

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

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