Study Guide for Final Exam - English for Engineers I

Summary: Hello all! I hope you are having a good finals season. Congratulations on nearly completing your first year at l'EST. I have written this study guide to help you prepare for the final exam, which will cover material from the entire year. I have done my best to make everything as clear as possible, and the exam will closely reflect what we have studied in class.

One final thing… The material from Class 3 will not be included on the final exam. However, I will record a video this week to deliver the lecture and send it to the class. The activity for this class will take place during my final advanced session, sometime in June. It will be a salary negotiation workshop open to those who are interested.

As always, please feel free to reach out to me (professorcativiela@gmail.com) if you have any questions.

Exam Structure
Part One: Multiple Choice (25 Questions)
Topics: Vocabulary and Grammar
Time: 40 minutes

Part Two: Short Response (3 Questions)
Topics: Formal vs. Informal Language, Writing Responses
Time: 25 minutes

Part Three: Long Response (1 Question)
Topics: Writing a Professional Email
Time: 25 minutes

Part Four: Extra Credit (Optional)
Topic: Respond to an Open-Ended Question
Time: 10 minutes

Vocabulary
Focus on understanding and correctly using the following vocabulary words. Be able to recognize them in different contexts and apply them appropriately.

Introductory vocabulary…

1. **Mother**– a woman who has children (mère)

2. **Father** – a man who has children (père)

3. **Sister** – a girl or woman who has the same parents as you (sœur)

4. **Brother** – a boy or man who has the same parents as you (frère)

5. **Grandfather** – the father of your mom or dad (grand-père)

6. **Grandmother** – the mother of your mom or dad (grand-mère)

7. **Aunt** – your mom or dad's sister (tante)

8. **Uncle** – your mom or dad's brother (oncle)

9. **Cousin** – the child of your aunt or uncle (cousin/cousine)

10. **Niece** – your brother or sister's daughter (nièce)

11. **Nephew** – your brother or sister's son (neveu)

12. **Siblings** – brothers and sisters together (frères et sœurs)

13. **Family** – a group of people who are related (famille)

14. **Occupation** – a job or work someone does (profession)

15. **Doctor** – a person who helps sick people (docteur)

16. **Nurse** – a person who helps doctors and patients (infirmier/infirmière)

17. **Professor** – a teacher at a university (professeur)

18. **Teacher** – a person who helps others learn (enseignant)

19. **Construction worker** – a person who builds buildings and roads (ouvrier du bâtiment)

20. **Architect** – a person who designs buildings (architecte)

21. **Businessman/businesswoman** – a person who works in business (homme/femme d'affaires)

22. **Hospital** – a place where doctors and nurses work (hôpital)

23. **University** – a school for students after high school (université)

24. **Student** – a person who is learning (étudiant)

25. **Television** – a machine to watch shows and movies (télévision)

26. **Sink** – a bowl with a faucet to wash hands or dishes (évier)

27. **Bed** – a piece of furniture to sleep on (lit)

28. **Chair** – a seat for one person (chaise)

29. **Light** – something that makes a room bright (lumière)

30. **Tree** – a large plant with a trunk, branches, and leaves (arbre)

31. **Food** – things you eat (nourriture)

32. **Drink** – liquids you consume (boisson)

33. **Waiter** – a person who serves food in a restaurant (serveur)

34. **Customer** – a person who buys things (client)

35. **Patient** – a person who sees a doctor (patient)

36. **Sick** – feeling unwell or having a disease (malade)

37. **Pronoun** – a word used instead of a noun (pronom)
    Example: "He" is a pronoun that replaces "Ali."

38. **Noun** – a word for a person, place, or thing (nom)
    Example: "Table," "city," and "teacher" are nouns.

39. **Verb** – a word that shows action (verbe)
    Example: "Run," "eat," and "study" are verbs.

40. **Adjective** – a word that describes a noun (adjectif)
    Example: "Big," "happy," and "blue" are adjectives.

41. **Adverb** – a word that describes a verb or adjective (adverbe)
    Example: "Quickly" describes how someone runs.

42. **Vowel** – the letters a, e, i, o, u (voyelle)
    Example: The word "apple" begins with a vowel.

43. **Consonant** – all letters that are not vowels (consonne)
    Example: B, C, D, F, and G are consonants.

44. **Articles (grammar)** – words like "a," "an," and "the" (articles)
    Example: "A" is an article.

45. **Acronym** – a word made from the first letters of other words (acronyme)
    Example: "ASAP" means "As Soon As Possible."

46. **Dialogue** – a conversation between people (dialogue)
    Example: The book begins with a dialogue between two friends.

47. **Capitalization** – using a big letter at the start of a word or sentence (majuscule)
    Example: Always use a capital letter for names, like "Sarah."

48. **Punctuation** – marks used in writing like periods and commas (ponctuation)
    Example: "Hello, how are you?" uses a comma and a question mark.

49. **Period** – a dot (.) used to end a sentence (point)
    Example: "I am tired." ← ends with a period.

50. **Question mark** – a symbol (?) used at the end of a question (point d'interrogation)
    Example: "What time is it?" ← ends with a question mark.

51. **Exclamation mark** – a symbol (!) that shows strong feeling (point d'exclamation)
    Example: "Watch out!" ← uses an exclamation mark.

52. **Comma** – a small mark (,) to separate parts of a sentence (virgule)
    Example: "I bought apples, bananas, and oranges." ← uses commas.

53. **Quotation mark** – signs (" ") used to show what someone says (guillemets)
    Example: He said, "Let's go!" ← uses quotation marks.

54. **To extend** – to make something longer or bigger (étendre)
    Example: They extended the road by five kilometers.

55. **Numbers** – symbols used to count (nombres)

56. **Flag** – a piece of fabric that shows a country's symbol (drapeau)

First-semester engineering vocabulary…

57. **to assemble** – to put parts together (assembler)

58. **to calculate** – to find an answer using math (calculer)

59. **to analyze** – to look at something carefully to understand it (analyser)

60. **to automate** – to make something work by itself (automatiser)

61. **to calibrate** – to adjust a tool to make it correct (calibrer)

62. **algorithm** – a set of steps to solve a problem (l'algorithme)

63. **blueprint** – a plan or drawing that shows how something is made (le plan)

64. **component** – a part of something bigger (le composant)

65. **to design** – to create a plan for something new (concevoir)

66. **efficiency** – doing something without wasting time or resources (l'efficacité)

67. **to engineer** – to plan and build things like machines or structures (concevoir / ingénieur)

68. **to inspect** – to check something carefully (inspecter)

69. **innovation** – a new idea or way of doing something better (l'innovation)

70. **interface** – the connection point between two systems or a user and a system (l'interface)

71. **material** – the substance used to make something (le matériau)

72. **to manufacture** – to make products in large amounts, usually in a factory (fabriquer)

73. **mechanism** – parts of a machine that work together (le mécanisme)

74. **to operate** – to make a machine or system work (faire fonctionner / opérer)

75. **to optimize** – to make something the best it can be (optimiser)

76. **prototype** – a first model of something to test how it works (le prototype)

77. **to simulate** – to copy the way something works in real life (simuler)

78. **specification** – details about how something should be made or done (la spécification)

79. **system** – a group of parts that work together (le système)

80. **to troubleshoot** – to find and fix problems (dépanner)

81. **to upgrade** – to make something better or newer (améliorer / mettre à niveau)

Second-semester vocabulary…

82. **Application** – A formal request for a job
    (Candidature)

83. **Candidate** – A person applying for a job
    (Candidat / Candidate)

84. **Cover Letter** – A letter explaining why you are a good fit for the job
    (Lettre de motivation)

85. **Curriculum Vitae (CV)** – A document listing your work and education history
    (Curriculum Vitae)

86. **Employment** – Having a job
    (Emploi)

87. **Entrepreneur** – A person who starts a business
    (Entrepreneur / Entrepreneure)

88. **Experience** – Skills or knowledge gained from work
    (Expérience)

89. **Internship** – A short-term job for students to gain experience
    (Stage)

90. **Interview** – A meeting where someone asks you questions about a job
    (Entretien d'embauche)

91. **Job Offer** – A formal invitation to work for a company
    (Offre d'emploi)

92. **Networking** – Making professional connections to find jobs or opportunities
    (Réseautage)

93. **Qualifications** – Skills, education, or experience needed for a job
    (Qualifications)

94. **Reference** – A person who can speak about your skills and work
    (Référence)

95. **Resume** – A short summary of your work history (similar to a CV)
    (CV)

96. **Salary** – The money you earn from your job
    (Salaire)

97. *Cold Email – A professional email sent to someone you don't know*
    (Email spontané / Email de prospection)

98. *Coffee Chat – A short informal meeting to learn about someone's job*
    (Rencontre informelle / Discussion professionnelle)

99. *Action Verb – A strong word that describes what you did (e.g., managed, created, improved), especially used in a CV*
    (Verbe d'action)

100. *Referral – A recommendation from someone, often used to help get a job*
    Recommandation / Référence personnelle

Other Key Topics

Semester 1…

Email Writing, Grammar, and Dialogue Guide

Formal Email Example

Subject: Request for Extension on Homework Assignment

Dear Professor Carter,
I hope this message finds you well. I am writing to request an extension for the homework assignment due this Friday, as I am facing some personal challenges. Would it be possible to submit it by Monday instead?

Thank you for your understanding.

Best regards,
Alicia Thompson

Informal Email Example

Subject: Help with Assignment

Hey,

I don't get the assignment. Can you explain it to me?

Thanks,
Megan

Steps to Write a Formal Email

1. Subject – Be clear and specific.

2. Greeting – Use "Dear + Title + Last Name".

3. Introduction – Say who you are and why you're writing.

4. Body – Be polite, direct, and organized.

5. Closing – Thank the reader or restate your request.

6. Sign-Off – Use "Best regards" or "Sincerely", then your name.

Formal vs. Informal Email – Key Differences

Aspect:

Formal Email (Alicia)

- Subject: Request for Extension

- Greeting: Dear Professor Carter

- Language: I am writing to request…

- Clarity: Clear, polite, complete

- Sign-Off: Best regards, Alicia Thompson

- Tone: Professional and respectful

Informal Email (Megan)

- Subject: Help with Assignment

- Greeting: Hey

- Language: I don't get…

- Clarity: Short and casual

- Sign-Off: Thanks, Megan

- Tone: Informal and direct

Capitalization Rules

1. Capitalize the first word of every sentence.

2. Always capitalize the pronoun "I".

3. Capitalize names of people, places, and specific things.

4. Capitalize the first and last word in titles, and all major words.

5. Capitalize days, months, and holidays (but not seasons).

Punctuation Rules in English

- Period (.) – Ends a complete sentence.
  Example: She designed the prototype.

- Comma (,) – Separates items in a list and adds pauses.
  Example: We designed, tested, and improved it.

- Question Mark (?) – Goes at the end of a direct question.
  Example: Did you complete the assignment?

- Exclamation Mark (!) – Shows strong emotion; use sparingly in formal writing.
  Example: Great job!

- Quotation Marks (" ") – Show exact speech or short titles.
  Example: She said, "It's finished."

Arabic vs. English Punctuation

- Arabic often uses long sentences joined with "و" (and); English prefers shorter, separate sentences.

- English uses punctuation (periods, commas) to organize ideas; Arabic may use fewer marks.

- English limits the repetition of "and" and uses commas or semicolons to separate ideas.

- Question marks are used clearly at the end of questions in English.

- English uses quotation marks for direct speech and titles.

Basics of Writing a Dialogue

- Start a new line each time someone speaks.

- Use a colon (:) after the speaker's name.

- Keep sentences clear and natural.

Structure:

- Beginning – Start with greetings or introductions.

- Middle – Ask questions or give information.

- End – Say goodbye or express thanks.

How to Tell if It's Formal or Informal:

- Look at the language: Formal uses polite, full sentences. Informal uses shorter or casual speech.

- Think about who is speaking: Student to teacher = formal. Friends = informal.

Examples:

Formal
Student: Good morning, Professor. May I ask a question about the assignment?
Professor: Certainly. What would you like to know?

Informal
Friend 1: Hey, did you finish the homework?
Friend 2: Not yet. I'm stuck on question two.

Semester 2…

Job Search and Application Process

Steps for Getting a Job

1. **Find Job Opportunities** – Look on websites like LinkedIn, company pages, or job boards.

2. **Submit Application** – Send your CV and a tailored cover letter.

3. **Receive an Interview Invitation** – If selected, you'll be invited to interview.

4. **Schedule the Interview** – Respond and agree on a time.

5. **Conduct the Interview** – Present your qualifications, either in person or online.

6. **Receive a Job Offer or Rejection** – You may accept, negotiate, or request feedback if rejected.

How to Find a Job (Expanded)

Traditional Methods
Networking, job fairs, referrals.

Online Platforms
LinkedIn, job boards, company websites.

Professional Online Presence
Keep your LinkedIn profile and CV up to date and professional.

Cold Emails and Coffee Chats
Reach out to professionals you admire to ask questions or request meetings.

Cold Email Example
Subject: Request for a Quick Meeting
Dear Mr. Cativiela,
I hope you are well. My name is Anas, and I am a student at Cadi Ayyad University. I am very interested in OCP and would love to learn more about your work.
Would you be available for a short 15–20 minute coffee chat? I would really appreciate the chance to hear about your experience. I can meet at a time that works best for you, either in person or online.
Thank you for your time, and I look forward to your reply.
Best regards,
Anas El Hadi

Writing a Good CV

Do Include:

- Professional email address

- Action verbs and specific numbers

- Key skills and experience

- A clear layout with consistent formatting

- Optional: personal statement, languages, interests

Do Not Include:

- Date of birth, nationality, marital status
- Clip art or crazy fonts
- Buzzwords or unprofessional contact info

Understanding Business Departments

Finance – Manages money, budgets, and financial planning.

Human Resources (HR) – Recruits, trains, and supports staff.

Engineering – Designs and builds technical solutions.

Marketing – Promotes products and manages branding (business).

Sales – Sells products and manages client relationships (business).

Strategy – Plans the company's future direction (business).

Operations – Keeps the business running day-to-day.

Customer Service – Handles customer questions and issues.

IT (Information Technology) – Manages computer systems and data.

Legal – Reviews contracts and ensures legal compliance.

Writing a Cover Letter

Do:

- Keep it short and clear (3–4 paragraphs).

- Say why you're interested and how you're qualified.

- Match your tone to the company's style.

- End with a thank you and a call to action.

Don't:

- Be too vague or too confident.

- Repeat your CV exactly.

- Use casual language or clichés.

Additional Tips

1. Review how to form complete sentences, focusing on punctuation, capitalization, and structure.
2. Practice writing professional answers and adapting your tone for different scenarios.
3. Be able to recognize and use the vocabulary terms in practical contexts.
4. Ensure you know how to format and phrase a formal email, keeping it concise and polite.

As always, if you have any questions you can reach me at professorcativiela@gmail.com. Good luck, and I will see you all next week.