

A RAPID REVIEW

*of*

**E**nglish **G**rammar

*for*

UNIVERSITY STUDENTS

By

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*Abul-Kalam*

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# THE PRESENT CONTINUOUS TENSE

(I am doing)

## Look at these sentences :

1. It is 12:45 now. Those men are praying; they're performing the noon congregational prayer.
2. The chemist is in the laboratory. He is testing a chemical substance.
3. Please be quiet; I am trying to concentrate.

The underlined verbs are in the Present Continuous Tense. We use this tense mainly when we are talking about the present time. The verb form consists of two words:

am		I am		
is	+ ———	ing	He is/She is/It is	+ (working)
are			We are/You are/They are	

Note that not all verbs may be used in the present continuous tense. The following verbs, for example, are normally used in the present simple tense:

like	remember	contain	mean	want
dislike	forget	consist	think (= believe)	need
love	understand	belong	have (= possess)	realize
hate	comprehend	seem	prefer	suppose

Because the present continuous tense usually refers to the time of speaking, it is often used with time expressions like "now," "at present," "at this moment," "nowadays," etc.

However, this tense may be used with a future meaning — when you are talking about what you have already arranged to do; e.g.

A: What are you doing tomorrow evening?

(Not "What do you do...?")

B: I'm going to the Book Exhibition. (Not "I go...")

A: Are you meeting them at the airport?

B: I can't. I'm working on my thesis tomorrow morning.

Do NOT use "will" to talk about what you have arranged to do:

- What *are you doing* this evening? (Not "What will you do?")
- My brother-in-law is getting married next Thursday.  
(Not "He will get....")

## Exercise 1

**Put the verbs in parentheses into the Present Continuous Tense:**

1. This is the month of Ramadan. Muslims all over the world (fast).
2. You cannot meet the professor now; he (give) a lecture.
3. A: "What are you doing there?"  
B: "I (look) up some difficult words in the dictionary."
4. A: "Are you busy now?"  
B: "No, I (not do) anything at the moment."
5. A: "When you (leave) for Makkah?"  
B: "I (think) of going on the 8th of Dhul-Hijjah."
6. A: "What you (do) on Wednesday evening?"  
B: "I (meet) an old friend of mine at the airport."
7. I wonder why you always (borrow) money from others.  
(Note that the speaker here wants to express annoyance.)

# THE SIMPLE PRESENT TENSE

(I do)

**Look at these sentences :**

1. A Muslim testifies that there is no deity but Allah and that Prophet Muhammad (PBUH) is His Messenger.
2. Universities sometimes offer financial assistance to students who are in straitened circumstances.
3. The Earth goes round the sun.

The underlined verbs are in the Simple Present Tense. We use this tense when we want to talk about a fact or an action that happens habitually or from time to time. The Simple Present Tense is often used with adverbs of frequency like the following:

always	frequently	rarely	never
generally	often	scarcely	now and again
usually	occasionally	hardly	every day /week/month/year
normally	sometimes	seldom	from time to time

We make negative and interrogative forms of the Simple Present Tense by using DO or DOES followed by the infinitive; e.g.

1. Muslims do not eat pork or lard.
2. How long does it take you to go from Abha to Riyadh by car?

## Exercise 2

### Put the verbs in parentheses into the Simple Present Tense:

1. The Faculty Council (meet) at 1.00 P.M. every Monday.
2. Nothing (succeed) like success. (An English proverb)
3. Arabic majors (study) Philology and Lexicology.
4. Arabic, Hebrew, Aramaic, and Amharic all (belong) to the Semitic family of languages; they (not descend) from Indo-European.
5. Charity (begin) at home. (An English proverb)
6. A poet usually (use) imagery, figures of speech, and metre.
7. Man (propose); God (dispose). (An English proverb)
8. Citrus fruit (not grow) in tropical regions; it usually (grow) in the temperate zone.
9. Actions (speak) louder than words. (An English proverb)
10. How many letters of recommendation the Admissions Office (require) from the applicant?
11. One good turn (deserve) another. (An English proverb)
12. The patient (not take) the medicine regularly?

We also use the Simple Present when we are talking about timetables, programmes, etc.; e.g.

1. What time does the lecture begin?
2. The train leaves Dammam at 8.30 and arrives in Riyadh at 12.00.

### Exercise 3

**Put the verbs in parentheses into the correct tense:**

1. The plane (leave) for Medinah at 7.15.
2. The National Industries Fair (open) on the 1st of Safar.
3. The Olympic games (start) next Tuesday.
4. What time the next bus (arrive)?
5. Registration for the first term (end) on the 30th of Rajab.

### Exercise 4

- A. Write FIVE sentences in the Simple Present Tense, using an adverb of frequency (e.g. "often," "never," etc).
- B. Put each of the sentences you have formed into the question form.
- C. Write a sentence using both the Simple Present Tense and the Present Continuous Tense.

# THE PRESENT CONTINUOUS TENSE OR THE SIMPLE PRESENT TENSE?

(I am doing or I do?)

**L**ook at these sentences :

1. My roommate **fasts** in Ramadan, but he **is not fasting** today.
2. We **pray** five times a day, but we **are not praying** now.
3. The sun usually **shines** in the summer, but it **is not shining** at the moment.

Note that the Simple Present verb forms "fasts," "pray," and "shines" denote a act, a habit, or an action that happens from time to time, whereas the Present Continuous verb forms "is fasting," "are praying," and "is shining" denote an action that is taking place at the time of speaking.

## **E**xercise 5

Choose the correct form of the verb in parentheses, using either the Simple Present or the Present Continuous Tense:

1. Owing to financial difficulties, many college students (seek) a part-time job.
2. The students over there (take) the make-up exam.
3. What the word "Monotheism" (mean)?
4. I suppose he (work) on his M.A. thesis these days.
5. This is Shawwal 1st, the first day of the Lesser Bairam. Nobody (fast) today.

# BE GOING TO DO

(I am going to do)

**L**ook at these sentences :

1. I **am going to** recite a few verses from the Holy Qur'an.  
(i.e. I **intend to** recite....)
2. He's leaving for good, so he **is going to** sell his house.  
(i.e. He **has decided to** sell his house).
3. The mechanic **is going to** tune up the engine.  
(i.e. He **has decided to** tune it up).

We use the construction "be going to", followed by the infinitive, to express **decision** or **intention**. We use the same construction also to express probability; e.g.

Look at those black clouds! It **is going to** rain.  
(i.e. I think it will probably rain).

## **L**Exercise 6

**Rewrite the following sentences, using the correct form of BE GOING TO, followed by the infinitive :**

1. The Faculty has decided to declare the results of the final examinations today.
2. The government has decided to step up the production of oil.
3. I intend to leave for the Eastern Province tomorrow.
4. The laboratory technician intends to examine the specimen.
5. The competent authorities have decided to issue a statement.
6. He isn't much intelligent and he hasn't worked hard at all. I think he will probably fail. (Begin as follows: "He ... fail.")
7. Oh, I feel terrible. I think I will probably be sick.

# THE SIMPLE FUTURE TENSE

(I shall/will/'ll do)

**L**ook at these sentences :

1. I think he will sell his house if you ask him.
2. If it continues to rain hard, they'll combine Maghreb and 'Isha prayers.
3. I shall/will/'ll talk it over with him when I see him.
4. My nephew will be eighteen years old tomorrow.

The underlined verb forms are in the Simple Future Tense. We use this tense when we are talking about a future action — particularly one that *depends on external circumstances* (like time, condition, and reason). Note the use of the conditional clauses in examples (1) and (2), and the clause of time (with “when”) in example (3).

In American English, “will” is normally used with all pronouns (I/we/etc. will); in British English, “shall” is usually used with the first person (I, we), and “will” with the second and third persons (you, he, she, it, they). However, in spoken English (British and American) the contracted form (I'll, you'll, etc.) is usually used with pronouns.

While “will” expresses indefinite futurity, that which depends on external circumstances, the construction “be going to” expresses futurity that is marked by decision or intention. Compare these two sentences:

- a. He'll sell his house if you ask him.  
(Here the future action is indefinite; it depends on whether you ask him or not.)
- b. He is going to sell his house.  
(Here he has decided to sell it.)

## **Exercise 7**

**Choose the more appropriate future form. "will" or "be going to" :**

1. They have decided to elect Mr. X Chairman. They  
(will - are going to) elect him Chairman today.
2. I (will - am going to) help you if I have time.
3. Do you think we (will - are going to) win the match?
4. I expect he (will - is going to) arrive tonight.
5. A: Have you decided where to go for your holidays yet?  
B: Yes, we (will - are going to) perform 'Umrah and then visit  
Medinah.

# THE FUTURE CONTINUOUS TENSE

(I will be doing)

**L**ook at these sentences :

(Situation: Muslims generally perform the Pilgrimage rituals between the 9th and the 12th of Dhul-Hijjah every year.)

1. On the 9th of Dhul-Hijjah next year, pilgrims **will be staying** at 'Arafat. They'll **be praying** Dhuhr and 'Asr, combined, in Namirah Mosque. At night, they **will be staying** at Nuzdalifah.
2. On Dhul-Hijjah 10th, they **will be stoning** Iblis. Later on, they **will be slaughtering** their offerings for the sake of Allah.

The underlined verb forms are in the Future Continuous Tense. We use this tense to denote an action that will be taking place during a certain time in the future. We also often use "Will (you) be -ing?" to ask about people's plans, especially when we want something or want someone to do something; e.g.

A: Will you be using your car this afternoon?

B: No, you can take it.

A: Will you be going to the ticket office this evening?

B: Yes, why?

A: I wonder if you could buy me a ticket.

## Exercise 8

### Complete the following sentences, using the Future Continuous Tense:

1. This assiduous student does his homework assignments between 5.00 and 7.00 P.M. every day. At 6.00 tomorrow evening, he .....
2. During the month of Ramadan, Muslims fast from dawn until sunset. On the morning of Ramadan 15th next year, they. ....
3. The Professor starts delivering his lecture at 7.15 and finishes at 8.05. At 7.45 tomorrow morning, he .....
4. University students usually start drawing their salaries on the 25th and finish on the 29th of every month. On the 27th of next month, they .....
5. They are going to clean the flat tomorrow. It will take from 9 until 11 o'clock. So at 10 o'clock tomorrow morning, they .....

# THE FUTURE PERFECT TENSE

(I will have done)

**L**ook at these sentences :

1. By June next year, I hope I will have completed my B.A.
2. I wonder what researchers in the field of cancer will have achieved by the year 2000.
3. This time next year, I'll have started my teaching career.

The underlined verb forms are in the Future Perfect Tense. We use this tense to say that something will already have happened before a certain time in the future.

## **E**xercise 9

Complete the following sentences, using the Future Perfect Tense :

1. My colleague is a third-year student now. It will take him two years to obtain his B.A. So in two years' time, he ... his B.A.
2. They are putting up new buildings for the University Campus. It will take us one more year to move into the new buildings. So this time next year, we ... into the new buildings.
3. The linguist has already written two books on General Linguistics and is now embarking on a book on Sociolinguistics, which will take him a year. In a year's time, he... three books on Linguistics.
4. Mr. X always goes to bed at 11 o'clock. Mr. Y is going to visit him at 11.30 this evening. When Mr. Y arrives, Mr. X ... to bed.
5. Mr. X is on holiday. He has very little money and is spending too much too quickly. Before the end of his holiday, he ... all his money.

# THE FUTURE PERFECT CONTINUOUS TENSE

(I will have been doing)

**L**ook at these sentences :

1. By the end of this year, I will have been studying English for ten years.
2. By 2000, we will have been living in the Southern Province for twelve years.

The underlined verb forms are in the Future Perfect Continuous Tense. We use this tense to denote an action (or situation) at a certain point in the future which will have begun in the past, and will either have just finished or still be continuing.

## **L**ercise 10

Complete the following sentences, putting the verbs in parentheses into the Future Perfect Continuous Tense :

1. He has been appointed Chargé d’Affaires since 1994. By 2000, he (work) in the Embassy for six years.
2. The satellite has been orbiting the Earth since June, 1994. How long it (orbit) the Earth by June 1996?
3. Dr. X has joined our Dept. since 1990. By 2000, he (work) as a staff member for ten years.
4. Mr. Brown has been in charge of the Publishing Company almost since 1990. By 2000, he (run) the Company for about ten years.
5. Mr. X has extensive teaching experience. By the end of this year, he (teach) for a quarter of a century.

# THE SIMPLE PAST TENSE

(I did)

 Look at these sentences :

1. My colleague took the TOEFL last April.
2. He went to the public park yesterday afternoon.
3. When he was in Turkey, he often went to the public park in the afternoon.

The underlined words are in the **Simple Past Tense**. We use this tense when we want to talk about an action that happened at a particular time in the past (e.g. last April; yesterday afternoon; etc.) or when we want to talk about a repeated or habitual action in the past (as in example 3 above).

We make negative and interrogative forms of the Simple Past Tense by using DID, followed by the infinitive; e.g.

1. The Supervisory Committee did not approve of the thesis proposal.
2. Did the Supervisory Committee approve of the thesis proposal?

N.B.: Past tense verb forms may be *regular* (i.e. ending in "-ed"; e.g. "walked," "believed," etc.) or *irregular* (e.g. see/saw; catch/caught; come/came; etc.). For a list of irregular verbs see Appendix 1.

## Exercise 11

### Put the verbs in parentheses into the Simple Past Tense:

1. Typhoid (break) out a long time ago.
2. When the first war between the Arab countries and Israel (break) out?
3. Columbus (discover) America in 1492.
4. My grandfather (fall) ill the other day, but he (not go) to see the doctor.
5. A: When you (be) born?  
B: I (be) born in 1970.
6. When Salahuddin (defeat) the Crusaders?
7. The man with a handbag (go) down the escalator a couple of minutes ago.
8. You (put) the ticket in the slot?
9. You (not go) to the bank to cash the cheque this morning?
10. Why the young boy (not show) the ticket to the ticket collector?

# THE PAST CONTINUOUS TENSE

(I was doing)

 Look at these sentences :

(Muslims generally perform the Pilgrimage rituals between the 9th and the 12th of Dhul-Hijjah every year).

1. On the 9th of Dhul-Hijjah last year, pilgrims were staying at 'Arafat. They were praying Dhuhr and 'Asr, combined, in Namirah Mosque. At night, they were staying at Muzdalifah.
2. On Dhul-Hijjah 10th, they were stoning Iblis. Later on, they were slaughtering their offerings for the sake of Allah.

The underlined verb forms are in the Past Continuous Tense. We use this tense to denote an action continuing at a specific point in the past, while not stating when it began or finished.

We also use this tense to denote an action continuing in the past but interrupted by another action; e.g.

- \* When the phone rang, I was seeing off my guests.
- \* The lights went out while we were listening to the news bulletin.

## Exercise 12

Complete the following sentences, using the Past Continuous Tense:

1. They started reciting the Holy Qur'an at 6.00, after Dawn Prayer. They finished reciting the Holy Qur'an at 7.30. At 6.40, they .....
2. The appointed Committee started interviewing the applicants at 8.00. It finished interviewing the applicants at 12.00. At 10.00, the Committee .....
3. The psychiatrist started listening to the patient at 10.15. At 11.10, he finished listening to the patient. At 10.30, the psychiatrist .....

## **Exercise 13**

**Put the verb in parentheses into the correct form, using the Simple Past or the Past Continuous Tense :**

1. The real estate agent (talk) to customer when the owner of the house entered.
2. While I (look) for a book in the University Library, I (come) across a very valuable reference on Historical Linguistics.
3. Multitudes of spectators (look) up at the spaceship when it suddenly (explode).
4. I (travel) on the Underground when, much to my pleasure, I (run) into an old schoolfriend.
5. What you (do) at this time yesterday?
6. The reckless driver (drive) too fast when the accident (happen).
7. The phone (ring) when I (have) a shower.

**Insert the correct tense of the verbs in parentheses, either the Simple Past or Past Continuous :**

One morning, only a few days after 'Umar had passed his driving test, he (decide) to drive into town. When he (come) to the first traffic lights, they just (change) from amber to red. So 'Umar (stop) the car sharply. Unfortunately, the engine (stall) and when the lights (change) to green again, he couldn't get the car going! The ignition key had jammed! It was a busy street. He (look) in his rear mirror and (see) that a long queue of cars quickly (form) behind him! The driver directly behind him (blow) his horn angrily! A policeman (stand) on the street corner and he (look) to see what all the noise was about! He (wave on) the cars to overtake 'Umar, who now (feel) rather embarrassed!

# THE PRESENT PERFECT TENSE

(I have done)

**L**ook at these sentences :

1. He **has lost** his key. (i.e. He lost it a short time ago and he still hasn't got it).
2. He **has gone** to Syria. (i.e. He is in Syria now.)
3. The graduate student **has just handed in** his term paper.
4. A: Don't forget to post the letter, will you?  
B: I've **already posted** it.

The underlined verb forms are in the Present Perfect Tense. We use this tense to give new information or to announce a recent happening. The following adverbs may therefore be used with this tense: "just," "already," "recently," "lately," "these days," etc.

As you may have noted, the Present Perfect Tense as used in the above examples denotes a **finished** action. We also use this tense to denote an **unfinished** action that started in the past and has continued up to the time of speaking; e.g.

1. I **have lived** in Abha since 1970. (i.e. I started living in Abha in 1970, and am still living in it).
2. He **has studied** English at the University for two years. (i.e. He started studying English at the University two years ago, and is still studying English there).

For this unfinished action, it is important to use **since** (e.g. "since July," "since 1980," "since three o'clock," "since he was a child," etc.) or **for** (e.g. "for two months," "for six years," "for three hours," "for a long time," etc.).

## **Exercise 14**

### **Put the verbs in parentheses into the Present Perfect Tense :**

1. The Chairman of the Department kindly (write) a letter of recommendation for me.
2. The Registrar (receive) your transcripts and application forms before.
3. I just (talk) to the Educational Attaché on the phone.
4. The patient (be) in hospital since last Thursday.
5. My next door neighbour (work) as a librarian for over twelve years now.
6. You (not finished) the clearance document yet?
7. You (read) this book before?
8. The passengers all (get) off the plane. The person I (come) to meet (not show) up!
9. He (be) to Egypt before, so he can tell you about it.
10. Ali (live) in Damascus all his life.
11. My father always (live) in Makkah.
12. The patient (see) the consultant twice.
13. This is the most interesting story I (hear).
14. You ever (be) to the U.K.?
15. Everything is going fine. We (not have) any problem so far.

# THE PRESENT PERFECT CONTINUOUS TENSE

(I have been doing)

**L**ook at these sentences :

1. I started learning English eight years ago. I am still learning English. I have been learning English for eight years.
2. It started raining at 2 o'clock. It is still raining. It has been raining since 2 o'clock.

The underlined verb forms are in the Present Perfect Continuous Tense. We use this tense when we want to talk about an action (quite a long action) that started in the past, has continued up to the time of speaking, and will probably continue in the future. It is therefore used with verbs that imply a prolonged action (e.g. "work," "study," "live," "learn," "wait," etc.), but not with verbs like "fall," "drop," "break," "see," etc.

## **L**Exercise 15

Do the following sentences, using the Present Perfect Continuous Tense:

EXAMPLE:

Ali is studying. He began studying three hours ago.  
Ali. .... for three hours.

ANSWER:

Ali has been studying for three hours.

1. My old schoolfriend is looking for a job. He began looking six months ago.

He ..... for six months.

2. My nephew is working on his Master's thesis. He started working on it when his proposal was approved by the Advisory Committee.

He ..... since his proposal was approved.

3. Negotiations are going on between the two belligerent countries. They began in September.

Negotiations ..... since September.

4. I am living in Medinah. I began living in Medinah six years ago.

I ..... for the last six years.

5. Saleh is waiting in the lounge. He began waiting half an hour ago.

He ..... for the last half an hour.

## Exercise 16

Write each of the following sentences twice, using either FOR or SINCE as appropriate :

1. Mr. X has been working in this office .....  
(a) he left school;  
(b) eight months.

2. No one has filled the vacancy .....  
(a) 1994;  
(b) about a year.

3. We haven't received any letter . . . . .  
(a) last week;  
(b) the last week.
4. I haven't seen you . . . . .  
(a) ages;  
(b) we last met in Riaydh.
5. He is fasting: he hasn't eaten anything . . . . .  
(a) 4.00 A.M.;  
(b) twelve hours.

# THE PRESENT PERFECT OR PRESENT PERFECT CONTINUOUS?

(I have done *or* I have been doing?)

**L**ook at these sentences :

1. I have learned English for eight years.
2. I have been learning English for eight years.

Both sentences mean that I started learning English eight years ago, and that I am still learning English. Sentence (2), however, further suggests that I will probably continue to learn English in the future. Thus with “for” or “since” both the Present Perfect and the Present Perfect Continuous tenses denote an unfinished action — an action that started in the past and has continued up to the time of speaking. However, the Present Perfect Continuous further emphasizes the continuance of the action in the future.

Another difference between the two tenses is that we use the Present Perfect Continuous with verbs that imply duration or a prolonged action (e.g. “live,” “learn,” “study,” “work,” “wait,” etc.). With verbs that do not imply a prolonged action (e.g. “drop,” “break,” “land”) and those that are not normally used in the continuous form (e.g. “be,” “understand,” “see,” “hear,” etc.) we use only the Present Perfect.

## Exercise 17

**Put the verb in parentheses into the correct form, using either the Present Perfect or the Present Perfect Continuous tense.**  
(Note that in some of the following sentences there may be two possibilities.)

1. How long you (read) that book?
2. How many pages of that book you (read)?
3. The delegation has just left. You (see) the delegates off?
4. The car is going again now. The mechanic (repair) it.
5. Mr. X has already submitted his resignation. He (hold) the position of Manager of Personnel since 1990.
6. Mr. Y (work) as Acting Manager for the past two weeks.
7. You (be) to Britain before?
8. The businessman (travel) around Europe for three months. He (visit) six countries so far.
9. The passengers are on the ground. They (land).
10. How long you (know) Mr. X?

**THE PRESENT PERFECT**  
**or THE SIMPLE PAST TENSE?**  
(I have done *or* I did?)

**Look at these sentences :**

1. A: I **have got** through with my comprehensive exam.  
B: Oh, really? When was that?  
A: I **got** through with it last Wednesday.
2. **Have you seen** Ahmad this morning? (It is still morning).
3. **Did you see** Ahmad this morning? (It is now afternoon).

In example (1), Speaker A starts by telling about a recent happening; therefore, he uses the Present Perfect ("have got"). In answer to the question "When?", however, he uses the Simple Past ("got"). Thus the Present Perfect focuses on **WHAT** has happened, while the Simple Past tells us **WHEN** it happened. This is why the simple past tense is normally used with a time expression referring to the past. The Present Perfect does not tell us when something happened.

Examples (2) and (3) show that we use the Present Perfect when the action is related to the present, and that we use the Simple Past when the action happened in the past and has nothing to do with the present.

## **Exercise 18**

**Put the verb in parentheses into the Present Perfect or the Simple Past tense :**

1. His Eminence (work) as Chairman for about seven years so far.  
(He still works as Chairman .)
2. The nurse (give) the baby a shot two days ago.
3. A: I (read) this novel before.  
B: When?  
A: I (read) it last semester.
4. Poor Mr. X (be) in the Intensive Care Unit since the car accident (happen).
5. I (lose) my key. I can't find it anywhere.
6. You (do) your homework today?
7. You (do) your homework yesterday?
8. You (finish) your homework assignments?

# THE PAST PERFECT TENSE

(I had done)

**L**ook at these sentences :

1. After the sociologist **had identified** the factors involved in delinquency, he **went on** to offer possible solutions.
2. Before I **visited** the Holy Mosque in Medinah, I **had performed** the Lesser Pilgrimage ('Umrah).

In each of the above sentences there are two actions that happened in the past: "had identified" and "went on" in Example (1); "visited" and "had performed" in (2). One of these two actions had happened before the other. The sociologist went on to offer solutions only after having identified the factors. We use the Past Perfect Tense ("had" + past participle) to refer to the action that had taken place first.

Note that the Past Perfect Tense is usually used together with the Simple Past Tense. In some cases, however, the Past Perfect is used without the Simple Past being used with it (as when there is a time expression with "by"); e.g.

By 1100, a lot of French vocabulary had come into use in Britain. (i.e. Before the year 1100 came, a lot of French vocabulary had come into use).

## Exercise 19

**Put the verb in parentheses into the Simple Past or the Past Perfect Tense :**

1. Immediately after the Demonstrator (pass) the TOEFL and GRE, he (get) the admission.
2. After they (circumambulate) the Holy Ka'ba, the pilgrims (run) seven times between Safa and Marwah.
3. Before he (obtain) a grant, the applicant (submit) his credentials to the Financial Assistance Committee.
4. He went to the police stating with a purse that he (find) on the pavement.
5. By the end of the year they (save) two thousand riyals.
6. If there (be) a mistake, I would have told you.
7. I went to see my friend, who just (come back) from abroad.
8. He would have missed the plane if he (arrive) late at the airport.
9. There was a car by the side of the road. It (break) down and the driver was trying to repair it. So we (stop) to see if we could help.
10. I invited my friend to dinner last night but he couldn't come. He already (arrange) to do something else.

# THE PAST PERFECT CONTINUOUS TENSE

(I had been doing)

**L**ook at these sentences :

1. The relatives of the hostages had been waiting anxiously for hours when they finally caught sight of the hijacked plane.
2. By 1.00 A.M. I had been trying for hours to get through, but the international circuits to the country I was calling had been congested.

The underlined verb forms are in the Past Perfect Continuous Tense. We use this tense to denote an action which (a) continued up to a specific point in the past and then ended; or (b) continued up to, and after, a specific point in the past. We use this tense to show how long something had been happening before something else happened.

## **L**ercise 20

**A. Put the verb in parentheses into the Past Perfect Continuous :**

1. The in-patient (use) medication for fifteen days when he was discharged.
2. The ship set out on its voyage on April 1st and reached its destination on April 20th. On April 15th, the ship (sail) for two weeks.
3. The members of the expedition, who had got lost in the desert, (wait) for two days when the rescue team finally arrived.
4. By 10.30, I (wait) in the lounge for two and a half hours, and the Director still hadn't turned up.

**B. Write sentences, using the Past Perfect Continuous Tense as shown in the example below:**

Example:

We began doing our homework. After two hours the lights went out.

We ..... when .....

ANSWER:

We had been doing our homework for two hours when the lights went out.

1. Mr. and Mrs. X went to live in the Northern Province. Six months later Mr. X received a scholarship.

They ..... when .....

2. I had arranged to meet my roommate in a restaurant. I arrived and began waiting. After twenty minutes I realized that I had come to the wrong restaurant.

I ..... when .....

# REVIEW OF TENSES

## Exercise 21

Change the infinitives in parentheses into the most suitable tenses:

1. People (become) tired more quickly at high altitudes.
2. He just (take) one degree and is planning to take another.
3. While he (drive) to his office, he saw an accident.
4. We now (do) number 4 of this exercise.
5. When he (arrive), tell him there was a telephone message for him.
6. Exactly a year ago, I (take) the TOEFL.
7. When they went into the University campus, they noticed that many improvements (be) made since they were there last.
8. As I (read) that book I can tell you all you want to know.
9. Now that you have explained your reasons so clearly I (understand) them.
10. We (use) the Present Perfect Tense for past events closely connected with the present.
11. The tea (boil). I can hear it.
12. The Prime Minister (fly) to Muscat next month.
13. Get some iodine quickly. A wasp just (sting) me.
14. Iron (expand) when it is heated.

15. When they closed that school down Mr. X (teach) there for twenty-three years
16. In another ten minutes I (wait) for two hours.
17. I'm afraid I can't come. I (study) until 11.00.
18. Don't come at 10.00. We (have) a seminar then.
19. I'm sure they (not finish) the new lecture hall by next year.
20. How many essays you (write) when you've finished that one?
21. They (not be) surprised when they hear the news.
22. They (study) for only ten minutes when the unexpected guests arrived.
23. I was glad when we landed. I (sit) in that plane for fifteen hours.
24. When he finally found the place where he (park) his car, he realized that the police (take) it away.
25. No sooner the accident (happen) than a police patrol arrived.
26. After we (see) the accident, we were all depressed.
27. How long you (learn) English?
28. My parents (stay) with me this week.
29. He always (borrow) money from others; this is something I don't like about him.
30. The Professor (give) us another opportunity if we had tried harder.

# USED TO and BE USED TO

(I used to do *and* I am used to doing)

 Look at these sentences :

- A.
1. He used to smoke; now he doesn't.
  2. They used to live in small huts; now they live in houses made of concrete.
  3. That man used to suffer from rheumatism; he is in perfect health now.
- B.
1. I am used to the noise of the children. (i.e. Their noise does not bother me.)
  2. Some people are used to sleeping with the light on. (They are accustomed to that; the light does not disturb their sleep.)
  3. He is not the sort of person to eat Chinese food; he is not used to it. (i.e. He has not grown accustomed to Chinese food.)

In Group A, "*He used to smoke*" means that he was in the habit of smoking, but he has given it up now: he smoked in the past, but he does not do that any longer. Again, "*They used to live in small huts*" means that they did so only in the past; but they do not live in huts any longer. And so on for "*He used to suffer from rheumatism.*" The form "USED TO + INFINITIVE" therefore describes a past habit that holds no more for the present.

In Group B, on the other hand, "*I am used to the noise*" means "I am accustomed to the noise"; "*they are used to sleeping with the light on*" means "They are accustomed to sleeping with the light on"; and "*he is not used to Chinese food*" means "he is not accustomed to it." In other words, the form BE USED TO, followed by a NOUN, PRONOUN, or GERUND (i.e. **-ing** form) means BE ACCUSTOMED TO something. Compare the following sentences:

1. He used to drive.
2. He is used to driving in heavy traffic.

Here the first sentence means that he does not drive any more. The second sentence has another meaning: Driving in heavy traffic does not bother him at all -- because he is accustomed to it. Hence students should not confuse USED TO + INFINITIVE with BE USED TO + NOUN/PRONOUN/GERUND.

## Exercise 22

Choose the correct form of USED TO to complete each of the following sentences:

1. Santos (used to be -- is used to being) a Christian. Now he has embraced Islam.
2. Worshippers (used to turn -- are used to turning) their faces in prayer to the Holy Mosque in Jerusalem; but Muslims do not do that any more.

3. My father cannot go to sleep in a hotel that is located in a busy street. He (did not use to -- is not used to) the noise.
4. I (did not use to live -- am not used to living) with a smoker. The smoke bothers me a lot.
5. He (used to stand-- is used to standing) in queues. I wonder why he doesn't do that now.
6. He (used to stand--is used to standing) in queues. Waiting in a queue does not bother him at all.
7. We (used to fast -- are used to fasting) every Monday and Thursday. In fact, we have grown accustomed to that.
8. They (used to fast -- are used to fasting) every Monday and Thursday. Now that they are in poor health, they don't observe fasting beyond the month of Ramadan.
9. People who live in the tropical zone (used to -- are used to) excessive heat.
10. The people there (used to -- are used to) hunger, thirst, cold, and other forms of hardship and adversity.

MAY/MIGHT + SIMPLE INFINITIVE  
and MAY/MIGHT + PERFECT INFINITIVE  
(I may/might do and I may/might have done)

**S** Study the following examples:

(Situation: You are looking for Mr. X. Nobody knows for sure where he is, but you get some suggestions.)

1. Mr. X may be in his office. (i.e. Perhaps he is in his office.)
2. He might be in his office. (i.e. Perhaps he is in his office -- but this is improbable.)
3. He might be having lunch. (i.e. Perhaps he is having lunch.)
4. Ask Mr. Y. He might know. (i.e. Perhaps Mr. Y knows.)

We use may and might to say that something is possible.

Now study the following examples:

- A: I wonder why Ali didn't answer the doorbell.  
B: Well, I suppose he may have been in the bath. (i.e. Perhaps he was in the bath).  
C: He might have been praying. (i.e. Perhaps he was praying.)
- A: I can't find my bag anywhere:  
B: You might have left it in the shop. (i.e. Perhaps you left it in the shop.)

We use the construction "MAY/MIGHT + PERFECT INFINITIVE" to express a past possibility (but we do not know for sure). There is no important difference between MAY and MIGHT. "Might" expresses a smaller degree of possibility than does "may".

## Exercise 23

**A. Study the following situations and add a comment, using MAY/MIGHT followed by the correct form of infinitive:**

EXAMPLE: I don't know whether Mr. Brown is in his office or not.

ANSWER: Mr. Brown may/might be in his office.

EXAMPLE: I don't know whether Mr. Brown was in his office or not.

ANSWER: Mr. Brown may/might have been in his office.

1. I don't know whether Mr. X is busy or not.
2. I don't know whether Mr. X was embarrassed or not.
3. I don't know whether Ali passed all his exams or not.
4. I don't know whether the results were declared yesterday or not.
5. I don't know whether my neighbour paid the telephone bill for me or not.

**B. Complete the following sentences by using MAY, followed by the Perfect Infinitive of the verb given in parentheses:**

1. If the book isn't on the reference shelf, someone (borrow) it.
2. If he isn't on this plane, he (decide) not to come after all.
3. I (tell) you this story before. Stop me if I have.
4. Let's go out in about half an hour's time. The rain (stop) by then.
5. Abha (call) the Bride of the South. I really don't know. (Use the passive form here.)

## COULD + SIMPLE INFINITIVE

and

## COULD + PERFECT INFINITIVE

(I could do *and* I could have done)

 **Look at these examples:**

1. What we have seen **could be** a UFO, but it looks like a plane.  
(i.e. There is the weak possibility that what we have seen is a UFO.)
2. One of the prisoners escaped; he **could be** anywhere by now.  
(i.e. He may be anywhere by now.)

We use **COULD** + **SIMPLE INFINITIVE** to indicate **what is possible or likely.**

**COULD** is here similar to **MAY**. But with **COULD** the possibility is smaller.

**Now study the following examples:**

(Situation: Mr. Brown didn't know there was going to be a sale. He had bought a lot of clothes the week before. When he found out about the sale, he was disappointed and he thought about the things he could have done.)

1. Mr. Brown said to himself, "I **could have waited** another week."
2. Mr. Brown **could have saved** a lot of money.

The past of **COULD (DO)** is **COULD HAVE (DONE)**. We use **COULD HAVE (DONE)** to say that we had the ability or the opportunity to do something but we did **not** do it.

## Exercise 24

**Complete the following sentences, using COULD followed by the correct form of infinitive:**

1. Who knows? A dream (come) true some day.
2. There (be) another rise in prices in Europe soon.
3. He was lucky when he fell off the ladder. He (hurt) himself.
4. The coat Mr. X bought was S.R. 300. He (buy) it on sale for S.R. 240. (But he didn't know there was going to be a sale.)
5. If Mr. Brown had bought the clothes on sale at 30 percent off, he (save) S.R. 120.
6. Why didn't you apply for the job? You (get) it.
7. I (lend) you the money. Why didn't you ask me?
8. The money has disappeared! Who (take) it?
9. This boy is only twelve years old; I suppose he has not learnt five languages. He (not acquire) so many languages at such an age.
10. Most of the students have passed the exam and done very well on it. The exam (not be) difficult.

## MUST + SIMPLE INFINITIVE

and

## MUST + PERFECT INFINITIVE

(He must be *and* He must have been)

**Study the following examples:**

1. You've been travelling all day. You **must be** tired. (i.e. I am sure that you are tired.)
2. I hear that your examinations are next week. You **must be studying** very hard at the moment. (i.e. I am sure that you are studying....)

We use MUST + SIMPLE INFINITIVE to say we are **sure that something is true.**

**Now study the following examples:**

1. (When Mr. X got home from the sale, he discovered that his keys were missing. He thought about them all evening.)  
He finally decided that he **must have left** the keys on the counter of the Men's Wear Store.
2. The phone rang but I didn't hear it. I **must have been** fast asleep.

For the past we use MUST + PERFECT INFINITIVE.

## Exercise 25

Complete the following sentences, using MUST followed by the correct form of infinitive.

1. It's 6.00. The Jeddah - Abha plane was due to leave at 5.30.  
So my brother-in-law (be) on his way to Abha by now.
2. Our neighbours told us they would soon leave for Makkah.  
Nobody is answering the phone, and their car is not outside  
their house. They (leave) for Makkah.
3. When Mr. X went to New York, he had quite a lot of money.  
It's been only two days since he arrived in New York, and yet  
he is now borrowing money. He's rather careless.  
He (lose) his money.
4. Ahmad has been appointed as a Demonstrator at the  
Department. He (make) a good impression.
5. Nabeel promised to telephone. I wonder why he hasn't.  
He (forget).
6. You look pleased. You (have) some good news.
7. There is nobody here by that name. You (call) the  
wrong number.
8. My friend is very punctual. He was expected to attend  
yesterday's meeting, but he failed to.  
He (detain) by some accident. (Use the Passive Voice here.)

## NEEDN'T + SIMPLE INFINITIVE

and

## NEEDN'T + PERFECT INFINITIVE

(I needn't do *and* I needn't have done)

### Look at these examples:

1. He needn't go there in person. (i.e. He doesn't have to go there....)
2. He doesn't need to go there in person. (i.e. He doesn't have to go . . . .)

We use NEEDN'T + SIMPLE INFINITIVE (or DON'T/DOESN'T NEED TO + SIMPLE INFINITIVE) to express **absence of necessity** for fulfilling an action at the **present**.

### Now look at these examples:

1. Mr. X went out and took an umbrella with him because he thought it was going to rain. But it didn't rain.

He needn't have taken an umbrella with him. (i.e. He took an umbrella, but it wasn't necessary.)

2. Mr. Y had no money, so he sold his car. A few days later he received a cheque from his father.

Mr. Y needn't have sold his car. ( i.e. He sold his car, but it wasn't necessary.)

We use NEEDN'T + PERFECT INFINITIVE to express **absence of necessity** for having done something in the **past**; that is, to refer to an action that was (or has been) done unnecessarily.

## Exercise 26

**Complete the following sentences, using NEEDN'T followed by the correct form of the infinitive given in parentheses:**

1. You've got plenty of time. You (hurry).
2. You (write) such a long essay. The teacher only asked for 300 words, and you have written 600.
3. You (water) the flowers, for it is going to rain. You wasted your time.
4. A: Do you want me to wait for you?  
B: No, it's okay. You (wait).
5. My colleague bought the *Advanced Learner's Dictionary* last week. Yesterday, a friend of his brought him a copy of the same dictionary as a present.  
  
My colleague (buy) the dictionary.
6. My next door neighbour has moved into a very large house, though he has a small family. He (move) into such a large house.

## SHOULD + SIMPLE INFINITIVE

and

## SHOULD + PERFECT INFINITIVE

(I should do *and* I should have done)

**Look at these examples:**

1. You **should pay** your debts. (You *ought to pay* your debts; it is your **duty** to pay them.)
2. You **should eat** more fruit. (You *ought to eat* more fruit; it **would be advisable** for you to eat more fruit).

We use SHOULD + SIMPLE INFINITIVE to express **duty** and to indicate what is **advisable**. "Should" + the Simple Infinitive has a present or future meaning. SHOULD is less forceful than MUST or HAVE TO because no authority is involved.

**Now look at these examples:**

1. Why were you absent yesterday? You **should have attended** the lectures. (You *did not* attend the lectures. You *ought to have* attended them.)
2. We got to the lecture hall too late, and so there were no seats left.  
We **should have gone** earlier. (i.e. We didn't go early enough. We ought to have gone earlier.)

We use SHOULD + PERFECT INFINITIVE to express a past unfulfilled duty or to express an advisable action that was not performed.

## **Exercise 27**

**Complete the following sentences, using SHOULD/SHOULDN'T followed by the correct form of the infinitive given in parentheses.**

1. The Muslim governments (ban) all alcoholic beverages.
2. The patient exceeded the prescribed dose, and so he developed skin rash. He (not exceed) the prescribed dose.
3. This meat isn't well done. You (cook) it longer.
4. We'll miss the bus. We (leave) earlier.
5. The accident was his fault. He (not drive) so quickly.
6. You (ask) the permission of the Dean before you did that.
7. We didn't bring a map with us; that's why we are lost now. We (bring) a map.
8. He wasted his time watching TV and playing football instead of preparing for the quiz; that's why he did very badly on it. He (not waste) his time.



7. He ought to do it.

(a) He did it because it was necessary.

(b) He would be wise to do it.

(c) He didn't do it.

8. He used to do it.

(a) He is accustomed to doing it.

(b) He did it in the past, but not now.

(c) He liked it.

9. He is used to it.

(a) He is accustomed to it.

(b) He did it in the past, but not now.

(c) He was accustomed to it.

10. He had to do it.

(a) He did it, because it is necessary to do so.

(b) It was necessary to do it, but he didn't

(c) We don't know whether he did it or not.

11. He is to do it.

(a) It has been arranged that he will do it.

(b) He likes it.

(c) He is in the habit of doing it.

12. He must not do it.

(a) It is not necessary for him to do it.

(b) It is necessary for him not to do it.

(c) It has not been arranged that he will do it.

13. He can't have done it. (a) It is impossible for him to do it.  
(b) It is very unlikely that he did it.  
(c) He shouldn't have done it.
14. He had better do it. (a) He had to do it better.  
(b) He was to do it better.  
(c) It would be advisable for him to do it.
15. He could do it. (a) There is the possibility that he will do it.  
(b) Perhaps he did it.  
(c) He could have done it.
16. He could have done it. (a) He had the ability or the opportunity to do it, but he did not do so.  
(b) He did it.  
(c) He may do it.
17. He must be busy. (a) I'm sure that he is busy.  
(b) He has to be busy.  
(c) I'm sure that he was busy.
18. He must have been busy. (a) I'm sure he is busy.  
(b) I'm sure he was busy.  
(c) It is necessary that he should be busy.

19. He doesn't need to do it (a) He doesn't have to do it.  
(b) He needn't have done it.  
(c) He oughtn't to have done it.
20. You may do it. (a) You had better do it.  
(b) You are permitted to do it.  
(c) You might have done it.

# CONDITIONAL SENTENCES

(If I do/did/had done)

**L**ook at these examples:

1. If my colleague studies hard, he will get very high marks.
2. If my colleague studied hard, he would get very high marks.
3. If my colleague had studied hard, he would have got very high marks.

**Sentence 1** suggests that it is quite **probable** for my colleague to study hard; it is therefore probable that he will get very high marks in the future. Note that in this type of conditional sentence the verb in the IF-clause ("studies") is in the present tense; the verb in the main clause ("will get") is in the future. (We can also use "may" or "can" instead of "will".)

**Sentence 2** suggests that my colleague is not the sort of person to study hard. It is **improbable** that he will study hard, and therefore it is unlikely that he will get very high marks. Note that in this type of conditional sentence the verb in the IF-clause ("studied") is in the simple past tense; the verb in the main clause ("would get") is in the conditional tense. But this sentence, like Sentence 1, refers to the present or future (i.e. if my colleague studied hard now or in the future, he would get....) The past tense form "studied" is **not** a true past tense; it only indicates improbability, unreality, a hypothetical situation, something that we imagine.

**Sentence 3** implies that my colleague **did not study hard**, and so he did not get very high marks. This type of conditional sentence refers only to the past; therefore, the condition cannot be fulfilled now. Some grammarians call this type the **impossible** condition. Note that the verb in the IF-clause ("had studied") is in the past perfect tense; the verb in the main clause ("would have got") is in the perfect conditional.

## Exercise 29

### A. Complete the the following sentences:

1. They will pass their examinations only if they .....
2. If he listens more carefully, he .....
3. If the weather is fine, we .....
4. Will you take part in the seminar if you .....?
5. We will not go out on a picnic unless .....

### B. Study the situation in each of the following items; then complete the sentence by putting the verbs in parentheses into the appropriate forms:

EXAMPLE: He is not rich, so he cannot afford to buy a luxurious house.

If he (be) rich, he (buy) a luxurious house.

ANSWER: If he were rich, he would buy a luxurious house.

1. The earth is larger than the moon; its gravitational pull is therefore greater than that of the moon.

If the moon (be) larger than the earth, its gravitational pull (be) greater than that of the earth.

2. I do not speak several languages, so I cannot communicate with foreigners from different nationalities.

If I (speak) several languages, I (communicate) with foreigners more efficiently.

3. This exercise is easy, so everyone will get the correct answer.  
If this exercise (be) difficult, not everyone (get) the correct answer.

4. Since I know the meaning of the word, I don't have to look it up.  
If I (not know) the meaning of the word, I (have) to look it up.

5. Our teacher explains things clearly, so we understand his lectures.

If he (not explain) things clearly, we (not understand) his lectures.

**C. Study the situation in each of the following items; then complete the sentence by putting the verbs in parentheses into the appropriate forms;**

EXAMPLE: I didn't know his address in Jordan; that's why I didn't send him a postcard yesterday.

If I had known his address in Jordan, I would have sent him a postcard yesterday.

ANSWER: If I had known his address in Jordan, I would have sent him a postcard yesterday.

(OR: Had I known his address in Jordan, I would have sent him....)

1. The patient didn't take the medicine as prescribed by the physician; that's why he didn't feel much better.

If the patient (take) the medicine as prescribed, he (feel) much better.

2. The fire brigade arrived a quarter of an hour late; therefore the fire extended to the neighbouring stores.

If the fire brigade (arrive) a quarter of an hour earlier, the fire (not extend) to the neighbouring stores.

3. I didn't visit you last week as I didn't know you were ill.  
I (visit) you last week if I (know) you were not feeling well.
4. As you got up late this morning, you missed the Dawn Prayer.  
If you (get) up earlier this morning, you (not miss) the Dawn Prayer.
5. He had a bad education; that is why he behaved so impolitely.  
If he (have) a good education, he never (behave) like that.

**D. Study the situation in each of the following items; then complete the sentence by putting the verbs in parentheses into the appropriate forms;**

1. Some lecturers do not speak loudly enough; that is why not all the audience can hear.  
If lecturers (speak) loudly, all the audience (hear).
2. As you didn't explain your problem to me, I wasn't able to help you.  
If you (explain) your problem to me, I (be) able to help you.
3. It is probable that the rain will stop soon. In that case, we will go out on an excursion.  
If the rain (stop), we .....
4. First-year students may or may not attend lectures regularly; therefore, they may or may not pass their exams.  
Unless first-year students (attend) lectures regularly, they (not pass) their exams.

5. The policeman fortunately showed us the way; therefore, we didn't find difficulty in reaching our destination.

If the policeman (not show) us the way, we (find) difficulty in getting to our destination.

6. That man does not take much exercise, and so he gets fatter and fatter.

If he (take) more exercise, he (not get) so fat.

7. They do not study phonetics; they (understand) phonetic symbols.

If they (study) phonetics, they (understand) phonetic symbols.

8. Nabeel did not put in a lot of effort last semester; that's why he did badly on the exam.

If Nabeel (put in) a lot of effort last semester, he (do) well on the exam.

9. He doesn't listen very carefully; that is why his pronunciation errors are so many.

If he (listen) more attentively, his pronunciation errors (be) fewer.

10. Those students who did not regularly attend lectures failed the exam.

If students (attend) lectures regularly, they (not fail) the exam; they (succeed).

## THE PASSIVE VOICE (1)

(I have done something/Something has been done)

**L**ook at these sentences:

1. The government **has established** a number of modern hospitals in the Kingdom.
2. A number of modern hospitals **have been established** (by the government) in the Kingdom.

**Sentence 1** has the same meaning as that of Sentence 2. However, in Sentence 1 the emphasis is on the **doer of the action** (namely, "the government"); in Sentence 2, the emphasis is either on the **action** itself (the establishing of hospitals) or on the **object** (namely, "a number of modern hospitals"). Sentence 1 is in the Active Voice; Sentence 2, in the Passive Voice.

**In changing an active sentence into the passive, we do the following:**

- (a) We start the passive sentence with the object of the active sentence.
- (b). We supply the form of BE that matches the tense of the verb in the active sentence. Thus if the verb is in the present perfect tense, for example, we use "has/have been".  
(See p. 57.)
- (c) We supply the past participle of the verb (after the form of BE).

(d) We use "by", followed by the subject of the active sentence.

Note however that when the subject is vague or unimportant, or when we do not want to mention it, we omit it; e.g.

ACTIVE: Somebody has broken the window.

PASSIVE: The window has been broken. (NOT: The window has been broken by somebody.)

ACTIVE: I have already offered the post to another applicant.

PASSIVE: Another applicant has already been offered the post.  
(Here, the passive form is preferred to the active one; the speaker does not want to mention the doer of the action.)

ACTIVE: The airport authorities have cancelled all flights owing to fog.

PASSIVE: All flights have been cancelled owing to fog.  
(Here, the passive form is preferred to the active one because it is unimportant to mention the doer of the action.)

# TABLE SHOWING ACTIVE AND PASSIVE FORMS (Of the Verb "Observe" as an Example)

## Active Verb Forms

## Passive Verb Forms

	<u>BE</u>	<u>P.P.</u>
has observed (or have observed)	has/have been	observed
had observed	had been	observed
observe (or observes)	am/is/are	observed
observed	was/were	observed
shall/will observe	shall/will be	observed
should/would observe	should/would be	observed
am/is/are observing	am/is/are being	observed
was/were observing	was/were being	observed
shall/will have observed	shall/will have been	observed
should/would have observed	should/would have been	observed
am/is/are going to observe	am/is/are going to be	observed
can/could observe	can/could be	observed
may/might observe	may/might be	observed
must observe	must be	observed

**There are verbs that can take two objects, an indirect object and a direct one; e.g.**

give    ask    deny    call    show    bring    fetch  
offer    tell    refuse    appoint    get    sell    promise  
pay    order    recommend    lend    write    buy    teach  
make

If a sentence containing two objects is changed into the Passive, either the indirect object (which stands for a person) or the direct object (which usually stands for a thing) may become the subject--though it is perhaps more usual to make the personal object the subject of the Passive Voice; e.g.

**ACTIVE:** They awarded the Muslim scholar the International King Faisal Prize in 1411 H.

**PASSIVE:** The Muslim scholar was awarded the International King Faisal Prize in 1411 H. (More usual)

**OR**

The International King Faisal Prize was awarded (to) the Muslim scholar in 1411 H.

## **8** Exercise 30

### **Change the following sentences into the Passive Voice:**

1. The police kept the man in custody last Thursday.
2. Fire destroyed much of London in the seventh century.
3. They will evict the tenant for not paying his rent.
4. The teach Contrastive & Applied Linguistics in the third year.
5. You must hand in the essays this time next Wednesday.
6. The demonstrator was administering the make-up exam when the Vice-Dean passed by.
7. My colleague is running off a few extra copies of the document.
8. I have xeroxed three copies of the testimonial.
9. Time is up; you must turn in your papers now.
10. One may apply for an entry or an exit visa on weekdays only.
11. Raise this question in the next meeting, please.  
(Begin with "Let....").
12. They will deduct some money as commission.

## Exercise 31

**Change the following sentences into the Passive Voice. Where the verb has two objects, begin with the indirect object (i.e. that which stands for a person).**

1. The consular authorities have refused Mr. X a visa.
2. Didn't the man give the waiter a tip?
3. Somebody saw the man breaking into the apartment last night.
4. Somebody saw the burglar break into the apartment last night.
5. The Ministry of Interior has refused the hijackers entry to the country.
6. By next year the government will have established more and more Primary Care Units.
7. When a blackmailer threatened him, he immediately phoned the police.
8. If the patient had taken the aspirin tablets on an empty stomach, he would have complained of heartburn.
9. The Association is going to fill the vacancy soon.
10. You ought to have made all the necessary arrangements before.

## **Exercise 32**

**Change the following sentences from Passive into Active:**

1. A number of highways have been built by the construction company.
2. The application forms have been submitted to the Registrar by the candidates.
3. Health is not valued till sickness comes. (An English proverb)
4. The police were not notified of the accident last night.

## THE PASSIVE VOICE (2)

(They think that he is. . . / He is thought to be . . . )

**Look at these examples:**

1. ACTIVE: They **believe** that the man **is** innocent.  
PASSIVE: The man is believed **to be** innocent.
2. ACTIVE: They **presumed** that the candidate **was** eligible for admission.  
PASSIVE: The candidate was presumed **to be** eligible for admission.
3. ACTIVE: They **think** that the candidate **was/has been** eligible for the post.  
PASSIVE: The candidate is thought **to have been** eligible for the post.

In each of the above complex sentences there is a main clause (e.g. "They believe"), followed by a noun clause introduced by "that" (e.g. "that the man is innocent"). The verb in the main clause is one of the verbs in the following list: "believe," "presume," "think," "say," "consider," "prove," "understand," "expect," "report," "claim," "allege," "admit," etc.

In changing such active sentences as "They believe that...." into the Passive, we follow these steps:

- (a) We begin with the subject of the noun clause (e.g. "the man," "the candidate," etc.) as the subject of the passive sentence.
- (b) We change the active verb of the main clause (e.g. "believe," "presumed," etc.) into the passive form.
- (c) Then we supply the *simple* or *perfect infinitive* of the verb in the noun clause as follows:

1. We choose the simple infinitive (e.g. "to be") if the time reference of the verb in the main clause is the *same* as that of the verb in the noun clause (e.g. simple present + simple present; simple past + simple past).
2. We choose the perfect infinitive (e.g. "to have been") if the time reference of the verb in the noun clause is *earlier* than that of the verb in the main clause (e.g. simple present + simple past; simple present + present perfect).

### Exercise 33

Change the following sentences into the Passive Voice, beginning with the underlined word(s) and making sure that you supply the appropriate infinitive (simple or perfect) of the verb in the noun clause:

1. People believe that the official is highly scrupulous.
2. They say that he is an honest, hard-working man.
3. They consider that this surgeon is a brilliant practitioner.
4. The medical journal claims that the drug produced no undesirable side-effects.
5. An official spokesman admitted that the information had been obtained from unreliable sources.
6. The Staff members think that the Dean has acted with firmness and wisdom.
7. The medical journal claims that the drug produces no undesirable side-effects.

**THE CAUSATIVE USE OF**  
**“HAVE” (or “GET”)**  
(Have something done)

**Look at these examples:**

1. (a) the mechanic serviced Ahmad's car.  
(b) Ahmad **had his car serviced** (by the mechanic) last week.  
(i.e. Ahmad **got the mechanic to service his car**; he didn't service it himself.)
  
2. (a) The laundry man cleaned Ali's coat and thobe.  
(b) Ali **had (or got) his coat and thobe cleaned**.  
(i.e. Ali didn't clean his coat and thobe himself; he took them to the laundry.)

When we get someone to do something for us, we use “have” (or “get”) causatively in the following pattern:

**HAVE/GET + SOMETHING + DONE (BY SOMEONE)**

The agent of the passive form (i.e. “by someone”) is usually omitted if it is vague (i.e. someone, them, him) or if it is understood through the meaning of the sentence.

## Exercise 34

**A. Answer the following question in the negative, using HAVE causatively:**

EXAMPLE: "Did they paint the house themselves?" "No, they had it painted."

1. "Did you tune up the engine yourself?" "No, I....."
2. "Did the patient stop a tooth himself?" "No, he ....."
3. "Did you check the tyre pressure yourself?" "No, I....."
4. "Did your brother vaccinate the children himself?" "No, he ....."

**B. Make sentences, using the words in parentheses as shown in the example:**

EXAMPLE: (Ali/a telephone/install/in his flat/last Thursday)

ANSWER: Ali had a telephone installed in his flat last Thursday.

1. (they/the house/paint/at the moment)
2. (I/hair/cut/yesterday)
3. (my father/blood pressure/check)
4. (a charitable institution/mosque/build/in the neighbourhood)

**C. Now complete these sentences, using HAVE causatively as shown in the example.** (Here, HAVE SOMETHING DONE does not mean "get someone to do something." It has the meaning "something unpleasant happened to someone".)

EXAMPLE: While Mr. X was riding a horse, he fell off and (leg/break).

ANSWER: While Mr. X was riding a horse, he fell off and had his leg broken.

1. While Nabeel was on holiday, (he/all his money/steal).
2. While Nabeel was away on holiday, (he/his house/burgle).
3. Because Mr. X drove carelessly, (he/his driving license/endorse).
4. Poor Mr. Y! (he/his shoulder/dislodge/in the accident).

# REPORTED SPEECH

S study the following examples :

## A. Imperatives

DIRECT SPEECH: (BURSAR to STUDENT):  
"Sign your name here, please!"

REPORTED SPEECH: The bursar told the student to sign his name there.

DIRECT SPEECH: (TEACHER to STUDENT):  
"Don't be late again!"

REPORTED SPEECH: The teacher told the student not to be late again.

## B. Statements

DIRECT SPEECH: "I can't remember where I've put the file."

REPORTED SPEECH: 1. He **says** (that) he can't remember where he's put the file.

2. He **said** (that) he couldn't remember where he'd put the file.

## C. WH-Questions

DIRECT SPEECH: "Where can I register as a standby passenger?"

REPORTED SPEECH: 1. He **asks** where he can register as a standby passenger.

2. He **asked** where he could register as a standby passenger.

#### D. Yes-No Questions

DIRECT SPEECH: "Are there any seats still available?"

REPORTED SPEECH: 1. He **asks** if there are any seats still available.  
2. He **asked** if there were any seats still available.

#### E. Suggestions

DIRECT SPEECH: "Let's go on an excursion to the seaside, shall we?"

REPORTED SPEECH: My friends suggested going to the seaside.

In changing a direct **imperative** or **request** into reported speech, we use an appropriate reporting verb like "tell," "ask," "order," "warn," "command," etc. We also use the infinitive of the verb + "to" for reporting positive commands or requests; we use "not to" + the infinitive for reporting negative imperatives or requests.

In changing a direct **statement** into reported speech, we use an appropriate reporting verb. Following is a list of reporting verbs commonly used in reporting statements:

say	answer	continue	agree
tell	reply	declare	complain
explain	add	state	suggest
claim	announce	promise	shout
admit	conclude	insist	exclaim

Perhaps the two verbs most commonly used are "say" and "tell".

In changing a direct **question** into an indirect (reported) one, we use a reporting verb like "ask," "inquire," and "want to know". It is important to note that the word order of a direct question differs from that of an indirect or a reported one. A direct question shows inversion of subject and verb; an indirect question shows no inversion. Again, in reporting a yes-no question, we use "if" or "whether".

The tense of the reporting verb is important in determining whether or not the tense of the original speech must be changed. When the tense of the reporting verb is PRESENT, or FUTURE, there is no change of tense in the reported speech. However, if the tense of the reporting verb is PAST or PAST PERFECT, a change of is usual in reported speech. The following examples illustrate when the tenses of the direct speech remain unchanged and when they have to be changed in reported speech.

A. REPORTED SPEECH WITH THE REPORTING VERB IN THE PRESENT (OR FUTURE) :

Direct Speech

Reported Speech

He says, "*They have finished it*"

He says (that) they have finished it.

Note that the Present Perfect "have finished" has remained unchanged.

He has said, "*They live in Abha.*"

He has said (that) they live in Abha.

Note that the Simple Present "live" has remained unchanged.

He will say, "*It is legitimate.*"

He will say (that) it is legitimate.

Note that the Simple Present "is" has remained unchanged.

He asks, "*When did the accident happen?*"

He asks when the accident happened.

Note that the Simple Past in the Direct Speech has remained Simple Past in the Reported Speech.

In all the above examples, the tense of the Direct Speech has remained unchanged in the Reported Speech. This is because the reporting verb ("says," "has said," "will say," "asks") is in the Present or Future.

**B. REPORTED SPEECH WITH THE REPORTING VERB IN THE PAST :**

**Direct Speech**

He said, "*They have finished it.*"

He had said, "*They live in Abha.*"

He asked, "*When did the accident happen?*"

He said to me, "*How long have you been waiting?*"

**Reported Speech**

He said (that) they had finished it.

Note that the Present Perfect "have finished" has changed into the Past Perfect "had finished".

He had said (that)) they lived in Abha.

Note that the Simple Present "live" has changed into the Simple Past "lived".

He asked when the accident (had) happened.

Note that the Simple Past "did . . . happen" often changes into the Past Perfect "had happened".

He asked me how long I had been waiting. Note that the Present Perfect Continuous has changed into the Past Perfect Continuous.

He said, *"I'm not feeling very well."*

He told me (that) he wasn't feeling very well.

Note that Present Continuous has changed into the Past Continuous.

He said, *"There will be economic problems later on."*

He stated that there would be economic problems later on.

Note that the Future "will be" has changed into the Conditional "would be".

He said, *"They had performed Pilgrimage before."*

He said that they had performed Pilgrimage before.

Note that the Past Perfect "had performed" has remained unchanged.

In the above examples (except the last one), the tense of the Direct Speech has changed in the Reported Speech. This is because the reporting verb ("said," "had said," "asked," "told," "stated") is in the Past. Following is a list of tense changes when the reporting verb is in the Past:

### Direct Speech

Simple Present  
Present Continuous  
Present Perfect  
Present Perfect Continuous  
Future  
Future Continuous  
Simple Past  
Past Perfect

### Reported Speech

Simple Past  
Past Continuous  
Past Perfect  
Past Perfect Continuous  
Conditional  
Conditional Continuous  
Past Perfect (in written English)  
Past Perfect (no change)

*Pronouns* may need to be changed according to the context. Thus “you”, for example, may have to be changed into “I/me,” “we/us,” “they/them,” etc. — depending on the relation between the person reporting the speech and the person being addressed as “you” in the Direct Speech.

*Adverbials* may or may not change according to the situation. For example, “here” may either remain unchanged (if the speech is reported in the same place) or be changed into “there” (if the speech is reported in a place different from that referred to in the original speech).

Concerning *adverbials of time*, “today,” “yesterday,” and “tomorrow” remain *unchanged* if the speech is reported on the *same* day as that on which it was originally said. If, on the other hand, the speech is reported on a different day, there will be changes. If the speech is reported one day later, “today,” “tomorrow,” and “yesterday” become “yesterday,” “today,” and “the day before yesterday,” respectively. If the speech is reported *several days later*, there will be changes as follows:

#### Direct Speech

today

tomorrow

yesterday

#### Reported Speech

that day

the next day (or the following day)

the day before

### Exercise 35

A. Change the following direct statements into Reported Speech, using an appropriate reporting verb in the Present:

1. (ALI): “My nephew has been working on his doctoral dissertation since his proposal was approved.”
2. (OMAR): “I was travelling on the Underground when I ran into an old schoolfriend of mine.”

3. (SAMI): "I've never been abroad."
4. (AMER): "I arrived on Friday and found the dormitory closed."
5. (BAKR): "After they had finished circumambulating the Holy Ka'ba, they offered a two-rak`a prayer."

B. Do Exercise 35/A again, using a reporting verb in the Past.



### Exercise 36

A. Change the following direct questions into Reported Speech, beginning with "He is asking....":

1. When is the plane scheduled to land?
2. When does the next flight leave for Damascus?
3. Where is the international departure lounge?
4. What is the gate number for the next flight to Algiers?
5. Who is in charge of excess baggage?

B. Change the following direct questions into Reported Speech, beginning with "My colleague wanted to know....":

1. What elective courses are you going to take this semester?
2. What is the deadline for turning in our essays?
3. How many chapters have you covered so far?
4. What topics did the professor discuss yesterday? (Assume that the sentence was reported several days later).
5. Who can I address this petition to?

## **Exercise 37**

A. Change the following direct questions into Reported Speech, beginning with "He wonders if....":

1. Do I have to use this medication for a long time?
2. Does the cardiologist have a clinic on Thursday?
3. Is it time for vaccinating the baby?
4. Do you have a file at Asir Central Hospital?
5. Have you made an appointment with the orthopedist?

B. Do Exercise 37/A again, using a reporting verb in the past.

## **Exercise 38**

A. Put the following imperatives into Reported Speech :

1. Take three tablespoonfuls of this syrup a day!
2. Do not eat too much fat!
3. See the O.P.D. for the next appointment!
4. Follow the instructions carefully!
5. Do not exceed the recommended dose!

B. Report the following suggestions, using the verb SUGGEST followed by THAT... SHOULD (or by an -ing form) :

1. Why don't you bring up the subject now?
2. What about nominating Mr. X for the Extracurricular Activities Committee?
3. Well, how about meeting on Thursday afternoon instead?
4. Why not audit the course, then?
5. Let's call for the doctor!

# RELATIVE CLAUSES

**S** Study the following example :

(a) I know the tenant.

(b) He lives in that apartment.

In the above sentences, both “the tenant” and “He” refer to the same person. We can joint the two sentences by saying:

(c) I know the tenant who lives in that apartment.

In Sentence (c), we call “who” a Relative Pronoun.

The following words are used as Relative Pronouns:

WHO                      WHOM                      WHICH                      WHAT                      WHOSE

**WHO** is used for persons, when it is the Subject of the verb in the Relative Clause.

Example: Where are the students who are majoring in Accounting? (Here, WHO is the Subject of the verb “are majoring” in the Relative Clause.)

**WHOM** is used for persons when the word is the Object of the verb or the preposition in the Relative Clause.

Example: This is Professor X, whom you will be interested to know. (Here, WHOM is the object of the verb “will be interested to know”.)

Example: Here is your adviser, with whom you will be working. (In this sentence, WHOM is the Object of the preposition “with”.)

**WHICH** is used for anything except persons.

Example: The researcher has found the reference book which provides authentic data. (Here, WHICH functions as the Subject of the verb “provides”.)

Example: The researcher found the reference book which he was looking for.

N.B.: When WHICH is used as an interrogative — not a relative — pronoun, it can refer either to things or persons; e.g. Which of these undergraduate studente students are expected to graduate this year?

**THAT** is used for either things or persons. In conversational style, "That" is perhaps more common than "who" or "which". "That" is also preferred after any of the following words (or their compounds), as well as after superlatives:

ONLY MUCH FEW LITTLE NONE NO ALL SOME ANY

Examples: I will lend you the few riyals that I still have.

(Here, "that" is preferred to "which", as it occurs after "few".)

This is something that I cannot put up with.

This is the most intelligent person that I have ever met. (Here, "that" is preferred to "who(m)", as it occurs after a superlative.)

The researcher has found the book that provides authentic data (Here, "that" functions as Subject; therefore it is interchangeable with "which").

I know the tenant that lives in the apartment over there. (Here, "that" functions as Subject; therefore it is interchangeable with "who").

The researcher found the reference book that he was looking for (Here, "that" functions as Object of the preposition "for". It can be replaced by "which" or be just omitted.)

This is the lecturer that I told you about. (Here, "that" functions as Object again; therefore it can be replaced by "who(m)" or be just omitted)

It is important to note that when the relative pronoun "that" (or "which", "who", or "whom") is used as Object, it may be omitted, especially in spoken English; e.g.

The researcher found the reference book that / which he was looking for.

OR:

The researcher found the reference book he was looking for.

This is the lecturer that/who/whom I told you about.

OR:

This is the lecturer I told you about.

When the relative pronoun is omitted (as in the above examples), we have what is called a contact relative clause (e.g. "he was looking for"). Contact clauses are very common in English speech.

**WHOSE** is the Possessive relative pronoun. It is normally used for persons; e.g.

This is the orphan whose property has been entrusted to his paternal uncle.

For things, however, **OF WHICH** is usually used instead of "whose"; e.g.

This is the book the introduction of which is rather lengthy. (NOT: "This is the book whose introduction is rather lengthy.")

### **Exercise 39**

**Replace the relative pronoun "that" by either WHO or WHICH:**

1. The E.N.T. specialist that is on call today is Dr. Saleh.
2. The sophisticated equipment that he uses is excellent for surgical operations.
3. The visiting professor that will be teaching Principles of Statistics is in the Dean's office now.

4. The make-up students that took the Arabic Language examination were very few in number.
5. A drug-pusher is a person that persuades young people to begin taking drugs, so that he can sell the drugs at high prices to them when they become addicts.
6. One of the chief things that a computer can do is to save time, money, and man-power.
7. There is still a great deal of work that has to be done before the building is ready for occupation.
8. This is the most interesting story that I have ever heard.
9. The plane that was carrying 27 passengers crashed into the sea yesterday.
10. The occasion that we have been looking forward to has finally come.

### Exercise 40

In Exercise 39 there are a few sentences where the relative pronoun may be omitted (as it stands for the Object). Pick out these sentences, underlining the contact clauses.

### Exercise 41

Study the following pairs of sentences, indicating which sentence in each pair, (a) or (b), is relatively more commonly used in spoken English (or is less formal):

1. (a) Mr. X is the typist whom the manager himself chose.  
(b) Mr. X is the typist who the manager himself chose.
2. (a) The man with whom we had a talk is one of our acquaintances.  
(b) The man whom we had a talk with is one of our acquaintances.

3. (a) The man whom we had a talk with is one of our acquaintances.  
(b) The man who we had a talk with is one of our acquaintances.
4. (a) The man whom we had a talk with is one of our acquaintances.  
(b) The man we had a talk with is one of our acquaintances.
5. (a) All the history majors that have obtained a Cumulative Average of 90% or above are to report to the Office of Examinations.  
(b) All the history majors who have obtained a Cumulative Average of 90% or above are to report to the Office of Examinations.

### **Exercise 42**

**Combine each pair of sentences, using a “non-defining” relative clause (i.e. an “extra information” relative clause, set off by a comma or commas from the main clause:**

**EXAMPLE:** Ali is an assiduous student. He has passed all his exams.

**ANSWER:** Ali, who is an assiduous student, has passed all his exams.

1. Mr. X is being operated on now. He was admitted two days ago.
2. Al-Sooda is an exquisite summer resort in the mountainous area of 'Asir. It has a cool, refreshing climate with fascinating landscape.
3. I talked to Mr. Y. He is in charge of the academic institution.
4. The Islamic University of Imam Muhammad Ibn Saud has several branches. It is the first university established in the Kingdom.

5. Prayer is one of the five pillars of Islam. It is ordained by Allah the Almighty.
6. The chief of police takes care of public safety. His work is very important.
7. Abu-Bakr was the first rightly-guided Caliph. He was the first man to believe in the sublime mission of Prophet Muhammad (PBUH).

### Exercise 43

Combine each pair of sentences, using the appropriate relative pronoun WHO, WHICH, WHOM, THAT, WHOSE, or OF WHICH. If the relative pronoun can be omitted, enclose it between parentheses.

EXAMPLE: Is that the man? You spoke to him yesterday.

ANSWER: Is that the man (that/who/whom) you spoke to yesterday?

1. Can you remember the person? You borrowed the ball-point pen from him.
2. This is a fourth-year student. He lives in the dormitory.
3. Is this the topic? You are interested in it.
4. This is the essay. Its title is rather irrelevant.
5. That is the building. Its plan was designed by a famous architect.
6. I read a book last week. It was on Urban Sociology.  
(Begin: "The book....")
7. This is the man. His father is Mayor of the City.

# COMMONLY USED PHRASAL AND PREPOSITIONAL VERBS

Account for sth.	Give a good explanation for sth.
Book up (usu. passive )	Make reservation; reserve
Be booked up	Be engaged
Bring about sth./ bring sth. about	Cause sth. to happen
Bring up (a child, etc.)/ bring (a child,etc.) up	Rear ( a child, etc. )
Bring up sth./ bring sth. up	Introduce or mention ( a subject, etc. )
Call for	Come to an office, home, store, etc. to get sth./sb; require
Call in sb./ call sb. in	Ask sb. to come in for a purpose; send for sb.; summon sb.
Call off sth./call sth off	Cancel sth.
Call up sb./call sb up	Telephone sb.
Carry out sth./ carry sth. out	Execute; accomplish; conduct
Check in	Arrive
Check out (a book)/ check (a book) out	Withdraw (a book)
Check out	Pay the bill and leave a hotel

Check on sth./ Check up on sth.	Examine; inspect
Come across sth.	Find sth. by chance
Come back	Return
Come down	(of prices) Become less
Come round	Recover consciousness
Come to	Recover consciousness
Cross off (a name, etc.)/ cross sth. off (the list)	Remove (a name, etc.) by drawing a line through it
Cut out Be cut out for	<b>Have</b> talent for; <b>have</b> a talent to be
Do sth. over	Do sth. again
Drop in (on sb.)	Visit (sb.) unexpectedly
Drop out	Leave school, university, etc. without finishing one's course
Drop off sb./drop sb. off	Leave sb. at a place
Get over sth.	Recover from; get rid of sth.
Give up	Surrender; lose hope
Give up sth./give sth. up	Lose interest in sth.; wish to stop sth.; renounce sth.
Go over sth.	Review sth.
Go up	(of prices) Increase
Hand in sth./hand sth. in	Submit sth.; turn in sth.

Hang up (on sb.)	Close a telephone conversation abruptly (on sb.)
Hold on	Wait
Keep on (doing sth.)	Continue (doing sth.)
Leave out sth./ leave sth. out	Omit; drop; delete
Look after sb. or sth.	Take care of sb. or sth.
Look for sth.	Search for sth.
Look over sth./ look sth. over	Examine sth. fully or carefully
Look up sb./look sb. up	Pay a visit to sb.
Look up sth./look sth. up	Search for sth. (in a dictionary, reference book, telephone directory, etc.)
Make up for sth.	Compensate for sth.
Mix up (things)/ mix (things) up	Confuse (things)
Pick out sth./pick sth. out	Select; choose sth.
Pick up sb./pick sb. up	Give sb. a lift in a car; collect sb.
Pile up	Accumulate
Point out sth./ point sth. out	Call sb's attention to sth.
Put off sth./put sth. off	Postpone
Put up sb./put sb. up	Offer hospitality to sb.
Put up with (sth.)	Tolerate (sth.)

Ring off	Close a telephone conversation
Ring up sb./ring sb. up	Telephone sb.
Show off	Boast of one's position, ability, etc.
Take over from sb.	Assume responsibility or accept duty of sb.
Take in sb./take sb. in	Deceive; cheat
Talk sth. over (with sb.)/ talk over sth. (with sb.)	Discuss sth. (with sb.)
Think sth. over/ think over sth.	Consider sth. carefully
Turn down sth./ turn sth. down	Reject sth.
Turn up	Come on appear (usu. on time)

### Exercise 44

Replace the underlined word(s) in each sentence by the appropriate form of a phrasal or prepositional verb from the list you have studied.

- A. 1. Never postpone till tomorrow what you can do today. (An English proverb)
2. Prices always increase; they never become less.
3. He kept asking me all the difficult words instead of searching for them in the dictionary.
4. He had to fast a couple of days in order to compensate for two days he didn't fast when he was on a journey.

5. Why don't you **telephone** the University Administration in Riyadh?
  6. Did you remember to **turn in** your homework assignment today?
  7. Would you **choose** the one you want?
  8. During the panel discussion one of the participants **called attention** to several important facts concerning language acquisition.
  9. The delegates **returned** from the International Symposium yesterday.
  10. Who will **take care of** the children while you are in Makkah performing Pilgrimage?
  11. He **continued** working there for thirty years.
  12. It took Mr. X a long time to **recover from** flu.
  13. We **paid a visit to them** when we were in the Southern Province.
  14. Several students **are searching for** summer jobs.
  15. The new Demonstrator had stage fright at first, but he **got rid of it** very quickly.
- B.**
1. Not all people **have the talent for** teaching.
  2. The line was so bad when I **telephoned him** that I couldn't understand what he said.
  3. There seems to be something wrong with the xeroxing machine; we'd better **send for** the technician.
  4. You mustn't **omit** the difficult sentences; do them all.
  5. Students of English often **confuse** the words "lie" and "lay", and "sit" and "set".

6. Your composition lacks organization; you must **do it again**.
  7. I have **carefully examined** your essay and have a couple of comments to make.
  8. I'll **give you a lift in my car** at 7:00 sharp.
  9. I'll **collect you** at 12:00 noon.
  10. Please **consider it carefully** and let me know your opinion.
  11. You'd better **make reservation** if you want to go.
  12. They **have reserved** the Wedding Palace for two nights.
  13. All the hotels **are reserved** for the season.
  14. This task **requires** precision and meticulousness.
  15. Most old people cannot **tolerate** noise when they are trying to concentrate.
- C.**
1. The Faculty Council session **was cancelled** because of the visit of a delegation from the sister university.
  2. I waited for him for ages but he didn't **come**.
  3. These children are very well **reared**.
  4. Why don't you **mention** your proposal at the next meeting?
  5. On my way to the University, I can **leave** you at the Post Office.
  6. Let's **review** this exercise again.
  7. I **found** this book **by chance** in an old bookshop.
  8. I always **go to get** my laundry in the evening.

9. He is going to renounce the job.
  10. I'm afraid I can't come; I have a full timetable all next week.
  11. He paid the bill and left the hotel on time last night, leaving no forwarding address.
  12. The contractor executed the plan without difficulty.
  13. The scientist is going to conduct an interesting experiment.
  14. Our companion arrived at the hotel on time last night.
  15. They are examining that information right now.
- D.
1. If you are ever in our neighborhood, be sure to visit us.
  2. A true Muslim never boasts of his excellent ability or position.
  3. I was telling him all about it and then he just closed the telephone conversation abruptly.
  4. His debts have been accumulating for quite some time.
  5. The telephone operator asked the caller to wait until a connection was made.
  6. He got a scholarship to a British university but left the university without finishing the required courses.
  7. The new idea is that young delinquents should gather together in groups and discuss their problems with social workers.
  8. When a member of staff happens to fall ill, one of his colleagues usually assumes responsibility and teaches instead of him.
  9. The accident has happened as a result of the teenager's recklessness.

10. Don't wish to stop just because it is difficult.
11. Do pay me a visit whenever you're in town.
12. Please remove my name from the list.
13. I used to believe his tall stories; now he rarely succeeds in deceiving me.
14. He recovered consciousness when the doctor had applied artificial respiration.
15. They rejected his application because they preferred a highly qualified candidate with extensive teaching experience.
16. I wonder why that student persists in being absent from college. Can you give a good explanation for such behavior.

## THE INVERSION CONSTRUCTION

Look at these pairs of sentences:

1. (a) I have never seen such a sight before.  
(b) Never have I seen such a sight before.
2. (a) I had no sooner arrived than the telephone rang.  
(b) No sooner had I arrived than the telephone rang.
3. (a) The workmen did their work so well that they were given a bonus.  
(b) So well did the workmen do their work that they were given a bonus

Sentence (a) in each of the above pairs is unemphatic; it is normal in speech. Sentence (b) is emphatic; it is usually preferred in literary style. As you may have noted, there is inversion of subject and verb in sentences (b): they begin with the negative adverbs "Never" and "No sooner", as well as with "So", followed by the adverb "Well".

Here is a list of negative adverbs, or adverbs with a negative sense, which, when used at the beginning of the structure, require inversion of subject and verb:

by no means	never	hardly
in no circumstances	never before	hardly ever
under no circumstances	no sooner	rarely
on no account	not only	scarcely
in no way	seldom	little
	in vain	few

When the following elements occur at the beginning of the structure, they also require inversion of the subject and verb:

- to such an extent
- only (by); only then; only in this way
- so + adverb/adjective

## Exercise 45

Rewrite each of the following sentences, beginning with the underlined words:

1. He had no sooner put down the receiver with a great sigh of relief than the telephone rang again.
2. A good result can be achieved only in this way.
3. He will in no circumstances be allowed to leave the country.
4. They were sleeping so deeply that they did not hear the burglar enter the room.
5. The employees accomplished their task so quickly that they were given a day off.
6. Professor X delivers his lectures so clearly and so forcefully that none of his students would fail to understand him.
7. You will be able to pass the examination only by hard work.
8. He not only treated the poor workmen badly, he also refused to pay them their due wages promptly.
9. The doctor told his patients that they should on no account use any medicine that is not prescribed for them.  
(Begin with "The doctor told his patients that on no accounts....")
10. They tried in vain to persuade him to make a new attempt and turn over a new leaf.
11. The pilot agreed to land the plane only when the hijackers threatened to shoot some of the passengers.
12. A lasting peace will be established in the area only if both sides accept the agreement.

***A*PPENDICES**

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# Appendix 1

## IRREGULAR VERBS

<u>Infinitive</u>	<u>Past Tense</u>	<u>Past Participle</u>
abide	abided, *abode	abided, *abode
arise	arose	arisen
awake	awoke	awoken
be	was/were	been
bear	bore	borne
beat	beat	beaten
become	became	become
befall	befell	befallen
beget	begot	begotten
begin	began	begun
behold	beheld	beheld
bend	bent	bent
bet	bet, betted	bet, betted
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
bless	blessed	blessed, blest
blow	blew	blown, *blowed
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast

build	built	built
burn	burnt, burned	burnt, burned
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived, (US) dove	dived
do	did	done
draw	drew	drawn
dream	dreamt, dreamed	dreamt, dreamed
drink	drank	drunk
drive	drove	driven
dwell	dwelt	dwelt
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fly	flew	flown
forbear	forbore	forborne

forbid	forbade, forbad	forbidden
forecast	forecast, forecasted	forecast, forecasted
foresee	foresaw	foreseen
foretell	foretold	foretold
forget	forgot	forgotten
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	got, (US) gotten
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung, *hanged	hung, *hanged
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt; (US) kneeled	knelt, (US) kneeled
knit	knitted, *knit	knitted, *knit
know	knew	known
lay	laid	laid
lead	led	led
lean	leant, leaned	leant, leaned

leap	leapt, leaped	leapt, leaped
learn	learnt, learned	learnt, learned
leave	left	left
lend	lent	lent
let	let	let
lie (= be at rest)	lay	lain
light	lighted, lit	lighted, lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mishear	misheard	misheard
mislead	misled	misled
misread/,mis'ri:d/	misread/,mis'red/	misread/,mis'red/
misspell	misspelt, misspelled	misspelt, misspelled
mistake	mistook	mistaken
misunderstand	misunderstood	misunderstood
outdo	outdid	outdone
overcome	overcame	overcome
overdo	overdid	overdone
overdraw	overdrew	overdrawn
overeat	overate	overeaten
overhear	overheard	overheard
overpay	overpaid	overpaid
overrun	overran	overrun
oversleep	overslept	overslept
pay	paid	paid

plead	pleaded, (US) pled	pleaded, (US) pled
prove	proved	proved, (US) proven
put	put	put
quit	quit, quitted	quit, quitted
read /ri:d/	read /red/	read /red/
rebuild	rebuilt	rebuilt
repay	repaid	repaid
rewrite	rewrote	rewritten
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
shake	shook	shaken
shine	shone, *shined	shone, *shined
shoot	shot	shot
show	showed	shown, showed
shrink	shrank, shrunk	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat

slay	slew	slain
sleep	slept	slept
slide	slid	slid
smell	smelt, smelled	smelt, smelled
sow	sowed	sown, sowed
speak	spoke	spoken
spell	spelt, spelled	spelt, spelled
spend	spent	spent
spill	spilt, spilled	spilt, spilled
spin	spun	spun
spit	spat, (US) spit	spat, (US) spit
spoil	spoilt, spoiled	spoilt, spoiled
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
strive	strove	striven
swear	swore	sworn
swell	swelled	swollen, swelled
swim	swam	swum
swing	swang	swung
take	took	taken
teach	taught	taught
tear	tore	torn

tell	told	told
think	thought	thought
throw	threw	thrown
thrust	thrust	thrust
undergo	underwent	undergone
understand	understood	understood
undertake	undertook	undertaken
undo	undid	undone
unwind	unwound	unwound
uphold	upheld	upheld
upset	upset	upset
wear	wore	worn
weave	wove, *weaved	woven, *weaved
weep	wept	wept
wet	wet, wetted	wet, wetted
win	won	won
wind /waɪnd/	wound /waʊnd/	wound /waʊnd/
withdraw	withdrew	withdrawn
withhold	withheld	withheld
withstand	withstood	withstood
work	worked, *wrought	worked, *wrought
write	wrote	written

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*Forms marked by an asterisk (\*) have a second meaning.*

## Appendix 2

### COMMONLY USED PHRASES AND EXPRESSIONS

- all day long*      the entire day  
Before the exam he studied all day long.
- all of sudden*      suddenly  
The learner driver pulled up all of a sudden.
- at least*            a minimum of  
Every student should spend at least two hours on his home work every night.
- bear in mind*      not to forget  
You should bear in mind that the deadline is June 30th.
- beat about the bush*      be indirect in approaching sth.  
Instead of coming straight to the point, he beats about the bush so much that no one knows exactly what he wants.
- be in charge of*      be responsible for  
Khaled is in charge of the office while his father is away.
- be quite out of the question*      be impossible  
Germany's demands were out of the question and England answered by declaring war.
- be used to*          be accustomed to  
He is used to this climate, and the changes in temperature do not affect him.
- by heart*            by memory  
Millions of Muslims can recite the Holy Qur'an by heart.
- catch cold*          become sick with a cold  
If you go out in this rain, you'll surely catch cold.

<i>catch fire</i>	begin to burn Do not stand too close to that stove; your clothes may catch fire.
<i>changes one's mind</i>	alter one's decision or opinion  He has changed his mind and is going to study biology instead of chemistry.
<i>come from</i>	originate in (often used to refer to one's home district)  What part of Saudi Arabia do you come from (or you from)?
<i>do without</i>	dispense with  In his business, he cannot do without the computer.
<i>for good</i>	for ever  Has your friend returned from London for good?
<i>for the time being</i>	for the present  We are living in a hotel for the time being, but later we tried to find a furnished apartment.
<i>get along</i>	make progress; succeed  I am getting along very well in my study of English.
<i>get along with</i>	live or work harmoniously with  The two roommates are getting along with each other; they never quarrel.
<i>get in touch with</i>	communicate with  You can get in touch with him by telephone by calling the Intercontinental Hotel.
<i>get one's way</i>	do what one wishes, especially against opposition or contrary advice  If Ali doesn't get his own way, he becomes very angry.

<i>get on one's nerves</i>	make one nervous  I wish they would turn off that radio. It is getting on my nerves.
<i>go wrong</i>	fail  Something went wrong with the motor and they had to have their old car towed and eventually sold for scrap.
<i>hard of hearing</i>	partially deaf  You will have to speak a little louder. The old man is hard of hearing.
<i>have a good time</i>	enjoy yourself  They all had a good time at the wedding party last night.
<i>have a look at</i>	look at; take a look at  Have a look at the books on that shelf.
<i>have one's way</i>	(see "get one's way")
<i>have the day off</i>	have free time  In Saudi Arabia, governmental officials work five days a week and have Thursday and Friday off.
<i>have to do with</i>	have some connection with  Mr. X insists that he had nothing to do with the crime.
<i>in the long run</i>	finally; eventually  You will find that in the long run your roommate will turn out to be your best friend.
<i>in vain</i>	useless  All the doctor's efforts were in vain; the man soon died.

<i>It doesn't make any difference to me.</i>	It is of equal importance to me. Does it make any difference to you whether we have a twenty-minute or a one-hour break?
<i>It is up to (you, etc.)</i>	It is (your, etc.) responsibility It is up to you to break the sad news to him or not.
<i>was about to</i>	I was on the point of I was about to leave when you telephoned.
<i>keep house</i>	do the usual work of running a house, cleaning, cooking, etc. He wanted his wife to keep house and not to work in an office.
<i>keep in mind</i>	not to forget You should keep in mind that the deadline is June 30th.
<i>keep in touch with</i>	continue in communication with The Chairman of the Department has told the applicants to keep in touch with the Department pending new regulations arrive.
<i>keep track of</i>	keep a record of; keep informed about It's hard to keep track of all one's old schoolfriends.
<i>know by sight</i>	recognize as a result of having seen sb. previously I haven't spoken to him before, but I know him by sight, as he prays in the neighbouring mosque.
<i>make friends</i>	gain friends During the meeting, he made friends with everybody there.
<i>make sense</i>	be reasonable It doesn't make sense to propose an idea today and contradict it tomorrow.
<i>no matter</i>	regardless of No matter where that escaped convict tries to hide, the police will find him.
<i>off and on</i>	irregularly We don't go to the seaside often--just off and on.

<i>once and for all</i>	now and for the last (and only) time He has travelled a lot, but he now come back to Saudi Arabia once and for all.
<i>once in a while</i>	occasionally Previously I saw him very often. But now he comes only once in a while.
<i>on purpose</i>	intentionally Do you think he made mistake that on purpose or was it just accidental?
<i>out of date</i>	no longer in use Duplicating machines with stencil paper are now out of date.
<i>out of order</i>	not in working condition The elevator was out of order and we had to walk to the top floor.
<i>over and over</i>	repeatedly He seems to make the same mistakes over and over.
<i>right away</i>	immediately Dinner will be ready right away.
<i>run errands</i>	act as an errand-boy The firm is in need of a young boy to run errands.
<i>run out of petrol</i>	have no more (petrol) left We ran out of petrol/gas right in the middle of the main street and blocked traffic.
<i>set fire to sth./ set sth. on fire</i>	cause to burn No one knows who set fire to the building.
<i>shake hands</i>	exchange greetings with a clasp of the hands

	I introduced them and they shook hands.
<i>so far</i>	up to the present time So far, Muhammad has been the best student in our English class.
<i>take advantage of</i>	use an opportunity I took advantage of the special sale and bought a collection of books.
<i>take a look at</i>	look at; have a look at Take a look at the encyclopedia on that shelf.
<i>take a seat</i>	sit down He asked me to come in and take a seat.
<i>take a walk</i>	go for a walk Let's take a walk along the ring road.
<i>take into account</i>	take into consideration In judging his performance, you should take into account the fact that he has been ill recently.
<i>take part</i>	participate Active students usually take part in class discussion.
<i>take the day off</i>	have free time In Saudi Arabia, governmental officials work from Saturday until Wednesday; they take Thursday and Friday off.
<i>take turns</i>	alternate During the trip Ali and I took turns driving the car.
<i>There's nothing the matter with</i>	There's nothing wrong with The mechanic says there's nothing the matter with the carburettor.
<i>try out</i>	test

They let me try out the sewing machine for several days before buying it.

*turn over a  
new leaf*

make a fresh start with the intention doing better

After finishing his imprisonment, he decided to turn over a new leaf.

*up to date*

modern

This telephone directory is not up to date. It was published several years ago.

## Appendix 3

### COMMON ENGLISH PROVERBS

1. A rose by any other name would smell as sweet.
2. Necessity is the mother of invention.
3. Necessity knows no law.
4. You are never too old to learn.
5. Man proposes; God disposes.
6. Nothing succeeds like success.
7. Actions speak louder than words.
8. Early to bed and early to rise makes  
a man healthy, wealthy and wise.
9. He laughs best who laughs last.
10. One good turn deserves another.
11. Practice makes perfect.
12. What is worth doing at all is worth doing well.
13. All that glitters is not gold.
14. All is well that ends well.
15. Many hands make light work.
16. One man's meat is another man's poison.
17. Time and tide wait for no man.
18. Punctuality is the politeness of kings.
19. Honesty is the best policy.
20. Health is not valued till sickness comes.
21. Health is better than wealth.

22. Prevention is better than cure.
23. There is no rule without an exception.
24. Where there's a will there's a way.
25. Content is better than riches.
26. False friends are worse than bitter enemies.
27. Do what is right, come what may.
28. A friend in need is a friend indeed.
29. A man is known by his friends.
30. Books and friends should be few but good.
31. Charity begins at home.
32. Misfortunes never come singly.
33. More haste, less speed.
34. Do not put off tomorrow what you can do today.
35. To err is human, to forgive is divine.
36. What can't be cured must be endured.
37. Evil communications corrupt good manners.
38. Example is better than precept.
39. Every cloud has a silver lining.
40. Everything comes to him who waits.
41. Cleanliness is next to godliness.
42. As you sow, so will you reap.
43. You can take a horse to water, but you can't make him drink.
44. Put your trust in God, but keep your powder dry.
45. Practice what you preach.
46. Make hay while the sun shines.
47. The longest day must have an end.
48. The love of money is the root of all evil.

49. Union is strength.

50. Truth will prevail.

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## **Appendix 4**

### **A LETTER TO A UNIVERSITY**

---

Faculty of Arabic & Social Sciences  
P.O.B.1183, Abha  
Saudi Arabia  
September 3rd, 1995

The Registrar  
University of London  
London  
England

Dear Sir,

I hold a B. A. in English of the Islamic University of Imam Muhammad Ibn Saud (1995), and I am working as a Demonstrator at the Dept. of English & Translation (Abha). I am interested in pursuing an M. A. degree at your University leading towards a Ph. D. in Applied Linguistics.

I should therefore be very grateful if you could kindly send me the necessary Application Forms and any relevant information. Thank you very much.

Yours sincerely,

Muhammad A. H. Asiry

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Obekon  
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