**صفحة الغلاف**

 **العام الجامعي: 2019/ 2020الفصل الدراسي: الثاني**

|  |  |
| --- | --- |
|  | **بيانات الطالب** |
| **اسم الطالب:**  |  |
|  **حالة الطالب:**  | **انتظام انتساب** |
| **القسم :**  |  |
|  ا**لفرقة:** .  |  |
|  **رقم الجلوس:**  |  |
|  **ايميل الطالب:** |  |
| **الرقم القومى** |  |
| **رقم موبيل الطالب :** |  |
| **اسم المادة:**   |  |
|  **أستاذ المادة:**  |  |
| **عنوان البحث**  |  |

**تعليمات للطالب:**

* يلتزم الطالب بالمواصفات الشكلية للبحث كما هو معلن.
* استيفاء الطالب للعناصر المعلن عنها بمضمون البحث.
* ارسل الأبحاث كاملة وتأكد من وصول رسالة باستلام وإلا فعاود الإرسال مرة أخرى .

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**تملأ بمعرفة القسم**

**نتيجة التقييم: ناجح راسب**

**في حالة الرسوب: تذكر مبررات الرسوب**

**أستاذ المادة أ.د. نازك محمد عبد اللطيف**

**القواعد اللازمة لتقييم وإجازة الأبحاث**

**كلية الاداب قسم انجليزي**

 **طبقاً لقررات لجنة متابعة تنفيذ قرارات المجلس الأعلى للجامعات بجلسة 18/4/2020وقواعد تطبيق القرار بتاريخ 26/4/2020يتم تطبيق القواعد التالية:**

**1**- يقوم الطلاب بتسليم الابحاث للكليات /الاقسام العلمية **اعتباراً من يوم الأحد الموافق 31 مايو 2020 حتى يوم الأحد الموافق 7 يونيو 2020**

**2**- يتم تسليم الابحاث من خلال البريد الالكتروني الجامعي للطالب الى البريد الالكتروني الجامعي الذى ستعلنه الكلية على موقعها الرسمي

**3 -**القسم العلمي يراجع الابحاث المقدمة من الطلاب بدقة ، **وعدم قبول أي ابحاث إذا ثبت اقتباسها أو نقلها من أحد هلمقالات أو الرسائل أو المراجع العلمية الاخرى.**

* **حالات عدم قبول البحث :**
* فى حالة عدم قبول البحث الذى أعده الطالب في مقرر أو أكثر وفقا للمعايير المعلنة من قبل القسم العلمي والكلية ، يمنح الطالب فرصة أخرى خلال اسبوعين للتقدم مرة أخرى.
* إذا لم يقبل البحث المقدم من الطالب للمرة الثانية ، يعتبر الطالب راسبًا في تلك المادة ، وتطبق عليه اللوائح والقواعد المنظمة لمعالجة أوضاع الطلاب الراسبين .

 **موضوعات الابحاث ومعاييروضوابط كتابة الأبحاث:**

**1**-يملأ الطالب صفحة البيانات المرفقة وتوضع كصفحة الغلاف للبحث

**2**- **نوع الخط وحجمه وفواصل السطور:**

* **بصفحة الغلاف:** تكتب البيانات بحجم خط 14 (Bold) ونوع الخط (Times New Roman)
* **بجسد البحث:** يُكتب البحث بخط (Times New Roman) وحجم الخط 14 والمسافة بين السطور 1.5.

**يقدم البحث ورد او بيداف** -**3**

 -لايقل عدد او ا رق البحث عن خمسة ورقات بدون صفحة الغلاف والتعليمات ولا يزيد عن عشرة ورقات -

**لايجوز للطالب بالنقل او الإقتباس بحثة من زميل له او الأخذ المباشر من اى موقع على شبكة المعلومات -4**

 **ثانياً: من حيث المضمون:**

يجب على الطالب مراعاة الآتي:

* **الإلتزام بعناصر البحث وهى:** العنوان- مقدمة البحث- جسد البحث- الخاتمة- وقائمة المراجع
* **المصادر:** يجب أن تكون متنوعة **والإعتماد على كتاب المقرر كمرجع أساسي**
* **جسد البحث:** حيث يجب على الطالب مراعاة الآتي: إستخدام المفردات الصحيحة التي تتناسب مع موضوع البحث- البناء السليم للجمل في اللغة الإنجليزية- تفادي الأخطاء الإملائية- تطور الأفكار بشكل متسلسل تسلسلاً منطقياً.
* **ثالثاً: إختيار موضوع البحث:** **على الطالب إختيار موضوع البحث من واقع موضوعين موضوعات** يقوم أستاذ كل مقرر بإختيارها على حسب طبيعة المقرر ومخرجاته التعليمية.
* **رابعاً: طريقة إستلام الأبحاث:** تم عمل عدد إيملات خاصة بالقسم لإرسال الأبحاث عليها على أن يتم تحديد موعد كحد أقصى لإستلام الأبحاث ولا يعتد بالأبحاث التي ترد بعد المدة المحددة.
* **خامساً: طريقة تقييم البحث:** يكون البحث مجاز إذا تحقق نحو 50% كحد أدنى من المعاييرالمطلوب تحقيقها والواردة أعلاه.

**The Research**

Choose **ONE ONLY** of the following Subjects, then write and answer the Questions that follow. **Your reference is your university book , Please check it**.

1. **Subject One:**

Write **briefly** about the rules of *Commas, its jobs, semicolons and colons*, then answer the following exercises. **Refer to your book Pages 30-45** **☺**

**1-Practice p 31**

**Use what you know about commas to correct these sentences.**

1. Concerned about his future Brad went back to school.

2. Soaking in the stainless-steel sink his shirt looked doomed.

3. I gathered all the supplies, before I started work this morning.

**2-Practice p 32**

**Use what you have learned to add commas to the following sentences.**

12.Air quality a major urban problem has steadily improved over the last few years.

13.Walter the featured artist delivered a stunning presentation.

14. Sharon spends Friday evenings at the movies an event she looks forward to all week.

**3-Practice p33**

**Each of the following sentences contains a dependent clause, which is bolded for you. If the clause is essential, do not add commas. If it is nonessential, set it off with commas.**

17. Mr. Lindgren is not a man who l**ikes to be fooled.**

18. Nicole lives on Briarwood Drive w**hich is south of the freeway**.

19. The cattle **that were vaccinated** are immune to mad cow disease.

**4-Use what you have learned so far** **to add capital letters, end-marks, and commas to make sense of the paragraph.**

because mary and velma were morning people they met for breakfast every day before work they met at village inn on the corner of university ave and swanson blvd usually they had a light breakfast of bagels with cream cheese and coffee whenever one of them had some-thing to celebrate they would order english muffins and omelettes something neither of them liked to make themselves how they enjoyed those mornings

**5-Practice p 36**

**Use commas and semicolons to correctly punctuate the following sentences.**

**1.** Isaac started mowing the yard but his father finished it.

**2.** If you know of a good landscaper please give me the name of the company.

**3.** The furniture was covered with sheets yet it still became dusty and dirty.

**6-Practice p 37**

**Add commas and endmarks where they are needed in the following sentences. Remember what you learned in the last chapter about commas.**

9. Sally bought a kitchen table Hal bought an iron a toaster a blender and gas grill

10. Seeing no answer to the problem Jeff quit for the day and went home

11. Bernice was born November 3 1928 and Eugene was born January 17 1929

**7-Practice p 40**

**Using what you have learned so far about commas and semicolons, correct**

**these sentences.**

**16.** Exhausted from sitting rather than from physical exertion Ling sank into the soft green easy chair.

**17.** The Founders Day sale runs December 26 2005 through January 8 2006.

**18.** Suddenly the rope tore and the tire swing plummeted to the ground.

**8-Grammar Quiz p 40**

**Add commas, semicolons, and colons wherever they are needed in the following sentences.**

**1.** Your budget is gone you need to stop spending money.

**2.** The results of the tests were inconclusive therefore the group decided to gather more information.

**3.** The charter trip includes stops in Denver Colorado Salt Lake City Utah Reno Nevada and Portland Oregon.

**9-Practice p43**

**Use what you have learned to add commas and semicolons to the following sentences**

**1.**Helen left her desk unlocked at work consequently she worried about it all night.

**2.**The menu included broiled salmon steamed broccoli grilled potatoes spinach and bread but for some reason they served no dessert.

**10-Practice p46**

**Practice what you have learned about commas, semicolons, and colons by adding them to the following sentences.**

**6.** Hammond located the procedure in the policy manual Volume 6 89.

**7.** The hail destroyed all of the wheat however the corn was untouched by the violent storm.

**8.** Before I bought a new car I did some research in the library checked out the local car dealerships asked a few friends for advice and consulted my mechanic.

1. **Subject Two :**

Write **briefly** about the rules of *Verbs That Follow the Rules, Rebellious Verbs, Making Subjects and Verbs Agree, Problem Verbs and Pronouns*, then answer the exercises that follow. **Refer to your book Page62-75, 81- 88, 95-100** **☺**

**1-Practice p 64**

**Fill in the correct form of the verb in each of the following sentences. The present form of the verb comes at the beginning of each sentence.**

**1.** define **2.** Leak **3.** melt

Paul \_\_\_\_\_\_\_\_\_\_ the word impetus for us.

Water is \_\_\_\_\_\_\_\_\_\_ through the roof. The

snow \_\_\_\_\_\_\_\_\_\_ early this year.

**2-Practice**

**Use what you have learned about verbs to correct the following Sentences**

**16.** Sally wish her husband would of remembered to pack her lunch.

**17.** That’s not the way we use to do it.

**18.** Juwon risk serious injury by wipe the acid spill.

**3-Practice p 70**

**Choose the correct form of the verb in each of the sentences that follow. Remember to use present tense for things happening now, and past tense for things that have already happened.**

**1.** The dentist (ask, asked) me to (bite, bit) down hard on the X-ray tabs.

**2.** Dark-coloured garments (bleed, bled) freely in hot water.

**3.** I (hear, heard) yesterday that you plan to move before summer.

**4-Practice p 72**

**Choose the correct form of the verb in each of the following sentences. Remember to use present tense for things happening now, past tense for things that have already happened, and past participle with *have, has,* or *had.***

**21.** It has (begin, began, begun) to rain.

**22.** The congregation (sing, sang, sung) the first two verses of the hymn.

**23.** The builder (do, did, done) all the planning for us.

**5-Practice p 75**

**Choose the correct form of the verb in each of the following sentences.**

**41.** Your department certainly (do, did, done) a good job on this project.

**42.** The manager just (throw, threw, thrown) away a chance to increase the store’s sales.

**43.** The president (speak, spoke, spoken) at the cabinet meeting.

**6-Practice p 86**

**Practice matching pronoun subjects with verbs by circling the correct verb in each of the following sentences.**

**17.** None of these keys (unlocks, unlock) the back door.

**18.** Each of the project components (takes, take) several hours to complete.

**19.** All of the box lunches (has, have) been given away.

**7-Practice p 87**

**Practice what you have learned about matching verbs and subjects by choosing the correct verb in each of the following sentences.**

**31.** Every other day, either Oscar or Lorraine (takes, take) the car to town.

**32.** Neither the sound nor the rhythm (matches, match) the other stanzas in the poem.

**33.** Either the employees or the manager (orders, order) the inventory reduction.

**8-Practice p 98**

**Write the correct form of rise or raise in each of the blanks below.**

11. The custodian \_\_\_\_\_\_\_\_\_\_ the flag every morning before the sun \_\_\_\_\_.

12. The farmer \_\_\_\_\_\_\_\_\_\_ corn and soybeans.

13. The fog had \_\_\_\_\_\_\_\_\_\_ enough for us to see beyond the next hill.

**9-Practice p 99**

**Choose the correct word in each set of parentheses that follow.**

**19.**(Its, It’s) (your, you’re) turn to do the dishes.

**20.**Bring (your, you’re) fishing pole along if (your, you’re) coming.

 **21.**(Your, You’re) scheduled to work late this evening.

**10-Practice p 101**

**Choose the correct word in each set of parentheses below.**

**28.** (Your, You’re) likely to lose your mind in (there, their, they’re).

**29.** (There, Their, They’re) rearranging the shelves in the closet.

**30.** (Its, It’s) been a year since (there, their, they’re) last anniversary.

Good Luck  Professor/ Nazik Mohamed Abdel-Lateef