

Comfort zone

All people have a comfort zone. It is the set of routines and things we do regularly. We feel comfortable and safe while performing them because we are quite ^{sure} we can manage these things well.

There are many benefits in doing the same routines inside the safest part of our lives like avoiding worrying and unexpected events especially at time when we feel worried, tensed or stressed.

On the other hand, experts advise us to step out of the comfort zone in order to learn new things, feel self respect and develop in life. We will never achieve anything in life if we continue to do only what we already know. Moreover, it's good to explore new abilities that we think we don't have.

Another fact to remember is that some people refuse to do something new because they fear failure, or don't know how to start, so they get stuck in their comfort zone. However, if we have ^{real} determination and make the effort, slowly and patiently we learn more, become more creative and we will never be sorry.

إنشاء الوحدة
الأولى

منطقة الأمان

المهام اليومية (الروتينية)

The Comfort Zone is the everyday tasks and things we do regularly. We feel comfortable, safe and at ease while performing them because we are quite sure we can manage these things well. We are advised to stay inside the Comfort Zone when we feel worried, tensed or stressed.

هم استخدام

من ناحية أخرى

On the other hand, experts and scientists advise us to step out of the Comfort Zone in order to learn new things, feel self-respect and develop in life. We will never achieve anything in life if we continue to do only what we already know.

مفيدة أخرى يجب أن نتذكرها

بعض الناس

يرفضون فعل شيء جديد

Another fact to remember is that some people refuse to do something new because they fear failure, or don't know how to start, so they get stuck in their Comfort Zone. However, if we have determination and make the effort, slowly and patiently we learn more, become more creative and we will never be sorry.

Time management

Managing time effectively is a major step towards achieving success. We need to manage our time to achieve the important things in life. Organized people know what they want and how to overcome difficulties.

Following ^{these} ^{steps} can help you ~~organise~~ organize your time properly. Firstly, decide which task is the most important and start ~~with~~ with it, and remember not to postpone what you can do today till tomorrow. The right time to do a task is now. Secondly, if you "hit a wall" don't give up. Retry with a bit more effort. Finally, if you have a big task divide it into smaller parts. After all, you can't climb a mountain with one step.

There are many benefits of being organized. For example, you learn to look after yourself by eating and sleeping well. Moreover, you'll be aware of the importance of every minute in life, and people will always respect you for being accurate in appointments.

Unit 2

Time management

خطوة كبيرة
 في نجاحه
 تنظيم الوقت
 Managing time effectively is a major step
 towards achieving success. Time runs quickly
 and waits for no man. [Time and tide wait for no man.]
 لا ينتظر أحد
 والمد والجزر
 الوقت
 ولا ينتظر أحد

to quote an English saying.

كتب المساعدة الذاتية
 كالتالي
 Luckily, there are lots of self-help books
 that provide tips for time management. First, "Don't
 put off till tomorrow what you can do today;" [To
 quote another English saying. The right time
 to do a task is NOW. We can also make use of
 our time by making a daily and weekly "to do list"
 which help us remember tasks and exams. Moreover,
 if you "hit a wall", don't give up. Retry with a bit
 more effort. Experts also advise us not to spend
 too long on one task and to divide large tasks
 into smaller parts that are easier to manage.
 Finally, when you complete a task, take a
 break and reward yourself.

لا تؤجل عمل اليوم
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Coincidences

Coincidences are strange events that happen in the same place at the same time or connections between random people.

There are many stories that contain coincidences but we are going to mention one example.

Some time ago, I was working at a school in Jerusalem. I met another teacher there called Ahmad and we became good friends so I invited him to stay with my family one summer in Nablus. My brother Murad came to visit us there. While we were sitting having ~~at~~ breakfast, Ahmad got a watch out of his pocket. Murad saw it and asked if he could have a closer look. We were all amazed when he said it used to be his. To prove this, he pointed to his name on the back and told us he'd lost it when he was praying at Al-Aqsa Mosque the year before. Ahmad then told us that he'd found the watch ⁱⁿ the same place.

In conclusion, coincidences today are becoming something normal in our lives as people are more connected than before due to the Internet. The strange thing for people is not having coincidences because these events are inevitable in our world.

Communication Technologies

The use of technology in communication has become a necessity. It's essential today to have Internet connection almost the same as having electricity. There are many types of modern communication technologies like social media sites and apps (Facebook, Twitter, Whatsapp), emails, texting and video conferences.

There are many advantages of communication technologies. For example, they are easy to use and you can reach any person any time any place you like. They are also very cheap, so they are available to the majority of people nowadays. Moreover, they are used today to give lessons and lectures online. Therefore, "distance learning" is spreading internationally.

On the other hand, these technologies have disadvantages. For instance, it's difficult for old people to understand and use them. They have also taken the place of face-to-face contact between people, so real relations are becoming weak. In addition, there are bad people who try to manipulate and blackmail others to get their money.

All in all, I think that communication technologies are very important today. However, a person should be very aware and very careful when using them to avoid their negatives.

Online Friends

Making friends is not a very difficult process. Sometimes, one situation can turn a person you know into a lasting friend.

Seeing someone many times may well lead to the beginning of great friendship. Today, due to the Internet, people have found other ways to make friends.

Some people think that social media sites are the best way to form close friends. They believe that it's easier and more comfortable to talk to online friends. Mostly, Internet friends have many interests in common, like sports, cars, fashion, politics etc. When you have unusual interests, the Internet is the perfect place to find people who share your ideas.

However, other people think that it is not a good idea to make friends online. For them, Internet friends don't say the truth, so we can't trust them. Moreover, meeting people face-to-face is usually needed to form genuine relationship, and that is impossible with online friends.

In conclusion, I think that we can have friends online but not that close. I will never tell a person, who I don't trust, my secrets. Anyone who talks to people online should be very careful because there are many bad people in the world.

Unit 7

Dream jobs

وظائف الأحلام (تصورات)

When children grow up, they will inevitably think more about the question of a career, that is, how to earn a living.

In our minds, we often build up a rosy picture of 'dream jobs' that involve pleasures of life: entertainment, parties, money, villas, lights, fame, luxury and prestige.

However, one should realise that illusions (fantasy) and reality are two different things. Besides, careers shouldn't be judged in terms like: good or bad, easy or difficult. If you are interested in a job and have the talent for it, you will find it rewarding, no matter what it is.

(تجربته) ولا يهم

Unit 7

Since my ^{منذ} early childhood, I have ^{قررت} decided that I want to be a doctor. The ^{السبب} reason why I have chosen ^{المهنة} this career was ^{بسبب} due to my brother's illness that ^{طرحه في الفراش} knocked him down and was ^{على وشك} about to die. Fortunately, our ^{جارتنا} neighbour was a doctor. He stayed ^{بقي} with my brother day ^{لدى} and night until he ^{تعافى} recovered. From that ^{منذ ذلك اليوم} day I have made up my mind to study ^{قررت} medicine to help my people and ^{أخدم} serve those who need ^{الذين يحتاجون} medical ^{رعاية طبية} care.

It is ^{صحيح} true that studying ^{دراسة الطب} medicine is ^{لطف} tough and ^{مكلف} costly, but the ^{التي قد يكون} pleasure you get when you ^{الواجب} save ^{حياة} someone's life is ^{تفوق} beyond description. My family and I will also ^{نستفيد} benefit from this ^{بالإضافة الى} career. After all, doctors are ^{يتقاضون اجرة جيدة} well-paid in addition to the ^{المكانة} respect, ^{علاقات} good social relations and ^{المكانة} prestige they get. My ^{يشجع} parents encourage me and hope I will be one of the ^{متميز} most outstanding doctors in the country.

Unit 8

Starting up business is not easy. It ^{needs} requires planning. After all, planning is the first step in every project. It would be completely wrong to jump straight into things without planning or training because you might make costly mistakes.

Once you have an idea about a project, you need to take advice from experts, family, friends or the internet. This way you can benefit from their experience and avoid mistakes. After that you should do a market research to know who your customers and competitors are and the offers ^{العروض المتاحة} available.

Moreover, you need financial help to develop your product, but don't end up ^{لا ينتهي بك المطرف} owing too much money or losing ^{تفقد} control on your business. Marketing the product is also very important. You should let people know about your product and buy it.

{ Last, but not least, } ^{أخيراً وليس آخراً} you can't stand still in business. ^{تقف على مكانك} Finally, ^{أخيراً} you should think ahead ^{تفكر في المستقبل} towards a promising ^{مستقبل واعد} future.

Many people often wonder if sports stars are overpaid. This controversial issue made some people infuriated by the high salaries sports stars get.

However, other people sympathise with the players saying that their lives are not easy. They may face risks on their way up. Many get their legs and arms hurt and end up having only a short career, so they deserve to be overpaid.

In my opinion, all people may face dangers, injuries or even death in their struggle for earning their living. Super stars could be paid a bit more, but not that much.

Unit 9

Sports stars are overpaid. Agree or disagree