

**Ministry of high Education and Scientific Research
Southern Technical University
Technological institute of Basra
Department of Electronic Techniques**



Learning package

ENGLISH LAUNGUAG

For

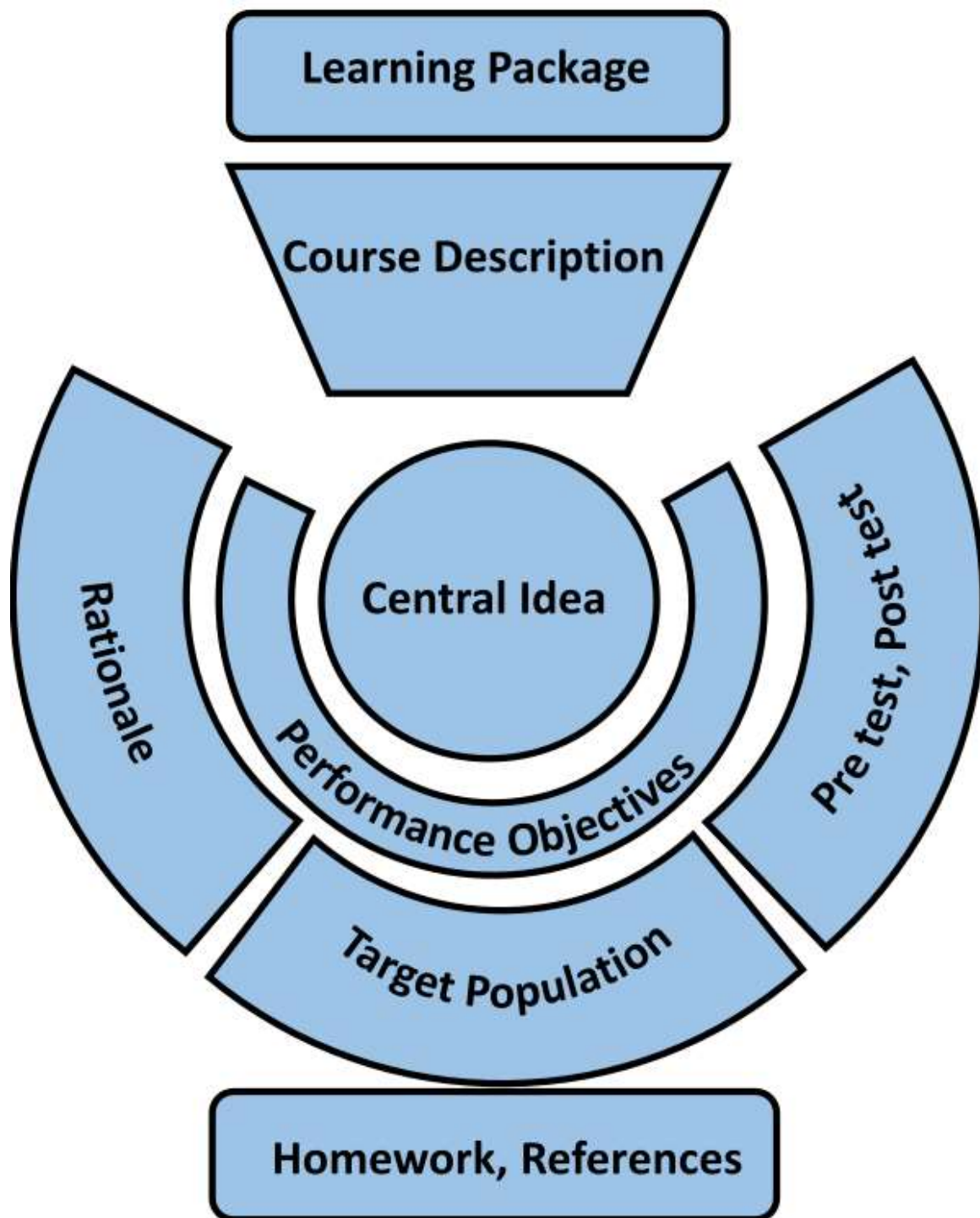
First year students

By

المحاضر عبير رعد

Dep. Of Mechanic Techniques

2025



وصف المقرر

1- اسم المقرر:	
اللغة الإنكليزية	
2- رمز المقرر:	
3- الفصل / السنة:	
فصلي	
4- تاريخ إعداد هذا الوصف :	
15/ 03/ 2025	
5- أشكال الحضور المتاحة :	
حضور فقط	
6- عدد الساعات الدراسية (الكلي)/ عدد الوحدات (الكلي): 30 ساعة لكل فصل	
7- اسم مسؤول المقرر الدراسي (إذا أكثر من اسم يذكر)	
عبيد رعد مطير	
8- اهداف المقرر	
<ul style="list-style-type: none"> • تمكين الطلاب من التواصل باللغة الإنجليزية في السياقات اليومية والأكاديمية. • تعزيز مهارات القراءة والفهم للمصطلحات التقنية الخاصة بالتخصص. • تطوير المهارات الكتابية والتحدث بطلاقة ضمن بيئة العمل التقني. 	إعداد الطلبة لاستخدام اللغة الإنجليزية في المراجع والبرمجيات والمعدات التقنية

وزارة التعليم العالي والبحث العلمي
الجامعة التقنية الجنوبية
المعهد التكنولوجي بصرة
قسم التقنيات الالكترونية



حقيبة تعليمية

في

English language

لطلبة المرحلة الأولى

By

المحاضر عبير رعد
قسم التقنيات الميكانيكية
2025

الأسبوع	مفردات المنهج
الأول	الحروف الأبجدية والنطق الصحيح.
الثاني	التحيات والتعارف الجملة البسيطة وأدوات التعريف
الثالث	الأزمنة الأساسية: الماضي البسيط، المضارع المستمر، المستقبل
الرابع	أدوات الربط: and – but – because – so
الخامس	الرسائل البريدية الرسمية والبسيطة القراءة والفهم لمقاطع قصيرة
السادس	مهارات الاستماع لمقاطع محادثة أطول
السابع	الاختصارات
الثامن	الأصوات
التاسع	ترتيب الجملة حسب قواعد الأزمنة
العاشر	personal information / معلومات شخصية
الحادي عشر	الصفات
الثاني عشر	الأسئلة القصيرة الذيلية
الثالث عشر	الأرقام والتواريخ والوقت
الرابع عشر	كتابة السيرة الذاتية – طلب التوظيف – مقابلة العمل
الخامس عشر	قواعد الاستخدام الصحيح للأسماء والضمائر

Lesson 1: The Alphabet, Greetings, and Introducing Yourself

Part 1: The English Alphabet

There are 26 letters in the English alphabet. Each letter has a capital (uppercase) and a small (lowercase) form.

Capital	Small	Pronunciation	Example Word
A	a	/'eɪ/	Apple
B	b	/'bi:/	Book
C	c	/'si:/	Cat
D	d	/'di:/	Dog
E	e	/'i:/	Egg
F	f	/'ɛf/	Fish
G	g	/'dʒi:/	Girl
H	h	/'eɪtʃ/	Hat
I	i	/'aɪ/	Ice

J	j	/'dʒeɪ/	Juice
K	k	/'keɪ/	Kite
L	l	/'ɛl/	Lion
M	m	/'ɛm/	Moon
N	n	/'ɛn/	Nose
O	o	/'ou/	Orange
P	p	/'pi:/	Pen
Q	q	/'kju:/	Queen
R	r	/'ɑ:r/	Rabbit
S	s	/'ɛs/	Sun
T	t	/'ti:/	Tree
U	u	/'ju:/	Umbrella
V	v	/'vi:/	Van
W	w	/'dʌbəl.ju:/	Water
X	x	/'ɛks/	X-ray
Y	y	/'waɪ/	Yellow
Z	z	/'zi:/ or /'zed/	Zoo

Tips for Learning the Alphabet:

- Practice saying the letters out loud every day.

Part 2: Greetings and Introducing Yourself

Common Greetings:

English Phrase	Meaning
Hello!	General greeting
Hi!	Informal hello
Good morning	Used in the morning
Good afternoon	Used after 12:00 PM
Good evening	Used after 6:00 PM
Good night	Said before sleeping

How are you?	Asking about someone's well-being
I'm fine, thank you.	A polite response

Introducing Yourself:

Question	Example Answer
What's your name?	My name is Omar.
How old are you?	I'm 15 years old.
Where are you from?	I'm from Iraq.
What do you do?	I'm a student.
Nice to meet you.	Nice to meet you, too.

Sample Dialogue:

Ali: Hello!

Lina: Hi!

Ali: What's your name?

Lina: My name is Lina. What's your name?

Ali: I'm Ali. Nice to meet you.

Lina: Nice to meet you, too.

Lesson 2: Simple Sentences and Articles (A / An / The)

Part 1: Simple Sentences

A simple sentence has one subject and one verb. It expresses a complete idea.

Structure:

Subject + Verb + (Object)

Examples:

Sentence	Explanation
I eat.	Subject + verb (complete idea)
She reads books.	Subject + verb + object
He is a teacher.	Subject + verb + complement
They play football.	Subject + verb + object

The cat sleeps.	Subject + verb
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Notes:

- Always start with a capital letter.
- End with a period (.) for statements.
- For questions, use question words or auxiliary verbs.

Common Subjects:

I, You, He, She, It, We, They
Singular nouns: The boy, A girl, My friend
Plural nouns: The students, Some dogs

Examples Using Subjects:

- I like apples.
- She is happy.
- We are in the classroom.
- It is cold today.

Part 2: Articles – A / An / The

Articles are used before nouns.

Indefinite Articles: A / An

Use 'a' before a consonant sound.
Use 'an' before a vowel sound (a, e, i, o, u).

Article	Used Before	Example
a	consonant sounds	a book, a pen
an	vowel sounds	an apple, an egg

Examples:

- I see a car.
- She has an orange.

Definite Article: The

Use 'the' to talk about a specific person or thing. Also used for unique things or when already mentioned.

Example	Explanation
The sun is bright.	Unique thing
I saw a dog. The dog ran.	Second mention (already known)
The teacher is kind.	Specific teacher

Summary Table:

Article	Use For	Example
a	singular, not specific	a chair, a boy
an	singular, vowel sound	an ice cream, an idea
the	specific or known	the book, the sky

Sample Sentences:

- A cat is on the roof.
- An umbrella is useful in rain.
- The cat is black.

Quick Practice:

1. I have ____ apple. → an
2. He sees ____ elephant. → an
3. She is ____ doctor. → a
4. We watched ____ movie. → a / the (depends on context)

Homework:

1. Write 5 simple sentences about yourself. (e.g. I am a student. I have a cat.)
2. Use a, an, and the in 6 sentences. (e.g. I saw a bird. The bird was blue.)

Lesson 3: Linking Words (Conjunctions)

Linking words, also called conjunctions, are used to connect words, phrases, or sentences. They help make our writing and speaking smoother and clearer.

Types of Linking Words (Conjunctions)

1. Coordinating Conjunctions

These connect two equal parts of a sentence (two nouns, two verbs, or two independent clauses).

The most common are: **for, and, nor, but, or, yet, so** (FANBOYS)

Conjunction	Example
and	I like tea and coffee.

but	He is tall but slow.
or	Do you want pizza or pasta?
so	She was tired, so she went to bed.
yet	He is rich, yet he is unhappy.
for	He was sad, for he lost his wallet.
nor	I don't eat meat, nor does she.

Practice Sentences:

1. I was hungry, so I made a sandwich.
2. He studied hard because he wanted to pass the test.
3. Either you start working or you will fail.
4. Although it was raining, we went outside.
5. She likes tea and coffee.

Lesson 4: How to Write an Email in English

Writing an email is an essential skill in both academic and professional settings. A good email is clear, polite, and organized. This lesson explains how to write an email step by step.

Steps to Write an Email

1. Subject Line

The subject should be short and clear. It tells the reader what the email is about.

Example: Meeting Request – Monday 10 AM

2. Greeting (Salutation)

Begin your email with a polite greeting.

Examples:

- Dear Mr. Smith,
- Hello Sara,
- Hi team,

3. Opening Sentence

Start with a friendly or polite opening.

Examples:

- I hope you are doing well.
- I am writing to inform you about...

4. Body (Main Message)

This is the main part of your email. Keep it clear and to the point. Use paragraphs if needed.

5. Closing Sentence

End your message politely.

Examples:

- Thank you for your time.
- Looking forward to your reply.

6. Closing (Sign-off)

Finish with a closing phrase and your name.

Examples:

- Best regards,
- Sincerely,
- Thank you,

7. Signature (Optional)

You can include your contact information, title, or organization at the bottom of the email.

Example Email

Subject: Meeting Confirmation – Thursday at 3 PM

Dear Mr. Johnson,

I hope this email finds you well.

I am writing to confirm our meeting scheduled for Thursday at 3 PM in the conference room.

Please let me know if the time still works for you.

Best regards,

Amina Ali

Marketing Assistant, XYZ Company

Tips for Writing Emails

- ☒ Use clear and simple language.
- ☒ Be polite and professional.
- ☒ Use correct punctuation and grammar.
- ☒ Avoid slang or informal language in formal emails.
- ☒ Always proofread before sending.
- Lesson 5: Common English Abbreviations and Contractions
- English abbreviations and contractions are used to make writing and speech quicker and more informal. They are very common in everyday conversation, texting, and even some formal writing.
- 1. Common Abbreviations
- Abbreviations are short forms of words or phrases.

Abbreviation	Full Form	Meaning/Use
ASAP	As Soon As Possible	Used to show urgency
FYI	For Your Information	To give someone helpful info
OMG	Oh My God	To express surprise or shock

LOL	Laugh Out Loud	Used when something is funny
BRB	Be Right Back	Common in online chatting
IDK	I Don't Know	To say you don't know something
BTW	By The Way	To add extra info
FAQ	Frequently Asked Questions	Common section on websites
ETA	Estimated Time of Arrival	To tell when something/someone will arrive
DIY	Do It Yourself	Doing something without help

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- 2. Common Contractions
- Contractions are used to shorten two words by combining them and using an apostrophe ('). They are used in spoken and informal written English.

Contraction	Full Form	Example Sentence
I'm	I am	I'm happy today.
You're	You are	You're my best friend.
He's	He is	He's at home.
She's	She is	She's studying.
It's	It is	It's raining.
We're	We are	We're ready.

They're	They are	They're coming now.
Can't	Cannot	I can't swim.
Don't	Do not	I don't like coffee.
Didn't	Did not	He didn't call me.

Lesson 7: Adjectives in English

Adjectives are words that describe or give more information about nouns (people, places, things). They make language more interesting and detailed.

1. What is an Adjective?

An adjective tells us more about a noun. It answers questions like: What kind? How many? Which one?

Examples of Adjectives:

- a big house
- a red apple
- three dogs
- an interesting book
- a happy child

2. Types of Adjectives

Descriptive Adjectives

Describe the quality of a noun.

Examples: tall, smart, cold, delicious

Quantitative Adjectives

Show quantity or amount.

Examples: some, many, few, ten

Demonstrative Adjectives

Point out specific things.

Examples: this, that, these, those

Possessive Adjectives

Show ownership.

Examples: my, your, his, her, our, their

Interrogative Adjectives

Used in questions.

Examples: which, what, whose

3. Order of Adjectives

When using more than one adjective, follow this order:

1. Quantity → 2. Opinion → 3. Size → 4. Age → 5. Shape → 6. Color → 7. Origin → 8. Material → 9. Purpose + Noun

Example:

She bought ****two lovely small old round red Spanish wooden cooking bowls****.

4. Comparative and Superlative Adjectives

Comparative adjectives compare two things. Superlative adjectives compare more than two.

Adjective	Comparative	Superlative
small	smaller	smallest
happy	happier	happiest
big	bigger	biggest
beautiful	more beautiful	most beautiful
good	better	best
bad	worse	worst

5. Tips for Using Adjectives

- ☒ Use adjectives before nouns (e.g., a cold drink).
- ☒ You can also use adjectives after verbs like 'be', 'seem', 'look' (e.g., The drink is cold).
- ☒ Don't use more than 2-3 adjectives before a noun in everyday speech.
- ☒ Use commas when listing adjectives (e.g., a big, red, soft pillow).

Lesson 8: English Tenses – Present, Past, and Continuous

English tenses help us understand when an action happens. In this lesson, we will learn about three important tenses: Present Simple, Past Simple, and Present Continuous.

1. Present Simple Tense

We use the present simple to talk about routines, facts, and regular actions.

Structure:

Subject + base verb (+ s/es for he, she, it)

Examples:

- I go to school every day.
- She reads books.
- They play football on Fridays.
- The sun rises in the east.

Negative Form:

Subject + do/does not + base verb

Examples:

- I do not like tea.
- He does not play tennis.

Question Form:

Do/Does + subject + base verb?

Examples:

- Do you like pizza?
- Does she work here?

2. Past Simple Tense

We use the past simple to talk about actions that happened in the past and are finished.

Structure:

Subject + past verb (regular: +ed / irregular form)

Examples:

- I visited my grandma last weekend.
- She watched a movie yesterday.

- They went to the zoo.
- We ate lunch at 2 PM.

Negative Form:

Subject + did not + base verb

Examples:

- I did not go to the party.
- He did not see the movie.

Question Form:

Did + subject + base verb?

Examples:

- Did you call him?
- Did she finish the homework?

3. Present Continuous Tense

We use the present continuous to talk about actions happening now or around now.

Structure:

Subject + am/is/are + verb-ing

Examples:

- I am studying now.
- She is cooking dinner.

Negative Form:

Subject + am/is/are + not + verb-ing

Examples:

- He is not sleeping.
- They are not working.

Question Form:

Am/Is/Are + subject + verb-ing?

Examples:

- Are you coming?
- Is she reading?

4. Summary Table

Tense	Use	Structure	Example
Present Simple	Daily routines, facts	Subject + base verb (+s/es)	She drinks tea.
Past Simple	Completed past actions	Subject + past verb	They watched a movie.
Present Continuous	Actions happening now	Subject + am/is/are + verb-ing	I am writing a lesson.

Homework:

1. Write 3 sentences in the present simple tense.
2. Write 3 sentences in the past simple tense.
3. Write 3 sentences in the present continuous tense.

Lesson 9: Nouns and Pronouns in English

Nouns and pronouns are important parts of English grammar. They help us talk about people, places, things, and ideas. In this lesson, we will learn how to use them correctly.

1. Nouns

A noun is a word that names a person, place, thing, or idea.

Types of Nouns:

1. Proper Nouns

Specific names of people or places.

Examples: John, London, Iraq

2. Common Nouns

General names.

Examples: book, city, teacher

3. Countable Nouns

Can be counted.

Examples: apples, books

4. Uncountable Nouns

Cannot be counted.

Examples: water, sugar, information

5. Abstract Nouns

Ideas or emotions.

Examples: love, happiness, fear

6. Collective Nouns

Names for groups.

Examples: team, family, group

Examples in Sentences:

- Sara is reading a book. (Proper + Common)
- The team is winning. (Collective)
- I need some water. (Uncountable)
- We bought five apples. (Countable)
- Happiness is important. (Abstract)

2. Pronouns

A pronoun is a word used instead of a noun to avoid repeating the noun.

Types of Pronouns:

1. Personal Pronouns

I, you, he, she, it, we, they

2. Possessive Pronouns

my, your, his, her, its, our, their / mine, yours, hers...

3. Reflexive Pronouns

myself, yourself, himself, herself, itself, ourselves, themselves

4. Demonstrative Pronouns

this, that, these, those

5. Interrogative Pronouns

who, what, which, whose

6. Relative Pronouns

who, whom, which, that, whose

7. Indefinite Pronouns

someone, everyone, nobody, anything, each

Examples in Sentences:

- He is my friend. (Personal)
- This is my book. (Demonstrative + Possessive)
- She made it herself. (Reflexive)
- Who is calling? (Interrogative)

3. Nouns vs. Pronouns

Sentence	Noun	Pronoun
Sara is a teacher. She loves teaching.	Sara	She

The dog is barking. It is hungry.	dog	It
Ali and I are students. We study English.	Ali and I	We

Tips:

- ☒ Use nouns when introducing a person or thing.
- ☒ Use pronouns after the noun is known to avoid repetition.
- ☒ Match the pronoun with the noun in number and gender (e.g., John → he, Sara → she).

Homework:

1. Write 5 sentences using different types of nouns.
2. Rewrite the sentences by replacing nouns with correct pronouns.
3. Identify the pronouns in a short paragraph of your own writing.

Lesson 10: How to Write a Simple CV (Curriculum Vitae) in English

A CV (Curriculum Vitae) is a document that gives information about your education, experience, and skills. It is used when applying for jobs or academic opportunities. In this lesson, we will learn how to write a basic CV in English.

1. Basic Format of a CV

A simple CV includes the following sections:

1. Personal Information
2. Career Objective
3. Education
4. Work Experience (if any)
5. Skills
6. Languages
7. Hobbies and Interests
8. References (optional)

2. Sample CV Template

You can follow this example when writing your own CV.

Full Name: John Ali

Phone: +964 770 000 0000

Email: johnali@example.com

Address: Baghdad, Iraq

Career Objective

Motivated and hardworking individual seeking an entry-level position in an international company to develop my skills and contribute to team success.

Education

Bachelor of English Language
University of Baghdad – Graduated in 2024

Work Experience

English		Tutor		(Part-time)
Private	lessons	–	2023	to present
- Teaching	English	to	high school	students
- Preparing worksheets and quizzes				

Skills

- Good communication skills
- Microsoft Word and PowerPoint
- Time management
- Teamwork

Languages

- Arabic: Native
- English: Very Good (B2 Level)

Hobbies and Interests

Reading, writing, learning languages, volunteering

References

Available upon request.

3. Tips for Writing a CV

- ☒ Keep your CV short (1 page for students or fresh graduates).
- ☒ Use clear and simple English.
- ☒ Check spelling and grammar before sending.
- ☒ Always update your CV with new experiences.