

Question Number Two: (20 points)

Read the following text about time management then answer the questions below:

1 Your success in high school can greatly be improved by being organized and using your time wisely.
2 Staying organized can help ease the burden of a busy schedule. Here are some important tips to
3 remember.

4 Tip 1_____c_____. Managing your time effectively requires differentiating between what is
5 important and what is urgent. Fill in things you must do (classes , work , practice, etc. that can't
6 change). Write down appointments and class assignments. Make a daily checklist and rank it
7 according to your **priorities**. رتب

8 Tip 2_____b_____. **Organizing** the place where you study, or your bedroom. Throw all the
9 unnecessary files and **papers** away and leave the others in files so it will be easy for you to reach.

10 Tip3_____d_____. **Use daylight hours to study** whenever possible. For most students for
11 every hour of **study** done in daylight hours, it will take **them** one and a half hours to do the same task
12 at night.

13 Tip4_____a_____. The **care** and attention you give yourself is very important. Scheduling
14 time to relax, study breaks, **eat regularly** can help you both physically and mentally, enabling you to
15 accomplish tasks more quickly and easily.

A:Read the text then choose the best title (a – d) for each tip: hours (6 points)
a-Stay Healthy b- Get **organized** c- Set **priorities** d- Time **to study**

B :What does the underlined pronoun refer to : (1 point)
them (*line 12*) : **students**

C :Find a word that have the same meaning from the text: (3 points)
1. developed **improved**
2. timetable **schedule**
3. more important **urgent**

D :Read the four problems then write the solutions for each one depending on the tips you have read. (10 points)

Problem	Solutions
I have spent one hour looking for my school report. I have looked all over the papers spread in my bedroom and couldn't find it.	Throw all the unnecessary files and papers away and leave the others in files so it will be easy for you to reach Tip2
I started studying for my math test at 7 p.m. It's now midnight and I didn't finish it.	Use daylight hours to study whenever possible Tip 3
I have been studying for 10 hours without stopping for my Tawjihi test. I didn't eat anything and my head hurts.	Eating regularly can help you both physically and mentally Tip 4
I have a lot of things to do (a science test , an English project and a birthday party). The time is running out and I don't know what to do.	Make a daily checklist and rank it according to your priorities. Tip 1

2- Read the following text and do the required tasks: (20 points)

Read the following passage then answer the questions below.

1 Although using the internet to shop is usually fairly easy, and there is often greater variety
2 available, it is always a risk because you cannot try on or see in details the item you wish to
3 buy. In fact, the immediate “convenience” of shopping in this way can end up being an
4 inconvenience if the item is **faulty** or does not fit, or is just not what the customer wanted.

5 It is true that the prices are better when you shop online, but, while it might be cheaper, there
6 is a clear disadvantage because you have to wait for the delivery of the purchases.

7 Some people might prefer not to have any personal contact while shopping online, but it can
8 save time in the end **since** there are always assistants to help with questions you might have
9 during the transaction. In addition to this, there is the issue of internet payment security;
10 however, recently **this** has improved a lot.

11 The internet has indeed given us a wider choice as consumers, as well as made some aspects
12 of shopping more pleasant and convenient. However, it is nearly impossible, in my opinion,

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to forget the disadvantages we experience from time to time, since these can affect the way in which we choose to shop.

A. **Complete** the following table with correct information from the text: (10 points)

1 Three advantages of using the internet for shopping . 1,5	a) It's fairly easy. b) There's often greater variety available. c) It's cheaper.
2 A reason why shopping online is a risk . 2	You cannot try on or see in details the item you wish to buy
3 Possible disadvantage of shopping cheaply online. 6	- You have to wait for the delivery of the purchases.
4 An advantage of personal contact while shopping online . 7,8	It can save the time.

B. Answer the following questions: (4 points)

1. Why can **shopping** online be **inconvenient**? 4

- Because the item might be faulty , does not fit or is just not what the customer wanted.

2. How can shopping online **save time**? 8

- There are always assistants to help with questions you might have during the transaction.

C. Decide if each of the following sentences is True / False. (3 points)

1. It's **always** safe to pay for the items online . (F) 9

2. The writer is **completely** in favour of shopping online. (F) 13,14

D. Choose the correct answer. (3points)

1. The underlined word **faulty** means (**imperfect** - suitable)

2. The underlined pronoun **this** refers to (**payment security** - transaction)

3. We can substitute the connector **since** with (so - **because**)

