Watermelon</p>	<p>X-ray</p>	<p>Yogurt</p>	<p>Zoo</p>

Study the following words to recognize on the spelling and consonant letters in English:

- 1- Debt ..doubt..bomb..thumb(notice all red letters are consonants)
- 2- Rock..catch..cycle..ceiling..ocean..city..social..society..chair chant .
chorus /Notice sometimes C is spelled as (s)or as(k) and (ch) are spelled as(tch) or(sh) or(k)in some cases.
- 3- Edge..bridge..Wednesday..Djibouti.
- 4- Goat..gift..gnash..phlegm..sign..rough..poignant) .g is spelled sometimes as g in (go)or j(giant/geography/gym)
- 5-Annihilation..honor..heir..Riyadh..cheetah..vehicle
vehement..rhyme..catarrh..exhort .exhibition.
6. know...knock.
7. Alms..palm..should..calf..calm
- 8- Column.
9. Elephant..ptisan) flowers tea..(pneumonia ..recept..ppsychology
10. -Sugar..usual..transmission..tension..island ..
Indonesia..Russia..Asia..school..she..(decision..
explosion..cohesion..invasion..conclusion
- 11- Asthma..wrestle..glisten..bristle..listen..hasten. he.
though..Thailand..picture..isthmus..nation.. thermo ..Christen..mortgage
- 12- Write ..answer..sword..wrestle
- 13- exam..exhort..exit..exultant..exert.
exempt..luxury..anxiety..exile). X is spelled as /igz
- 14- X is spelled as /eks/ (exhibition..exfoliation..exercise. expect..extreme
..index..text).
- 15- Xenophobia (X in the beginning of a word is spelled as /z/
- 16- (S) letter is spelled as /z/ in:
[rose, cheese, reserve, basalt, chisel, tourism. raise]
- 17- (Z) letter is spelled as /s/ in: [blitz, chintzy]

Lesson Two

Structure of Sentences and Questions

The structure of sentence is as follows:

1- Simple Past:

-My father bought me a new dictionary last week.

-I played football yesterday.

2 -Simple Present:

- Ahmad ate an apple last night.
- Rami comes to school on his bike.

3- Simple Future:

-She will visit her grand Mom at the weekend.

- We shall have exam by the end of the course.

4- Present Continuous:

- He is cleaning the car.

- They are listening to music. (**now**)

5- Past Continuous:

-Ahmad was playing chess yesterday.

-The cars were driving fast on the road to Irbid.

6 -Future Continuous:

-The teachers will be inviting for a party on the Teachers' day.

*Writ one more sentence on each tense.

Questions Structure:

How to form a question?

- **Wh- questions:** the question is asked to get a full answer

Like: What do you study?

Where do you live?

Who sits next to you in the class?

How do you come to the institute?

- **Yes/No questions:** that have short answers

Like: is Ahmad at the shop? Yes, he is. Or No, he isn't.

Do we have break after the lesson? Yes, we do.

- **Tag questions:** Those are made in spoken language mostly.

Like: You can write your name in English, can't you?

Maher is absent today, isn't he?

We can't live without oxygen, can we?

Write two questions on each type below:

Lesson Three

Language Focus

1- Look at the pictures and decide which each of them matches the statement below them :

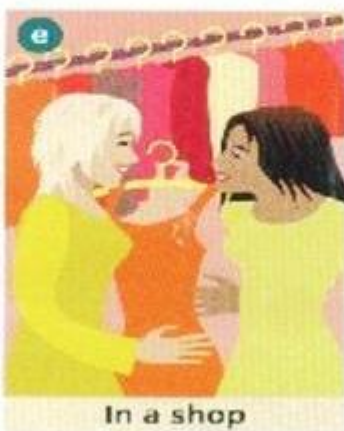
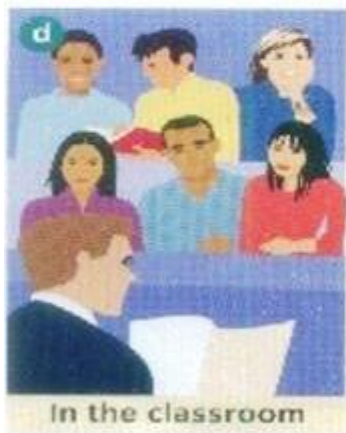
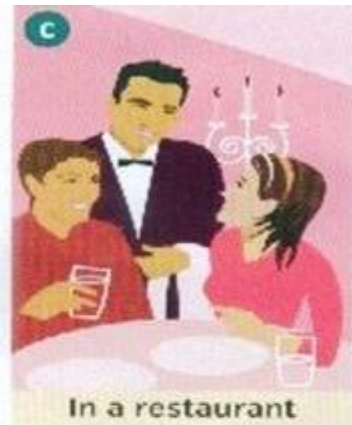
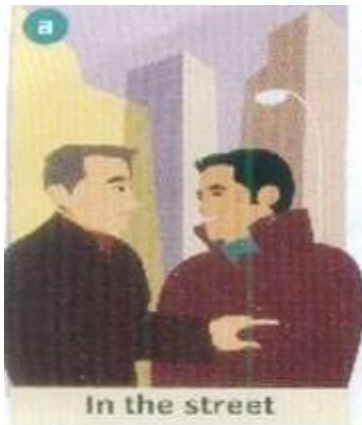
		
1	2	3
		
4	5	6

Match the phrases below with the occasions in the pictures above:

It's lovely, thank you very much! Happy birthday! Congratulations!

Happy wedding! I hope you get better soon! Happy Eid !

2 -Talk about one of the pictures as you can as possible.



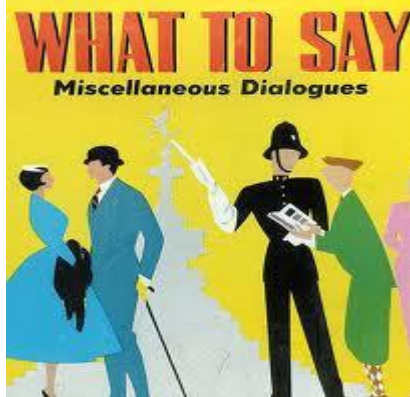
Real life

Questions you can't live without

Look at the pictures above. Discuss which questions in the box below you might hear or ask in each situation:

What's your date of birth? Where are you from? What time is it?
 How long are you going to stay? Where's the nearest bank?
 Can I help you?
 Which part of (Jordan) are you from? Where are the toilets, please?
 Sorry, could you repeat that, please? Do you speak English?
 How much does this cost? How do you spell...?
 Can we have the bill, please? Any thing else?

Everyday Conversation



Asking the directions:-

A. Excuse me, Can you tell me how to get to the downtown, please.?

B. First go straight on then turn right you can't miss it

A. Is it too far to walk?

B. No, it's only a bout five minutes' walk.

A. Thank you very much

B. It's a pleasure.

At lunch time:-

Waitress: Welcome to you gentlemen, here's the menu and call me when you finish choosing the dish, please.

A: I'd like some roasted chicken and salad, please.

Waitress: What a bout you sir, what would you like?

B: Yes, I'd like three kebabs of beef and French fries, please.

Waiter: Well, what about you sir?

C: I'm supposed to be slimming, any way bring me any Veg. salad, please.

Waitress: Fine. What a bout drinks, I mean cold ones.

A: (asking others) O.K two orange juice and one cola, please.

Waitress: All right , the meal will be ready in 10 minutes.

At accountant office:-

Customer: Excuse me; do you think you could change this bank note for me, please?

Accountant: How shall I give it to you?

Customer: Two tens, four fives and ten small bills, please.

Accountant: Here you are, is there any thing else?

Customer: No, sir. That's all. Thank you very much.

At barbers shop:-

A: Good evening, I'd like to have my hair cut, please.

B: All right. How do you want it, sir?

A: Just a trim, please.

B: Would you like it washed?

A: No, thank you just leave it as it is, am in rush.

At shopping:-

A: Excuse me; can I help you, sir?

B: Yes, am looking for black jeans with a 36 waist.

A: I'm afraid I can't help you, because they're sold.

B: Alas! Will you be having any more in?

A: I doubt it, but you might be lucky at our second branch.

Apologizing:

A: I'm dreadfully sorry, but I've broken a glass.

B: Oh! That doesn't matter.

A: I do apologize .I'll buy you a new one first thing on next Sunday.

B: No, I won't hear of it.

Compliment on clothes:-

Mike: You're looking attractive in that new skirt.

Sandra: It does that!

Mike: yeah it's fascinating.

Sandra: Does it suit me?

Mike: Certainly it is, besides I like its color.

Sandra: You 'no, I only paid 8 JDs for it.

Mike: Very reasonable indeed.

Mike: Where did you buy it from?

Sandra: What for?

Mike: because my wife's birthday is 25 on next Friday and am going to buy her one.

Sandra: Am sure she's going to be happy.

The weather:-

A: Nice and bright this morning, isn't it?

B: Yes, a big improvement on what we've been having.

A: But they say the wind'll probably get up later.

B: Let's hope it keeps fine the weekend, my family and I are going on a barbecue.

Lesson Four

Measurement Units

*Length M. Units

1 meter = 100cm

1 cm = 10mm

1km = 1000m

1 inches = 2.54 cm

Foot = 12 inches

Yard = 3 feet

Mile = 1.609km

Knot = 1.15 km/ph Spar = 20 cm



Rod = 5.5 yard

Handbreadth = 4 inches

*Size M. Units

Ounce = 28.34 grams

KG = 1000 gm

Ton = 1000 kg

Pound = 0.45 kg

Area = length x width

Speed = length time

* Area M. Units

Acre = 1000m²

Are = 100 m²

Rood = 1.4 acre

Hectare = 2.47m²

*Liquids M. Units

US Gallon = 3.78 liters

Pint = 1.8 gallons

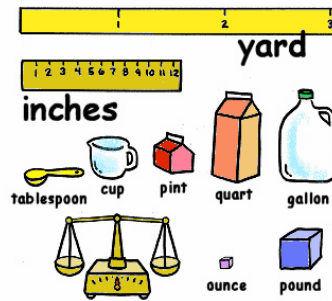
Peck = 2 gallons

Bushel = 4 pecks

Butt = 477 liters

Barrel = 84 gallons

Liter = 1000mm



Fathom = 6 feet

Rott = 2.250 kg

Size = length x width x height

Numbers



In the U.S., some people consider 3 and 7 to be lucky numbers and 13 to be unlucky. Many hotels and office buildings do not have a 13th floor. Look at this picture. How fast is the car going? How many trainees are in class today?

Cardinals

Cardinal numbers are used for counting and telling how many. Sami has 3 brothers and 2 sisters.

1-Cardinal numbers:

0 zero	11 eleven	21 twenty-one	101 one hundred one
1 one	12 twelve	22 twenty-two	1,000 one thousand
2 two	13 thirteen	30 thirty	1,001 one thousand one
3 three	14 fourteen	40 forty	10,000 ten thousand
4 four	15 fifteen	50 fifty	100,000 one hundred thousand
5 five	16 sixteen	60 sixty	1,000,000 one million
6 six	17 seventeen	70 seventy	1,000,000,000 one billion
7 seven	18 eighteen	80 eighty	
8 eight	19 nineteen	90 ninety	
9 nine	20 twenty	100 one hundred	
10 ten			

2-Ordinal Numbers:

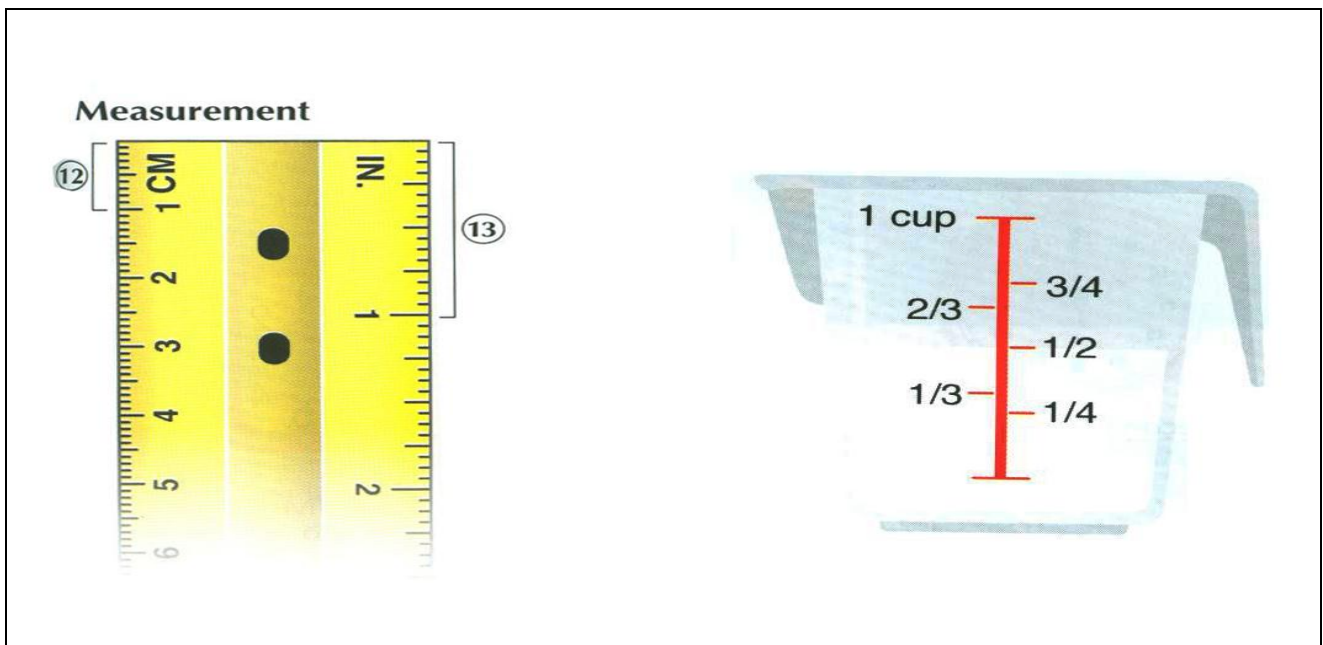
Ordinal numbers tell the number in a series or the rank of something .
Fadi lives in the 3rd floor . Maha was the 2nd person to finish the puzzle.

What sport is this?

Who is winning? who is the 1st? 2nd ? 3rd ?

Ordinal numbers

1 st first	8 th eighth	15 th fifteenth
2 nd second	9 th ninth	16 th sixteenth
3 rd third	10 th tenth	17 th seventeenth
4 th fourth	11 th eleventh	18 th eighteenth
5 th fifth	12 th twelfth	19 th nineteenth
6 th sixth	13 th thirteenth	20 th twentieth
7 th seventh	14 th fourteenth	21 st twenty-first
22 nd twenty second	23 rd twenty third	



Numbers and Measurements

Fractions:

Fraction is a small part or amount of something.

- How do your friends come to school?
- Half of the class come to school on foot.
- One-third of the population suffer diabetic disease.

- A. 1/8 one-eighth B. 1/4 one-fourth C. 1/3 one-third
D. 1/2 one-half E. 3/4 three-fourths F. 1 whole

Percent (symbol %)

Percent is one part in every hundred.

7. 10% ten percent

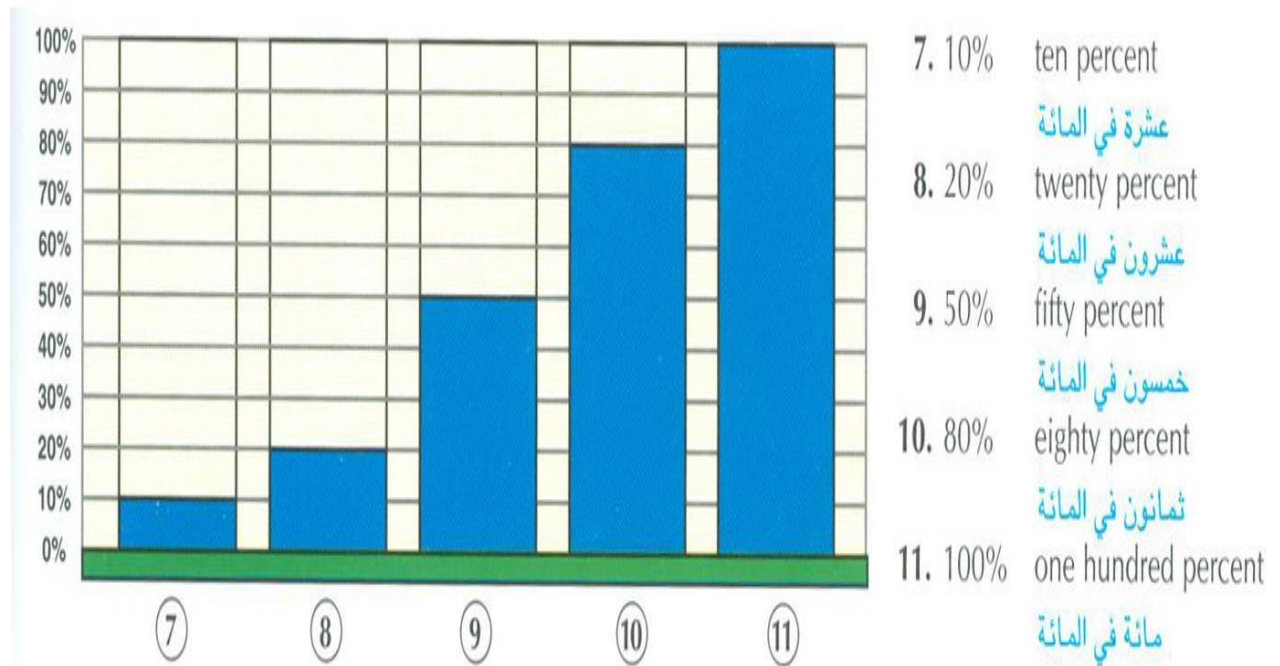
9. 50% fifty percent

11. 100% one hundred percent

8. 20% twenty percent

10. 80% eighty percent

PERCENTS



Measurements:

Measure: to find the size or more a mount of something

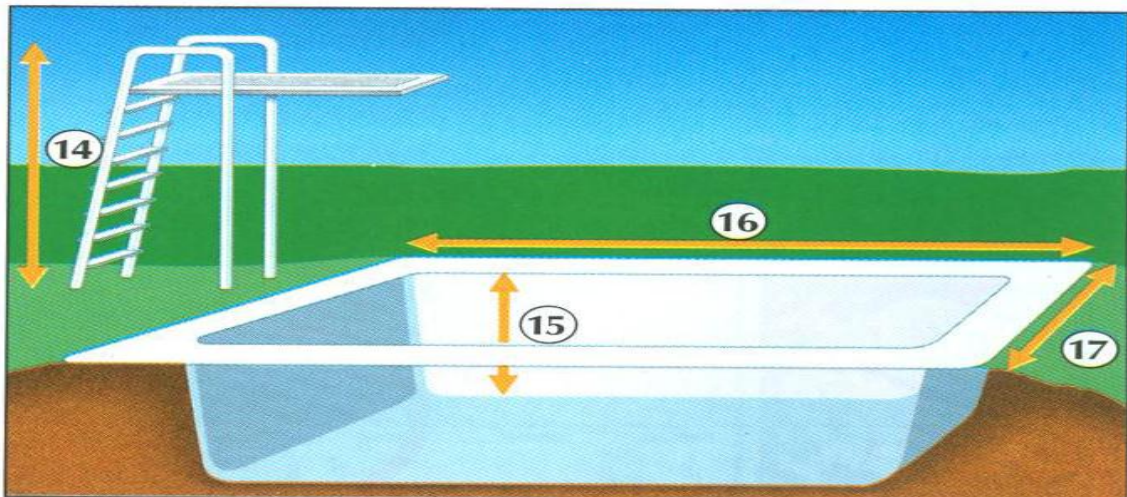
Most countries use the metric system. The U.S. uses the customary system that was started in England 800 years ago , or English ,system of measurement ,which uses inches ,feet ,yards ,and miles for distance, as well as the metric system, which uses millimeters , centimeters, and kilometers.

12 . Centimeter [cm] 13. inch [in.]

Equivalencies:

1 inch	= 2.54 centimeters
1 yard	= .91meters
1 mile	= 1.6 kilometers
12 inches	= 1 foot
3 feet	= 1 yard
1,760 yards	= 1 mile

Dimensions



14. height

الارتفاع

15. depth

عمق

16. length

الطول

17. width

العرض

Roman Numerals

1 = 1	V1 = 7
11 = 2	V111 = 8
111 = 3	1X = 9
1V = 4	X = 10
V = 5	XI = 11
V1 = 6	XII = 12

A: What's the time? Roman numbers [X - IX] What are the equivalences for these numbers?

B: It's ten nine (or nine past ten).

Conversation practice

A: What a great sale!

B: Yes, the pants are 30%off and the shoes are 50%off!

A: How is it far from Amman to Aqaba?

B: It's 367 kilometers. Slow down! The speed is 100kph.

Conversation practice

A: How many windows are in this class room?

B: Wait a minute .let me count them. There are three.

A: How many days are in a week?

B: Seven days.

A: How did the game go?

B: We won –five to three.

Reading a Story:



- Do you read comic stories?
- Can you tell us about interesting story
- What fiction stories are about?

The Moon in the Well

A well is a hole in the ground, there's water at the bottom. To get the water we turn a handle. This lets a bucket go down the well and into the water, then we turn the handle to bring the bucket up.

One night a foolish man looked down a well, the water at the bottom was like a mirror, the man saw the moon in the water. "The moon has fallen down the well," he said. "I must get it out."

He ran home to get a hook; he united the bucket from the rope and tied the hook to the rope. Then he turned the handle and let the hook go down into the well, he wanted the hook to catch the moon and pulled it up! The hook reached the water and the man turned the handle to pull up the hook. But the hook caught underneath a big stone, the man pulled and pulled but the handle would not move.

Suddenly the stone moved, the hook flew up the well. The man fell on to his back, he could see the sky. The moon was in the sky. "Good," he said. "I have put the moon back into the sky."

Questions:

What do we get from a well?

What is at the bottom end of the rope?

What did the man want the hook to do?

Why did he run home?

Where was the moon all the time?

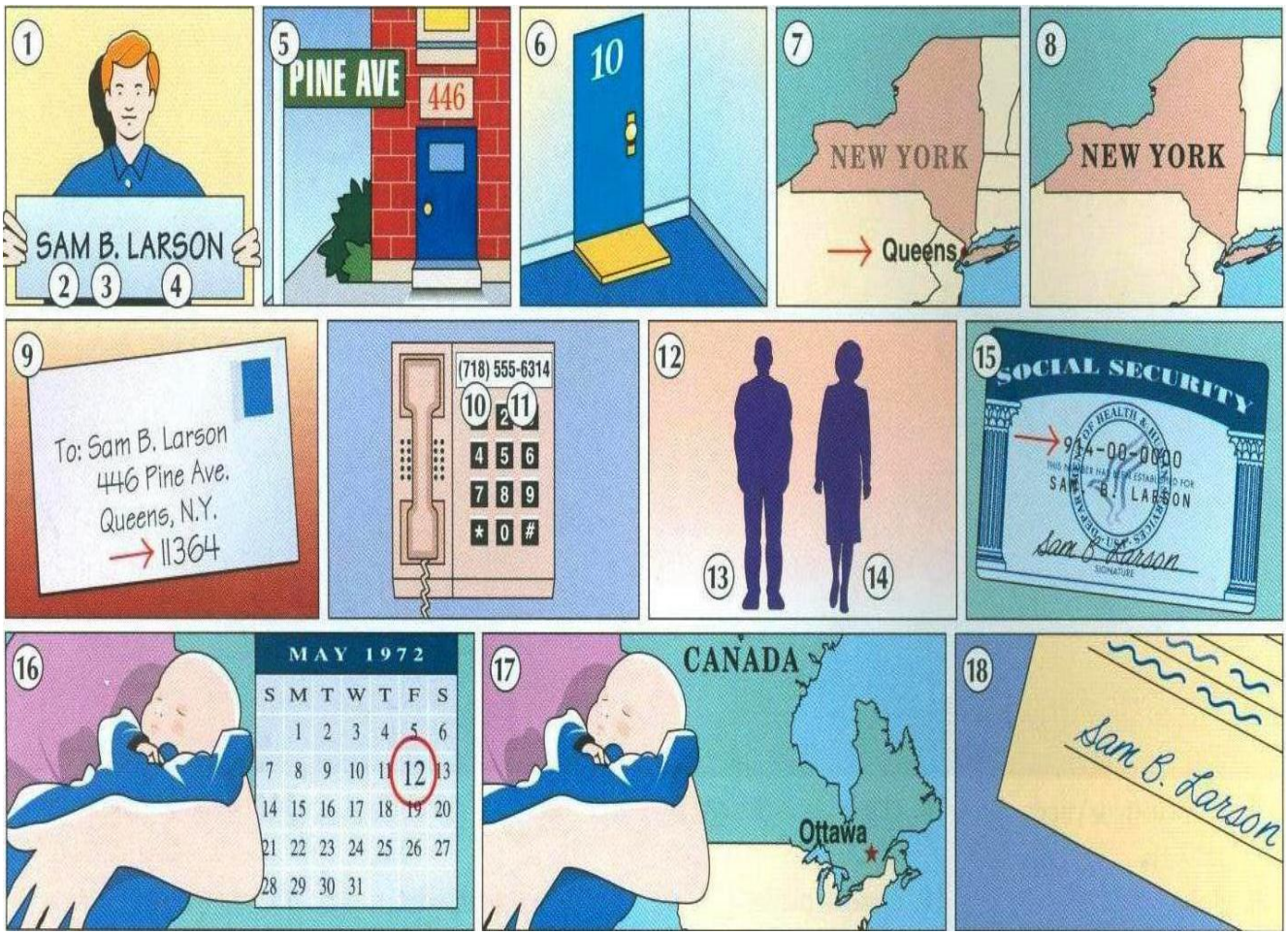
Who can tell what the moon is?

Lesson Five

Personal Information

- My first name is Salma. What is your first name?
 - My last name is spelled a-b-u- s-a-b-e-r. Spell your last name .
 - I come from (Ajloun) Jordan. Where do you come from?
1. What does your name mean?
 2. Are you named after your Grand mother ? Grand father ?
 3. What is your middle name?

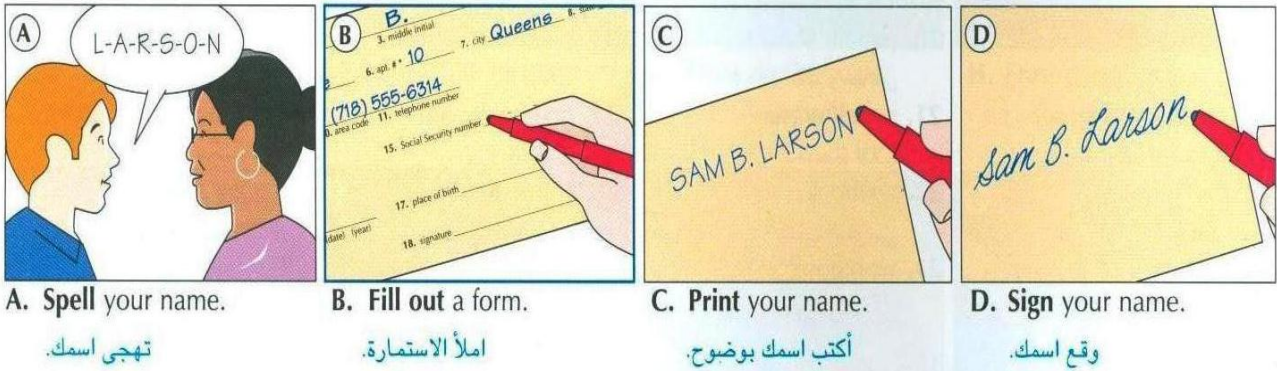
Look at these pictures and try get some information about Sam Larson.



Answer questions:

1. Is the man's name Sam?
2. Is his area code 718?
3. When is his birthday?

Fill out this form a bout yourself:



A. Spell your name.

تهجى اسمك.

B. Fill out a form.

املا الاستمارة.

C. Print your name.

اكتب اسمك بوضوح.

D. Sign your name.

وقع اسمك.

Fill in the following form then answer the question below it:

Institute Registration Form

1-first name ----- 2-middle name ----- 3-last name-----

4-address-----

5-city-----6-country-----7-ZIPcode-----

8. Area code ----- 9- telephone number-----

10-gender : Male / Female

11-Social Security number -----

**12-date of birth -----
(month) (date) (year)**

13-place of birth-----

14-signature-----

Conversation:

A: What is your name?

B: my name is [Sami Youssef]?

A: What is your address?

B: It's [20 flat Madaba St.].

Discussion:

Most people are careful about giving out their telephone number. Is your telephone number a secret? If yes, why?

Lesson Six

Daily Routines



Language Practice:

A. wake up

B. get up

C. take a shower

D. get dressed

E. eat breakfast

F. make lunch

G. take the children to school

H. take the bus to school

I. drive to work/go to work

J. be in school

K. work

L. go to the market

M. leave work

Grammar point: 3rd person singular;

For he ,she and it we add –s or to the verb. These verbs are different (irregular):

He / She wakes up.

(Be) He / She is in school at 10:00A.M.

He / She watches TV.

(have) He / She has dinner at 6:30p.m.

The camel is an animal, it eats grass .

Language practice: match the following statement with the pictures

N. clean the house

O. pick up the children

P. cook dinner

Q. come home/get home

R. have dinner

S. watch TV

T. do homework

U. relax

V. read the paper

W. do exercise

X. go to bed

Y. go to sleep



Talk about your daily routine.

- I take a shower in the morning.
- I go to school at 7:00 a.m.
- I go to bed at 11 o'clock.

1. Who makes dinner in your family?
2. Who goes to the market?
3. Who goes to work?

Lesson Seven

Job Safety

A. Look and say :

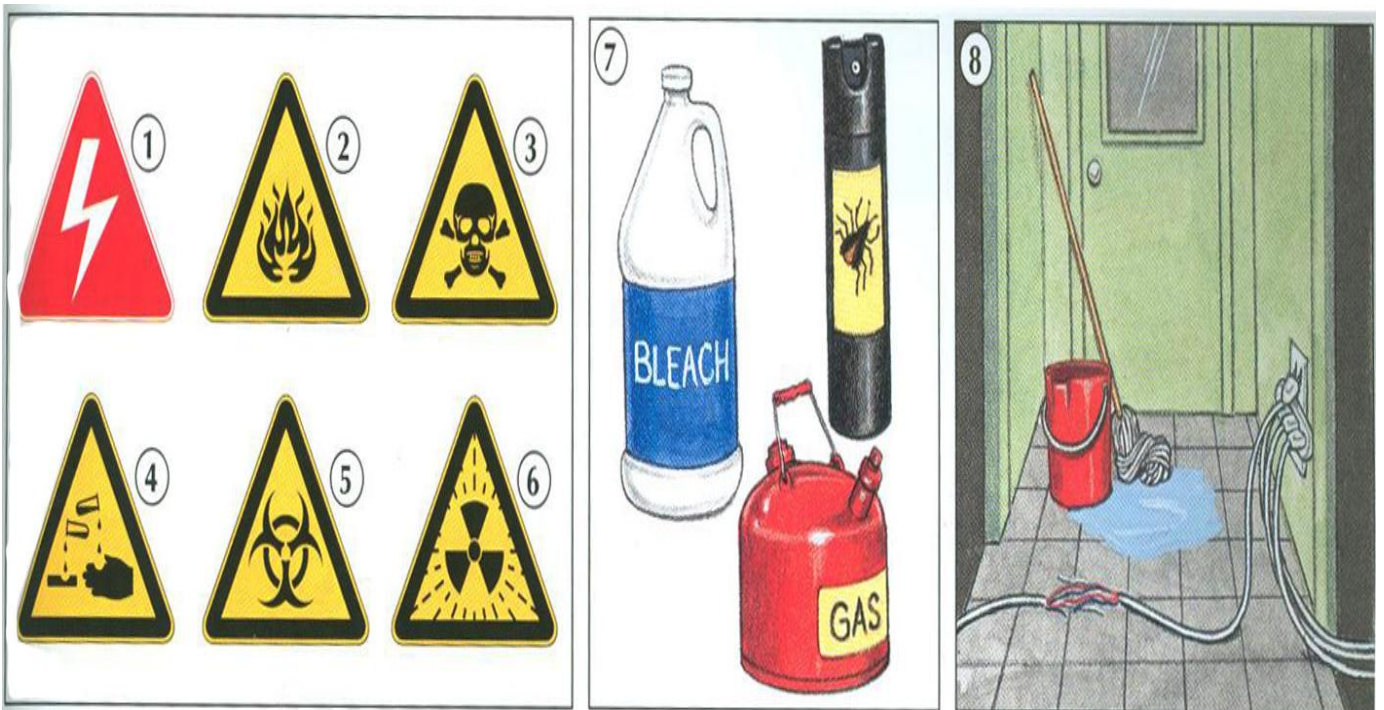
1- Electrical hazard 4-Corrosive 7-Hazardous material 8-Dangerous situation

2-Flammable

5-Biohazard

3- Poison

6-Radioactive



B. Match the items with the pictures and words:



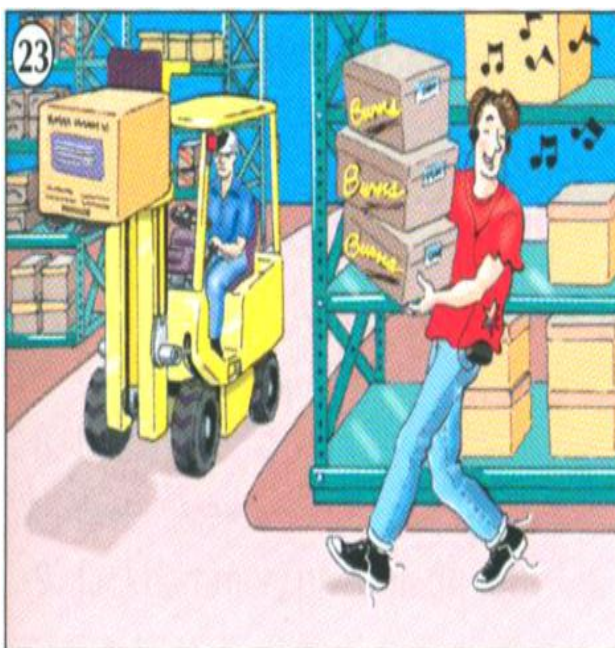
- A. Safety goggles
- B. safety glasses
- C. Safety visor
- D. Respirator
- E. Earplugs

- F. Safety earmuffs
- G. Safety vest
- H. Back support
- I. Latex gloves
- J. Hair net

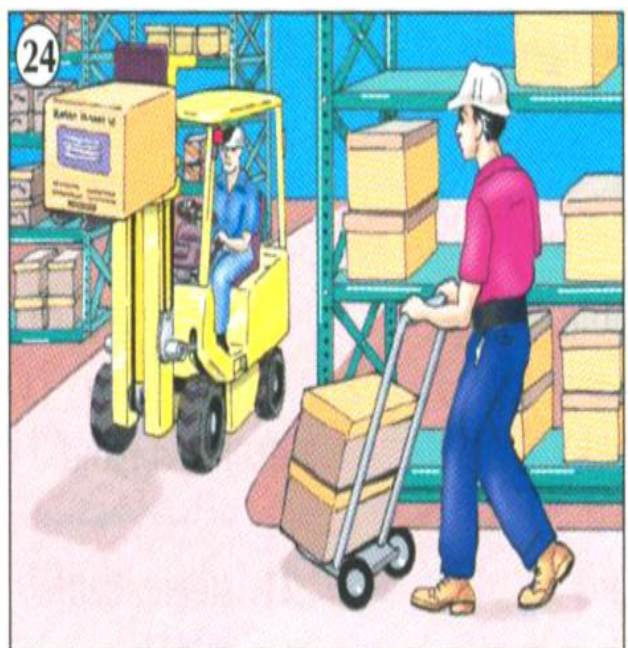
- K. Hard hat
- L. Safety boot
- M. Toe guard
- N. Fire extinguisher

C. Look at these two pictures and talk about them:

23. Careless



24. Careful



D. Look at these signs and find out what they mean ,then match them with the statement below:

		
A	B	C
		
D	E	F
		
G	H	I

1 - If you enter a place it will be dangerous for you

2 - Cleaning liquids are poisonous.

3 You must not touch things with your hand.

4- Cross the street at the correct area.

5- No entry!

6- Look school children crossing.

7- Stop the car when turning at crossroads.

8- Don't walk there!

E. Medical Emergencies:

Do you know first aid? Where did you learn it?

Do you have a first aid kit in your home? Where can you buy one?

Look and try defining the condition of each picture. And what do you suggest in these situations?



1- be injured/be hurt

2- J. swallow

3- be in shock

4- have a heart attack

5- have an allergic reaction

6- get an electric shock

7- get frostbite

8- burn (your) self

9-drown

10- overdose on drug

11- choke

12- bleed

13- can't breathe

14- fall

15-break a bone

F. Health Care:

What is your morning routine if you stay at home? If you go out?

Have a bath....Brush teeth.....Have breakfast....read newspaper.....get dressedgo shopping.....meet friends.

What else do you do?-----

G. Know these materials and their uses:

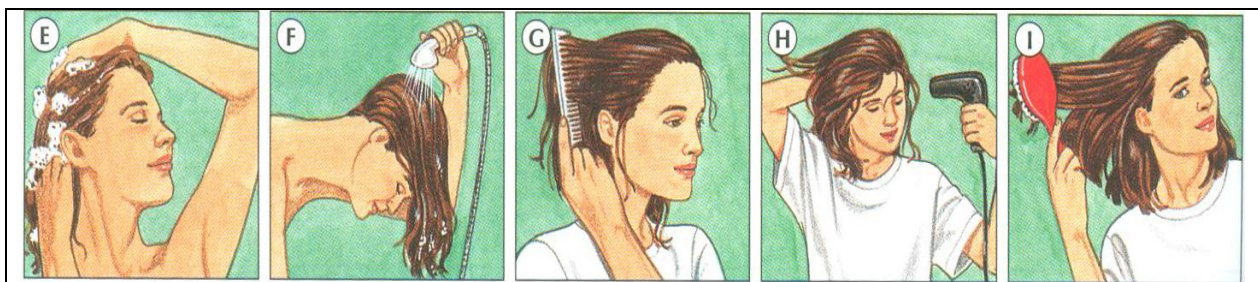


A. Shower cap
B. Soap
C. Bath powder

D. Deodorant
E. Perfume/cologne
F. Sunscreen

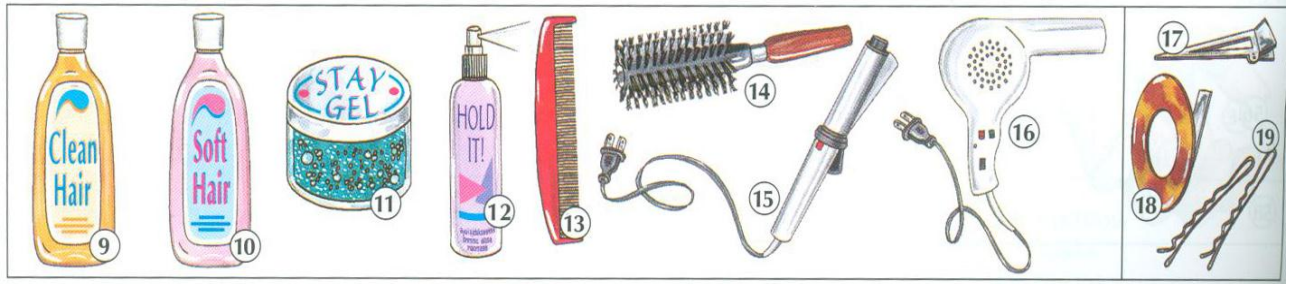
G. Body lotion
H. Moisturizer

H. The right way in making hair style:



1- Wash hair 2-Rinse hair 3- Comb hair 4- Dry hair 5- Brush hair

I. Tools for hair style:



A. Shampoo

B. Conditioner

C. Hair gel

D. Barrette

E. Hair spray

F. Comb

G. Brush

H. Bobby pins

I. Blow dryer

J. Curling iron

K. Hair clip

J. What should you do to keep your mouth healthy?



1-Brush teeth

2- Floss teeth

3-Gargles

4- Shave



A. toothbrush

B. toothpaste

C. dental floss

D. mouthwash

E. electric shaver

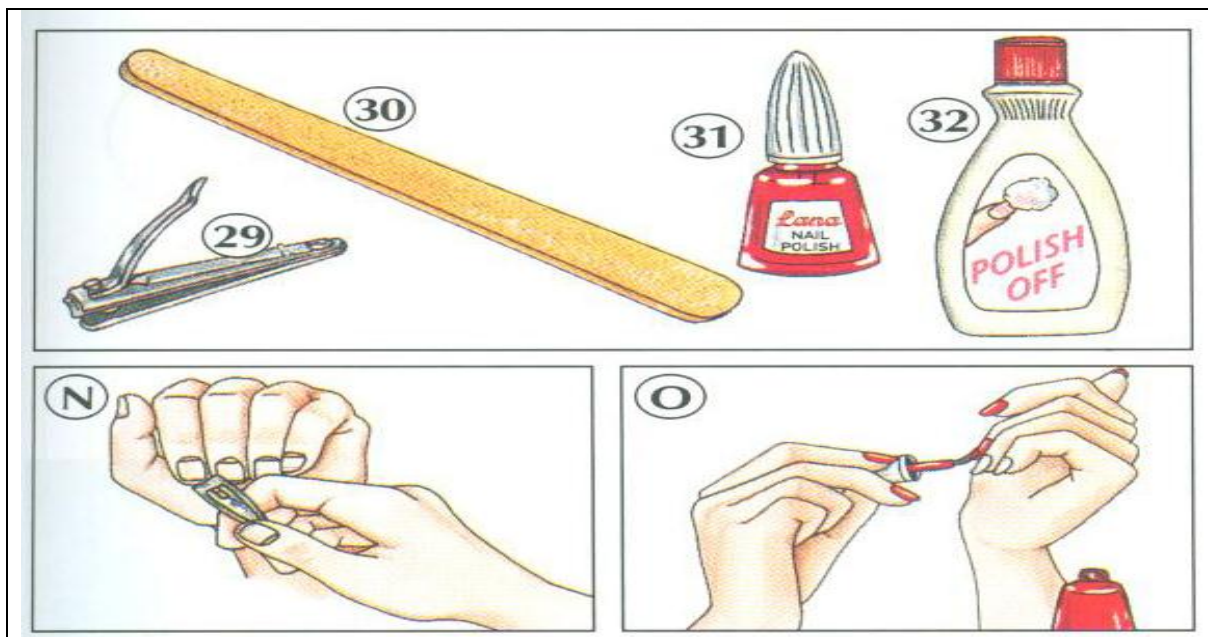
F. razor

G. razor blade

H. shaving cream

I. after shave

K. Do women in your culture put make up? How old are they when they begin to use it?



N. cut nails O. polish nails

29- Nail clippers

30- Emery board

31- Nail polish

32- Nail polish remover





L. These are cosmetics for women, match the phrase with the picture:

- A. Eye brow pencil**
- B. Eye brow**
- C. Eyeliner**
- D. Lipstick**
- E. Mascara**
- F. Face powder**
- G. Foundation**
- H. Gloss**
- I. Cover**

		
1	2	3
		
4	5	6
		
7	8	9

M-Careers:

1- Look at the pictures in the table and match them with the career below:

			
1	2	3	4
			
5	6	7	8
			
9	10	11	12
			
13	14	15	16

- A. Farmer**
- B. Mechanic**
- C. Chef**
- D. Carpenter**
- E. Teacher**
- F. Typist**
- G. Dentist**
- H. Electrician**

- I. Worker**
- J. Seamstress**
- K. Hairdresser**
- L. Fireman**
- M. Plumber**
- N. Welder**
- O. Barber**
- P. Conditioning Technician**

- 2- Write a short paragraph on your job in the box below**
Here are some linking words you may use:
(so, then, too, and, but)

I work.....

