

**Cihan University – Sulaimania**  
**College of Law**  
**Department of Law**  
**Second Year Students**  
**2023-2024**

## **Theme 3**

# **Work and Business**

## C. Showing comprehension (Page, 76)

2. The following are some suggestions.

a. punctual	always on time
b. manager	the person who gives you orders
c. colleagues	the people you work with
d. customers	the people who buy things from your company
e. tasks	pieces of work
f. quality	good or bad
g. equipment	phones and computers
h. workspace	desk, shelves, cupboards
i. chronologically	ordered by date

## D. Making notes of the main points (Page, 76)

### Answers

#### How to be a good employee

You must:

1. *go to work every day.*
2. *be punctual.*
3. *respect colleagues and customers.*
4. *do all tasks on time.*
5. *do all tasks well.*
6. *not use computers for personal things.*
7. *keep your workspace tidy.*
8. *organize files sensibly.*

## D. Identifying consonant sounds (Page, 78)

### Answers

	/g/	/dʒ/	/j/
	good	manager	you
change		✓	
begin	✓		
get	✓		
job		✓	
university			✓
young			✓
wage		✓	

# A. Reviewing vocabulary (Page, 81)

*aggressive*

*rude*

*hostile*

*cold* (= unfriendly)

*shy*

*introvert*

*dis/honest*

*un/friendly*

*lazy*

*energetic*

*un/intelligent*

*pessimistic*

*extrovert*

*punctual*

*un/sociable*

*hard-working*

*calm*

*sensible*

*in/efficient*

*competitive*

*trusting*

*ir/responsible*

*dis/organized*

*un/helpful*

*optimistic*

*excited*

*un/kind*

*polite*

*un/reliable*

*warm* (= friendly)

## B. Practicing new vocabulary (Page, 81)

### Conversation 1.

- Voice A: You look smart.  
Voice B: Thanks. I'm on my way to a recruitment agency.  
Voice A: Oh, what for?  
Voice B: I've got an interview for a summer job.  
Voice A: Well, good luck!

### Conversation 2.

- Voice A: Could you put an advert in the paper for a summer job?  
Voice B: Yes, of course. What's the exact job title?  
Voice A: Um. Sales assistant, I think.  
Voice B: Full-time or part-time?  
Voice A: Part-time.

### Conversation 3.

- Voice A: Did you have a good summer?  
Voice B: Not really. I was working for a building company.  
Voice A: In the office?  
Voice B: No, I wasn't doing clerical work. I was outside.  
Voice A: So manual work, then.  
Voice B: That's right. It was hard work, but the pay was good.

## C. Extending new vocabulary (Page, 81)

- Voice:
1. There are lots of job advertisements in today's paper.
  2. I am advertising my bike on the university website.
  3. The careers advisor's office is next to the library.
  4. There is lots of interview advice on the Internet.
  5. It's important to make a good impression at an interview.
  6. My boss is very hard to impress.
  7. The organization of the office is not very good.
  8. I need to organize my desk before I start work.
  9. I did lots of preparation before my interview.
  10. Good managers prepare for meetings.
  11. Banks have reduced recruitment recently.
  12. We need to recruit more staff for the tourist season.

<b>nouns</b>	<b>verbs</b>
ad'vertisement	'advertise
ad'visor	ad'vise
im'pression	im'press
organi'zation	'organize
prepa'ration	pre'pare
re'cruitment	re'cruit

# A. Predicting the next word (Page, 87)

## Answers

1. A good *employer* looks after all the people in the company. *noun*
2. The company has 200 *employees* in its main office. *noun*
3. We would like to *employ* you to work as a teacher. *verb*
4. What is the length of *employment* in this job? I mean, how long do you want me for? *noun*
5. If you learn many skills at college, you will be *employable* when you leave. *adjective*



## B. Building vocabulary (Page, 87)

### Answers

1. All the words are nouns.
4. a. advisor – advice  
b. manager – manage  
c. deletion – delete  
d. efficiency – efficient  
e. responsibility – responsible  
f. payee – pay  
g. kindness – kind  
h. requirement – require

## B. Preparing to read (Page, 88)

3.

a. Personal qualities and abilities	e	Employers look for people who have contributed to school newspapers or club newsletters.
b. Working hours	f	Career-entry jobs are low-paid.
c. Workplace	a	Journalists must be articulate ...
d. Qualifications	d	You need a degree in journalism ...
e. Experience	b	There is a lot of weekend work ...
f. Salary and benefits	c	Some journalists travel all over the world.

# A. Reviewing vocabulary (Page, 90)

## Answers

1. freelance	7	technology
2. mass	3	studies
3. media	6	overtime
4. company	5	salary
5. starting	1	journalist
6. unpaid	8	job
7. information	4	car
8. career-entry	2	media

# A. Identifying parts of speech(Page, 91)

## Answers

The world of work is changing. At one time, most people got a job and they stayed in that job for the whole of their life. Employers paid employees for their time. But in the modern world, you cannot expect to get a job for life when you finish your full-time education. You will probably have many different jobs in your lifetime. Now, employers pay people for useful skills.

## B. Identifying sentence pattern (Page, 91)

### Answers

1.	Employment / is declining.	S V
	Unemployment / is rising.	S V
	Many young people / are / out of work.	S V C
	Good jobs / are / scarce.	S V C
	Most employers / want / skilled workers.	S V O
	Unskilled workers / cannot get / full-time positions.	S V O
	They / work / now and then.	S V A
	They / don't earn / every week.	S V A

## B. Identifying sentence pattern (Page, 91)

2. *is declining* = going down  
*unemployment* = not having a job  
*out of work* = not having a job  
*scarce* = not many  
*skilled* = with ability to do things from training  
*positions* = jobs  
*now and then* = sometimes, occasionally  
*earn* = get money for work



## B. Understanding new vocabulary (Page, 95)

1. qualifications	6	wants to become a manager; willing to work long hours to solve problems
2. experience	7	able to manage a team of people, including some older engineers
3. appearance	2	at least two years' work in a maintenance department
4. attitude	5	able to learn about new products quickly; able to find solutions to problems
5. intelligence	4	friendly, helpful
6. motivation	3	smart
7. interpersonal skills	1	degree in Engineering

# A. Reviewing vocabulary (Page, 96)

## Answers

Possible answers (other words may also fit):

1. write / produce	a job description
2. design	an advertisement
3. complete / fill in	an application form
4. make / produce	a short list
5. take up / follow up	references
6. conduct	interviews
7. interview	candidates
8. appoint	the best candidate



## C. Understanding a discourse structure (2) (Page, 96)

### Answers

2. Firstly, *the manager writes a job description.*

The job description gives full details of the job.

Then, *the manager writes a person description.* The person description describes the best person for the job.

After that, *the manager designs a job advertisement.* The advertisement contains information from the job description and the person description.

Next, *the manager puts the advertisement in several newspapers* because she wants a large number of people to apply.

Candidates contact the company. *The manager sends them an application form.* The candidates complete the form and return it to the company. Candidates must provide two referees.

After studying all the applications, *the manager makes a short list of candidates.*

Then, *she takes up the references.* She writes to the referees and she telephones them.

Finally, *the manager conducts interviews with two or three candidates.*

# A. Developing vocabulary (Page, 98)

## Answers

a. language

b. manager

c. enjoy

d. job

e. suggest

f. June

g. engineer

h. wage

i. colleague

j. aggressive

k. subject

l. assignment

# C. Practicing a new skill (Page, 98)

Answers

1-3.

Think



Organize



Write



*Edit*



Rewrite



# A. Producing passive sentence (Page, 99)

## Answers

1. The manager writes a person description.	<i>A person description is written.</i>
2. The manager designs a job advertisement.	<i>A job advertisement is designed.</i>
3. <i>The manager puts the advertisement in several newspapers.</i>	The advertisement is put in several newspapers.
4. <i>The manager sends candidates an application form.</i>	Candidates are sent an application form.
5. The candidates complete the form.	<i>The form is completed (by the candidates).</i>

# A. Reviewing vocabulary (Page, 100)

Answers

Possible answers:

1. write?	<i>a job description / person description</i>
2. design?	<i>an advertisement</i>
3. send?	<i>an application form</i>
4. complete and return?	<i>an application form</i>
5. make?	<i>a short list</i>
6. take up?	<i>references</i>
7. telephone?	<i>a referee</i>
8. conduct?	<i>an interview</i>
9. interview?	<i>a candidate</i>
10. select?	<i>the best candidate</i>

**Cihan University – Sulaimania**

**College of Law**

**Department of Law**

**Second Year**

**General English**

**2023-2024**

# **Science & Nature**

## **Theme 4**

## C. Understanding vocabulary in context (P. 107)

Science is the study of how things work in the world. A scientist usually works in a laboratory. He or she works with many different kinds of materials, for example plastic or metal, and liquids. A scientist tests things to prove a hypothesis. A hypothesis is an idea that something is true. Scientists must collect all the facts first. Then he or she often puts the facts in a table with columns of information, or in a graph, with blocks or lines that represent the information.



## B. Making notes of the main point (P. 108)

The scientific method

1. *Make* a hypothesis
2. *Test* the hypothesis: *do* experiments or *do* research
3. *Collect* data
4. *Display* the results: table or graph
5. *Draw* conclusions = prove a hypothesis or *disprove* it

# D. Reviewing key skills (P. 108)

1. proving	4	a test, usually in a laboratory
2. method	5	looking up information, e.g., in a library
3. hypothesis	3	an idea of the truth
4. experiment	6	information before it is organized
5. research	2	a way of doing something
6. data	7	what you learn from an experiment
7. conclusions	1	showing that something is always true

## D. Identifying consonants (P. 110)

<i>/θ/</i>	<i>/ð/</i>
thing	the
hypothesis	then
truth	they
both	there
	with
	that

## **B. Recognizing words with and without articles (P. 111)**

Firstly, a scientist makes a hypothesis, which means an idea of the truth. Then he or she tests the hypothesis. Scientists can test a hypothesis in two main ways. They can do an experiment, which means a test in a laboratory. Scientists study what happens during an experiment. Or they can do research, which means looking up information. They usually do research in a library or, nowadays, on the Internet.

## C. Recognizing introductory phrases (P. 111)

1. I know that plants need water.
2. I think that sugar damages teeth.
3. I don't believe that the research is finished.
4. It means that we don't have enough data.
5. It proves that the hypothesis is correct.
6. The graph shows us that the average temperature in summer is 17°C.
7. Scientists have proved that seawater temperatures are getting warmer.



## C. Practising new vocabulary (P. 113)

### Conversation 1.

Voice A: What is the water cycle?

Voice B: I'm not sure. Is it something to do with rain?

### Conversation 2.

Voice A: What's that noise?

Voice B: I think it's thunder.

### Conversation 3.

Voice A: What are clouds made of?

Voice B: Water vapour, I think.

### Conversation 4.

Voice A: Why do we have tides at the coast?

Voice B: I don't know. Perhaps the wind causes them.

# A. Referring to a diagram (P. 117)

## Answers

Look here. *This* is a picture of Isaac Newton in his laboratory. *This* shows his experiment with light. *This* is a ray of light going into the prism here, and *these* are the seven colours coming out on *this* side. Light has other colours too, but *these* colours are the only ones that humans can see.

# A. Identifying Comparatives (P. 123)

## Answers

Imagine two cities on the same continent.

City A is closer to the Equator than City B. So is City B warmer in winter than City A? No, it is colder, because it is inland, whereas City B is on the coast. Why are coastal cities usually warmer in winter than places inland? It is because the sea in winter is warmer than the land. In fact, the climate in coastal cities is more pleasant all year round. In summer, the sea is cooler than the land, so coastal cities are cooler in summer than inland cities on the same latitude.



## A. Reviewing vocabulary (Page, 124)

### Answers

1. They are all opposites.  
east – west                      high – low  
horizontal – vertical              south – north  
far – near
2. The *distance* of a place from the Equator is the *main factor* that *influences* the *average temperature* of that place. The *latitude* of the *location* indicates its *distance* from the Equator. Other *factors* include wind *direction* and *height* above sea level.

## A. Understanding new vocabulary (Page, 127)

### Answers

#### 1. The method:

*We did* an experiment. *We took* a glass and a bowl. *We filled* them with water. *We put* two coins in the bottom of the bowl. *We put* a piece of cardboard on top of the glass. *We turned* the glass upside down. *We put* it into the bowl on the coins. *We lifted* the glass a little and *took away* the cardboard.

#### The result:

Some of the water *stayed* in the glass.

# The conclusion:

This experiment proves that air has *weight*. Some of the water stays in the glass because air is pressing down on the *surface* of the water in the bowl. Air *pressure* stops some of the water coming out of the glass. The *height* of the water in the glass shows the *force* of air pressure. We could put a *scale* in centimeters on the side of the glass. This is a simple measuring *device*. It is called a barometer.

# A. Developing vocabulary (Page, 130)

## Answers

1. <i>bird</i>	6. <i>heard</i>
2. <i>burst</i>	7. <i>research</i>
3. <i>earth</i>	8. <i>surface</i>
4. <i>first</i>	9. <i>vertical</i>
5. <i>further</i>	10. <i>world</i>

## A. Producing passive sentences (Page, 131)

### Answers

1. We did a simple experiment.	<i>A simple experiment was done.</i>
2. We needed containers.	<i>Containers were needed.</i>
3. <i>We chose glasses.</i>	Glasses were chosen.
4. <i>We measured rainfall.</i>	Rainfall was measured.
5. We required a measuring device.	<i>A measuring device was required.</i>

## A. Developing vocabulary (Page, 132)

### Answers

1. investigate	4	the containers
2. do	1	the relationship
3. make	6	the hypothesis
4. fill	2	an experiment
5. mark	5	the point
6. prove	3	a hole

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# The Physical World

- Geographical Location
- Location and Physical Features
- Encyclopedia Research
- Advantages and Disadvantages

## C. Transforming information (P. 140)

### Answer

The country is in *Central America*. It is situated *north* of the Equator and south of the *Tropic* of Cancer. It is *southwest* of Honduras and *north* of Costa Rica. The *capital* is Managua in the southwest. The country has a *coastline* on two seas, and there is a very large lake in the *south* and a large river in the *north*.



## C. Identifying vowel sounds (P. 142)

2

a. what, four, not, on

b. sorry, wash, come, from

c. more, coast, fall, for

d. long, not, was, north

e. locate, border, draw, for

f. before, small, home, warm

## A. Using There is/ There are (P. 143)

1. There's a lake in the south.
2. There are many natural features in the country.
3. There are several islands in the gulf.
4. There is a long thin peninsula in the south of the capital.
5. There isn't a mountain range in the east.

## B. Understanding new vocabulary (P. 145)

### Answers

1.	Australia	5	Africa
2.	Brazil	6	Europe
3.	Canada	4	Asia
4.	China	3	North America
5.	Nigeria	2	South America
6.	Germany	7	the Middle East
7.	Saudi Arabia	1	Oceania

## C. Practising new vocabulary (P. 145)

### Conversation 1.

Voice A: We have a big mountain range in my country.  
Voice B: What is a *range*?

### Conversation 2.

Voice A: Is your country landlocked?  
Voice B: No, it has a coastline on the Mediterranean.

### Conversation 3.

Voice A: What's a *plain*?  
Voice B: It's a big flat area of land.

## D. Rehearsing a model (P. 148)

- 1. I am going to talk about the science of light. First of all, I will tell you something about Isaac Newton, who was a famous scientist. Then, I will describe Newton's experiment with light. Finally, I'll describe the results of the experiment.*
- 2. I am going to talk about my education. First of all, I'll describe my primary school. Then, I'll tell you about my secondary school. After that, I'll mention my sixth form and finally I'll talk about my university course studies.*

# Good Luck!