

## Vocabulary

• productivity	• إنتاجية	• tend to	• يميل الي	• overall	• عموما	• coach	• مدير فني
• on time	• في الميعاد	• reduce	• يخفض	• brainstorm	• يفكر	• blog	• ينشر / منشور
• productive	• منتج	• awareness	• الوعي	• session	• جلسة	• cyclist	• راكب دراجة
• decline	• يهبط - ينخفض	• effective	• فعال	• share	• يشارك	• pillow	• وسادة
• assess	• يقيم	• effectiveness	• فاعلية	• take part in	• يشارك	• perform	• يؤدي
• exactly	• بالضبط	• errors	• أخطاء	• period	• فترة	• performance	• أداء
• vary	• يغير - ينوع	• common	• شائع	• divide	• يقسم	• physically	• بدنيا
• raise	• يرفع	• procrastinate	• يؤجل	• break	• راحة	• mentally	• عقليا
• progress	• تقدم	• delay	• يؤخر	• logic	• منطق	• active	• نشيط
• efficiency	• كفاءة	• excuse	• عذر	• drawbacks	• عيوب	• plug	• سداة
• recent	• حديث	• distract	• يشتت	• an alarm	• منبه	• refresh	• ينعش
• factors	• عوامل	• individual	• فرد / فردي	• helpful	• متعاون	• mark	• درجة
• research	• بحث / يبحث	• depend on	• يعتمد على	• naturally	• طبيعيا	• grade	• درجة / رتبة
• level	• مستوي	• researcher	• باحث	• unpleasant	• كريه	• absolutely	• إطلاقا
• lead to	• يؤدي الي	• definitely	• بلا ريب	• task	• مهمة	• difference	• اختلاف
• result in	• يؤدي الي	• force	• يجبر	• stressed	• مجهد	• measure	• يقيس
• diaries	• يوميات	• permission	• إذن	• carry on	• يستمر	• findings	• نتائج
• analysis	• تحليل	• state	• يؤكد / حالة	• evaluate	• يقيم	• regularly	• بانتظام
• analyse	• يحلل	• habits	• عادات	• evaluation	• تقييم	• amongst	• بين
• realistic	• واقعي	• unrealistic	• غير واقعي	• inevitable	• حتمي	• conflict	• صراع

## Prepositions and Expressions:

• On time	• في الميعاد ( بالضبط )	• Human errors	• أخطاء بشرية
• In time	• في الوقت المناسب	• Common mistakes	• أخطاء شائعة
• Standard of living	• مستوي المعيشة	• Individual differences	• فروق فردية
• Intelligence level	• مستوي الذكاء	• Conflict area	• منطقة صراع
• Do research into	• يبحث في	• Mental illness	• مرض عقلي
• Raise awareness	• يزيد الوعي	• Physical illness	• مرض بدني
• Spread awareness	• ينشر الوعي	• Pros & cons	• مزايا و عيوب

## Synonym

• assess	• evaluate	• يقيم	• procrastinate	• delay	• يرجيء / يؤجل
• raise	• increase	• يزيد	• procrastination	• delay	• تأجيل / ماطلة
• decline	• reduce	• ينخفض	• mistakes	• errors	• أخطاء
• efficiency	• effectiveness	• كفاءة / فاعلية	• force	• oblige	• يجبر
• vary	• change / differ	• يغير / يختلف	• unpleasant	• nasty	• كريه
• anxious	• worried	• قلق	• neighbourly	• helpful	• متعاون
• progress	• advance	• تقدم	• drawbacks	• demerits	• عيوب
• assessment	• evaluation	• تقييم	• massive	• enormous	• ضخم
• findings	• results	• نتائج	• In conclusion	• finally	• في النهاية

## Antonym

• decline	• ينخفض	• increase	• يزيد
• exactly	• بالضبط	• approximately	• تقريبا
• raise	• يرفع	• reduce	• يخفض
• efficiency	• كفاءة	• inefficiency	• عدم كفاءة
• realistic	• واقعي	• unrealistic	• غير واقعي
• Advantages / merits / pros	• مزايا	• disadvantage / demerits / cons	• عيوب
• attract	• يجذب / عالة	• distract	• يشتت
• dependent	• معتمد	• independent	• مستقل
• massive	• ضخم	• tiny	• صغير جدا

## Language Notes

▶▶ produce ينتج ▶▶ production انتاج ▶▶ The factory products منتجات المصنع

▶▶ produce انتاج زراعي ▶▶ We will achieve self sufficiency of our wheat produce.

▶▶ producer منتج ( اسم ) ▶▶ He is a film producer

▶▶ You should be productive إنتاجية ( صفة ) ▶▶ You should raise your productivity

▶▶ in time في الوقت المناسب ▶▶ You should be at the airport in time

▶▶ on time في الميعاد ▶▶ The train arrives at the station on time.

▶▶ raise + مفعول ( يرفع / يربي / يثير موضوع ) ▶▶ rise / يرتفع / ينهض / تشرق

▶▶ raise cattle يربي ماشية ▶▶ raise the standard of living ▶▶ raise a point / raise money

▶▶ The sun rises in the east ▶▶ Prices always rise ▶▶ He will rise soon

▶▶ result of نتيجة لـ ▶▶ result from ينتج عن ▶▶ result in = lead to يؤدي الي

▶▶ dairy منتجات اللبان ▶▶ diary يوميات أجنة / يوميات

▶▶ basis أساس / bases أسس ▶▶ مثل الاتي ( ses ) ▶▶ تجمع الكلمات الاتية بتحويل الـ ( sis ) الي ( ses )

▶▶ analysis تحليل analyses ▶▶ crisis أزمة / crises ▶▶ bases / واحات oases ▶▶ oasis واحة

▶▶ habit عادة فردية ▶▶ smoking is a bad habit ▶▶ Make your study a habit

▶▶ custom مجتمعة ▶▶ Wearing black in funerals is a women's custom

▶▶ vary يختلف / يتنوع ▶▶ Music vary from classical to pop

▶▶ various متنوع ▶▶ Their style is various ▶▶ variety تشكيلة / تنوع

▶▶ expert ( on - in - at ) خبير في ▶▶ An expert on productivity can help you raise it

▶▶ Most + ( اسم نكرة ) ▶▶ Most footballers are professional .

▶▶ Most of + اسم معرفة ▶▶ Most of the teachers are honest , patient and hard-working

▶▶ assess = judge يقيم ▶▶ We assess the productivity levels.

▶▶ estimate يقدّر / يثمن ▶▶ Estimate how many girls are here ▶▶ I can estimate the cost.

▶▶ appreciate ( يوجب - ) يقدّر ▶▶ All of us appreciate our distinguished scientists.

▶▶ divide يقسم ▶▶ my mother divided the hall into two parts with a curtain.

▶▶ Share يشارك ▶▶ I share the room with my brother.

▶▶ I will have a ten - minute break ▶▶ لاحظ عدم إضافة ( s ) لكلمة minute عند استخدام ( - )

▶▶ I have ten minutes' break . ▶▶ لاحظ جمع كلمة ( minutes ) عند عدم استخدام ( - )

# Vocabulary Study

Assess	<ul style="list-style-type: none"> <li>• <b>Assess</b> To calculate the amount or value of something.</li> <li>• assess (v): to evaluate, value, judge, or calculate</li> <li>• assessment (n): an evaluation or judgment</li> <li>• assessor (n): a person who evaluates or assesses</li> </ul>
Decline	<ul style="list-style-type: none"> <li>• <b>Decline</b> A decrease in the quality , quantity or importance of something.</li> <li>• decline (v/n): to decrease, go down,</li> <li>• refuse, say no, reject,</li> <li>• become worse, deteriorate</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• <b>Efficiency</b> The quality of doing something well with no waste of time or money <b>كفاءة</b></li> <li>• efficient (adj): effective, doing something perfectly with no waste of time, energy, or material <b>ذو كفاءة</b></li> <li>• efficiently (adv): in an efficient manner <b>بكفاءة</b></li> </ul>
Productivity	<ul style="list-style-type: none"> <li>• <b>Productivity</b> The rate at which you produce work and the amount produced.</li> <li>• produce (v): to create or make something <b>ينتج</b></li> <li>• produce (n): a farm product, such as strawberry <b>منتج زراعي</b></li> <li>• product (n): a manufactured item, such as leather <b>منتج صناعي</b></li> <li>• production (n): the process of creating or making something <b>انتاج</b></li> <li>• productive (adj): producing or creating <b>منتج / مبدع</b></li> <li>• productivity (n): the rate of production <b>معدل الانتاج</b></li> </ul>
Progress	<ul style="list-style-type: none"> <li>• <b>Progress</b> To improve or develop over a period of time</li> <li>• progress (n): advancement, improvement <b>تقدم</b></li> <li>• progression (n): the process of moving forward or developing <b>التقدم</b></li> <li>• progressive (adj): moving forward or developing <b>تقدمي</b></li> </ul>
Vary	<ul style="list-style-type: none"> <li>• <b>Vary</b> To change or to be different according to the situation</li> <li>• vary (v): to change or be different . vary from / in <b>يغير / ينوع</b></li> <li>• variety (n): a collection of different things or people. variety of <b>تشكيلة</b></li> <li>• various (adj): different .in various <b>متنوع</b></li> <li>• variation (n): a change or difference <b>تنوع</b></li> <li>• variable (adj): changeable or different <b>متنوع</b></li> </ul>
Raise	<ul style="list-style-type: none"> <li>• <b>Raise</b> To increase the amount or level of something</li> <li>• <b>raise</b> (v): transitive               <ol style="list-style-type: none"> <li>1. to lift</li> <li>2. Increase</li> <li>3. stand up</li> <li>4. Collect money</li> <li>5. Improve</li> <li>6. bring up (a child)</li> <li>7. a question</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>rise (v) : intransitive</b></li> <li>1. Increase</li> <li>2. Go upwards</li> <li>3. Stand up</li> <li>4. Become successful</li> <li>5. Sun/moon/star</li> <li>6. Be tall</li> <li>• <b>arouse (v): feelings or excite</b></li> <li>• <b>arise (v): to happen suddenly</b></li> </ul>
Analyse	<ul style="list-style-type: none"> <li>• <b>Analyse</b> To examine the nature or structure of something</li> <li>• <b>analysis (n): singular</b></li> <li>• <b>analyses (n): plural</b></li> <li>• <b>analytic (adj): analytical</b></li> </ul>
Procrastination	<ul style="list-style-type: none"> <li>• <b>Procrastination (n)</b> To delay doing something that you should do .</li> <li>• <b>procrastinate (v): to keep delaying something important that must be done</b></li> </ul>
Effect	<ul style="list-style-type: none"> <li>• <b>Effect</b>= impact A change that is caused by an event , action etc.</li> <li>• <b>effect (n): influence, result</b></li> <li>• <b>affect (v): to have an effect on, influence</b></li> <li>• <b>effective (adj): producing a desired result</b></li> <li>• <b>affected (adj): influenced</b></li> <li>• <b>effectiveness (n): the quality of being effective</b></li> </ul>
Result	<ul style="list-style-type: none"> <li>• <b>Result</b> Something that happens or exists because of something that happened before</li> <li>• Result of: <b>نتيجة</b></li> <li>• Result from (v): <b>ينتج من</b></li> <li>• Result in (v): <b>يؤدي إلى</b></li> <li>• Synonyms: consequence / outcome</li> <li>• Cause and Result</li> <li>• Cause of: <b>سبب لـ</b></li> <li>• Cause to: <b>يؤدي إلى</b></li> <li>• Result in: <b>ينتج عنه</b></li> </ul>
Brainstorming session	<ul style="list-style-type: none"> <li>• <b>Brainstorming session</b> A group of people think about something to create good ideas.</li> <li>• 1) Suggest possible ideas in a group of people.</li> <li>• 2) Make people think.</li> <li>• <b>Brainstorm (n) عصف ذهني</b></li> <li>• Synonyms: brainwave</li> </ul>
Inevitable	<ul style="list-style-type: none"> <li>• <b>Inevitable</b> Certain to happen and impossible to avoid</li> <li>• . Inevitable (adj) <b>-حتمي</b></li> <li>• Inevitably (adv) <b>حتماً</b></li> <li>• Inevitability (n) <b>حتمية</b></li> </ul>
Realistic	<ul style="list-style-type: none"> <li>• <b>Realistic</b> accepting things as they are in fact and not basing decisions on unlikely hopes for the future</li> <li>• Realistic (adj) <b>واقعي</b></li> <li>• Realism (n) <b>الواقعية</b></li> <li>• Realist (Person) <b>شخص واقعي</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Unrealistic <b>غير واقعي</b></li> </ul>
Diary	<ul style="list-style-type: none"> <li>• <b>Diary</b> A book you write down your daily things</li> <li>• Diaries (n): <b>دفاتر يوميات</b></li> <li>• Diary (n) <b>كتاب يوميات</b></li> </ul>
Cause	<ul style="list-style-type: none"> <li>• <b>Cause</b> What makes something happens</li> <li>• Cause (n) + noun: Do you know what caused the fire?</li> <li>• Cause (v) to : What caused it to happen?</li> <li>• Cause of: What is the cause of the fire?</li> </ul>
focus on	<ul style="list-style-type: none"> <li>• <b>focus on</b> to give special attention to one particular person or thing, or to make people do this</li> <li>• <b>Concentrate on</b></li> </ul>
priority	<ul style="list-style-type: none"> <li>• <b>priority</b> Something regarded as more important than another.</li> </ul> <p>Priority: Prioritize:</p>
Overall	<ul style="list-style-type: none"> <li>• <b>Overall</b> In general rather than in particular, or including all the people or things in a particular group.</li> <li>• Overall: In general, on balance, on the whole.</li> </ul>
Coach	<ul style="list-style-type: none"> <li>• <b>Coach</b> Someone whose job is to teach people to improve at a sport, skill or school subject.</li> <li>• Coach: (Vehicle) On bus/train, teach, trainer.</li> </ul>
Affectionate	<ul style="list-style-type: none"> <li>• <b>Affectionate:</b></li> <li>• <b>Affectionately:</b></li> </ul>
Anxious	<ul style="list-style-type: none"> <li>• <b>Anxious:</b> Worried</li> </ul>
Remarkable	<ul style="list-style-type: none"> <li>• <b>Remarkable:</b> Unusual or special, exceptional</li> </ul>
Enthusiastic	<ul style="list-style-type: none"> <li>• <b>Enthuse</b> (v):</li> <li>• <b>Enthusiast</b> (Person):</li> <li>• <b>Enthusiasm</b> (n):</li> <li>• <b>Enthusiastic</b> (adj):</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Note:</li> <li>• <b>Time</b> (unc):</li> <li>• On time = punctual: not late, not early</li> <li>• In time = early, in a good time</li> <li>• At a time = at an old age</li> <li>• By the time = before</li> </ul>