



READING

BEGINNER

دورة القراءة للكبار - مبتدئ

Start with confidence

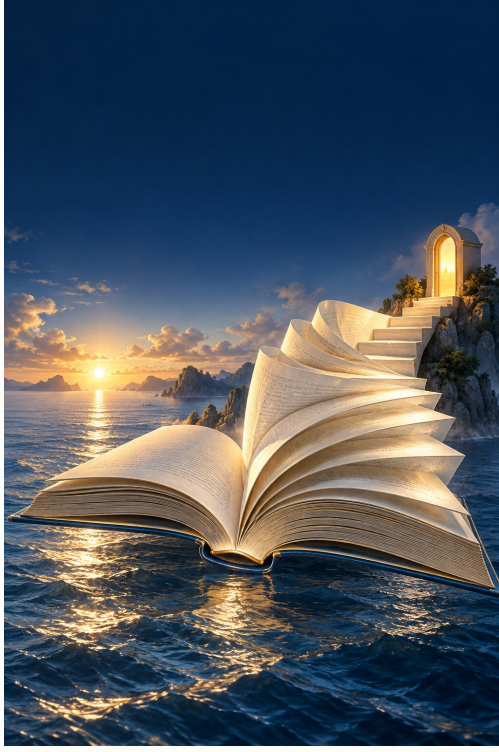


10 LESSONS · PRACTICE · READING CHECK · ANSWER KEY

Sadek Alkhateeb | SpeakUp English

Your reading route

دليل استخدام الكتاب



ابدأ بالتعرّف إلى أشكال الحروف وأصواتها الشائعة، ثم الكلمات والجمل والرسائل القصيرة.

عشرة دروس متدرجة، مع مفردات عربية وأسئلة فهم وتطبيق مهارة، ثم اختبار وإجابات.

اقرأ النص مرة للفكرة العامة، ومرة ثانية للعثور على الدليل. حاول فهم الكلمة من السياق قبل الرجوع إلى معناها.

أجب في دفتر منفصل. يمكنك الإجابة بالعربية أو الإنجليزية؛ المقصود قياس فهم القراءة.

01 · اقرأ

اقرأ العنوان والنص، وحدّد الموضوع والمعلومات الأساسية.

02 · طبّق

حلّ أسئلة الفهم وتطبيق المهارة قبل فتح الإجابات.

03 · راجع

قارن إجاباتك بالدليل داخل النص، ثم أعد قراءة مواضع الخطأ.

خطة مقترحة: ثلاثة دروس أسبوعيًا، مع وقت إضافي للمراجعة. سرعة التقدم تختلف من شخص لآخر. هذه مستويات داخل المنهج، وليست شهادة مستوى لغوي معتمدة.

Inside this book

محتويات هذا المستوى

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Reading check **26-27**

Answer key **28-33** · Reading record **34**

الرسوم تعبّر عن فكرة الدرس؛ تعتمد الإجابات على النص المكتوب.

Letters & reading patterns

مرجع تأسيسي للقراءة



A a	apple /æ/	N n	name /n/
B b	bag /b/	O o	hot /ɒ/
C c	cat /k/	P p	pen /p/
D d	desk /d/	Q q	quick /kw/
E e	egg /e/	R r	red /r/
F f	fan /f/	S s	sun /s/
G g	gate /g/	T t	ten /t/
H h	hat /h/	U u	cup /ʌ/
I i	sit /ɪ/	V v	van /v/
J j	job /dʒ/	W w	wet /w/
K k	key /k/	X x	box /ks/
L l	lamp /l/	Y y	yes /j/
M m	map /m/	Z z	zip /z/

الرموز بين الشرطين تمثل أصواتًا شائعة داخل الكلمات، وليست أسماء الحروف. وقد تتغير الأصوات حسب الكلمة.

How words work

مرجع تأسيسي للقراءة

Short vowels

a: map, cap | e: pen, ten | i: sit, fit | o: hot, pot | u: cup, bus

Blend sounds

map: /m/ + /æ/ + /p/ | ship: /ʃ/ + /ɪ/ + /p/

Consonant groups

sh: shop | ch: chip | th: thin /θ/, this /ð/ | ng: ring | ph: phone | ck: back

Consonant blends

st: stop | bl: black | tr: trip | str: street. Each consonant contributes a sound.

Final silent e

cap / cape | sit / site | not / note | cut / cute. Compare have and give as exceptions.

Common vowel teams

ai: train | ay: day | ee: green | ea: team | oa: road | ow: snow

More patterns

ar: car | or: short | er: her | ir: first | ur: turn | oi: coin | oy: boy | ou: house

Variable patterns

ea: team / head | oo: food / book | ow: snow / now. A spelling can have more than one sound.

Word endings

Plural s: bags, desks. Past ed: worked, played, wanted. ing: reading. Pronunciation varies by word.

Longer words

Break into useful chunks: book / ing, help / ful, un / clear. Keep the full meaning in context.



الحروف لا تقابل الأصوات دائمًا بطريقة ثابتة. هذا المرجع يدعم فك الكلمات بصريًا؛ والتعلم الكتابي وحده لا يكفي للتحقق من دقة النطق.

Letters at Work



READ FOR MEANING

AMAL Amal

OMAR Omar

DESK desk

PEN pen

MAP map

BAG bag

Amal has a pen.

Omar has a bag.

A map is on the desk.

Understand & apply

مهارة القراءة

التعرّف إلى الحروف الكبيرة والصغيرة والكلمات المتكررة

اقرأ الإنجليزية من اليسار إلى اليمين. الحرف الكبير والصغير صورتان للحرف نفسه. اسم الحرف يختلف عن صوته داخل الكلمة. ابدأ بمطابقة الأشكال ثم تعلّم أصواتها من دليل التأسيس.



KEY WORDS / المفردات

pen	قلم	desk	مكتب
bag	حقيبة	has	لديه أو لديها
map	خريطة	on	على

CHECK YOUR UNDERSTANDING

1. Match AMAL to the same name: Amal / Omar.
2. Match PEN to the same word: map / pen.
3. Who has a pen? Amal / Omar.
4. What does Omar have? A bag / A map.
5. Where is the map? On the desk / In the bag.

APPLY THE SKILL

Match each capital letter to its small letter: 1 M (n / m) 2 P (p / b) 3 D (d / a). Then find the word "pen" in the reading.

Build a Short Word



READ FOR MEANING

Word families

map cap tap

pen ten

sit fit

hot pot

bus cup

Sam has a red cap. His cap is in a bag. A pen is in the bag, too. Sam is on a bus. The bus is hot. Sam has a cup.

Understand & apply

مهارة القراءة

دمج الأصوات في كلمات قصيرة

انظر إلى الحروف بالترتيب وادمج أصواتها دون نطق أسماء الحروف. المثال الصوتي لكلمة map هو /m/ ثم /æ/ ثم /p/. تعلم الكلمات الشائعة في الجمل مثل a و the كوحدات أيضًا.



KEY WORDS / المفردات

cap	قبعة	bus	حافلة
red	أحمر	hot	حار
in	في	cup	كوب

CHECK YOUR UNDERSTANDING

1. Who has a cap? Sam / Tim.
2. What colour is the cap? Red / Blue.
3. Where is the cap? In a bag / On a desk.
4. Is a pen in the bag? Yes / No.
5. Is the bus hot? Yes / No.

APPLY THE SKILL

Choose the word with the same middle vowel sound: 1 map (cap / pen) 2 sit (hot / fit) 3 cup (bus / ten). Read each pair from left to right.

At the Shop



READ FOR MEANING

Shop ship fish
Chip chat lunch
Thin this that

This is a small shop. Hisham is in the shop. He has a list. The list says: fish, chips and milk. The shop has fish and milk. It has no chips today. Hisham buys fish and milk. He takes his bag home.

Understand & apply

مهارة القراءة

قراءة الحروف المتجاورة التي تمثل صوتًا واحدًا

في sh مثل shop و ch مثل chip يشترك حرفان في تمثيل صوت. th له صوتان شائعان كما في thin و this. عند الدمج تعامل مع التركيب كوحدة، ثم أضف بقية الأصوات. ارجع إلى دليل التأسيس للمزيد.



KEY WORDS / المفردات

shop	متجر	milk	حليب
fish	سمك	list	قائمة
chips	بطاطس مقلية	buys	يشترى

CHECK YOUR UNDERSTANDING

1. Where is Hisham? In a shop / In a bank.
2. How many items are on his list? Two / Three.
3. Does the shop have fish? Yes / No.
4. What is unavailable today? Milk / Chips.
5. What does Hisham buy? Fish and milk / Fish and chips.

APPLY THE SKILL

Group these words by their letter pattern: ship, chat, that, fish, lunch, thin. Use three groups: sh / ch / th.

A Note for Jane



READ FOR MEANING

cap / cape sit / site not / note
rain / train see / green boat / road

Jane,

Your train is at nine. Take the green bag. Your ticket is in the bag. Meet me at the gate. I have a map. We can walk to the hotel from the station.

Mike

Understand & apply

مهارة القراءة

ملاحظة تغيّر الصوت مع أنماط الحركات

قارن cap وcape، site وsite، note وnote. وجود e النهائية يغيّر الحركة غالبًا وتكون e صامتة في هذه الأمثلة. تراكيب مثل ai في train وee في green وoa في road لها أنماط شائعة، مع وجود استثناءات.



KEY WORDS / المفردات

train	قطار	ticket	تذكرة
nine	تسعة	gate	بوابة
green	أخضر	walk	يمشي

CHECK YOUR UNDERSTANDING

1. Who is the note for? Jane / Mike.
2. What time is the train? At nine / At ten.
3. Which bag should Jane take? The red bag / The green bag.
4. Where is the ticket? In the bag / At the hotel.
5. Who has a map? Jane / Mike.

APPLY THE SKILL

Find one word in the note for each pattern: 1 ai 2 ee 3 a plus a final silent e. Then match note with its short-vowel partner: not / net.

One Day and Two Days



READ FOR MEANING

Nora works in a small office. She has two bags. One bag is for work. The other bag is for lunch. Her office opens at eight. She works five days a week.

Yesterday, Nora worked at home. Today, she is in the office. There are three people in her room. They have a meeting at ten. Nora is ready.

Understand & apply

مهارة القراءة

قراءة الكلمات الشائعة والنهايات ومعناها

تعرف إلى الكلمات المتكررة مثل the و is و are و have. النهاية s قد تدل على الجمع في days، و ed قد تدل على الماضي في worked. لا تتطابق كل كتابة مع قاعدة صوتية بسيطة؛ اربط الشكل بالمعنى والسياق.



KEY WORDS / المفردات

works	تعمل	yesterday	أمس
days	أيام	today	اليوم
week	أسبوع	ready	مستعدة

CHECK YOUR UNDERSTANDING

1. How many bags does Nora have?
2. What time does the office open?
3. How many days a week does Nora work?
4. Where did Nora work yesterday?
5. How many people are in her room today?

APPLY THE SKILL

Find 1 a plural ending in s, 2 a past-time word ending in ed, and 3 the word that refers to the day before today. You may answer in Arabic or English.

Read a Sign and a Time



READ FOR MEANING

CITY LIBRARY

Sunday to Thursday: 9:00 a.m. to 7:00 p.m.

Saturday: 10:00 a.m. to 4:00 p.m.

Friday: CLOSED

Last entry: 30 minutes before closing

Study room: first floor

Please keep your phone on silent.

Faisal wants to use the study room on Saturday. He arrives at 2:00 p.m. He puts his phone on silent and goes upstairs. He leaves at 3:00 p.m.

Understand & apply

مهارة القراءة

البحث عن معلومة محددة دون ترجمة كل كلمة

حدّد المطلوب أولاً: وقت أم مكان أم شرط؟ ثم ابحث عن الرقم أو الكلمة المناسبة. انتبه إلى الفرق بين موعد الفتح وآخر وقت للدخول.



KEY WORDS / المفردات

closed	مغلق	floor	طابق
entry	دخول	silent	صامت
before	قبل	leaves	يغادر

CHECK YOUR UNDERSTANDING

1. Is the library open on Friday?
2. What time does it open on Saturday?
3. Where is the study room?
4. What is the last entry time on Saturday?
5. How long does Faisal stay?

APPLY THE SKILL

True or false? 1 Saturday closing time is 7:00 p.m. 2 Faisal arrives before the last entry time. 3 Phones must be on silent.

The First Day



READ FOR MEANING

Ali starts a new job on Monday. He arrives at the office at 8:15. Sara meets him at the door. She shows him the kitchen and his desk. The desk is next to a window. It has a computer and a phone.

At 9:00, Ali meets his manager. The manager gives him a short task. Ali reads three messages and puts them in order. At 12:30, he has lunch with Sara. He feels welcome.

Understand & apply

مهارة القراءة

ربط الضمائر بالأشخاص والأشياء

عندما تقرأ he أو she أو it أسأل إلى من أو إلى ماذا تعود. ابحث في الجملة نفسها أو الجملة السابقة. هذا يساعدك على متابعة النص دون تكرار الأسماء.



KEY WORDS / المفردات

starts	يبدأ	manager	مدير
next to	بجوار	task	مهمة
window	نافذة	welcome	مرحب به

CHECK YOUR UNDERSTANDING

1. On which day does Ali start?
2. Who meets him at the door?
3. What does "She" in "She shows him" refer to?
4. What does "It" in "It has a computer" refer to?
5. What does Ali do at 12:30?

APPLY THE SKILL

Put these events in order: A Ali has lunch. B Ali meets his manager. C Ali arrives at the office. Then find the two objects on his desk.

A Short Email



READ FOR MEANING

To: Lina

Subject: Tuesday meeting

Hi Lina,

Our meeting on Tuesday is now at 11:00 a.m., not 10:00 a.m. We need the extra hour because Omar is visiting a customer. Please come to Room 4. Bring the sales list, but you do not need your laptop. We can use the screen in the room. Please reply before 5:00 p.m. today to confirm.

Thank you,

Huda

Understand & apply

مهارة القراءة

تحديد غرض الرسالة والإجراء المطلوب

ابدأ بالمرسل إليه والموضوع. ابحث بعد ذلك عما تغيّر وما المطلوب منك فعله. كلمة please كثيرًا ما تسبق الطلب، وbecause تقدم السبب.



KEY WORDS / المفردات

subject	موضوع	bring	أحضّر
extra	إضافي	reply	رد
customer	عميل	confirm	يؤكد

CHECK YOUR UNDERSTANDING

1. Who sends the email?
2. What is the new meeting time?
3. Why is the meeting later?
4. What should Lina bring?
5. When should Lina reply?

APPLY THE SKILL

Choose the correct action: 1 Go to Room 4 / Room 5. 2 Bring a laptop / Bring the sales list. 3 Confirm today / Confirm next week.

Check a Booking



READ FOR MEANING

GARDEN HOTEL

Guest: Nabil Salem

Arrival: 14 March

Departure: 16 March

Room: one single room

Total for two nights: SAR 480

Breakfast: included

Parking: SAR 20 per day

Check-in: from 3:00 p.m.

Free cancellation: before 6:00 p.m. on 12 March

Nabil plans to arrive at 4:00 p.m. He is travelling by taxi, so he does not need parking. He checks the dates and keeps the booking email.

Understand & apply

مهارة القراءة

قراءة الشروط والكلمات التي تغيّر القرار

انتبه إلى before و extra included. فرّق بين الخدمة الموجودة في السعر والخدمة التي تحتاج دفعًا إضافيًا. اقرأ شرط الإلغاء مع مواعده كاملاً.



KEY WORDS / المفردات

arrival	وصول	included	مشمول
departure	مغادرة	parking	موقف سيارات
single	فردية	cancellation	إلغاء

CHECK YOUR UNDERSTANDING

1. How many nights is the booking for?
2. What is the total room price?
3. Is breakfast included?
4. Does Nabil need parking?
5. What is the deadline for free cancellation?

APPLY THE SKILL

True or false? 1 Nabil arrives after check-in begins. 2 The room price is SAR 480 per night. 3 Parking is included in the room price.

The Missing Bag



READ FOR MEANING

Maha finishes work at five and takes the bus home. She has a blue bag with a book and a small lunch box inside. At home, she cannot find the bag. She remembers putting it on the seat next to her.

Maha calls the bus office. A man asks for the colour of the bag and the bus number. She gives him the details. Ten minutes later, he calls back. The driver has found her bag. Maha can collect it from the office before eight. Her brother drives her there. The book and lunch box are still inside.

Understand & apply

مهارة القراءة

تتبع قصة قصيرة وجمع التفاصيل

اقرأ مرة لمعرفة ما حدث، ثم مرة ثانية لترتيب الأحداث والبحث عن الدليل. لا تضيف إلى القصة معلومات لم يذكرها النص.



KEY WORDS / المفردات

missing	مفقود	driver	سائق
seat	مقعد	collect	يستلم
details	تفاصيل	still	ما زال

CHECK YOUR UNDERSTANDING

1. What colour is Maha's bag?
2. Where does she think she left it?
3. Who finds the bag?
4. By what time should she collect it?
5. How does she get to the bus office?

APPLY THE SKILL

Put these events in order: A The office calls Maha back. B Maha notices the bag is missing. C Maha collects the bag. D Maha calls the office. Then choose the best title: A Lost Bag Found / A New Book.

Reading check

اختبار نهاية المستوى



To: Bassam

Subject: Saturday visit

Hi Bassam,

Please visit our new office on Saturday. We open at 9:00 a.m., but your appointment is at 10:30 a.m. The office is on the second floor, next to the lift. Bring your ID and the blue form. You do not need a photo. Ask for Dana at reception. She will show you the training room.

After the visit, please send us an email before Monday at noon. Tell us if you want the morning course or the evening course. The morning course starts at 8:00 a.m. The evening course starts at 6:00 p.m. Both courses have ten lessons.

Best wishes,

Adel

Show what you understand

أجب قبل مراجعة الحلول

لكل سؤال درجتان، والمجموع عشرون درجة. في السؤال ذي الجزأين تُحسب درجة لكل جزء. اعتمد على النص، ويمكنك الرجوع إليه أثناء الإجابة.

01. Who is the message for?
02. On which day should he visit?
03. What time is his appointment?
04. Where is the office? Give the floor.
05. Name both things he must bring.
06. Does he need a photo?
07. Who does "She" refer to?
08. What is the deadline for his email?
09. What time does the evening course start?
10. How many lessons does each course have?



النتيجة المقترحة للانتقال: ١٦ من ٢٠، مع القدرة على تفسير الدليل. هذه عتبة إرشادية للمراجعة داخل المنهج؛ راجع مواضع الخطأ إذا احتجت دعمًا إضافيًا.

Review with evidence

إجابات الفهم والتطبيق

01 Letters at Work



1. Amal.
2. pen.
3. Amal.
4. A bag.
5. On the desk.

Skill practice: 1 m; 2 p; 3 d. “pen” appears in the word pair PEN pen and in “Amal has a pen.”

02 Build a Short Word



1. Sam.
2. Red.
3. In a bag.
4. Yes.
5. Yes.

Skill practice: 1 cap; 2 fit; 3 bus.

Review with evidence

إجابات الفهم والتطبيق

03 At the Shop



1. In a shop.
2. Three.
3. Yes.
4. Chips.
5. Fish and milk.

Skill practice: sh: ship, fish. ch: chat, lunch. th: that, thin. The th sound differs in that and thin.

04 A Note for Jane



1. Jane.
2. At nine.
3. The green bag.
4. In the bag.
5. Mike.

Skill practice: 1 train; 2 green or Meet; 3 gate or Jane or Take (case does not matter). note pairs with not.

Review with evidence

إجابات الفهم والتطبيق

05 One Day and Two Days



1. Two.
2. At eight.
3. Five days.
4. At home.
5. Three.

Skill practice: 1 bags or days (people is plural but does not end in s); 2 worked; 3 yesterday.

06 Read a Sign and a Time



1. No.
2. At 10:00 a.m.
3. On the first floor.
4. 3:30 p.m.
5. One hour.

Skill practice: 1 False, it is 4:00 p.m.; 2 True; 3 True.

Review with evidence

إجابات الفهم والتطبيق

07 The First Day



1. Monday.
 2. Sara.
 3. Sara.
 4. The desk.
 5. He has lunch with Sara.
- Skill practice:** Order: C, B, A. Objects: a computer and a phone.

08 A Short Email



1. Huda.
 2. 11:00 a.m. on Tuesday.
 3. Omar is visiting a customer.
 4. The sales list.
 5. Before 5:00 p.m. today.
- Skill practice:** 1 Room 4; 2 Bring the sales list; 3 Confirm today.

Review with evidence

إجابات الفهم والتطبيق

09 Check a Booking



1. Two nights.
2. SAR 480.
3. Yes.
4. No, he is travelling by taxi.
5. Before 6:00 p.m. on 12 March.

Skill practice: 1 True; 2 False, SAR 480 is for two nights; 3 False, parking costs SAR 20 per day.

10 The Missing Bag



1. Blue.
2. On the bus seat next to her.
3. The driver.
4. Before eight.
5. Her brother drives her.

Skill practice: Order: B, D, A, C. Best title: A Lost Bag Found.

Reading check answers

التصحيح وتحديد الخطوة التالية

01. Bassam.
02. Saturday.
03. 10:30 a.m.
04. The second floor.
05. His ID and the blue form; one point each.
06. No.
07. Dana.
08. Before Monday at noon.
09. 6:00 p.m.
10. Ten.



امنح درجتين للإجابة الصحيحة المكتملة ودرجة واحدة للإجابة الجزئية ذات الصلة، وصفراً للإجابة الخاطئة. تُقبل صياغة مختلفة إذا حافظت على المعنى واستندت إلى النص. دوّن سبب كل خطأ ثم أعد قراءة الفقرة المناسبة.

Keep your progress visible

سجلّ قراءتك ومراجعتك



بعد كل درس سجلّ ما فهمته وما يحتاج إلى مراجعة. الهدف أن تستطيع الاستشهاد من النص، لا حفظ الإجابة فقط.

Lesson	Date	My next review
01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____

Read carefully. Notice the evidence. Keep going.