# Updated

## المواضيع المطلوبة ومواضيع قطع القراءة

## أولياء الأمور -الطلبة الأعزاء -امثلة وتدريبات على هيكل اللغة الإنجليزية للفصل الثاني

| Business | People | Environment |
|---|---|---|
| brand | ambitious | ecosystem |
| creativity | arrogant | extreme |
| entrepreneur | bad tempered | habitat |
| innovation | selfish | predator |
| manufacture | smart | shelter |
| market demands | characteristic | survive |
| prototype | | |

| Theme | English Word | Arabic | English Example |
|---|---|---|---|
| Business | brand | علامة تجارية | Their company launched a new brand of shoes. |
| | creativity | إبداع | Her creativity in design won the competition. |
| | entrepreneur | رائد أعمال | Elon Musk is a successful entrepreneur. |
| | innovation | ابتكار | The company focuses on continuous innovation. |
| | manufacture | تصنيع | They specialize in the manufacture of electronics. |
| | market demands | متطلبات السوق | The product was adjusted to meet market demands. |
| People | ambitious | طموح | She's very ambitious and aims to be CEO one day. |

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| market demands | characteristic | survive |
| prototype | | |

| Theme | English Word | Arabic | English Example |
|---|---|---|---|
| | arrogant | متعجرف | His arrogant behavior offended many colleagues. |
| | bad tempered | سيء الطباع | Despite being bad tempered, he is respected for his skills. |
| | selfish | أناني | His selfish attitude caused conflicts at work. |
| | smart | ذكي | She's known for her smart decision-making. |
| | characteristic | سمة خاصة | One of his characteristic traits is resilience. |
| Environment | ecosystem | نظام بيئي | Protecting the ecosystem is vital for biodiversity. |
| | extreme | شديد | The region experienced extreme weather conditions. |

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# Updated

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| market demands | characteristic | survive |
| prototype | | |

| Theme | English Word | Arabic | English Example |
|---|---|---|---|
| | habitat | موطن | The conservation project aims to protect animal habitats. |
| | predator | جاثم | Lions are apex predators in the savanna. |
| | shelter | مأوى | Birds build nests as shelter for their offspring. |
| | survive | بقاء | Adaptations help species survive in harsh climates. |

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# T2- 2024-2025-G12Advanced /11Advanced Main Points

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Business Theme

Text 1: Innovation and Entrepreneurship

Elon Musk is a pioneer in the field of innovation and entrepreneurship. Co-founder of Tesla and SpaceX, Musk has revolutionized the automotive and aerospace industries. Tesla, known for its electric vehicles, aims to accelerate the world's transition to sustainable energy. Meanwhile, SpaceX focuses on reducing the cost of space travel with reusable rockets. Musk's ambitious vision extends to renewable energy solutions and advancements in neural technology through ventures like SolarCity and Neuralink. His entrepreneurial journey underscores the importance of innovation in shaping the future of technology and sustainability.

Text 2: Market Trends and Branding

In today's competitive market, understanding consumer behavior and adapting to market trends are crucial. Companies invest heavily in branding strategies to differentiate themselves and build customer loyalty. Successful brands like Apple and Nike resonate with consumers by consistently delivering quality products and engaging marketing campaigns. These brands leverage market demands to launch new innovations and maintain their competitive edge. Effective branding not only enhances product recognition but also influences consumer perceptions and purchasing decisions.

Text 3: Manufacturing and Prototyping

The manufacturing sector plays a pivotal role in global economies. Companies engage in prototyping to refine product designs and ensure quality before mass production. Prototyping allows for iterative improvements based on feedback and testing. Advanced manufacturing technologies such as 3D printing have revolutionized prototyping by enabling rapid and cost-effective production of prototypes. Manufacturers prioritize efficiency and scalability to meet consumer demand while minimizing production costs. Innovation in manufacturing processes continues to drive industrial growth and economic development worldwide.

1. In Text 1, what industries are primarily associated with Elon Musk's ventures?
    - A) Fashion and textiles
    - B) Automotive and aerospace
    - C) Agriculture and farming
    - D) Healthcare and pharmaceuticals
2. According to Text 2, what role do branding strategies play in competitive markets?
    - A) They discourage consumer loyalty
    - B) They have no impact on consumer behavior
    - C) They build customer loyalty and differentiate products
    - D) They focus solely on product quality

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3. What is the main focus of Text 3?
    - A) Advertising and marketing strategies
    - B) Manufacturing and prototyping
    - C) Environmental sustainability
    - D) Financial management in businesses

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People Theme

Text 1: Ambition and Success

Ambition drives individuals to pursue their goals with determination and perseverance. Ambitious individuals often set high expectations for themselves and strive to achieve excellence in their careers or personal endeavors. While ambition can lead to success and personal fulfillment, it also requires resilience in the face of challenges and setbacks. Ambitious leaders inspire teams and organizations to innovate and achieve extraordinary results.

Text 2: Characteristics and Personality Traits

Personalities are shaped by various characteristics that influence how individuals interact with others and approach tasks. Traits such as empathy, resilience, and adaptability play crucial roles in personal and professional development. Effective leaders exhibit a blend of these traits, fostering positive work environments and driving organizational success. Understanding personality traits helps individuals leverage their strengths and manage areas for improvement.

Text 3: Smart Decision-Making

Smart decision-making involves evaluating options, considering consequences, and making informed choices. Individuals who exhibit smart decision-making skills often weigh risks and benefits before taking action. These skills are essential in both personal and professional contexts, contributing to effective problem-solving and goal achievement. By applying critical thinking and analysis, individuals can navigate challenges and capitalize on opportunities for growth and success.

4. According to Text 1, what drives individuals to pursue their goals with determination?
    - A) Resilience
    - B) Ambition
    - C) Adaptability
    - D) Empathy

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5. What does Text 2 emphasize as crucial for effective leadership?
    - A) Personality traits
    - B) Professional experience
    - C) Educational qualifications
    - D) Financial management skills
6. What is the focus of Text 3?
    - A) Personality development
    - B) Emotional intelligence
    - C) Decision-making skills
    - D) Time management techniques

Environment Theme

Text 1: Ecosystems and Biodiversity

Ecosystems are complex networks where living organisms interact with their environment. Biodiversity, the variety of life forms within an ecosystem, supports ecosystem stability and resilience. Threats such as habitat loss, pollution, and climate change endanger biodiversity and disrupt ecosystems worldwide. Conservation efforts aim to protect endangered species, restore habitats, and promote sustainable practices to preserve biodiversity for future generations.

Text 2: Climate Change and Adaptation

Climate change poses significant challenges to global ecosystems and human societies. Rising temperatures, sea-level rise, and extreme weather events threaten biodiversity, food security, and public health. Mitigation efforts focus on reducing greenhouse gas emissions through renewable energy adoption and sustainable practices. Adaptation strategies include building resilient infrastructure, implementing disaster preparedness measures, and enhancing community resilience to climate impacts.

Text 3: Habitat Conservation

Habitats provide essential resources and shelter for wildlife species. Conservation efforts prioritize habitat restoration and protection to maintain biodiversity and ecosystem health. Threats such as deforestation, urbanization, and overexploitation of natural resources compromise habitat integrity. Sustainable development practices aim to balance human needs with conservation goals, ensuring habitats remain intact and functional for wildlife survival.

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7. According to Text 1, what supports ecosystem stability and resilience?
    - A) Climate change adaptation
    - B) Biodiversity
    - C) Economic forecasts
    - D) Habitat destruction
8. What is the focus of Text 2?
    - A) Renewable energy adoption
    - B) Ecosystem restoration
    - C) Economic growth strategies
    - D) Habitat conservation
9. What does Text 3 emphasize as crucial for wildlife survival?
    - A) Climate change adaptation
    - B) Biodiversity conservation
    - C) Renewable energy sources
    - D) Economic growth strategies

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# Model Answers

**Business Theme**

1. **B) Automotive and aerospace**
    - **Elon Musk's ventures are primarily associated with automotive (Tesla) and aerospace (SpaceX) industries.**
2. **C) They build customer loyalty and differentiate products**
    - **According to Text 2, branding strategies play a crucial role in building customer loyalty and differentiating products in competitive markets.**
3. **B) Manufacturing and prototyping**
    - **The main focus of Text 3 is on manufacturing processes and prototyping.**

**People Theme**

4. **B) Ambition**
    - **According to Text 1, ambition drives individuals to pursue their goals with determination.**
5. **A) Personality traits**
    - **Text 2 emphasizes that effective leadership is influenced by personality traits.**
6. **C) Decision-making skills**
    - **Text 3 focuses on smart decision-making skills in personal and professional contexts.**

**Environment Theme**

7. **B) Biodiversity**
    - **According to Text 1, biodiversity supports ecosystem stability and resilience.**
8. **A) Renewable energy adoption**
    - **Text 2 focuses on climate change challenges and efforts like renewable energy adoption.**
9. **B) Biodiversity conservation**
    - **Text 3 emphasizes habitat conservation as crucial for wildlife survival.**

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**Vocabulary Multiple-Choice Test**

**Instructions: Choose the correct word that best fits each sentence.**

1. **The company launched a new _____ of smartphones aimed at young professionals.**
    - **A) brand**
    - **B) manufacture**
    - **C) prototype**
    - **D) ecosystem**
2. **Her _____ attitude towards her colleagues made it difficult to work with her.**
    - **A) ambitious**
    - **B) arrogant**
    - **C) characteristic**
    - **D) survive**
3. **The conservationists worked tirelessly to protect the endangered species' natural _____.**
    - **A) shelter**
    - **B) habitat**
    - **C) market demands**
    - **D) creativity**
4. **He is known for his constant _____ in improving the company's products and services.**
    - **A) innovation**
    - **B) predator**
    - **C) creativity**
    - **D) prototype**
5. **The artist's latest _____ is receiving rave reviews for its unique design and functionality.**
    - **A) smart**
    - **B) brand**
    - **C) creativity**
    - **D) manufacture**

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6. **Effective leaders understand and respond to changing _____ in the industry.**
    - **A) market demands**
    - **B) bad tempered**
    - **C) survive**
    - **D) entrepreneur**
7. **The new _____ was tested extensively before it was mass-produced.**
    - **A) innovation**
    - **B) creativity**
    - **C) prototype**
    - **D) characteristic**
8. **She demonstrated her _____ by successfully launching three start-ups in the tech industry.**
    - **A) creativity**
    - **B) brand**
    - **C) innovation**
    - **D) ambition**
9. **Conservation efforts are crucial to protect the world's diverse _____.**
    - **A) ecosystem**
    - **B) shelter**
    - **C) manufacture**
    - **D) market demands**
10. **The team's _____ of launching a new product paid off with record sales.**
    - **A) prototype**
    - **B) manufacture**
    - **C) ambition**
    - **D) brand**

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## Model Answers:

1. A) brand
2. B) arrogant
3. B) habitat
4. A) innovation
5. D) manufacture
6. A) market demands
7. C) prototype
8. D) ambition
9. A) ecosystem
10. D) brand

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# القواعد المطلوبةGrammar

| Topic(s): Business, people, environment. | | | |
|---|---|---|---|
| **ECFE Grammar** | **Prerequisite** | **GSE Grammar** | **Functional Language** |
| Passives: future perfect passive | Can use the present perfect passive. (52) | Can use the future perfect passive. (67) | Expressing agreement and disagreement<br><br>Expressing opinion<br><br>Making predictions and hypothesising |
| Clauses and phrases: cleft sentences | Can use clauses with 'What ...' to emphasise the topic or main point. (59) | Can use initial 'No matter' with relative pronouns for emphatic statements about the present and near future. (68)<br>Other complex clefts and fronts. (See English Grammar Profile) | |
| Reported speech: passive | Can use verbs of state change in the passive with object complements. (53) | Can express beliefs and opinions with 'is/are/was/were' + 'thought/believed to...' (69) | |
| Past time: past perfect continuous | Can use the past continuous to refer to temporary or changing past states or situations. (51) | Can use past perfect continuous in relative clauses to give background information. (See English Grammar Profile) | |
| Conjunctions: correlative | Can link clauses and sentences with a range of basic connectors. | Can add information using 'not only ... but also ...' (71) | |
| Past time: past perfect simple | Can use the past perfect in a range of common situations. (54) | Can use past perfect simple with an inverted subject and auxiliary verb after 'never (before)' to talk about a unique event, often in formal contexts. (68 in English Grammar Profile) | |

**Grammar Test:**

**Passives: Future Perfect Passive**

1. **By the end of the week, all the invitations _____.**
   - **A) will have sent**
   - **B) will have been sent**
   - **C) are sending**
   - **D) sent**
2. **The new stadium _____ by the time the season starts.**
   - **A) will have completed**
   - **B) will have been completed**
   - **C) completes**
   - **D) completed**

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3. **By the time they arrive, the cake _____.**
    - **A) will have baked**
    - **B) will have been baked**
    - **C) has baked**
    - **D) baked**

**Clauses and Phrases: Cleft Sentences**

4. **What she really needs is _____.**
    - **A) a vacation to relax**
    - **B) to relax a vacation**
    - **C) the relaxing vacation**
    - **D) relaxing on vacation**
5. **What I dislike the most is _____.**
    - **A) to wake up early**
    - **B) waking up early**
    - **C) the waking up early**
    - **D) wake up early**
6. **What he enjoys most is _____.**
    - **A) watching movies with friends**
    - **B) to watch movies with friends**
    - **C) the watching movies with friends**
    - **D) watches movies with friends**

**Reported Speech: Passive**

7. **The old castle _____ to have been haunted.**
    - **A) is rumored**
    - **B) rumored**
    - **C) was rumored**
    - **D) had rumored**

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8. **The lost treasure _____ in the cave by explorers many years ago.**
    - **A) are believed**
    - **B) believed**
    - **C) was believed**
    - **D) had believed**

9. **I am sure that the missing keys _____ somewhere in the house.**
    - **A) is thought**
    - **B) thought**
    - **C) were thought**
    - **D) had thought**

**Past Time: Past Perfect Continuous**

10. **She _____ for hours before she found the right solution.**
    - **A) was searching**
    - **B) have searched**
    - **C) searched**
    - **D) had been searching**
11. **By the time he arrived, she _____ for almost an hour.**
    - **A) was waiting**
    - **B) had waited**
    - **C) waited**
    - **D) had been waiting**
12. **They _____ in the garden all morning before the storm started.**
    - **A) were working**
    - **B) had worked**
    - **C) worked**
    - **D) had been working**

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**Conjunctions: Correlative**

**13. She not only sings well but also _____.**

- **A) plays the piano**
- **B) to play the piano**
- **C) playing the piano**
- **D) played the piano**

**14. He not only passed the exam but also _____.**

- **A) scored the highest marks**
- **B) to score the highest marks**
- **C) scoring the highest marks**
- **D) scored highest marks**

**15. They not only visited Paris but also _____.**

- **A) traveled to Rome**
- **B) to travel to Rome**
- **C) traveling to Rome**
- **D) traveled Rome**

**Past Time: Past Perfect Simple**

**16. By the time she woke up, her parents _____ for work.**

- **A) have left**
- **B) left**
- **C) had left**
- **D) leave**

**17. They _____ all the food by the time the guests arrived.**

- **A) have eaten**
- **B) ate**
- **C) had eaten**
- **D) eat**

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**18. The movie _____ already _____ when we got to the theater.**

- **A) has started / ended**
- **B) started / ended**
- **C) had started / ended**
- **D) starts / ends**

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## Model Answers:

1. B) will have been sent
2. B) will have been completed
3. B) will have been baked
4. A) a vacation to relax
5. B) waking up early
6. A) watching movies with friends
7. A) is  rumored
8. C) was believed
9. C) was thought
10. D) had been searching
11. D) had been waiting
12. D) had been working
13. A) plays the piano
14. A) scored the highest marks
15. A) traveled to Rome
16. C) had left
17. C) had eaten

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# 18. C) had started / ended

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**Part 1: Opinion Question**

**What is your opinion on the importance of preserving natural habitats for the survival of species? Write at least two sentences below.**

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**Part 2: Plan**

**Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.**

**Write about the critical relationship between natural habitats and the survival of species.**

**Include information about:**

- **The role of ecosystems in supporting biodiversity and ecological balance.**
- **Examples of extreme environments and their unique habitats.**
- **The impact of habitat destruction on species survival and biodiversity.**
- **Strategies for preserving natural habitats and mitigating threats to ecosystems.**

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**Part 3: Full Essay**

**Write about the critical relationship between natural habitats and the survival of species.**

**Include information about:**

- **The role of ecosystems in supporting biodiversity and ecological balance.**
- **Examples of extreme environments and their unique habitats.**
- **The impact of habitat destruction on species survival and biodiversity.**
- **Strategies for preserving natural habitats and mitigating threats to ecosystems.**

**Write at least 200 words in paragraphs.**

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**Text 1: Inference and Justification**

Preserving Natural Habitats: Ensuring Species Survival

Natural habitats are essential for the survival of species, providing ecosystems that support biodiversity and maintain ecological balance. Ecosystems encompass a wide range of environments, from lush rainforests to harsh deserts and deep-sea habitats, each playing a unique role in sustaining life on Earth.

Extreme environments, such as the Arctic tundra or deep ocean vents, have evolved specific habitats that host specialized species adapted to survive under extreme conditions. These habitats not only support unique biodiversity but also contribute to scientific understanding of adaptation and resilience in nature.

However, habitat destruction, primarily driven by human activities like deforestation, urbanization, and pollution, poses a significant threat to species survival and biodiversity. When habitats are destroyed or degraded, species lose their homes and essential resources, leading to population declines and even extinction.

To mitigate these threats, conservation efforts focus on preserving natural habitats through strategies like protected areas, reforestation projects, and sustainable land management practices. These initiatives aim to restore ecosystems and create corridors for wildlife movement, promoting species resilience and maintaining genetic diversity.

In conclusion, preserving natural habitats is crucial for ensuring the survival of species and maintaining ecological health. By understanding the intricate relationships between species and their habitats, we can implement effective conservation measures that safeguard biodiversity for future generations.

**Inference Questions**

**Environmental Theme:**

**Inference Question: Does the author believe preserving natural habitats is essential for species survival?**

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**Justification Question: Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**MODEL ANSWERS**

**Part 1: Opinion Question**

**Preserving natural habitats is crucial for the survival of species. These habitats provide essential resources and shelter, playing a fundamental role in maintaining biodiversity and ecological balance.**

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**Part 2: Plan**

**Essay Prompt: Write about the critical relationship between natural habitats and the survival of species.**

**Plan:**

1. **Introduction**
    - **Define natural habitats and their importance in supporting species survival and biodiversity.**
    - **Explain the significance of ecosystems in maintaining ecological balance.**
2. **Paragraph 1: Role of Ecosystems**
    - **Discuss how ecosystems provide essential resources like food, water, and shelter for species.**
    - **Highlight the role of biodiversity in enhancing ecosystem resilience and productivity.**
3. **Paragraph 2: Examples of Extreme Environments**
    - **Describe examples of extreme environments (e.g., polar regions, deep-sea vents) and their unique habitats.**
    - **Explain how species adapt to survive in these challenging conditions.**
4. **Paragraph 3: Impact of Habitat Destruction**
    - **Analyze the consequences of habitat destruction, such as deforestation and urbanization, on species survival.**
    - **Provide examples of species facing threats due to habitat loss.**
5. **Paragraph 4: Strategies for Habitat Preservation**
    - **Outline strategies for preserving natural habitats, including protected areas and sustainable land management practices.**

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- **Discuss the importance of community involvement and international cooperation in conservation efforts.**

6. **Conclusion**
    - **Summarize the critical importance of preserving natural habitats for species survival and ecosystem health.**
    - **Emphasize the role of individual responsibility and global action in mitigating habitat destruction.**

**Part 3: Full Essay**

**Title: The Critical Relationship Between Natural Habitats and Species Survival**

**Natural habitats are not mere landscapes but intricate ecosystems that sustain life on Earth. These habitats provide essential resources such as food, water, and shelter, crucial for the survival of species. Ecosystems play a fundamental role in maintaining biodiversity and ecological balance, supporting interactions between species and their environment.**

**Extreme environments exemplify the diversity of natural habitats and the resilience of species. From the Arctic tundra to deep-sea hydrothermal vents, these environments host specialized species adapted to survive under extreme conditions. For instance, polar bears have evolved thick fur and a layer of blubber to withstand freezing temperatures, showcasing nature's ability to adapt and thrive in harsh climates.**

**However, human activities like deforestation, urbanization, and pollution pose significant threats to natural habitats worldwide. Habitat destruction leads to the loss of biodiversity and disrupts ecological processes essential for ecosystem functioning. Species dependent on specific habitats, such as orangutans in Southeast Asian rainforests or coral reefs in marine ecosystems, face imminent risks of extinction due to habitat loss and fragmentation.**

**To address these challenges, conservation efforts focus on preserving natural habitats through various strategies. Establishing protected areas, promoting sustainable land management practices, and restoring degraded ecosystems are critical steps in safeguarding habitats and ensuring species survival. International agreements like the Convention on Biological Diversity underscore the global commitment to biodiversity conservation, emphasizing the interconnectedness of ecosystems across continents.**

**In conclusion, the preservation of natural habitats is paramount for the survival of species and the maintenance of ecological health. By understanding and valuing the intricate relationships between species and their habitats, we can implement effective conservation measures that sustain biodiversity and secure the future of our planet.**

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**Inference Questions**

**Environmental Theme:**

**Inference Question: Does the author believe preserving natural habitats is essential for species survival?**

**Justification Question: The author's belief in the critical importance of preserving natural habitats is evident throughout the essay. They highlight how habitats provide essential resources, discuss the impact of habitat destruction on species, and outline strategies for habitat preservation. This comprehensive analysis underscores the author's conviction that preserving natural habitats is crucial for ensuring the survival of species and maintaining ecological balance.**

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**Part 1: Opinion Question**

**What role do you think innovation plays in the success of businesses today? Write at least two sentences below.**

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**Part 2: Plan**

**Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.**

**Write about the importance of innovation and creativity in modern business environments.**

**Include information about:**

- **The significance of innovation for staying competitive and meeting market demands.**
- **How entrepreneurs utilize creativity to develop successful brands and prototypes.**
- **Examples of innovative practices in manufacturing and their impact on business growth.**
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**Part 3: Full Essay**

**Write about the importance of innovation and creativity in modern business environments.**

**Include information about:**

- **The significance of innovation for staying competitive and meeting market demands.**
- **How entrepreneurs utilize creativity to develop successful brands and prototypes.**
- **Examples of innovative practices in manufacturing and their impact on business growth.**

**Write at least 200 words in paragraphs.**

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**Inference and Justification:**

**Innovation and Creativity: Driving Forces in Modern Business**

**In today's dynamic business landscape, innovation serves as a cornerstone for success, enabling companies to differentiate themselves, meet evolving market demands, and stay competitive. Businesses that prioritize innovation are better equipped to anticipate and respond to changes in consumer preferences, technological advancements, and global trends. Creative entrepreneurs leverage innovation not only to develop breakthrough products and services but also to establish strong brands that resonate with consumers.**

**One notable example is Apple Inc., renowned for its innovative approach to product design and development. By continuously pushing boundaries in technology and user experience, Apple has not only created iconic products like the iPhone and iPad but has also set new standards for innovation in the consumer electronics industry.**

**In manufacturing, innovative practices such as lean production techniques and automation have revolutionized efficiency and quality control. Companies like Tesla have pioneered the integration of advanced robotics and sustainable manufacturing processes to streamline production and reduce environmental impact, setting benchmarks for the automotive industry.**

**In conclusion, innovation and creativity are indispensable in modern business environments, driving growth, fostering brand differentiation, and meeting the ever-changing demands of global markets. By nurturing a culture of innovation and embracing creative thinking, businesses can sustain long-term success and lead in their respective industries.**

**Inference Questions**

**Business Theme:**

**Inference Question: Does the author believe innovation is crucial for business success in today's competitive environment?**

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**Justification Question: Justification Question: Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**Model Answers**

**Part 1: Opinion Question**

**Innovation plays a pivotal role in the success of businesses today by driving differentiation, meeting evolving market demands, and fostering continuous improvement in products and services.**

**Part 2: Plan**

**Essay Prompt: Write about the importance of innovation and creativity in modern business environments.**

**Plan:**

1. **Introduction**
    - **Define innovation and creativity in the context of business.**
    - **Highlight their significance for staying competitive and meeting market demands.**
2. **Paragraph 1: Significance of Innovation**
    - **Discuss how innovation enables businesses to differentiate themselves in crowded markets.**
    - **Explain its role in adapting to technological advancements and changing consumer preferences.**
3. **Paragraph 2: Entrepreneurship and Creativity**
    - **Explore how entrepreneurs leverage creativity to develop unique brands and prototypes.**
    - **Provide examples of successful entrepreneurs who have disrupted industries through creative innovations.**
4. **Paragraph 3: Innovative Practices in Manufacturing**
    - **Describe innovative manufacturing practices that enhance efficiency and product quality.**
    - **Illustrate the impact of automation, lean production, and sustainable manufacturing on business growth.**
5. **Conclusion**

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- **Summarize the critical importance of fostering innovation and creativity in modern business environments.**
- **Discuss the future outlook for businesses that prioritize innovation as a core strategy for sustainability and growth.**

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**Part 3: Full Essay**

**Title: The Crucial Role of Innovation and Creativity in Modern Business**

**Innovation and creativity are not just buzzwords but fundamental drivers of success in today's competitive business landscape. Businesses that embrace innovation are better positioned to differentiate themselves, adapt to changing market dynamics, and lead in their respective industries. By continuously innovating, companies can anticipate and meet evolving consumer needs, ensuring relevance and sustained growth.**

**Entrepreneurs exemplify the transformative power of creativity in business. Through visionary thinking and bold ideas, entrepreneurs develop unique brands and prototypes that resonate with consumers and disrupt traditional markets. For instance, companies like Airbnb and Uber have revolutionized the hospitality and transportation sectors, respectively, by introducing innovative business models that leverage technology to meet customer demands in new ways.**

**In manufacturing, innovative practices such as automation and lean production have redefined efficiency and quality control standards. Companies like Toyota have pioneered lean manufacturing principles, minimizing waste and maximizing productivity, thereby setting benchmarks for operational excellence in the automotive industry.**

**In conclusion, the synergy between innovation and creativity is indispensable for navigating the complexities of modern business environments. By fostering a culture that encourages experimentation and embraces new ideas, businesses can not only survive but thrive amidst rapid technological advancements and global competition. Moving forward, businesses that prioritize innovation as a strategic imperative will continue to lead and shape the future of industries worldwide.**

**Inference Questions**

**Business Theme:**

**Inference Question: Does the author believe innovation is crucial for business success in today's competitive environment?**

**Throughout the essay, the author emphasizes the pivotal role of innovation in driving business success. They discuss how innovation fosters differentiation, meets market demands, and leads to industry disruption. By citing examples such as Airbnb, Uber, and Toyota, the author illustrates how innovative practices have reshaped entire sectors, underscoring their belief that businesses must prioritize innovation to thrive in today's competitive landscape.**

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**Part 1: Opinion Question**

**What do you think are the most important characteristics of a successful leader? Write at least two sentences below.**

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**Part 2: Plan**

**Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.**

**Write about the impact of personal characteristics on interpersonal relationships and success in life.**

**Include information about:**

- **The significance of characteristics like ambition, intelligence, and selfishness in personal and professional contexts.**
- **How traits such as arrogance and bad temper can affect relationships and personal achievements.**
- **Examples of individuals who exemplify a balance of positive and negative characteristics in achieving success.**

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**Part 3: Full Essay**

**Write about the impact of personal characteristics on interpersonal relationships and success in life.**

**Include information about:**

- **The significance of characteristics like ambition, intelligence, and selfishness in personal and professional contexts.**
- **How traits such as arrogance and bad temper can affect relationships and personal achievements.**
- **Examples of individuals who exemplify a balance of positive and negative characteristics in achieving success.**

**Write at least 200 words in paragraphs.**

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**Inference and Justification:**

**Personal Characteristics: Influence on Interpersonal Relationships and Success**

**Personal characteristics play a pivotal role in shaping individuals' lives, influencing both their interpersonal relationships and achievements in various domains. Traits such as ambition, intelligence, and selfishness can significantly impact how individuals navigate personal and professional contexts. Ambition drives individuals to set goals and strive for success, while intelligence enables them to make informed decisions and solve complex problems effectively. However, traits like arrogance and bad temper can hinder interpersonal relationships and undermine personal achievements. Arrogance may alienate others and hinder collaboration, while a bad temper can lead to conflict and disrupt team dynamics.**

**Successful individuals often demonstrate a balance of positive and negative characteristics. For example, leaders like Steve Jobs were known for their ambitious vision and relentless pursuit of innovation, yet they also faced criticisms for perceived arrogance and demanding behavior. Despite these traits, their intelligence and ability to inspire others contributed to their achievements in revolutionizing industries.**

**In contrast, individuals who exhibit traits like selfishness at the expense of others' well-being may achieve short-term gains but risk damaging long-term relationships and reputations. In both personal and professional spheres, the impact of personal characteristics underscores the importance of self-awareness and emotional intelligence in fostering positive interactions and sustainable success.**

**Inference Questions**

**People Theme:**

**Inference Question: How do personal characteristics influence interpersonal relationships and success in life?**

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**Justification Question: Justification Question: Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**Model Answers**

**Part 1: Opinion Question**

**The most important characteristics of a successful leader include ambition, intelligence, and the ability to inspire others. Ambition drives forward-thinking and goal-setting, while intelligence ensures informed decision-making. Inspirational leadership fosters team cohesion and motivates collective achievement.**

**Part 2: Plan**

**Essay Prompt: Write about the impact of personal characteristics on interpersonal relationships and success in life.**

**Plan:**

1. **Introduction**
    - **Define the significance of personal characteristics in shaping interpersonal relationships and overall success.**
    - **Introduce key traits such as ambition, intelligence, arrogance, and selfishness.**
2. **Paragraph 1: Positive Characteristics**
    - **Discuss the positive impact of ambition and intelligence on personal and professional achievements.**
    - **Provide examples of individuals who have leveraged these traits for success.**
3. **Paragraph 2: Negative Characteristics**
    - **Analyze how traits like arrogance and bad temper can hinder interpersonal relationships.**
    - **Illustrate consequences in both personal and professional settings.**
4. **Paragraph 3: Balance of Characteristics**
    - **Explore examples of individuals who demonstrate a balance of positive and negative traits.**
    - **Discuss how self-awareness and emotional intelligence mitigate negative impacts.**
5. **Conclusion**

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- **Summarize the dual influence of personal characteristics on interpersonal dynamics and overall success.**
- **Emphasize the importance of cultivating positive traits while managing negative tendencies for personal growth and effective relationships.**

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**Part 3: Full Essay**

**Title: The Influence of Personal Characteristics on Interpersonal Relationships and Success**

**Personal characteristics shape individuals' interactions and achievements, playing a pivotal role in both personal and professional contexts. Traits like ambition and intelligence propel individuals towards their goals, fostering resilience and informed decision-making. Ambition motivates individuals to set high standards and pursue excellence, while intelligence equips them with the ability to navigate complexities and innovate solutions.**

**Conversely, negative traits such as arrogance and bad temper can strain interpersonal relationships and hinder overall success. Arrogance may alienate others and hinder collaboration, while a bad temper can lead to conflict and undermine team cohesion. Individuals who exhibit these traits often face challenges in building meaningful connections and sustaining productive partnerships.**

**Successful individuals often strike a balance between positive and negative characteristics. For example, leaders like Elon Musk exemplify ambitious vision and strategic intelligence, yet they have faced criticisms for perceived arrogance. Despite these challenges, their ability to inspire and innovate has propelled them to transformative achievements in industries like aerospace and electric vehicles.**

**In conclusion, personal characteristics profoundly influence interpersonal dynamics and overall success. By cultivating positive traits such as ambition and emotional intelligence, individuals can foster constructive relationships and achieve sustainable personal growth. Managing negative tendencies like arrogance through self-awareness and humility further enhances one's ability to navigate challenges and foster collaborative environments.**

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**Inference Questions**

**People Theme:**

**Inference Question: How do personal characteristics influence interpersonal relationships and success in life?**

**Justification Question: Throughout the essay, the impact of personal characteristics such as ambition, intelligence, arrogance, and selfishness on interpersonal relationships and success is analyzed. The essay provides examples of how positive traits contribute to achievements while negative traits may hinder progress. It emphasizes the importance of balance and self-awareness in managing personal characteristics to foster positive interactions and achieve long-term success in various aspects of life.**

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# EXTRA

| Extra words كلمات إضافية | | | | |
|---|---|---|---|---|
| **Category** | **Word** | **English Meaning** | **Arabic Meaning** | **Sample Sentence** |
| Business | expenses | The costs associated with running a business. | النفقات | The company cut its expenses to improve profits. |
| | influence | The ability to have an effect on someone or something. | تأثير | Her influence on the team was significant. |
| | motivation | The reason or reasons for acting or behaving in a particular way. | الدافع | His motivation to succeed pushed him to work harder. |
| | purpose | The reason for which something is done or created. | الهدف | The purpose of this meeting is to discuss the new project. |
| People | identity | The characteristics determining who or what someone or something is. | الهوية | The artist struggled to find his true identity. |
| | master | A person with great skill or expertise in a subject. | الماستر / المعلم | He became a master of the craft through years of practice. |
| | personality | The combination of characteristics or qualities that form an individual's distinctive character. | الشخصية | Her warm personality makes her very popular among her friends. |
| | demanding | Requiring much effort or attention. | مُتطلب | The job is very demanding, but it offers a high salary. |
| Feelings and Emotions | cheerful | Feeling or displaying happiness. | مبتهج | She was cheerful throughout the party, making everyone smile. |

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| Extra words كلمات إضافية | | | | |
|---|---|---|---|---|
| **Category** | **Word** | **English Meaning** | **Arabic Meaning** | **Sample Sentence** |
| | resentment | Bitter indignation at having been treated unfairly. | استياء | He felt resentment toward his colleague for taking credit for his idea. |
| | anger | A strong feeling of displeasure or hostility. | الغضب | She tried to control her anger when she heard the news. |
| | hurt | The feeling of pain or injury, either physical or emotional. | جرح | His words hurt her more than he realized. |
| | devastating | Causing great damage or harm. | مدمر | The hurricane was devastating for the coastal town. |
| | intellectual | Relating to the ability to think and understand. | فكري | He is an intellectual who enjoys discussing complex ideas. |
| | stimulate | To encourage or prompt something to happen or grow. | تحفيز | The teacher's praise helped stimulate the students' creativity. |

**1. The company's _____ were higher than expected, so they decided to cut back** on some expenses.

- a) purpose
- b) expenses
- c) motivation
- d) hurt

2. She has a strong _____ over her colleagues, influencing many of their decisions at work.

- a) motivation
- b) influence
- c) devastating
- d) identity

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3. His _____ to complete the project on time kept him working late every night.

- a) personality
- b) master
- c) purpose
- d) motivation

4. The _____ of the event was to raise money for charity.

- a) master
- b) influence
- c) purpose
- d) hurt

5. She struggled with her _____ for a long time, not fully understanding who she was.

- a) personality
- b) identity
- c) expenses
- d) stimulating

6. After years of training, he became a true _____ in the field of photography.

- a) master
- b) demanding
- c) stimulating
- d) cheerful

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7. His warm and caring _____ makes him easy to be around and well-loved by his friends.

- a) personality
- b) anger
- c) purpose
- d) influence

8. The job was very _____, requiring long hours and attention to detail, but the rewards were great.

- a) stimulating
- b) demanding
- c) cheerful
- d) devastating

9. She felt a deep sense of _____ when she realized her friend had betrayed her trust.

- a) motivation
- b) resentment
- c) influence
- d) purpose

10. He was so filled with _____ that he couldn't stop shouting at the team for making mistakes.

- a) hurt
- b) stimulating
- c) anger
- d) devastating

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11. The accident left her with a _____ that she would never forget.

- a) identity
- b) hurt
- c) expenses
- d) motivation

12. The news of the fire was _____, as it destroyed everything in its path.

- a) devastating
- b) stimulating
- c) demanding
- d) cheerful

13. He is considered an _____ because of his love for reading and discussing philosophical topics.

- a) intellectual
- b) master
- c) personality
- d) expenses

14. The teacher's encouraging words helped _____ the students to think outside the box.

- a) resentment
- b) hurt
- c) stimulate
- d) identity

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**Answers:**

1. **b) expenses**
2. **b) influence**
3. **d) motivation**
4. **c) purpose**
5. **b) identity**
6. **a) master**
7. **a) personality**
8. **b) demanding**
9. **b) resentment**
10. **c) anger**
11. **b) hurt**
12. **a) devastating**
13. **a) intellectual**
14. **c) stimulate**

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# T2- 2024-2025-G12Advanced /11Advanced Main Points

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**Writing Exam: Business Theme**

**Part 1: Opinion Question**

What is your opinion about the importance of managing business expenses?

Write at least two sentences below.

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**Part 2: Plan**

Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.

Write about how businesses manage their expenses.
Include information about:

- **Why managing expenses is important for a business.**
- **The different strategies businesses use to control costs.**
- **The impact of effective expense management on business success.**

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**Part 3: Full Essay**

**Write about how businesses manage their expenses.**
**Include information about:**

- **Why managing expenses is important for a business.**
- **The different strategies businesses use to control costs.**
- **The impact of effective expense management on business success.**

**Write at least 200 words in paragraphs.**

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**Text 1: Business Theme**

**Managing Business Expenses: A Key to Success**

In today's competitive business world, managing expenses effectively is crucial for maintaining profitability and ensuring long-term success. While revenue generation is important, controlling costs allows a company to maximize its profits and navigate financial challenges. A business that fails to monitor its expenses risks running into financial trouble, even if it has high revenues. Effective expense management involves a detailed analysis of all outgoing costs, from raw materials and labor to overheads like utilities and office space.

Many businesses use various strategies to control costs, such as budgeting, forecasting, and conducting regular financial audits. Budgeting allows businesses to allocate resources efficiently, ensuring that spending does not exceed planned limits. Forecasting, on the other hand, helps predict future expenses based on trends and historical data. Additionally, companies may opt to reduce waste, renegotiate supplier contracts, or even automate certain functions to save on labor costs. Outsourcing non-core activities is another strategy employed by many companies to cut down on operational expenses.

The impact of effective expense management is significant. Companies that manage their expenses well tend to have higher profit margins and can reinvest savings into growth

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opportunities. Moreover, businesses that consistently control costs are better equipped to weather economic downturns or unexpected challenges. For small businesses, in particular, managing expenses can be the difference between success and failure. In contrast, companies that neglect expense control may find themselves in financial distress, even with strong sales figures.

**Inference Questions**

**Business Theme:**

**Inference Question:**
**Does the author believe managing expenses is crucial for business success?**

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**Justification Question:**
**Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**Writing Exam: People Theme**

**Part 1: Opinion Question**

**What do you think is the most important aspect of a person's personality?**

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**Write at least two sentences below.**

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**Part 2: Plan**

**Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.**

**Write about how personality influences a person's relationships and success in life. Include information about:**

- **How different personality traits affect interactions with others.**
- **The role of personality in personal and professional success.**
- **The ways in which personality can be developed or changed over time.**
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**Part 3: Full Essay**

**Write about how personality influences a person's relationships and success in life. Include information about:**

- **How different personality traits affect interactions with others.**
- **The role of personality in personal and professional success.**
- **The ways in which personality can be developed or changed over time.**

**Write at least 200 words in paragraphs.**

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**People Theme:**

**Text 2: People Theme**

**The Role of Personality in Personal and Professional Life**

Personality is a key factor that shapes how individuals interact with others and how they navigate through both personal and professional environments. While everyone has their unique personality traits, the most common characteristics that define an individual's personality include extraversion, agreeableness, conscientiousness, openness, and emotional stability. These traits not only influence how people relate to others but also impact their overall success in life.

In the workplace, personality traits can greatly affect a person's ability to work with colleagues, manage conflicts, and build professional relationships. For example, an extroverted person might find it easier to communicate in team meetings or leadership roles, while someone with a more introverted personality may prefer working independently. Similarly, those who are agreeable and empathetic often excel in customer service or roles that require collaboration, while individuals with high conscientiousness may be detail-oriented and dependable, making them great at project management.

Outside of work, personality traits also influence friendships, romantic relationships, and family dynamics. For instance, emotionally stable individuals are typically better at handling stress and conflicts within personal relationships, while those with high levels of agreeableness might find it easier to form close, lasting bonds with others. As such, personality plays a pivotal role in fostering both personal and professional growth, as it affects not only how individuals are perceived but also how they perceive the world around them.

Moreover, personality is not static; it can change over time. Life experiences, self-awareness, and intentional effort to develop certain traits can lead to personal growth. Many people choose to work on aspects of their personality to improve their relationships or career prospects. For instance, someone who struggles with being too impulsive may practice mindfulness to develop better emotional regulation.

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**Inference Question:**
**Does the author argue that personality plays a significant role in relationships and success?**

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**Justification Question:**
**Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**Writing Exam: Feelings and Emotions Theme**

**Part 1: Opinion Question**

**In your opinion, how important is it to manage your emotions in stressful situations?**

**Write at least two sentences below.**

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**Part 2: Plan**

**Write a plan for the essay prompt below. Please note this question asks for a plan, not a full essay. You will write the essay in the next question.**

**Write about how emotions affect decision-making and relationships.**
**Include information about:**

- **How emotions can influence decisions, both positively and negatively.**
- **The impact of emotions on personal and professional relationships.**
- **The ways in which emotional intelligence can help improve decision-making and relationships.**

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**Plan for the Essay:**

1. **Introduction**
    - **Briefly introduce the concept of emotions and how they influence decision-making and relationships.**
2. **Paragraph 1: How emotions can influence decisions**
    - **Discuss how positive emotions like happiness can lead to more confident decisions, while negative emotions like anger or stress can cloud judgment.**
3. **Paragraph 2: The impact of emotions on personal and professional relationships**
    - **Explain how emotions such as empathy, frustration, or excitement shape relationships and interactions with others.**
4. **Paragraph 3: How emotional intelligence can improve decision-making and relationships**

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- **Describe how recognizing and managing emotions leads to better communication, decision-making, and stronger relationships.**

5. **Conclusion**
    - **Summarize the importance of understanding emotions and emotional intelligence in improving both decision-making and relationships.**

**Part 3: Full Essay**

**Write about how emotions affect decision-making and relationships.**
**Include information about:**

- **How emotions can influence decisions, both positively and negatively.**
- **The impact of emotions on personal and professional relationships.**
- **The ways in which emotional intelligence can help improve decision-making and relationships.**

**Write at least 200 words in paragraphs.**

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**Text 3: Feelings and Emotions Theme**

**The Influence of Emotions on Decision-Making and Relationships**

Emotions have a powerful impact on decision-making and interpersonal relationships. In both personal and professional settings, the way we feel can shape the choices we make and influence how we interact with others. Positive emotions, such as happiness and excitement, tend to lead to more confident decisions, while negative emotions, like anger, fear, or frustration, can cloud judgment and result in impulsive or regrettable choices.

When faced with important decisions, our emotions often provide us with a gut feeling or intuition that guides our actions. For example, a person feeling optimistic about a business venture might make bold decisions that lead to greater rewards, while someone who is feeling anxious might shy away from taking risks. In relationships, emotions like love and affection can deepen connections between people, while feelings of jealousy or resentment can create barriers and misunderstandings.

The ability to understand and manage emotions plays a critical role in fostering positive relationships. People with high emotional intelligence (EI) are typically better at recognizing their own feelings and empathizing with others, which allows them to communicate more effectively and resolve conflicts in a constructive way. For example, someone who is upset in a conversation but is aware of their emotions can choose to pause and express themselves calmly, avoiding unnecessary tension. In contrast, a person who reacts impulsively based on their emotions may escalate a situation unnecessarily, leading to strained relationships.

Furthermore, emotional intelligence can help in making more rational decisions. When individuals are in tune with their feelings, they are better equipped to assess situations more objectively, without being overly influenced by temporary emotional states. As a result, they can make better decisions both in their personal lives and in the workplace. Therefore, emotional awareness and regulation are essential for both personal well-being and the success of interpersonal interactions.

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Inference Questions

**Business Theme:**

**Inference Question:**
**Does the author believe managing expenses is crucial for business success?**

**Justification Question:**
**Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**People Theme:**

**Inference Question:**
**Does the author argue that personality plays a significant role in relationships and success?**

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**Justification Question:**
**Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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## Feelings and Emotions Theme: EXTRA

**Inference Question:**
**Does the author suggest that emotions can have both positive and negative effects on decision-making?**

**Justification Question:**
**Why is your answer to the inference question the best answer? Use the information in the text to support your answer.**

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**Business Theme**

**Inference Question Answer:**
**Yes, the author believes managing expenses is crucial for business success. The text emphasizes that controlling costs allows a company to maximize its profits and avoid financial trouble, and that companies that manage their expenses effectively tend to have higher profit margins and long-term sustainability.**

**Justification Question Answer:**
**The answer is supported by the author's statement that businesses that manage expenses well are better equipped to weather economic downturns and unexpected challenges. Additionally, the text mentions that businesses that neglect expense control may find themselves in financial distress despite strong sales, highlighting the importance of expense management for success.**

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**People Theme**

**Inference Question Answer:**
**Yes, the author argues that personality plays a significant role in relationships and success. The text outlines how personality traits like extraversion, agreeableness, and conscientiousness influence both personal and professional interactions and contribute to an individual's'overall success.**

**Justification Question Answer:**
**The author explains how personality traits impact one's'ability to communicate, manage conflicts, and build relationships in the workplace and in personal life. The text also suggests that personality development can lead to improved relationships and career growth, reinforcing the idea that personality is essential for success.**

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**Feelings and Emotions Theme**

**Inference Question Answer:**
**Yes, the author suggests that emotions can have both positive and negative effects on decision-making. The text discusses how positive emotions like happiness lead to more confident decisions, while negative emotions like anger or fear can cloud judgment and result in poor choices.**

**Justification Question Answer:**
**The author specifically mentions that positive emotions tend to lead to confident decisions, while negative emotions can result in impulsive or regrettable choices. This contrast supports the idea that emotions can have both positive and negative effects on decision-making.**

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# EXTRA

**Grammar Multiple-Choice Test: Business, People, Feelings, and Emotions**

**Section 1: Future Perfect Passive**

1. By the end of the year, the new marketing plan _____ (be / will be / will have been) finalized.
    - a) be
    - b) will be
    - c) will have been
2. The report _____ (complete) by the time we have our next meeting.
    - a) will have been completed
    - b) will be completed
    - c) has been completed
3. The new software _____ (develop) by next month.
    - a) will have been developed
    - b) will be developed
    - c) is developed
4. The presentation _____ (finish) by the time everyone arrives.
    - a) will have been finished
    - b) will be finished
    - c) has finished

**Section 2: Expressing Agreement and Disagreement**

5. "I think the company should invest more in employee training."
   "_____! It's essential for improving performance."
    - a) I disagree
    - b) I completely agree
    - c) I'm not sure

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6. "We need to expand to new markets as soon as possible."
   "_____! We should focus on strengthening our position locally first."
   - a) I completely agree
   - b) I'm afraid I disagree
   - c) I agree
7. "Our company needs a new strategy for growth."
   "_____! We can't rely on the same approach forever."
   - a) I don't think so
   - b) I agree
   - c) I'm not sure
8. "We should consider increasing the price of our products."
   "_____! That might alienate our existing customers."
   - a) I completely agree
   - b) I'm afraid I disagree
   - c) I agree

**Section 3: Reported Speech (Passive)**

9. "The proposal will be reviewed by the committee next week," she said.
   She said that _____.
   - a) the proposal was reviewed by the committee next week
   - b) the proposal will have been reviewed by the committee next week
   - c) the proposal would be reviewed by the committee next week
10. "They are preparing the annual report," he explained.
    He explained that _____.

- a) they are preparing the annual report
- b) the annual report was being prepared

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- c) the annual report will have been prepared

11. "The project has been completed successfully," the manager said.
The manager said that _____.

- a) the project had been completed successfully
- b) the project is completed successfully
- c) the project will be completed successfully

12. "The new product was developed by a dedicated team of experts," he said.
He said that _____.

- a) the new product is developed by a dedicated team of experts
- b) the new product will be developed by a dedicated team of experts
- c) the new product had been developed by a dedicated team of experts

**Section 4: Conditionals: Mixed Conditionals**

13. If I _____ (know) about the meeting, I would have attended it.

- a) had known
- b) know
- c) would know

14. If the company _____ (take) risks in the market, it would have been more successful.

- a) takes
- b) had taken
- c) would take

15. If they _____ (not delay) the project, we would have finished it by now.

- a) hadn't delayed
- b) didn't delay
- c) won't delay

16. If you _____ (call) earlier, we would be able to meet today.

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- a) have called
- b) called
- c) had called

Section 5: Clefting and Fronting

17. What / impressed / most / me / was / the team's'dedication.

- a) What impressed me was most the team's'dedication.
- b) What was most impressive to me was the team's'dedication.
- c) Most impressive was the team's'dedication.

18. No matter / how hard / the work / be, we can complete it on time.

- a) No matter how hard be the work, we can complete it on time.
- b) No matter how hard the work be, we can complete it on time.
- c) No matter how hard the work is, we can complete it on time.

19. It / was / the new policy / that / helped the company grow.

- a) It was the new policy that helped the company grow.
- b) It was that the new policy helped the company grow.
- c) The new policy helped it grow was.

20. What / you / need / now / is / a clear business plan.

- a) What you need now is a clear business plan.
- b) What is needed now is a business plan.
- c) What is you need now is a clear business plan.

Section 6: Past Perfect Simple

21. By the time we arrived, they _____ (already start) the meeting.

- a) had already started
- b) already started
- c) has already started

22. They _____ (not finish) the report when the manager asked for it.

- a) hadn't finished
- b) didn't finish
- c) hadn't finish

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23. She _____ (just leave) when we arrived at the office.

- a) had just left
- b) had just leave
- c) just leave

**24.** By the time the team arrived**, we** _____ **(already complete) the analysis.**

- a) had already completed
- b) already completed
- c) completed

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**Model Answers**

1. **c) will have been**
2. **a) will have been completed**
3. **a) will have been developed**
4. **a) will have been finished**
5. **b) I completely agree**
6. **b) I'm afraid I disagree**
7. **b) I agree**
8. **b) I'm afraid I disagree**
9. **c) the proposal would be reviewed by the committee next week**
10. **b) the annual report was being prepared**
11. **a) the project had been completed successfully**
12. **c) the new product had been developed by a dedicated team of experts**
13. **a) had known**
14. **b) had taken**
15. **a) hadn't delayed**
16. **c) had called**
17. **b) What was most impressive to me was the team's dedication.**
18. **c) No matter how hard the work is, we can complete it on time.**
19. **a) It was the new policy that helped the company grow.**
20. **a) What you need now is a clear business plan.**
21. **a) had already started**
22. **a) hadn't finished**
23. **a) had just left**
24. **a) had already completed**

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