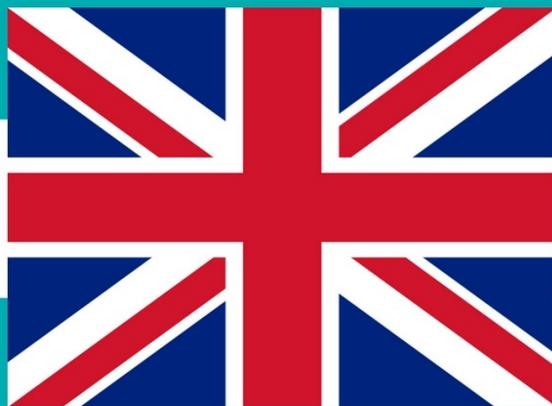


TIME TO LEARN ENGLISH

Book (2)

English Grammar
with Expanded and Full Exercises

A Reference Book for Learners of English
(Expanded and Revised Edition)



BY BADRAN HAMED
(A Knowledge Seeker)

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Book {2}

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2017

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For more information and/or suggestions, please contact the author at:

لمزيد من المعلومات أو الاقتراحات يرجى التواصل مع المؤلف عبر البريد الإلكتروني:

badran.hamed@yahoo.com – badran.hamed@live.com

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Acknowledgement:

I am so grateful to all my teachers and professors at all educational stages, even those who just helped me learn a letter or a word- both at domestic and international levels- that eventually added to my cumulative knowledge in English. My sincere gratitude should also go for those who inspired me about the ideas and concepts of e-books in general; and special thanks go for Miss Hend Mahmoud who played a pivotal role in editing and final touches to the design of this series in its new fashion.

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To the kind spirit of my father who passed away, while I was still a five-year-old child; and also to the generous and compassionate mother ever, (A father, a mother and a human being without peer).

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Foreword

First of all, I would like to thank Allah for giving me the courage and ability to publish this book. Secondly, I hope this humble attempt could contribute -even partially- to the enrichment and development of the English Language learning in the Arab world. I would like to provide a concise background on this current edition of the book. I first published this book as a paperback edition in 2011; and I have been teaching the content of it to my students ever since. I considered dividing this book into three books for the purpose of making it smaller and more simplified in the recent years. Then I came to the idea of publishing it again as an e-book after applying considerable changes and modifications to the content and form of the original book. This is how the idea of publishing it as an e-book came to my mind. I realized that publishing it as an e-book would allow more expansion and dissemination at a broader scale. Therefore, I decided to divide the book into three main books: Book {1} Basics and Phonetics, Book {2} English Grammar and Book {3} Conversation and Writing.

However, the three books will be under the same original title of the first book: Time To Learn English, they will provide a comprehensive and extensive content that covers almost all English Language skills. The second book {Book 2} covers English Grammar with full and comprehensive exercises, which has always been a problematic issue throughout the history of language learning and teaching. I have tried to make the content as simple and brief as possible for all learners by providing the main rules in a concise and clear manner. This content is an outcome of tens of voluminous grammar books written by great and well-versed grammarians. Long experience has taught me that without understanding Grammar it would be difficult to master writing or speaking skills. Students should be aware of this fact that grammar needs understanding not memorization of the rules. Students and learners, even English teachers, will find in this book much assistance and support in a way that has never been available in many other grammar books they might have studied before.

Finally, I hope this revised and expanded edition meets your expectations and aspirations. However, this book is intended for learners of English as a second language, teachers and specialists of English can benefit from its abundant information and classification of its content if they want to boost their knowledge and consolidate their skills with more extensive and comprehensive information throughout the whole book. I will be grateful, at the same time, to receive suggestions and feedback from colleagues and educators that might enrich the content and make it more beneficial and informative.

Badran Hamed
Cairo, April 2017

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English Grammar

with Expanded and Full Exercises



English Grammar

- ▶ The importance of grammar in any language lies deeply in its remarkable ability to join words together in a structure that gives sense to these words as an integral unit. Helping in this way, to convey the desired meaning from one person to another or to all people everywhere.
- ▶ In view of this, the study of grammar requires the learner to understand the nature of each part of speech, so as to be able to use it properly and accurately without any confusion or ambiguity. As a result, we should focus here on how to realize the function and nature of these parts, then to practice them through speaking and writing as much as we can to master them. So, we are concerned here with studying sentence structure.

◀ تكمن أهمية دراسة القواعد النحوية في أي لغة في قدرتها الواضحة على ربط الكلمات معًا في تركيب أو بناء لغوي يعطي معنى لهذه الكلمات باعتبارها وحدة واحدة لا تتجزأ. مما يساعد بهذه الطريقة على نقل المعنى المطلوب من شخص إلى آخر أو إلى جميع الأشخاص في كل مكان.

◀ وفي ضوء هذا فإن دراسة قواعد النحو تتطلب من المدارس أن يفهم طبيعة كل جزء من أجزاء الكلام، وذلك لكي يكون قادرًا على استخدامها بشكل صحيح ودقيق وبدون لبس أو غموض. ومن هنا ينبغي أن نركز في هذا الكتاب على كيفية إدراك وظيفة وطبيعة هذه الأجزاء، ثم ممارستها من خلال المحادثة والكتابة على قدر الإمكان حتى نتمكن من إتقانها. ولذلك فإننا نهتم هنا بدراسة بناء الجملة.



Sentence Structure

بناء الجملة

▶ Subject + Verb + Object.

◀ فاعل + فعل + مفعول.

□ Ex: We learn English as a second language.



Parts of Speech

أجزاء الكلام

⇒ There are nine parts of speech in English language as follows:

1	Noun	الاسم	5	Adverb	الظرف / الحال
2	Pronoun	الضمير	6	Preposition	حرف الجر
3	Verb	الفعل	7	Conjunction	أداة الربط
4	Adjective	الصفة	8	Article	أداة التعريف / التنكير
9	Interjection			صيغة التعجب	



⇒ In English, we can distinguish between:

A Sentence

الجملة

- ▶ In order to be a sentence, it should have a subject, a verb and an object and also give a complete sense.

◀ لكي يطلق عليها جملة يجب أن تتكون من فاعل وفعل ومفعول وتعطي معنى كامل.

⇒ There are two types of sentences:

1 Simple sentence:

- Ex: We learn English at school.

◀ الجملة البسيطة: والتي تتضمن الفاعل والفعل والمفعول وتعطي معنى كامل.

2 Compound sentence:

- Ex: We learn English at school and use it in our life.

◀ الجملة المركبة: والتي تختلف فقط عن الجملة البسيطة في أنها تحتوي على فعلين لفاعل واحد.



A Clause

الجملة المعقدة

- ▶ It is a bigger sentence consists of two clauses or more and each clause needs the other to make a complete sense.

◀ هي عبارة عن جملة كبيرة مكونة من جملتين أو أكثر ولكن لا تعطي كل جملة بمفردها معنى كامل بل تحتاج إلى الجملة الأخرى لكي يكتمل المعنى (مثل جمل السبب، الشرط، النتيجة...).

- Ex: I was late so I took a taxi.



A Phrase

شبه الجملة

- ▶ It is a group of words but it does not have a verb and does not give a complete sense.

◀ هي عبارة عن مجموعة من الكلمات لا تحتوي على فعل ولا تعطي معنى كامل.

- Ex: During the first day in my new job,



And now let's talk about parts of speech

The Nouns

الأسماء

⇒ There are four types of noun in English as follows:

1 Proper noun:

1 اسم علم:

- **Ex:** Ali – Mona – Egypt – London – Asia – The Pacific ocean – The Mediterranean Sea – The Nile ... etc.

▶ **Note:** These nouns must start in a capital letter in all positions.



2 Common noun:

2 اسم نكرة:

- **Ex:** man – girl – country – capital – continent – ocean – sea – river ... etc.



3 Collective noun:

3 اسم كثرة:

- **Ex:** team – union – group – committee – syndicate – flock – swarm – squadron ... etc.

◀ هو اسم مفرد ولكن يشير معناه إلى صيغة الجمع.



4 Abstract noun:

4 اسم معنوي:

- **Ex:** wisdom – justice – courage – cowardice – honesty – respect ... etc.
- يشمل هذا النوع القيم والفضائل والصفات ولا يخضع للجمع.



Plural Forms of Nouns in English

صيغ الجمع الخاصة بالأسماء في اللغة الإنجليزية

⇒ Most English nouns take (s – es – ies), in order to be in plural form as follows:

↔ تجمع معظم أسماء اللغة الإنجليزية عن طريق إضافة (s – es – ies) لها كما يلي:

□ **Ex:** book/books – beach/beaches – city/cities.

a. Most English nouns take (s) only, to be in plural form, as in (book/books).

أ. يضاف لمعظم الأسماء (s) فقط، لكي توضع في صيغة الجمع.

b. Nouns which end in (s – ss – ch – sh – x – z – o), as in:

ب. الأسماء التي تنتهي بأحد الحروف المذكورة يضاف لها (es) عند الجمع:

□ **Ex:** bus/buses – class/classes – match/matches – dish/dishes – box/boxes – fez/fezzes – hero/heroes.

▶ **Note:** In case of nouns which end in (o), we can notice that some nouns take (es) and some nouns take (s) only as follows:

◀ ملحوظة: بالنسبة للأسماء التي تنتهي بحرف (o)، نلاحظ أن بعض الأسماء يضاف لها (es)، والبعض الآخر يضاف له (s) فقط، ولهذا يجب تعلم كل حالة على حدة.

□ **Ex:** tomato/tomatoes – potato/potatoes – hero/heroes.

□ **Ex:** photo/photos – zoo/zoos – piano/pianos.

c. Nouns which end in (consonant + y), in order to be in plural form, we omit (y) and add (ies), as in: country/countries.

(While, nouns end in (vowel + y), just take (s) like regular nouns).

ج. الأسماء التي تنتهي (بحرف ساكن + y)، عند الجمع تحذف (y) ونضيف (ies) كما في المثال.

d. Nouns that end in (f – fe), in order to be in plural form, we omit (f – fe) and add (ves) as follows:

د. الأسماء التي تنتهي بـ (f – fe)، عند الجمع يتم حذف هذين الحرفين ونضيف (ves)، كما في المثال.

□ **Ex:** leaf/leaves – wife/wives.

▶ But there are some exceptions to this rule:

(As these nouns just take (s) like other regular plural nouns)

◀ ولكن توجد بعض الحالات الشاذة لهذه القاعدة، حيث لا تحذف (f – fe) من نهاية هذه الكلمات ويضاف لها (s) فقط.

belief	chief	cliff	cuff	dwarf
grief	proof	reef	roof	safe

e. Compound Nouns – which are formed by adding two nouns together to give another meaning or to make the meaning more specific – have a general rule for forming the plural forms as follows:

▶ We add the (s) to the most important part of the compound nouns, **Ex:** sons-in-law, maid-servants, lieutenant-colonels. While, we should notice that compound nouns, when they have been in use for a long time, tend to drop the hyphen and become single words; in such cases the (s) is added to the last word: maidservants, bookcases, mousetraps.

هـ . بالنسبة للأسماء المركبة التي تتكون من اسمين أو من أجزاء أخرى، فتوجد قاعدة عامة لها حتى توضع في صيغة الجمع وهي أننا نضيف (s) للجزء الأكثر أهمية في هذا الاسم المركب، كما نلاحظ في الأمثلة. غير أننا ينبغي أن نلاحظ أن الأسماء المركبة عندما يتم استخدامها لفترة طويلة، يمكن أن تحذف الواصلة/ الشحطة من بين هذه الأسماء وتصبح كلمة واحدة، وفي هذه الحالة يتم إضافة (s) للكلمة الأخيرة مثل: (maidservants – bookcases – mousetraps).



⇒ Some nouns have irregular forms in plural as follows:

↩ بعض الأسماء لها صيغ جمع شاذة:

a. Nouns which have irregular plural forms:

أ. أسماء لها صيغ جمع شاذة:

man	→	men	mouse	→	mice
woman	→	women	louse	→	lice
child	→	children	ox	→	oxen
tooth	→	teeth	goose	→	geese
		foot	→		feet

b. Some nouns have the same singular form in plural without any change:

ب. بعض الأسماء لها صيغة واحدة - وهي صيغة المفرد - لا تتغير في حالة الجمع:

sheep	→	sheep	offspring	→	offspring
deer	→	deer	species	→	species
fish	→	fish	swine	→	swine
		specimen	→	specimen	

c. Some nouns, which English has borrowed from other languages, have foreign plurals:

ج. بعض الأسماء التي استعارتها اللغة الإنجليزية من لغات أخرى، وتستخدم نفس صيغة الجمع التي توجد في لغتها الأصلية:

datum	→	data	appendix	→	appendices
curriculum	→	curricula	index	→	indices
stratum	→	strata	cactus	→	cacti
bacterium	→	bacteria	crisis	→	crises
millennium	→	millennia	basis	→	bases
phenomenon	→	phenomena	thesis	→	theses
criterion	→	criteria	memorandum	→	memoranda



⇒ **Some nouns have only plural forms as follows:**

(We deal with these nouns as plural subject in English context)

↩ بعض الأسماء لها فقط صيغة جمع بلا مفرد، وتعامل معاملة الجمع داخل السياق:

basics	binoculars	clothes	credentials	folks	congratulations
fruit (s)	glasses	gloves	goggles	goods	fundamentals
leftovers	manners	odds	particulars	people	pliers
police	provisions	sandals	scissors	ruins, remains	qualifications
secateurs	shears	shoes	slippers	sneakers	socks
specifics	stockings	thanks	tights	vegetables	trousers, pants

▶ **Note:** This list is not exclusive.

◀ ملحوظة: هذه القائمة ليست حصرية.



⇒ **Some nouns are uncountable and they cannot be put in plural or used with (a or an) as follows:**

(All of these nouns are uncountable nouns in most English contexts)

↩ أسماء لا تجمع ولا يستخدم معها أدوات تنكير (a/an) وتعامل معاملة المفرد داخل السياق:

advice	music
air	news
alcohol	noise
art	oil
beef	oxygen
blood	paper (except when talking about academic papers)
butter	patience
cheese	pay
chewing gum	peace
coffee	peanut butter
confusion	pepper

cotton	petrol
education	plastic
electricity	pork
entertainment	power
experience	pressure
fiction	rain
flour	research
food	rice
forgiveness	sadness
fresh air	salt
furniture	sand
gold	shopping
gossip (except when talking about people who are gossips)	silver
grass	snow
ground	space
happiness	speed
* history (e.g.: He has a history)	steam
homework	sugar
honey	sunshine
* hope (e.g.: There was never a hope)	tea
ice	tennis
information	thunder
jam (except when talking about traffic jams)	* time (e.g.: There was a time when ...)
knowledge	toothpaste
lightning	traffic
literature	vinegar
love	washing up liquid

luck	water
luggage	weather
meat	wine
milk	wood
mist	wool
money	work

* Sometimes accompanied by an article

* يمكن أن تكون هذه الأسماء مصحوبة بأداة تنكير في بعض الأحيان.



⇒ There are five main types of pronouns as follows:

1 Subject Pronouns:

1 ضمائر الفاعل:

I	أنا
You	أنتَ، أنتِ، أنتم، أنتن
He	هو
She	هي
We	نحن
They	هم، هن - للعاقل وغير العاقل
It	هو، هي - لغير العاقل

⇒ We divide these pronouns into three types as follows:

1. First person:

1. ضمير المتكلم:

I, We

2. Second person:

2. ضمير المخاطب:

You

3. Third person:

3. ضمير الغائب:

He, she, It (singular subject) and they (plural subject)

- **Note:** In English, we say: My brother and I were absent yesterday.
But not: I and my brother ...



2 Object Pronouns:

2 ضمائر المفعول:

Subject	Object
I	me
You	you
He	him
She	her
We	us
They	them
It	it

□ Ex: She gave me a book.

► **Note:** In this sentence, we can see two kinds of objects as follows:

1. **Direct object:** 1. مفعول مباشر:

هو الاسم أو الضمير الذي يقع عليه فعل الجملة وهو كلمة (book) في هذا المثال.

2. **Indirect object:** 2. مفعول غير مباشر:

هو الاسم أو الضمير الذي يتلقى المفعول المباشر وهو الضمير (me) في نفس المثال.

□ Ex: We advised her a lot.

◀ ملحوظة: في هذا المثال يوجد مفعول مباشر فقط هو الضمير (her).

► **Note:** these pronouns must follow the main verb of the sentence.

◀ ملحوظة: هذه الضمائر تأتي بعد الفعل الأساسي للجملة.



3 Possessive Adjective Pronouns:

3 ضمائر صفة الملكية:

my	خاصتي
your	خاصتك، خاصتكم، خاصتكن
his	خاصته
her	خاصتها
our	خاصتنا
their	خاصتهم
its	خاصته، خاصتها لغير العاقل

- These pronouns are used to talk about the possession of things, and must be followed by a noun in all positions.

◀ تستخدم هذه الضمائر للتعبير عن الملكية ويجب أن يتبعها دائماً أسماء.

- **Ex:** This is my flat.
- **Ex:** My flat is near the station.



myself	بنفسي
yourself, yourselves	بنفسك – بأنفسكم، بأنفسكن
himself	بنفسه
herself	بنفسها
ourselves	بأنفسنا
themselves	بأنفسهم، بأنفسهن
itself	بنفسه، بنفسها – لغير العاقل

⇒ We use these pronouns to talk about two things as follows:

1. Ex: I **myself** saw him at the zoo yesterday (myself).

- ▶ In this example, we can notice that the emphatic pronoun can follow the subject pronoun to emphasize the action done by the subject, or it can come at the end of the sentence; so, we call it (emphatic pronoun).

◀ في هذا المثال نلاحظ أن ضمير التوكيد يمكن أن يأتي بعد ضمير الفاعل مباشرة أو في نهاية الجملة لكي يؤكد على قيام الفاعل بالفعل المشار إليه بعد ذلك.

2. Ex: I blamed **myself** a lot.

- ▶ In this example, we can see that the pronoun followed the verb to reflect the action on the subject, so we call it (reflexive pronoun).

◀ في هذا المثال نلاحظ أن الضمير جاء بعد الفعل لكي يعكس الفعل على الفاعل ولهذا يسمى (ضمير منعكس).



mine	خاصتي
yours	خاصتك، خاصتكم، خاصتكن
his	خاصته
hers	خاصتها
ours	خاصتنا
theirs	خاصتهم، خاصتهن

⇒ We use these pronouns to talk about two things as follows:

◀ نستخدم هذه الضمائر عند السؤال عن ملكية الأشياء والإجابة ستكون باستخدام أحد هذه الضمائر كما يلي:

1. **Ex:** Whose book is this? – It's mine/ yours ...

▶ First, when we ask about the possession of things and the answer would be by using one of these pronouns.

2. **Ex:** My flat is near but yours is far.

▶ Second, when we want to repeat the same subject of possession (my flat) but to change the case of possession to be related to another person.

◀ وتستخدم أيضًا عند الحديث عن ملكية شيء مشابه (مثل شقة سكنية أو غيره) لشخصين مختلفين فبدلاً من تكرار الاسم نضع هذا الضمير (yours, his, hers, ... etc.) ويعطي نفس المعنى.



Exercises on Pronouns

 *Fill in each gap with the suitable pronoun:*

1. Have you seen my dad? 's wearing a red shirt.
2. Are going to finish your dinner?
3. I don't like Christopher. really annoys
4. Your bag is over there. Take with when you go.
5. We always go to bed early. Ten o'clock is late for
6. Her shoes were dirty, so cleaned
7. I'm going to the cinema. Do want to come with ?
8. My brother rang last night. was great to talk to
9. Emily saw at the restaurant. They were having lunch.
10. The boy came up to and took my hand.
11. I don't think the shop is open. usually closes at five thirty.
12. I showed my photos. He thought were boring.
13. "How much is that CD?" " think 's £ 11.99."
14. Ben isn't coming to see the film. 's seen already.
15. It's sunny today, isn't ?
16. I went to see my aunt. was pleased to see
17. It's good to see all. Thanks for coming
18. Lara's boyfriend has broken up with, told that doesn't love her any more.
19. were annoyed when their meal was late.
20. Adele said goodbye to her brother. She was sad to watch go.
21. You know very well that friends of are friends of
22. I saw him at the party last night.
23. You should depend on to solve this problem.
24. I blamed a lot for missing that great chance.
25. You can take what's and leave what's
26. dear students everywhere I really love all.

27. She borrowed dictionary as left at home.
28. I wanted to learn a good lesson but they misunderstood
29. He is responsible for all mistakes not us.
30. We gave the required information but abused



✎ *Fill in each blank with the correct pronoun:*

1. She's not his friend, she's (my – mine).
2. I tried talking to (him – his), but he wouldn't listen.
3. Mary knows my brother. She's a friend of (him – his).
4. His neighbourhood is safe, while (my – mine) neighbourhood isn't.
5. His neighbourhood is safe, while (my – mine) isn't.
6. Did (your – yours) mother call?
7. I don't know (them – their) very well.
8. I don't know (them – their) daughter very well.
9. I talked to (my – me) grandmother for three hours last night.
10. I think I got my notes mixed up with (your – yours).



✎ *Fill in each blank with the correct reflexive pronoun:*

1. You can't do this for me, I have to do it
2. Why doesn't she do it?
3. He saw in the mirror.
4. We can't do this
5. They don't like
6. Are you going to the mall by?
7. She likes to think of as a good person.
8. I can't see doing that.
9. They talk about all the time.
10. People respect those who respect



6 Reciprocal Pronouns:

6 الضمائر المتبادلة:

⇒ The reciprocal pronouns are:

each other- one another

- ▶ One another is generally used when talking of more than two people. Both reciprocal pronouns have possessive and adjective cases. Let's see the following examples:

◀ الضمائر المتبادلة هي (one another, each other)، وتستخدم (one another) عند الحديث عن أكثر من شخصين ويمكن أن تأتي هذه الضمائر في موقع الصفة قبل الاسم أو في حالة الملكية.

- **Ex:** John and Jerry found each other's company satisfying.
- **Ex:** All the students sought one another's assistance.
- **Ex:** He and his wife caught themselves shouting at each other.
- **Ex:** He, his wife and their daughter caught themselves shouting at one another.
- **Ex:** Neighbours up and down the road stopped speaking to one another.



7 Indefinite Pronouns:

7 الضمائر النكرة:

⇒ Indefinite pronouns comprise a large number of imprecise words that can function as pronouns. The most frequently used are:

◀ تتضمن الضمائر النكرة عدد كبير من الكلمات التي يمكن أن تقوم بدور الضمائر وفيما يلي نذكر أكثرها شيوعاً:

all	كل، جميع	many	كثير (للأسماء المعدودة)
another	آخر	more	أكثر، المزيد من
any	أي	much	كثير (للأسماء غير المعدودة)
anybody	أي شخص	neither	ليس (هذا ولا ذاك)
anyone	أي شخص	nobody	لا أحد
anything	أي شيء	none	لا يوجد
both	كل من	no one	لا أحد

each one	كل فرد (على حدة)	nothing	لا شيء
either	إما (هذا أو ذاك)	oneself	الشخص ذاته
everybody, everyone	الجميع، الكل	other	آخر، أخرى
everything	كل شيء	others	الآخرون
few	قليل (للأسماء المعدودة)	some	بعض
little	قليل (للأسماء غير المعدودة)	somebody, someone (sb)	شخص ما
several	عديد	something (sth)	شيء ما
such	مثل (هذا أو ذاك)		

⇒ The following examples illustrate some uses of indefinite pronouns:

- ❑ Ex: All we can do is try our best.
- ❑ Ex: This suit fits anybody six feet tall.
- ❑ Ex: Each one is reviewed in turn.
- ❑ Ex: I gave him nothing for his labours.
- ❑ Ex: If others were as concerned as he, there would be no problem.
- ❑ Ex: Someone must be held responsible for this deed.
- ❑ Ex: The crowd was such that the police feared a break- in at the gate.



8 Relative Pronouns:

8 ضمائر الوصل:

⇒ Relative pronouns refer to people and objects. They are used in the three cases as follows:

◀ تشير ضمائر الوصل إلى الأشخاص والأشياء ويمكن أن تستخدم في الحالات الثلاثة كما يلي:

who – whom – which – that – whose

1. The Subjective Case:

1. حالة الفاعل:

who – that – which

▶ In this case, we can notice that the relative pronoun (who) refers to people, when they are in the position of the subject in a sentence; we use (that) to refer to people or objects; and we use (which) to refer to animals, objects, or collective nouns.

◀ نستخدم ضمير الوصل (who) لكي نشير للأشخاص، عندما يكونوا في محل فاعل في الجملة.

◀ نستخدم ضمير الوصل (that) لكي نشير للأشخاص أو الأشياء.

◀ نستخدم ضمير الوصل (which) لكي نشير للحيوانات، الأشياء والأسماء الجماعية.

- Ex: The man who wants to succeed in politics must dedicate himself to that end.
- Ex: The boat that won the race had an outstanding crew.
- Ex: Which of the contracts was witnessed by the notary public?

2. The Objective Case:

2. حالة المفعول:

whom – that – which

▶ We use (whom) to refer to people, when they are in the position of the object in a sentence; and (that) refers to people or objects; we use (which) to refer to animals or objects.

◀ نستخدم (whom) لكي نشير إلى الأشخاص عندما يأتوا في موقع المفعول في الجملة، ويمكن أن نستخدم (that) لكي نشير إلى الأشخاص أو الأشياء، ونستخدم (which) لكي نشير إلى كل ما هو غير عاقل.

- ❑ **Ex:** The literary figures to which you refer merit no further study.
- ❑ **Ex:** You cannot object to that!
- ❑ **Ex:** The story which you told is a true one.

3. The Possessive Case:

3. حالة الملكية:

whose – of that – of which

▶ We can use (whose) to refer to people or objects, when we talk about possession; and (of that – of which) to refer to objects.

◀ يمكن أن نستخدم (whose) لكي نشير إلى الأشخاص أو إلى الأشياء عندما نتحدث عن الملكية، ونستخدم (of that – of which) لكي نشير إلى الأشياء.

- ❑ **Ex:** The lady, whose handbag was stolen, is a neighbour.
- ❑ **Ex:** I have had enough of that.
- ❑ **Ex:** The problem of which you spoke has no solution.
- ▶ **Note:** We can notice that (whoever, whomever, whichever, and whatever) are also classified as relative pronouns.

◀ ملحوظة: تعامل الضمائر التي ورد ذكرها أعلاه على أنها ضمائر وصل أيضًا.

- ❑ **Ex:** The engineer, whoever thought about building this bridge, is talented. (Subject)
- ❑ **Ex:** You can give this prize to whomever you deem most worthy. (Object)
- ❑ **Ex:** You have three choices: whichever you overlook, you will be in trouble. (Object)
- ❑ **Ex:** He used to say: whatever men do, they must be prepared to stand by their actions.



Exercises on Relative Pronouns

 *Supply the missing relative pronouns:*

1. This essay, is the best I have ever written, will surely be judged unworthy of publication.
2. The story I told you must not be repeated.
3. Actresses are good enough for the Hollywood stage must surely be good enough for regional theatres.
4. The antiques of you boast so often are worthless.
5. Plays plots are that obvious cannot hold the interest of an audience.
6. Of I have no opinion worth declaring.
7. People in you place great trust are surely special people.
8. The paragraphs to you allude have been lost or stolen.
9. The answers to is clearly beyond my limited knowledge.
10. finds the dog will demand a reward for its return.
11. Coats and hats are left in the cloakroom must be claimed by their owners immediately after the performance.
12. you cite, be certain that your footnote fully credits the source.
13. Horses find their way home cannot be thought of as dumb animals.
14. of the two paintings you buy is going to please her.
15. Blue flowers, For I have a special fondness, are not often found in her garden.
16. I decided to like she chose as her fiancé.
17. The house I live in is for sale at any reasonable price.
18. My house is for sale, sits on a large and attractive plot.

19. Houses designs are unconventional may not be readily marketable.
20. Despite her protests, I proceeded to buy the chair she did not want.
21. The partners signed the agreement lived to regret doing so.
22. Young men you see in bars may not be spending their time wisely.
23. is willing to undertake this project will find that he has contracted for a great deal of work.
24. of these minor masterpieces do you prefer?
25. To shall I address the letter of sympathy?



8 Demonstrative Pronouns:

8 ضمائر الإشارة:

- ▶ Demonstrative pronouns replace nouns and function in the same manner as nouns in a sentence. The principal Demonstrative pronouns are: this, that, these, and those. These pronouns have no gender, but they have case.

◀ تحل ضمائر الإشارة محل الأسماء وتعمل بنفس الطريقة التي تعمل بها الأسماء في الجملة.

◀ هذه الضمائر ليس لها صيغة مذكر ومؤنث، ولكنها لها حالات استخدام وتمثلها الضمائر الآتية:

1. Subjective case:

1. حالة الفاعل:

this	هذا، هذه – للمفرد القريب
that	ذلك، تلك – للمفرد البعيد
these	هؤلاء – للجمع القريب
those	أولئك – للجمع البعيد

- ❑ Ex: This is more than I can possibly read in one sitting.
- ❑ Ex: That remains my last obstacle to success.
- ❑ Ex: These are the only objections to the entire plan.
- ❑ Ex: Those were the issues that caused so much debate.

2. Possessive Case:

2. حالة الملكية:

of this – of that – of these – of those

- ❑ Ex: The principal advantages of this are economy, beauty, and strength.
- ❑ Ex: Of these, only a few are worthy of full deliberation.
- ❑ Ex: Of those, none is worthy of comment.

3. Objective Case:

this – that – these – those

- ❑ **Ex:** We decided to give this our full attention.
 - ❑ **Ex:** They decided against that years ago.
 - ❑ **Ex:** The weather killed these last month.
 - ❑ **Ex:** Choose among those and let me know your decisions.
- ▶ **Note:** Other demonstrative pronouns commonly used are: former, latter, other, such, so, same, and the ordinal numbers: first, second, third, ... etc.

ملحوظة: توجد بعض ضمائر الإشارة الأخرى والتي تعد شائعة الاستخدام مثل:

former – latter – other – such – so – same

بالإضافة إلى الأرقام الترتيبية:

first – second – third – ... etc.

- ❑ **Ex:** The former was the one I intended, not the latter.
- ❑ **Ex:** Now give me the other.
- ❑ **Ex:** Such is not the case, despite what she said.
- ❑ **Ex:** He told her so.
- ❑ **Ex:** The first was my choice, even though the fourth and sixth also caught my eyes.



Exercises on Demonstrative Pronouns

 Supply the missing demonstrative pronouns to complete the following sentences:

1. Indeed, if it were not , I would not have told you.
2. I sewed a few of before I went on to
3. Let stand as my best effort.
4. He decided to sell me instead of these.
5. Picture standing in your living room.
6. When you consider famous members of all time, it is doubtful who would be the that comes to mind.
7. We ate a little of and a little of
8. They ate a few of and a few of
9. When conditions are that airlines close down flights to our city, we no longer have full employment.
10. who are willing to stand for office must be willing to debate in public.



⇒ In English, There are three auxiliary verbs as follows:

To be

To do

To have

⇒ Their importance:

↔ أهمية استخدامها:

1. We use them to complete the meaning of the sentence.

□ **Ex:** I am a student.

▶ **Note:** We can't form the sentence without using the auxiliary verb (am) as the sentence can't give sense here.

1. تكمل معنى الجملة ولا يمكن أن تعطي معنى بدون الفعل المساعد.

2. To form short questions.

□ **Ex:** Are you a student?

- Yes, I am. Or - No, I'm not.

2. تستخدم في تكوين الأسئلة القصيرة.

3. To form the verb tenses.

□ **Ex:** I am writing a letter. (Present Continuous) ... etc.

3. تستخدم في تكوين أزمنة الفعل.



Present	Past	Past Participle	Present Participle
am	was	have / has + been	being
is	were	had + been	
are			

⇒ We conjugate the verbs with the subject pronouns as follows:

1. In the Present:

1. في المضارع:

am	I	
is	He / She / It	+ singular subject
are	You / We / They	+ plural subject

2. In the past:

2. في الماضي:

was	I / He / She / It	+ singular subject
were	You / We / They	+ plural subject

3. The Past Participle:

3. اسم المفعول:

► We must use a helping verb before the Past Participle of any verb as follows:

have been	I / You / We / They
has been	He / She / It
had been	

4. The Present Participle:

- ▶ We can use the Present Participle in place of the subject and the helping verb in a sentence by using the infinitive form of the main verb + (ing) when we have two clauses or more and it gives the same meaning. We should not confuse between the Gerund and the Present Participle, since both of them take the same structure (The infinitive verb + ing).

◀ يمكن أن نستخدم اسم الفاعل بدلاً من الفاعل والفعل المساعد إن وجد في الجملة وذلك من خلال استخدام صيغة المصدر من الفعل الأساسي + (ing)، وذلك في حالة الجمل المعقدة المكونة من جملتين أو أكثر ويعطي نفس المعنى. ولا يجب أن نخلط بين اسم الفاعل وبين اسم الفعل. حيث أن كلاهما يشترك في نفس الصيغة من التركيب، أي الفعل في المصدر + (ing).

- **Ex:** I am a lawyer so I understand this matter very well.
→ Being a lawyer so I understand this matter very well.

□ Examples:

1. I am a diligent learner.

Q: Are you a diligent learner?

– Yes, I am.

– No, I'm not.

2. He is a good player.

Q: Is he a good player?

– Yes, he is.

– No, he's not.

3. They are clever students.

Q: Are they clever students?

– Yes, they are.

– No, they are not.

4. I was absent yesterday.

Q: Were you absent yesterday?

– Yes, I was.

– No, I was not.

5. They have been to London several times.

Q: Have they been to London several times?

– Yes, they have.

– No, they have not.



Present	Past	Past Participle	Present Participle
do	did	have / has + done	doing
does		had + done	

⇒ We conjugate the verb with the subject pronouns as follows:

1. In the Present:

1. في المضارع:

do	I / You / We / They	+ plural subject
does	He / She / It	+ singular subject

2. In the past:

2. في الماضي:

▶ All pronouns are used with (did).

3. The Past Participle:

3. اسم المفعول:

▶ We must use a helping verb before the Past Participle of any verb as follows:

have done	I / You / We / They
has done	He / She / It
had done	

□ Examples:

1. I do my homework regularly.

Q: Do you do your homework regularly?

2. She does the housework alone every day.

Q: Does she do the housework alone every day?

3. They did all they could to succeed.

Q: Did they do all they could to succeed?

4. I have always done my best to help you.

Q: Have you always done your best to help me?

5. I saw him there, he was doing hard work.

I saw him there **doing** hard work. (Present Participle)



Present	Past	Past Participle	Present Participle
have	had	have / has + had	having
has		had + had	

⇒ We conjugate the verb with the subject pronouns as follows:

1. In the Present:

1. في المضارع:

have	I / You / We / They	+ plural subject
has	He / She / It	+ singular subject

2. In the past:

2. في الماضي:

▶ All pronouns are used with (had).

3. The Past Participle:

3. اسم المفعول:

▶ We must use a helping verb before the Past Participle of any verb as follows:

have had	I / You / We / They
has had	He / She / It
had done	

□ **Examples:**

1. I have a lot of short stories.

Q: Do you have a lot of short stories?

– Yes, I do.

– No, I do not.

2. She has much free time these days.

Q: Does she have much free time these days?

– Yes, she does. – No, she does not.

3. They had a big house.

Q: Did they have a big house?

– Yes, they did. – No, they did not.

4. I have had a new computer.

Q: Have you had a new computer?

– Yes, I have. – No, I have not.



سميت بذلك لأن ليس لها تصريف ثالث ولأنها تحتاج دائماً إلى فعل أساسي بعدها يكمل المعنى.

will	would
shall	should = ought to = had better
can	could
may	might
must = have to don't have to = needn't	had to

ملاحظات:

1. نستخدم الفعل الناقص (will/shall) بمعنى (سوف) لكي نعبر عن المستقبل، كما نستخدم الفعل (shall) عند عرض الاقتراحات والأفكار.

- ❑ Ex: I will travel to London next month.
- ❑ Ex: Shall we go to the zoo today?

2. نستخدم الفعل الناقص (would) بمعنى (سوف) في الحالات الآتية:
أ. عند نقل صيغة الكلام من المباشر إلى غير المباشر في المستقبل.

- ❑ Ex: "I will send the report tomorrow." Mr. Ali said.
→ Mr. Ali said (that) he would send the report tomorrow.

ب. عند عرض الأشياء بشكل مهذب.

- ❑ Ex: Would you like to join us for tea?

ج. في حالة الجملة الشرطية (If) الحالة الثانية.

- ❑ Ex: If I woke up early, I would catch the early train to Alex.

3. نستخدم الأفعال (should/ ought to/ had better) عند تقديم النصيحة للآخرين.

- ❑ Ex: You should study hard to succeed.
- ❑ Ex: We had better start early to finish our work early.

4 . نستخدم الفعلين (can/could) لكي نعبر عما يلي:

◀ الاستطاعة والمقدرة في الحاضر باستخدام (can/be + able to).

◀ في الماضي باستخدام (could/was/were + able to/managed).

◀ كما تستخدمان أيضًا في حالة الطلب المهذب، الفعل (could) أكثر أدبًا عند الطلب من شخص لا نعرفه.

- ❑ **Ex:** I can read English now faster than before.
- ❑ **Ex:** I could swim well when I was ten.
- ❑ **Ex:** Can you help me?
- ❑ **Ex:** Could you lend me a pen please?

5 . نستخدم الفعلين (may/might) لكي نعبر عن الاحتمال (possibility) وعدم اليقين

(uncertainty) في حدوث الأشياء والفعل (might) يحمل نسبة شك كبيرة في حدوث الفعل هنا، كما

نستخدم الفعل (may) أيضًا في حالة الطلب المهذب (polite request).

- ❑ **Ex:** I may come late today.
- ❑ **Ex:** I am not sure, He might travel tomorrow.
- ❑ **Ex:** May I borrow your dictionary for a minute please?

6 . نستخدم الفعل (must) عند التعبير عن الضرورة (necessity) والإلزام (obligation) ومع القوانين

(laws and rules)، كما نستخدم الفعل (have to) لكي نعبر عن الإلزام النابع من الأخلاق أو عادات

المجتمع أو الدين.

- ❑ **Ex:** Drivers must follow traffic rules.
- ❑ **Ex:** We have to respect elder people.

7 . نستخدم الأفعال (needn't/ don't have to /mustn't) في حالة التعبير عن عدم ضرورة القيام بفعل

معين.

8 . هذه الأفعال الناقصة يأتي بعدها دائمًا فعل في صيغة المصدر كما نلاحظ من خلال الأمثلة السابقة.



Modal Verbs Summary

1. **Necessity:** must, have (got) to, needn't and mustn't.

1. الضرورة والوجوب.

- **Ex:** I must go to the bank.

2. **Obligation and advice:** should, ought to, had better.

2. الإلزام والنصيحة.

- **Ex:** You should answer the letter.

3. **Permission:** can, could, may, might and be allowed to.

3. الطلب المهذب وطلب الإذن.

- **Ex:** We can leave our luggage at the hotel.
- **Ex:** Can/Could you tell me the time please?
- **Ex:** May I leave now please?

4. **Certainty:** will, must and can't.

4. اليقين والتأكد.

- **Ex:** Mandy will be in London now.
- **Ex:** Hospitals must be open 24 hours a day.

5. **Probability:** should and ought to.

5. الرجاء والتوقع.

- **Ex:** The rain should stop soon.

6. **Possibility:** may, might, can and could.

6. الاحتمال والإمكانية.

- **Ex:** The keys may be in my coat pocket.

7. **Ability:** can, could and be + able to.

7. المقدرة والاسطاعة.

□ **Ex:** Most people can swim.

8. **Habits:** will, would and used to.

8. العادات السائدة.

□ **Ex:** People will leave litter everywhere.

9. **Unreal situations.**

9. المواقف والأحداث غير الواقعية.

□ **Ex:** Six weeks' holiday would be nice.



General Exercises on Auxiliary and Modal Verbs

 Insert a suitable auxiliary verb:

to be – to do – to have

1. I always tired when I finish my work late at night.
2. She all the housework alone every day.
3. They a great chance to improve their English.
4. We away for ten days last month.
5. He a degree in English Literature.
6. It very hot nowadays.
7. You absent last lecture you?
8. I my best but I failed.
9. She a small bike when she was young.
10. Students for the exam today.
11. People everywhere a lot of things in common.
12. Ali his homework regularly every day.
13. They good at playing the piano.
14. you willing to join us now?
15. she do her best to improve her living standard?
16. I mistaken to defend my rights?
17. they angry when they heard the news?
18. he have a good job?
19. it really possible for them to fulfil their promise?
20. we blamed for behaving in such way?



 *Insert a suitable modal verb:*

may – must – can – mustn't – needn't – can't

1.I go out, mummy? ~ No, you you do your homework.
2. The doctor says I stay in bed till my temperature falls.
3. You water the flowers, Dora have already watered them.
4. you play the piano? ~ I play very well.
5. You smoke in the classroom, you smoke only in the corridor.
6. There isn't water in the pool, so we swim today.
7. Tony's got a bad cold, so he swim today.
8. There's a bridge over the river, so we swim across.
9. Have you got enough money? ~ Oh, yes, we go to the bank.
10. They hurry if they want to catch the bus.
11. I sit here? ~ Yes, you sit anywhere in the room.
12. I turn on my radio? ~ No, you, everybody's sleeping?
13. There's a bus to George Street, so we walk.
14. Dora walk because she broke her leg.
15. I go to the cinema? ~ Yes, but you get home before ten.
16. You cross the street when the light is red.
17. You cross the street here - there are railings all around.
18. I take a bus? ~ No, you The station is not very far.
19. We walk to the other side of the wood, there's a river in between.
20. The boss says we leave the office before we finish this work.



⇒ We can define the preposition as follows:

- ▶ A word that relates between the subject and another word in a sentence.

◀ حرف الجر: هو عبارة عن كلمة تربط بين الفاعل وبين كلمة أخرى في الجملة.

- ▶ **Note:** In English, there are a lot of prepositions and this is due to the different usage of prepositions as adjectives, adverbs and prepositions as well.

◀ ملحوظة: يوجد عدد كبير من حروف الجر في اللغة الإنجليزية وهذا يرجع إلى الاستخدامات المختلفة لحروف الجر كصفات وظروف وحروف جر أيضا.

Preposition	Arabic Meaning	Preposition	Arabic Meaning
aboard	على ظهر سفينة، طائرة، قطار	within	خلال، في نطاق، ضمن حدود
about	عن، حول، قرابة	regarding	فيما يتعلق بـ، بخصوص
above	أعلى، فوق	past	خلف، وراء
according to	طبقاً لـ، وفقاً لـ، حسب	since	منذ، مذ
across	عبر، خلال	than	من، غير
after	خلف، وراء، بعد	through	خلال، عبر
against	ضد، عكس، قبالة	throughout	طوال، خلال، على مدى
ahead of	إلى الأمام، متقدماً	until, till	حتى، إلى أن، إلى كذا
along	على طول، بمحاذاة	at	في، عند
alongside	بجانب، جنباً إلى جنب	atop	في أعلى، فوق
amid, amidst, mid	في منتصف، وسط، بين	before	أمام، قبل
without	بدون، دون كذا	behind	خلف، وراء
among	بين عدة أشياء	below	أسفل، تحت
around, round	حول، قرابة، حوالي	beneath	تحت، دون
as	مثل، كما	beside	بجانب، عند
as far as	على حد، بحسب كذا	between	بين شيئين، فيما بين
over	فوق، أعلى	by	بواسطة، عن طريق، بجانب، بجوار

Preposition	Arabic Meaning	Preposition	Arabic Meaning
due to	بسبب، لأن، جراء كذا	by means of	بواسطة، بفضل كذا
during	أثناء، خلال	despite	على الرغم
except	ما عدا، سوى	down	أسفل، تحت
far from	بعيد عن	with	مع، لدى، عند، بـ
following	في أعقاب، كنتيجة لـ	minus	ناقص، أقل من
for	من أجل، نحو، منذ	near	قريب، بالقرب من
from	من، منذ	with regard to	بخصوص، فيما يتعلق بـ
in	في، خلال	owing to	بسبب
in addition to	بالإضافة إلى	next to	مجاور، قريب لـ، بجانب
in case of	في حال، فيما لو، إذا	notwithstanding	على الرغم من
in front of	أمام	of	من (للإضافة)
in place of	في محل، في موضع	off	على بعد، بعيد
in spite of	على الرغم من، رغم كذا	on	على، فوق، عن
inside	داخل، ضمن	on account of	بسبب، على خلفية كذا
plus	بالإضافة إلى، زائد	on behalf of	بالنيابة عن
instead of	بدلاً من، عوضاً عن	on top of	في أعلى، فوق، إضافة إلى
in to (into)	في داخل	upon	على، فوق، عند
like	مثل، شبيه بـ	to, toward(s)	إلى، نحو، تجاه
on to (onto)	على، فوق	up	أعلى، فوق
opposite	مقابل، مواجه لـ	under	تحت، دون، قيد
out of	خارج كذا، من خلال	underneath	تحت، أسفل
outside	خارج كذا	beyond	ما وراء، ما بعد



And now let's talk about prepositions in more detail,



إلى - نحو - تجاه to - towards

► We use this preposition to talk about: directions and destinations.

◀ نستخدم حروف الجر هذه مع: الاتجاهات والأماكن المقصودة ومع بعض التعبيرات اللغوية.

- ❑ Ex: I go to the centre twice a week.
- ❑ Ex: We travel to Alexandria every summer.

⇒ Here are some common expressions with (to):

to no avail	عبثاً، بلا فائدة	to whom it may concern	إلى من يهمه الأمر
to my mind	من وجهة نظري	to my shame	أنا في شدة الخجل
to that extent	إلى ذلك الحد	to my knowledge	على حد علمي
to my astonishment, to my amazement, to my surprise	مما أثار دهشتي	to the point	في صميم الموضوع
to this end	من أجل هذه الغاية	to my annoyance	مما يضايقني

⇒ In English, there are three different cases for the word (to) as follows:

◀ يوجد في اللغة الإنجليزية ثلاثة حالات مختلفة من الاستخدام لهذه الكلمة كما يلي:

1. to + noun → As a preposition here.

1. إذا تبعت باسم فإنها تستخدم كحرف جر بمعنى (إلى).

- ❑ Ex: I go to work by bus every day.

2. to + infinitive verb → In some cases in English.

2. تأتي قبل الفعل في المصدر وذلك بعد مجموعة من الأفعال وتكون بمعنى (أن) وتسمى في هذه الحالة (أن المصدرية).

- ❑ Ex: I want to ask you some questions if you don't mind.
- ❑ Ex: I decided to start a new business with a friend of mine.

3. to + an infinitive verb → As a conjunction in clause of purpose.

3. تأتي هنا أيضًا قبل الفعل في المصدر ولكن كأداة ربط بمعنى (لكي) وذلك مع الجمل الدالة على الغرض.

□ Ex: We woke up early to catch the early train to Alexandria.



in

في - خلال

► We use this preposition before: months, seasons, year dates, some parts of the day, periods, general places and with some expressions.

◀ يستخدم حرف الجر (in) مع: الشهور، فصول السنة، تواريخ السنوات، بعض أجزاء اليوم، الفترات الزمنية، مع الأماكن بشكل عام مثل الدول والمدن وما شابه ذلك ومع كثير من التعبيرات اللغوية.

□ Ex: in January – in summer – in 2007 – in the morning/ the afternoon/ the evening – in ten minutes/ two weeks – in England/ Cairo.

⇒ With some expressions like:

in time	في الوقت المناسب (بدون تخطيط مسبق)	in a bad mood, in a bad temper	متعكر المزاج، في حالة مزاجية سيئة
in a hurry	في عجلة من أمره	in search for	بحثًا عن
in ink	يكتب بالقلم الحبر	in reality	في الواقع
in detail	بالتفصيل	in fact	في الحقيقة
in rags (clothes)	يرتدي ملابس ممزقة	in practice	في الواقع
in return for/ in exchange for	في مقابل كذا	in English	يتحدث/ يكتب بالإنجليزية
in my opinion, in my mind, in my viewpoint	من وجهة نظري	in advance	سلفًا، مقدمًا
in short	باختصار	in brief	بإيجاز، باختصار
in other words	بعبارة أخرى	in public	علانية، جهارًا

in full	بالكامل	in private	سرًا، على انفراد
in part	بشكل جزئي، جزئيًا	in good time for	في وقت مناسب لـ
in answer to, in reply to, in response to (a question)	ردًا على (سؤال مثلاً)	in the end	في النهاية (وقت غير محدد)
in order	بالترتيب	in cash	يدفع نقدًا
in good/bad condition	في حالة جيدة/ سيئة	in turn	هذا بدوره
in no time	في لمح البصر	in debt	شخص مديون، عليه ديون
in dispute/ in conflict with	في حالة نزاع/ خلاف	in contrast	على النقيض
in instalment	يدفع بالتقسيط	in association, in collaboration, in partnership with	بالتعاون مع
in place of	في محل، بدلًا من	in doubt	في حالة من الشك
in the first place	في المقام الأول	in amazement, in astonishment	في دهشة، في ذهول (تستخدم في نهاية الجملة)
in particular	على وجه الخصوص	in charge of	مسئول عن
in comparison with	بالمقارنة مع	in spite of	على الرغم من
in addition to	بالإضافة إلى	in the memory of	في ذكرى (كذا)
in hope of	أملًا في	in quest of	بحثًا عن
in confrontation with	في مواجهة مع	in the shape of, in the form of	على شكل كذا

► **Note:** This list is not exclusive.





at

في - عند

► We use this preposition to talk about: specific times, specific places, and the rest of parts of the day and with some expressions.

◀ يستخدم حرف الجر (at) مع: الأوقات المحددة، الأماكن المحددة، بقية أجزاء اليوم ومع بعض التعبيرات اللغوية.

□ Ex: at 6 p.m. – at work/ the office/ home – at dawn/ night ... etc.

at high/low price	بسرعة مرتفع / منخفض	to sell at a loss	يبيع بخسارة
at the expense of	على حساب كذا	at tremendous/ great speed	بسرعة مذهلة
at first glance/ sight	للهولة الأولى	at all cost	مهما كلفني الأمر
at the same time	في نفس الوقت	at the end of	في نهاية مكان/ وقت محدد
at the age of	في سن كذا	at hand	في متناول الأيدي
at first	في البداية	at your disposal, at your request, at your service	تحت أمرك، في خدمتك
at last	أخيراً، في النهاية	at fault	يكون مخطئاً
at the most	على الأكثر	at war/peace	في حالة حرب/ سلام
at random	بصورة عشوائية	at the top of	في أعلى مكان محدد
at least	على الأقل	at ease	في راحة ويسر
at the moment	في هذه اللحظة	at once	في الحال
at request	عند الطلب	at a cost of	بتكلفة مقدارها





on

على - فوق - عن

► We use this preposition before: week days, specific dates of the days, when we talk about specific topics and with some expressions.

◀ يستخدم حرف الجر هذا أمام: أيام الأسبوع، تواريخ الأيام، عند الحديث عن موضوعات معينة ومع بعض التعبيرات اللغوية.

□ Ex: on Monday – on 7th April – on politics ... etc.

on time	في الموعد المحدد	on condition	بشرط
on purpose	متعمداً، عن قصد	on the contrary	على النقيض
on fire	مكان به حريق	on his own	بمفرده
on my way to	في طريقي إلى	on sale	معروض للبيع
on (sick/ maternity/ compassionate/ casual) leave	في أجازته مرضية، ولادة، لظروف شخصية، عارضه	on one hand	من ناحية
on strike	في حالة إضراب	on the other hand	من ناحية أخرى
on holiday, on vacation	في عطلة رسمية، في أجازته	on the frontier	على الحدود
on a journey/ a trip/ a picnic/ a flight	في رحلة/ نزهة/ رحلة جوية	on foot	مشياً على الأقدام
on demand, on request	حسب/ عند الطلب	on the same page/ level	على نفس المستوى
on my nerves	على أعصابي	on weekdays, on weekends	في أيام العمل، في عطلة الأسبوع
on weekends	في عطلة الأسبوع	on my dead body	على جثتي
on a daily/ monthly basis	وفقاً لأساس يومي/ شهري	on credit	يشترى بالدين
on the long run	على المدى الطويل	on the verge of, on the brink of	على شفا، على شفير كذا





of

من (للإضافة والملكية)

- ▶ We use this preposition to talk about: possession and when the thing we mean is a part of the whole.

◀ يستخدم حرف الجر هذا للتعبير عن: الإضافة والملكية وعندما يكون الشيء الذي نقصده يمثل جزء من الكل.

- Ex: This is the door of their house.
- Ex: I have to change the frame of my glasses; it's too old.

▶ **Note:**

To express possession in English, We use possession ('s) when we talk about the property related to people. Ex: This is Ali's flat next to the supermarket.

But we can use the preposition (of) to talk about the possession of people to things when we don't mention the names of the persons and also to add something to another thing as a part of it.

- Ex: The man in blue shirt is the brother of the girl in red dress.
- Ex: I broke the handle of the door by accident.

◀ ملحوظة:

لكي نعبر عن الملكية في اللغة الإنجليزية نستخدم ('s) الملكية:

◀ عندما نتحدث عن علاقة الإنسان بإنسان محدد مثل: (This is Ahmad's wife).

◀ وكذلك ملكية الإنسان للجملادات مثل: (Ahmad's dictionary).

◀ ولكننا نستخدم حرف الجر (of) للتعبير عن علاقة الأشخاص ببعضهم مثل:

(the son of my brother= my brother's son)

◀ وكذلك علاقة الجهاد بالجهاد مثل: (The cover of the book= the book's cover).





from

من - منذ

- ▶ **We use this preposition to talk about:** the main sources of the places we come from or we get things from.

◀ يستخدم حرف الجر هذا: لتحديد الأماكن ومصادر الأشياء.

- **Ex:** I am from Egypt.
- **Ex:** I bought this shirt from the new mall.
- **Ex:** This wind is coming from the west.



by

بواسطة - عن طريق - بجوار

- ▶ **We use this preposition with:** means of transport and places, like: by bus/ train/ car/ the underground/ the subway.

◀ يستخدم هذا الحرف مع وسائل المواصلات ومع الأماكن.

- **Ex:** My flat is by/ next to the station.



between

بين شيئين

- **Ex:** My flat is located between the bank and the post office.





among

بين عدة أشياء

- **Ex:** This town is located among the hills.



about

عن - بخصوص - حوالي

- **Ex:** He asked me about my job.



for

من أجل - نحو - منذ

- **Ex:** I bought this book for you.



with

مع - لدى - عند - بـ

- **Ex:** I go to the park with my friends.
- **Ex:** I always drink tea with milk in the morning.



around

حول - قرابة

- **Ex:** The earth revolves around the sun.





opposite = across from [US]

مقابل

- **Ex:** The bank is located opposite the mall.



near = close to

قريب - بالقرب من

- **Ex:** There is a big pharmacy near the zoo.



against

ضد - عكس - قبالة

- **Ex:** The centre is against the mosque.



next to = beside

بجوار - بجانب

- **Ex:** The bus stop is next to my house.
- **Ex:** I always sit beside Ali in the first row.



beyond

ما وراء - ما بعد

- **Ex:** What happened was beyond our expectation.





in front of = before

أمام

- **Ex:** Turn right, you will see the bookshop in front of you.



behind = after

خلف - وراء

- **Ex:** I saw somebody hiding behind the tree.



across = through

عبر - خلال

- **Ex:** The thief entered the flat through the kitchen window.



within

خلال - في نطاق - ضمن حدود

- **Ex:** I will finish my work within ten minutes.



into = inside

في داخل - ضمن

- **Ex:** I found my book inside this bag.





out of = outside

خارج

- **Ex:** Can we get out of this hot place?



up = above = over

أعلى - فوق

- **Ex:** I can see a small hole up in the ceiling.
- **Ex:** The sun rose above/over the horizon.
- **Ex:** We were flying above the clouds.



down = below = under
underneath = beneath

أسفل - تحت

- **Ex:** The tears ran down her face.
- **Ex:** The people in the rooms below are very noisy.
- **Ex:** There's nothing new under the sun.
- **Ex:** "Even paradise is underneath the feet of your mothers."



on top of

في أعلى - فوق - إضافة إلى

- **Ex:** Put the red book on top of the others.





away from = off

بعيد عن

- **Ex:** This house is away from/ off the main road.



until = till

حتى - إلى كذا

- **Ex:** He works from morning until night.



Exercises on Prepositions

 *Insert suitable prepositions in the following:*

to – in – at

1. Could I speak Tom, please? I'm afraid Tom's work. But Jack's
Would you like to speak him?
2. How do I get the Air Terminal? Turn right the end of this street and
you'll see it front of you.
3. He started going school the age of five. So now he's been
school for ten years. He's leaving the end of this year.
4. He goes his office every day except Sunday. On Sundays he stays
home and works the garden.
5. I think I left my umbrella the bus. I'd better write the Lost Property
Office.
6. We arrived the airport good time for the plane.
7. Can I look up a word your dictionary? I left mine home.
8. Our train arrived York 6.30. Paul met us the station.
9. Have you been the theatre recently? Yes, I was the Old Vic last
night.
10. I'm returning France the end of this term. Are you coming back
..... England after the holidays?
11. He isn't living home now, but if you write his home they'll forward
the letter his new address.
12. I went bed early but I couldn't get sleep because the people
the next room were talking so loudly.

- 13.** first I found the work very tiring, but a few weeks I got used it.
- 14.** There was an accident the crossroads midnight last night. Two men were taken hospital. I believe one of them is still hospital.
- 15.** the daytime the streets are crowded but night they are quite deserted.
- 16.** first her father refused to allow her to go back work; but the end he agreed.
- 17.** the beginning of a textbook there is a preface, and the end there is an index.
- 18.** He went sea 18, and spent all his working life sea. He retired 56 and went to live the country.
- 19.** I saw Tom the bus stop this morning but couldn't speak him because we were standing a queue and he was the front of it and I was the back.
- 20.** I'll leave some sandwiches the fridge in case you are hungry when you come in.
- 21.** We'd better start six, because climbing up the gallery takes some time. I hope you don't mind sitting the gallery. No, of course not. When I go the opera I always go the gallery.
- 22.** He is always a hurry. He drives a tremendous speed.
- 23.** When he began speaking English, she looked him amazement.
- 24.** Write ink and put your name the top of the page.
- 25.** We start serving breakfasts 7:30. Shall I send yours up your room, or will you have it the restaurant?
- 26.** He's always a bad temper breakfast time.

- 27.** According the guidebook there are three hotels the town.
- 28.** The pilot climbed 5,000 metres and flew that height till he got the coast. Then he came down 1,000 metres and began to take photographs.
- 29.** I'm interested chess but I'm not very good it.
- 30.** Who is the girl the blue dress, sitting the head of the table?
- 31.** I couldn't offer him a room my flat because that time my mother-in-law was staying with us.
- 32.** The train stopped all the stations, and long before we got London every seat was taken and people were standing the corridors.
- 33.** Shall we discuss it my room, or shall I come your office?
- 34.** my astonishment I was the only person the bar. Everyone else had gone the casino.
- 35.** The Loch Ness monster is supposed to live the bottom of the Loch and come the surface from time time.
- 36.** You can't say that he lives luxury. There's hardly any furniture his room. He hasn't even got a desk to write



🦋 *Fill the gaps in the following sentences from the list below:*

at – by – in – into – of – off – on – out (of) – to – under – with

1. I'm going to Bath Monday Tom. Would you like to come us?
Are you going bus? No, we're going Tom's car.
2. I saw him standing the queue but I don't know whether he got the bus or not.
3. How do you go school? It depends the weather wet days I go tube; fine weather I go foot.
4. The car stopped the traffic lights and wouldn't start again, so the driver got and pushed it the side the road.
5. Someone threw a stone the speaker. It hit him the head and knocked his glasses
6. I want to post this a friend Italy. Will he have to pay duty it?
7. According Tom, it is impossible to live Paris less than £ 10,000 a year.
8. Are you your own (alone)? No, I'm a friend mine.
9. You ought to be ashamed yourself for coming my nice clean kitchen muddy boots.
10. Children get presents Christmas and their birthdays.
11. How would we get {escape from} this room if the hotel were fire?
12. He arrived London 6 p.m. a foggy November day. We often have fogs November.
13. The man his back the camera is the Minister Agriculture.
14. How do I get the Public Library? Go the end this street and turn right; turn left the next traffic lights and then take the second turning your right. This will bring you Brook Street, and you'll find the library your left.

- 15.** Alternatively you could get a 14 bus this stop and ask the conductor to tell you where to get (alight).
- 16.** The boy was leaning against the wall his hands his pockets. "Take your hands your pockets," said his father sharply.
- 17.** As she was getting the car one her buttons fell Although we were a hurry she insisted stopping to look for it.
- 18.** Mr. Jones is very keen punctuality. His lessons start dead time and you get terrible trouble if you're late.
- 19.** The man the pipe and red hair is the brother the girl blue.
- 20.** Don't leave your luggage the corridor. It'll be everyone's way. Bring it the compartment and put it the rack.
- 21.** He sits his desk all day his head his hands. It gets my nerves.
- 22.** mistake I opened Mary's letter instead my own. She was very angry me and said that I'd done it purpose.
- 23.** I buy a newspaper my way the station and read it the train. By the time I get London I've read most it.
- 24.** He was charged driving while the influence alcohol.
- 25.** People who drop litter the pavements are liable a fine £ 50.
- 26.** He accused me selling secret information the enemy.
- 27.** You look worried. Are you some sort trouble? Yes, a way. I'm debt and my creditors want to be paid the end the month, and the moment I haven't any money the bank.
- 28.** The car skidded the tree, the windscreen was smashed and the driver was cut the face splinters glass.

- 29.** Four people were injured the demonstration. Three them are students the university; the fourth is here holiday. That's him over there his arm plaster.
- 30.** This picture was painted Picasso; and there's another Picasso the opposite wall.
- 31.** The horse stopped suddenly and the rider fellHe couldn't get again without help and there was no one sight.
- 32.** The children hastily changed bathing things and jumped the river shouts of delight.
- 33.** We'll have to go car; we can't go bus account the bus strike.
- 34.** Divers breathing a mixture helium and oxygen can work a depth 100 metres.
- 35.** I'm tired working the suburbs and I've asked to be transferred our central branch.
- 36.** Can I have Monday? or Can I have a holiday Monday? I want to go my grandson's wedding.



🦋 *Insert suitable words, choosing them from the list below:*

at – by – during – for – from – in – of – on – over – since – till –
under – with

1. I've lived this street ten years.
2. He has lived 101 Cornwall Gardens 1966.
3. the age 18 he was sent to prison theft.
4. He was prison two years that time he became interested pigeons.
5. There is a parcel of books you the table the hall. ~
Oh, they must be my brother. He always sends me books my birthday.
6. We heard that Bill wasn't arrest but was helping the police their enquiries. The police are interested a bank robbery which took place Bill's last holidays.
7. Much Ado About Nothing is Shakespeare, and you'll find more his plays the bookcase the corner.
8. As the child was too young to travel herself, they arranged her to travel the care a friend of the family.
9. Have you heard John his return? ~ Yes, I had a letter Monday. He's thinking going back America.
10. He was ill a week and that week his wife never left his side.
11. Aren't you coming us? ~ No, I'm waiting Tom.
- But he won't be ready some time. ~ I'm not a hurry. I'll wait till he's ready.
12. I'm very sorry being late. It was good you to wait me.

- 13.** Passengers may leave bulky articles the stairs the conductor's permission, but the bus company will not be responsible such articles.
- 14.** Remember to be good time the opera because if you're late they won't let you the end the act.
- 15.** I want two seats Romeo and Juliet Friday night.
- 16.** spite the heat he refused to take his coat.
- 17.** He was wounded the shoulder a bullet fired an upstairs window.
- 18.** While their way from the coast the mountains they were attacked a jaguar.
- 19.** What platform does the train York leave? ~ Platform 8, and you'd better hurry. It'll be leaving a minute.
- 20.** He invited me to dinner his club and the meal he asked me advice about his investments.
- 21.** He's not independent any means. He depends his father everything.
- 22.** He has a picture Picasso (Picasso painted the picture) and he can't decide whether to hang it the hall the right as you come or the sitting room the fireplace.
- 23.** I'm tired hearing about Tom and his Picasso. He can hang it his garage all I care!
- 24.** He said he was debt and asked me a loan £ 50.
- 25.** What's the cheapest way getting London Edinburgh?-
Well, you could hitch hike there next nothing, or you could go coach about £ 20.

- 26.** I was horrified his appearance. He looked as if he hadn't slept weeks.
- 27.** When he gets back the office he expects his wife to meet him the door his slippers, and have a hot meal waiting him.
- 28.** Yesterday the children went a walk and didn't get back 10 p.m. Their mother was furious them coming in so late.
- 29.** Passengers who get or a bus (i.e. who board or leave it) except the official stops do so their own risk.
- 30.** The rows are lettered A to T, beginning the row nearest the stage. So if Tom is sitting B 26, and Jack is sitting C 26, Tom will be directly front Jack.
- 31.** What's the best way cooking a lobster? ~
Cook it boiling salted water, and serve it cold mayonnaise.
- 32.** He was fined parking his car a no-parking area.
- 33.** He opened the door a rusty key and went down the steps the cellar, followed by Bill a torch.
- 34.** The adults worked 6 a.m. to 6 p.m., an hour lunch. Boys 18 were not supposed to start 8 a.m. (earlier than 8 a.m.)
- 35.** He died heart failure Tuesday night. His wife is still suffering shock.
- 36.** The house is fire! Send the Fire Brigade!



How to Form Questions

تكوين السؤال

Question Words

أدوات الاستفهام

What	ما، ماذا	How far	كم المسافة
When	متى	How often	كم مرة
Where	أين	How wide	كم اتساع، كم عرض
Why	لماذا	How high	كم ارتفاع
Who	من للفاعل العاقل	How tall	كم طول (للأشخاص)
Whom	من للمفعول العاقل	How deep	كم عمق
Whose	لمن (للملكية)	How fast	كم سرعة
Which	أي، أيهما (للاختيار)	How heavy	كم وزن
How	كيف، كم	How many times	كم عدد المرات
How many	كم عدد	What time	متى، ما وقت
How much	كم كمية، كم سعر	What price	ما سعر
How old	كم عمر	What weight	ما وزن
How long	كم طول للأشياء، كم طول المدة الزمنية	What kind / sort of	ما نوع

⇒ Notes:

1. When we use the following question words (How many, How much, whose, which, what), we put the noun we want to ask about after the question word directly then we put the suitable auxiliary verb.

1. عند استخدام أدوات الاستفهام التي ورد ذكرها، فإننا نضع الاسم الذي نسأل عنه بعد أداة الاستفهام مباشرة ثم بعد ذلك نضع الفعل المساعد المناسب.

□ Ex: There are twenty students in this classroom.

Q: How many students are there in this classroom?

2. We do not use an auxiliary verb with the question word (Who) in the Present and the Past Simple tense.

2. لا نستخدم فعل مساعد مع أداة الاستفهام (Who) في حالة زمني المضارع والماضي البسيط.

□ Ex: Ali opens the shop every day.

Q: Who opens the shop every day?

Q: Who opened the shop yesterday?

3. We can add new question words by using the rule (How + an adjective) if need be.

3. يمكن إضافة أدوات استفهام جديدة عن طريق استخدام القاعدة (كم + صفة) إذا كنا نحتاج إلى ذلك.

□ Ex: How difficult is the exam?



⇒ The Rule:

← ترتيب السؤال:

Wh. + auxiliary verb + subject + main verb + the rest of the sentence + ?

أداة استفهام + فعل مساعد + فاعل + فعل أساسي + بقية الجملة (إذا وجدت) + ؟

□ Ex: Samy goes to the club every week.

Q: Where does Samy go every week?



⇒ How to use a proper auxiliary verb:

← كيف نضع فعل مساعد مناسب:

1. We use the auxiliary verb (do) with questions in the Present Simple tense with the following pronouns:

I, We, You, They + plural subject.

1. نستخدم الفعل المساعد (do) مع الأسئلة في زمن المضارع البسيط مع الضمائر:

(I, We, You, They + plural subject)

□ **Ex:** Our classes start at 5 p.m. every day.

□ **Q:** When do your classes start every day?

2. We use the auxiliary verb (does) with questions in the Present Simple tense with the following pronouns: He, She, It + singular subject. And we omit the added (s) from the main verb.

2. نستخدم الفعل المساعد (does) مع الأسئلة في زمن المضارع البسيط مع الضمائر ثم نحذف حرف (s) من

الفعل الأساسي وذلك مع الضمائر (He, She, It + singular subject).

□ **Ex:** He goes to work on foot.

□ **Q:** How does he go to work?

3. We use the auxiliary verb (did) with questions in the Past Simple tense and we put the main verb in the infinitive form with all pronouns.

3. نستخدم الفعل المساعد (did) مع الأسئلة في زمن الماضي البسيط مع كل الضمائر ثم نرجع الفعل الأساسي إلى

صيغة المصدر.

□ **Ex:** He paid fifty pounds for this shirt.

□ **Q:** How much did he pay for this shirt?

4. Regarding the other tenses, we use the suitable form of the verb according to the type of the verb tense we want to ask about; So we should learn the different forms of verb tenses to be sure about the questions we form.

4. أما في حالة الأزمنة الأخرى، فإننا نلتزم بالتركيب الخاص لكل زمن حيث سيحتوي كل تركيب على الفعل

المساعد المناسب؛ ولهذا يجب أن نحفظ تركيب كل زمن من هذه الأزمنة من أجل أن نكون على ثقة حول صحة

السؤال الذي نطرحه.

□ **Ex:** I have been a lawyer for ten years.

□ **Q:** How long have you been a lawyer?

□ **Ex:** He is writing some e-mails at the moment.

□ **Q:** What is he doing now?



Exceptions

⇒ There are some exceptions that we should learn here as follows:

هناك بعض الحالات الشاذة يجب أن نتعلمها: ⇐

1. I have a severe headache.
Q: What's wrong/ the matter with you?
2. Have no idea about cars' models.
Q: What do you know about cars?
3. He is a self-made man.
Q: What kind of persons/personality is he?
4. She is a tall thin blonde lady.
Q: What does she look like?
5. It was very cold yesterday.
Q: What was the weather like yesterday?
Q: How was the weather yesterday?
6. She must talk to the manager first.
Q: Whom must she talk to first?



Exercises on Question Forming

✎ *Form questions for the sentences below:*

1. We were forced to change our plans.

.....

2. He pays fifty pounds a month.

.....

3. They may stay there for ten days.

.....

4. I have worked at this company for ten years.

.....

5. It is 200 km from Cairo to Alexandria.

.....

6. The competition may become wilder later.

.....

7. I go to the centre twice a week.

.....

8. My nephew is ten years old.

.....

9. He blamed me for nothing.

.....

10. I bought ten novels from the book fair last month.

.....

11. They used to visit us twice a month when I was young.

.....

12. This building is 50 metres tall.

.....

13. I always go to the cinema with my family.

.....

14. This is my colleague Ali.

.....

15. The final reports are sent every month.

.....



 *Put the following questions in order:*

1. from / in / Where / Egypt / you / are?

.....

2. can / I / get / the station / to / How?

.....

3. elder / is / brother / old / your / How?

.....

4. must / I / take / Whom / orders / the / from?

.....

5. did / spend / you / much / yesterday / How?

.....

6. final / will / results / When / the / officially / be / announced?

.....

7. problems / be / these / handled / can / How / properly?

.....

8. well / is / knowledge / your / business / about / How?

.....

9. these / axioms / can / most / How / be / the / debated?

.....

10. have / long / you / How / been / for / waiting / the bus?

.....



 *Insert a suitable question word:*

1. is this table made of?
2. have you invited to the party?
3. should I submit this application first?
4. can I get to the Public Library?
5. is it from here to the station?
6. did you meet the general manager?
7. have you been working here?
8. does she have to offer now?
9. car is that over there?
10. sent this weird report?
11. one is more suitable to do the job?
12. would you like to begin with?
13. time is the meeting today?
14. were you absent last week?
15. will you get it back to me?



a – an

1 Indefinite Article (a):

- ▶ We use the indefinite article (a) before singular, indefinite, countable nouns, which start with a consonant sound.

◀ نستخدم أداة التنكير (a) أمام الأسماء المفردة النكرة القابلة للجمع التي تبدأ بصوت ساكن.

□ **Ex:** a book – a car – a uniform – a university.

- ▶ **Note:** When we look at words like (uniform – university), we can notice that these words start with a vowel letter (u), yet we deal with this vowel letter here as a consonant sound as it produces the consonant sound of (y – / j /) and this vowel letter gives the sound of a long (u) as in the word (you). So, English language deals with the sounds not the letters or spelling of the words.

◀ ملحوظة: عندما ننظر إلى الكلمات مثل (uniform – university) نلاحظ أن هذه الكلمات تبدأ بحرف متحرك (u) غير أننا نتعامل مع هذا الحرف المتحرك هنا على أنه صوت ساكن حيث أنه ينتج الصوت الساكن (y) لأن هذا الحرف المتحرك ينتج صوت (u) طويلة مثل كلمة (you)؛ ومن هنا فإن اللغة الإنجليزية تتعامل مع الأصوات وليس الحروف أو هجاء الكلمات.



2 Indefinite Article (an):

- ▶ We use the indefinite article (an) before singular, indefinite, countable nouns, which start with a vowel sound.

◀ نستخدم أداة التنكير (an) أمام الأسماء المفردة النكرة القابلة للجمع التي تبدأ بصوت متحرك.

- **Ex:** an apple – an umbrella – an hour.



- ▶ **Note:** We use both (a – an) before jobs of persons according to the first sound of the job as follows:

- **Ex:** a teacher – a driver – an engineer – an accountant.



Exercises on Indefinite Articles

✎ *Insert a suitable article (a – an):*

1. My neighbour is photographer; let's ask him for advice about colour films.
2. We had fish and chips for lunch. ~ That doesn't sound very interesting lunch.
3. I had very bad night; I didn't sleep wink.
4. He is vegetarian; you won't get meat at his house. He'll give you cutlet. ~ Last time I had nut cutlet I had indigestion.
5. travel agent would give you information about hotels.
6. We'd better go by taxi, if we can get taxi at such hour as 2 a.m.
7. person who suffers from claustrophobia has dread of being confined in small space, and would always prefer stairs to lift.
8. Do you take sugar in coffee? ~ I used to, but now I'm on diet. I'm trying to lose weight.
9. man suffering from shock should not be given anything to drink.
10. You'll get shock if you touch live wire with that screwdriver. Why don't you get screwdriver with insulated handle?
11. It costs fifty-five and half pence and I've only got fifty pence piece. ~ You can pay by cheque here. ~ But can I write cheque for fifty-five and half pence?
12. Mr. Smith is old customer and honest man. ~ Why do you say that? Has he been accused of dishonesty?

- 13.** I'm not wage-earner; I'm self-employed man. I have business of my own. ~ Then you're not worker; you're capitalist!
- 14.** When he was charged with murder he said he had alibi.
- 15.** friend of mine is expecting baby. If it's girl she's going to be called Etheldreda. ~ What name to give girl!
- 16.** I have hour and half for lunch. ~ I only have half hour ~ barely time for smoke and cup of coffee.
- 17.** I hope you have lovely time and good weather. But I'm not going for holiday; I'm going on business.
- 18.** He looked at me with horror when I explained that I was double agent.
- 19.** I wouldn't climb mountain for £ 1,000! I have horror of heights.
- 20.** I have headache and sore throat. I think I've got cold. ~ I think you're getting flu.
- 21.** Mr. Jones called while you were out (neither of us knows this man). He wants to make complaint about article in the paper. He was in very bad temper.
- 22.** If you go by train you can have quite comfortable journey, but make sure you get express, not train that stops at all the stations.
- 23.** few people know (hardly anyone knows) that there is secret passage from this house to old smugglers' cave in the cliffs.
- 24.** I'm having few friends in to coffee tomorrow evening.
Would you like to come? ~ I'd love to, but I'm afraid I'm going to concert.

25. It's time you had holiday. You haven't had day off for month.
26. He broke leg in skiing accident. It's still in plaster.
27. I want assistant with knowledge of French and experience of office routine.
28. I see that your house is built of wood. Are you insured against fire?
29. The escaping prisoner camped in wood but he didn't light fire because smoke rising from the wood might attract attention.
30. I had amazing experience last night. I saw dinosaur eating meat pie in London Park. ~ You mean you had nightmare. Anyway, dinosaurs didn't eat meat.
31. I'll pay you hundred week. It's not enormous salary but after all you are completely unskilled man.
32. If you kept graph you could see at glance whether you were making profit or loss.
33. little (hardly anything) is known about the effect of this drug; yet chemist will sell it to you without prescription.
34. I have little money left; let's have dinner in restaurant.
35. Would it be trouble to you to buy me newspaper on your way home?
36. man is reasoning animal.



The

- **Note:** The pronunciation of (the) takes two different sounds as follows:
1. If the noun we want to define starts with a consonant sound, the sound of (the) is: / ðə / → **Ex:** The **book** – the **time**.
 2. If the noun we want to define starts with a vowel sound, the sound of (the) is: / ði: / → **Ex:** The **airport** – the **apple**.
- **Note:** We use (the) before singular or/and plural nouns, countable or/and uncountable which start with a vowel or a consonant sound but in the following cases:

◀ ملحوظة: تستخدم أمام الأسماء المفرد والجمع، المعدودة وغير المعدودة التي تبدأ بصوت ساكن أو متحرك ولكن في الحالات الآتية:

1. When we talk about a definite person or thing. <input type="checkbox"/> Ex: I found the book, which I had lost yesterday. <input type="checkbox"/> Ex: I met the man who bought my old car.
2. Before the names of seas, oceans, canals, rivers, names of ships and range of mountains. <input type="checkbox"/> Ex: The Mediterranean Sea – The Atlantic Ocean – The Suez Canal – The Nile River – The Titanic – The Alps.
3. Before political names of the countries. <input type="checkbox"/> Ex: The A.R.E. – The UK – The USA.
4. Before tourist places, musical instruments, devices and inventions. <input type="checkbox"/> Ex: The Pyramids – The Sphinx – The Piano – The Radio – The Internet.
5. Before the third case of comparison (The superlative). <input type="checkbox"/> Ex: good – better – The best.
6. Before unique things in existence or that there's one thing of which in the universe. <input type="checkbox"/> Ex: The Sun – The Sky – The moon.
7. We use it before an adjective to refer to the whole group of people. <input type="checkbox"/> Ex: The blind – The deaf – The dumb ... etc.



► There are some cases in which, we don't use an article as follows:

1. Before plural and uncountable nouns when talking about things in general. □ Ex: I like potatoes.
2. Before countries, towns, streets, languages, magazines, meals, airports, stations, and mountains. □ Ex: I had lunch with Tom.
3. Before some places and with some forms of transport. □ Ex: at home – in bed – at/to work – at/to school – by bus – by plane – on foot.
4. In exclamations with – what + an uncountable noun. □ Ex: What beautiful weather! – What loud music!



Exercises on (the)

✎ *Insert (the) if necessary:*

1. youngest boy has just started going to school; ... eldest boy is at college.
2. She lives on top floor of an old house. When wind blows, all windows rattle.
3. darkness doesn't worry cats; cats can see in dark.
4. My little boys say that they want to be spacemen, but most of them will probably end up in less dramatic jobs.
5. Do you know time? Yes, clock in hall has just struck nine. ~ Then it isn't time to go yet.
6. He was sent to prison for six months for shop-lifting. ~ When six months are over he'll be released; difficulty then will be to find work. Do you go to prison to visit him?
7. I went to school to talk to headmistress. I persuaded her to let Ann give up gymnastics and take ballet lessons instead.
8. ballet isn't much use for girls; it is much better to be able to play piano.
9. I am on night duty. When you go to bed, I go to work.
10. Peter's at office but you could get him on phone. There's a telephone box just round corner
11. He got bronchitis and was taken to hospital. I expect they'll send him home at end of week. Have you rung hospital to ask how he is?
12. Ann's habit of riding a motorcycle up and down road early in morning annoyed neighbours and in end they took her to court.
13. He first went to sea in a Swedish ship, so as well as learning navigation he had to learn Swedish.
14. family hotels are hotels which welcome parents and children.

15. On Sundays my father stays in bed till ten o'clock, reading Sunday papers.
16. Then he gets up, puts on old clothes, has breakfast and starts work in garden.
17. My mother goes to church in morning, and in afternoon goes to visit friends.
18. Like many women, she loves tea parties and gossip.
19. My parents have cold meat and salad for supper, winter and summer.
20. During meal he talks about garden and she tells him village gossip.
21. We have a very good train service from here to city centre and most people go to work by train. You can go by bus too, of course, but you can't get a season ticket on bus.
22. dead no longer need help. We must concern ourselves with living. We must build houses and schools and playgrounds.
23. I'd like to see Mr. Smith please. Do you mean Mr. Smith who works in box office or other Mr. Smith?
24. Did you come by air? No, I came by sea. I had a lovely voyage on Queen Elizabeth II.
25. most of stories that people tell about Irish aren't true.
26. married couples with children often rent cottages by seaside for summer holidays. ~ men hire boats and go for trips along coast; children spend day on beach and poor mothers spend most of time doing cooking and cleaning.
27. It's usually safe to walk on sand, but here, when tide is coming in, sand becomes dangerously soft. people have been swallowed up by it.
28. When Titanic was crossing Atlantic she struck an iceberg which tore a huge hole in her bow. captain ordered crew to help passengers into boats.

29. Everywhere man has cut down forests in order to cultivate ground, or to use wood as fuel or as building material.
30. But interference with nature often brings disaster. tree-felling sometimes turns fertile land into a dustbowl.
31. people think that lead is heaviest metal, but gold is heavier.
32. Our air hostess said, '..... rack is only for light articles. heavy things such as bottles must be put on floor.'
33. windows are supposed to let in light; but windows of this house are so small that we have to have electric light on all time.
34. There'll always be a conflict between old and young. young people want change but old people want things to stay same.
35. power tends to corrupt and absolute power corrupts absolutely.
36. You can fool some of people all time, and all people some of time; but you cannot fool all people all time.



1 Use:

1 الاستخدام:

- ▶ An adjective modifies a noun or a pronoun. The adjectives can express physical and other qualities (large, quiet, and friendly) and the writer's opinion or attitude (excellent, beautiful). The adjective (residential) classifies the area, tells us what type of area it is.
- ▶ Adjectives can also express other meanings such as origin (an American writer), place (an inland waterway), frequency (a weekly newspaper), degree (a complete failure), necessity (an essential safeguard) and degrees of certainty (the probable result).

◀ الصفة تقوم بوصف الاسم أو الضمير (أي الفاعل في الجملة)، ويمكن أن تعبر الصفات عن الخصائص المادية أو غيرها من الخصائص مثل (كبير، هادئ، ودود)، أو أن تعبر عن رأي الكاتب أو موقفه حيال شيء ما مثل (ممتاز، جميل). وعندما نستخدم صفة مثل (سكني، سكنية) فإننا نصف منطقة ما ونحدد نوعها.

◀ كما يمكن أن تعبر الصفات عن معاني أخرى مثل أصل الشخص أو مكانه مثل (كاتب أمريكي)، أو المكان مثل (مجرى مائي داخلي)، أو عن التكرار (جريدة أسبوعية)، أو عن الدرجة (فشل تام)، أو عن الضرورة (وقاية أساسية) وكذا عن درجات اليقين (النتيجة المحتملة).

▶ Note:

- a. We use adjectives of quality to answer the question: What ... like?
 - ❑ Ex: What's the area like? ~ Oh, it's very quiet.
- b. Adjectives of type answer the question: What kind of ...?
 - ❑ Ex: What kind of area is it? ~ Mainly residential.
- c. A modifier can also be a noun.
 - ❑ Ex: a summer holiday, a gift shop.



a. An adjective always has the same form. There are no endings for number or gender.

أ. تأخذ الصفات دائماً نفس الشكل، حيث لا توجد نهايات بالنسبة للعدد أو النوع.

□ Ex: an old man – an old woman – old people.

▶ However, some adjectives take comparative and superlative endings.

□ Ex: My wife is older than I am.

□ Ex: This is the oldest building in the town.

b. Most adjectives have no special form to show that they are adjectives. But there are some endings used to form adjectives from other words.

ب. لا يوجد لمعظم الصفات صيغة مميزة توضح بأنها صفات، ولكن هناك بعض النهايات التي تستخدم لتكوين الصفات من الكلمات الأخرى.

□ Ex: careful planning – a salty taste – global warming – artistic merit ... etc.

c. Adjectives can generally be divided into two types:

ج. تنقسم الصفات بشكل عام إلى قسمين:

1. Short Adjectives:

Most of these adjectives consist of one syllable and are not derived from verbs or nouns in general as follows:

□ Ex: big – tall – nice – thin – strong ... etc.

2. Long Adjectives:

These adjectives consist of two syllables or more and are derived from verbs or/and nouns by adding one of the following endings:

ful	→	help	helpful
ous	→	envy	envious

› d – ed – ied	→	crowd	crowded
› ing	→	interest	interesting
› able	→	comfort	comfortable
› en	→	gold	golden
› ish	→	self	selfish
› al	→	practice	practical
› ian	→	Egypt	Egyptian
› ic	→	atom	atomic
› less	→	home	homeless
› ly	→	friend	friendly
› ate	→	passion	passionate
› ent	→	difference	different
› ial	→	part	partial
› ive	→	act	active
› like	→	child	childlike
› some	→	quarrel	quarrelsome
› worthy	→	praiseworthy	blameworthy



1. An adjective phrase can have one or more adjectives.

❑ **Ex:** a large stadium/ an empty stadium

→ a large, empty stadium.

An adverb of degree can come before an adjective.

❑ **Ex:** a very large stadium – an almost empty stadium.

→ a very large, almost empty stadium.

► **Note:**

a. The adverb enough follows the adjective.

Will the stadium be large enough?

b. We can put a phrase of measurement before some adjectives.

The man is about forty years old and six feet tall.

2. An adjective can go before a noun or as complement after a linking verb such as be, seem, get. These positions are called 'attributive' and 'predicative'.

a. **Attributive:** It is a large stadium. → Before a noun

b. **Predicative:** The stadium is large. → As complement

3. These adjectives are in attributive position.

❑ **Ex:** Canterbury is a lovely city. I bought a black and white sweater.

❑ **Ex:** A noisy party kept us awake. It's a difficult problem.

4. These adjectives are in predicative position.

❑ **Ex:** Canterbury is lovely. The sweater was black and white.

❑ **Ex:** The party seemed very noisy. Things are getting so difficult.

► **Note:**

a. An adjective can also be an object complement.

❑ **Ex:** Why must you make things difficult? A noisy party kept us awake.

b. We can use an adjective in an exclamation with how.

❑ **Ex:** How lovely the view is! How cold your hands are!

- c. An adjective can also be a one-word reply.
 - **Ex:** Oh, good/lovely.
 - **Ex:** For the party seemed noisy and the door banged noisily,

5. In these patterns, we leave out words before a predicative adjective.

a. **Ex:** I've got a friend keen on fishing.

→ = ... a friend who is keen on fishing.

b. **Ex:** Could you let me know as soon as possible?

→ = ... as soon as it is possible.

Ex: I don't want to spend any more money than necessary.

Ex: Chris went to bed later than usual.

We can do this with a few adjectives after as or than.

c. **Ex:** Pick the fruit when ripe.

→ = ... when it is ripe.

Ex: If possible, I should like some time to think it over.

Ex: Although confident of victory, we knew it would not be easy.

This pattern with a conjunction is found mainly in written English and especially in instructions how to do something.

6. In rather formal or literary English, an adjective can go before or after a noun phrase, separated from it by a comma.

□ **Ex:** Uncertain, the woman hesitated and looked round.

□ **Ex:** The weather, bright and sunny, drove us out of doors.



⇒ **Adjectives used in one position only:**

Most adjectives can be either in attributive position (nice weather) or in predicative position (The weather is nice). But a few adjectives go in one position but not in the other.

1. Attributive only:

1. تستخدم في موقع الصفة فقط (قبل الأسماء):

- **Ex:** That was the main reason. **NOT** → That reason was main.
- **Ex:** The story is utter nonsense.
- **Ex:** An inner ring road.

▶ These adjectives are attributive but not predicative:

◀ هذه الصفات تأتي قبل الأسماء:

chief	mere (a mere child = only a child)
elder (= older)	only
eldest (= oldest)	outdoor
eventual	outer
former (= earlier)	principal (= main)
indoor	sheer, utter (= complete)
inner	sole (= only)
main	upper

▶ **Note:**

a. Little → is mostly attributive.

- **Ex:** a little/small cottage – The cottage is small.

b. Same → cannot be predicative except with the.

- **Ex:** Yes, I had the same experience. – Yes, my experience was the same.

c. A noun as modifier → can only be attributive.

- **Ex:** A tennis club – a water pipe – afternoon tea.

▶ But nouns saying what something is made of can go in either position.

- **Ex:** It's a metal pipe → The pipe is metal.

2. تستخدم في موقع الخبر فقط:

2. Predicative only:

- **Ex:** The children were soon asleep. **NOT** → The asleep children.
- **Ex:** The manager seemed pleased with the sales figures.
- **Ex:** One person was ill and couldn't come.
- ▶ These adjectives are predicative but not attributive.
- ▶ Some words with the prefix **a**: asleep, awake, alive, afraid, ashamed, alone, alike.
Some words expressing feelings: pleased, glad, content, upset.
Some words to do with health: well, fine, ill, unwell.



4 The Order of Adjectives:

ترتيب الصفات: 4

⇒ **Attributive adjectives:**

← الصفات قبل الأسماء:

a. When two or more adjectives come before a noun, there is usually a fairly fixed order.

□ **Ex:** beautiful golden sands – a nice new blue coat.

▶ The order depends mainly on the meaning. Look at these groups of adjectives and other modifiers:

Opinion: nice, wonderful, excellent, lovely, terrible, awful, ... etc.

Size: large, small, long, short, tall, ... etc.

Quality: clear, busy, famous, important, quiet, ... etc.

Age: old, new.

Shape: round, square, fat, thin, wide, narrow, ... etc.

Colour: red, white, blue, green, ... etc.

Participle forms: covered, furnished, broken, running, missing, ... etc.

Origin: British, Italian, American, ... etc.

Material: brick, paper, plastic, wooden, ... etc.

Type: human, chemical, domestic, electronic, money (problems), ... etc.

Purpose: alarm (clock), tennis (court), walking (boots), ... etc.

▶ Words from these groups usually come in this order:

Opinion + size + quality + age + shape + colour + participle forms +
origin + material + type + purpose

□ **Ex:** An old cardboard box → age + material.

□ **Ex:** A German industrial company → origin + type.

□ **Ex:** Two small round green discs → size + shape + colour.

□ **Ex:** a large informative street plan → size + quality + type.

□ **Ex:** a hard wooden seat → quality + material.

□ **Ex:** a new improved formula → age + participle form.

□ **Ex:** increasing financial difficulties → participle form + type.

□ **Ex:** two excellent public tennis courts → opinion + type + purpose.

► **Note:**

1. These rules are not absolute. The order can sometimes be different. We sometimes prefer to put a short adjective before a long one.

1. هذه القواعد ليست مطلقة، ويمكن أن يختلف الترتيب في بعض الأحيان، فنحن نفضل أحياناً أن نضع الصفة القصيرة قبل الصفة الطويلة كما هو موضح بالمثل.

□ **Ex:** a big horrible building.

2. Old and young referring to people often come next to the noun.

2. بالنسبة للصفتين (old – young) فهما يشيران للأشخاص ويأتيان في الغالب بجوار الاسم، كما بالمثل.

□ **Ex:** a dignified old lady – a pale young man.

→ Here old and young are unstressed.

3. Words for material are mostly nouns (brick), but some are adjectives (wooden). Words for type can be adjectives (chemical) or nouns (money problems). Words for purpose are nouns (alarm clock) or gerunds (walking boots).

3. الكلمات التي تصف المواد تكون في الغالب أسماء مثل كلمة (brick)، ولكن هناك أيضاً بعض الصفات مثل (wooden).

b. In general, the adjective closest to the noun has the closest link in meaning with the noun and expresses what is most permanent about it. **For example**, in the phrase two excellent public tennis courts, the word “tennis” is closely linked to courts, whereas “excellent” is not linked so closely. The fact that the courts are for tennis is permanent, but their excellence is a matter of opinion.

ب. يمكن القول بأن الصفة الأقرب للاسم يكون لها الرابط الأقرب من حيث المعنى بالنسبة للاسم وتعتبر عن الأشياء الأكثر ثباتاً بالنسبة له، كما موضح بالمثل.

c. When two adjectives have similar meanings, the shorter one often comes first.

□ **Ex:** a bright, cheerful smile – a soft, comfortable chair.

► Sometimes two different orders are both possible.

□ **Ex:** a peaceful, happy place – a happy, peaceful place.



5 Comparison of Adjectives:

5 مقارنة الصفات:

► Note:

There are some irregular adjectives to be learnt as they don't follow the regular rules of comparison:

⇒ Irregular Adjectives:

← الصفات الشاذة:

Base Form	Arabic Meaning	Comparative	Superlative
good	جيد، حسن	better	the best
bad	سيء	worse	the worst
far	بعيد	farther, further	the farthest, the furthest
late	متأخر	later	the last, the latest
fore	أول، سابق	former	the first
many	كثير للمعدود	more	the most
much	كثير لغير المعدود		
few	قليل للمعدود	fewer	the fewest
little	قليل لغير المعدود	less	the least



⇒ Long and Short Adjectives:

← الصفات الطويلة والقصيرة:

- In general, short adjectives take (er/est) while long ones take (more/most).
- One syllable adjectives count as short and three-syllable adjectives count as long. Most two-syllable adjectives count as long but not all of them.

a. One-Syllable Adjectives (Ex: soft, tall):

- These take (er/est) → (softer, softest). Exceptions are adjectives in (ed) → (pleased, bored), and the adjectives → (real, right and wrong).
 - Ex: The film made the story seem more real.
- Some one-syllable adjectives of abstract meaning take either (er/est) or (more/most).
 - Ex: clear, free, keen, safe, sure, true, and wise.
 - Ex: I wish I felt surer/ more sure about what I'm doing.

b. Two-Syllable Adjectives (Ex: useful, happy):

- ▶ The following take (more/most) → (more useful, most useful).
Ending in ful: careful, helpful, hopeful, peaceful, useful, ... etc.
Ending in less: helpless, useless, ... etc.
Ending in ing: boring, pleasing, tiring, willing, ... etc.
Ending in ed: amused, annoyed, ashamed, confused, surprised, ... etc.
- ▶ **Some others:** afraid, cautious, certain, correct, eager, exact, famous, foolish, formal, frequent, mature, modern, normal, recent.
- ▶ **The following take either (er/est) or (more/most):** able, common, cruel, feeble, gentle, handsome, narrow, pleasant, polite, simple, sincere, stupid, and tired.
- ▶ Two-syllable adjectives ending in (y) usually take (er/est) → (happier, happiest), although (more/most) is possible. **Some examples:** dirty, easy, empty, funny, happy, heavy, hungry, lovely, lucky, pretty, silly, thirsty, tidy.
- ▶ **Note:**
Happy ... etc. can still take (er/est), even with a negative prefix: unhappier, untidiest. Also: unpleasantest = most unpleasant.

c. Latest and Last:

- ▶ Latest means 'furthest ahead in time' or 'newest'.
 - ❑ **Ex:** What's the latest time we can leave and still catch the train?
 - ❑ **Ex:** This jacket is the latest fashion.
- ▶ last means 'before' or 'final'.
 - ❑ **Ex:** I had my hair cut last week.
 - ❑ **Ex:** This is the last time I lend anyone my car.

d. Nearest and Next:

- ▶ Nearest means the shortest distance away. Next refers to one of a sequence of things coming one after the other.
 - ❑ **Ex:** Where is the nearest phone box? → = closest, least far.
 - ❑ **Ex:** We have to get out at the next stop. → = the stop after this.



⇒ Types of Comparison:

↩ أنواع المقارنة:

1. The Comparative Case:

1. المقارنة بين اثنين (أشخاص – أشياء):

- ▶ We use the following rule to compare between two persons/things, if the adjective is short:

a. Short adjectives:

be + adjective + er + than

- ❑ Ex: Cairo is bigger than Alexandria.
- ❑ Ex: Copper is harder than gold.

b. Long adjectives:

be + more + adjective + than

- ❑ Ex: Japanese is more difficult than English.
- ❑ Ex: Movies are more interesting than plays.



2. The Superlative Case:

2. المقارنة بين شخص، شيء ومجموعة أشخاص، أشياء:

a. Short adjectives:

be + the + adjective + est

- ❑ Ex: The Nile River is the longest in the world.
- ❑ Ex: Ali is the oldest of his brothers.

b. Long adjectives:

be + the most + adjective

- ❑ Ex: Football is the most popular sport all over the world.
- ❑ Ex: Japanese is the most difficult language.



3. Making Comparisons With:

3. مقارنة المساواة في الصفات:

as + adjective + as

- ▶ If we want to compare between two persons or things, when they have the same quality, we use the following rule:

be + as + adjective + as

- Ex: Ali is as old as Hany.
- Ex: Chinese is as difficult as Japanese.
- ▶ We can change this equal comparison to the negative form as follows:

be + not + as + adjective + as

- Ex: The train is not as fast as the plane.
- Ex: Ali is not as strong as Tamer.



4. Modifying Comparatives:

4. تعظيم أو تقليل صيغة المقارنة:

- ▶ We use (much, far, a little) to modify comparative adjectives (either short or long adjectives) as follows:
 - Ex: Ali is much/far older than I am.
 - Ex: Tom is a little older than Jack.
 - Ex: This exam is much more difficult than the previous one.



5. Using Double Comparatives:

5. استخدام المقارنة المزدوجة:

- ▶ In this type of comparison, we use two parts and the second part is the result of the first part as follows:
 - Ex: The harder you study, the more you will learn.
 - Ex: The more she studied, the more she learned.
 - Ex: The warmer the weather (is), the better I like it.
 - Ex: Q: When should we leave? – The sooner, the better.



Exercises on Adjectives

Comparatives and superlatives exercises:

1. This garden is than that one. (beautiful)
2. Argentina is than Colombia, but Brazil is country in South America. (big)
3. I am than my sister, but dad is person in our family. (tall)
4. I think my English is getting (good) but my Spanish is getting (bad).
5. My mum's car isn't very fast. She wants a one.
6. Madrid is city in Spain. (large)
7. A shark is than a dolphin. Sharks are animals in the sea. (dangerous)
8. Everest is the mountain in the world. (high)
9. A lion isn't as as a cheetah. (fast)
10. Bled is the place in Slovenia. (beautiful)
11. Jill's idea wasn't very good. My idea was
12. This is the day in my life. I've fallen in love. (happy)
13. Jim is a worse driver than Tom. He is (careful)
14. A good book is than a newspaper. (good)
15. His financial position is even than it was last year. (bad)
16. Jane is than her sister. (pretty)
17. She is very much with him than she was with her first husband. (happy)
18. It is to fight than to surrender without fighting. (honourable)
19. The outlook is very much than it was some years ago. (hopeful)
20. Fresh blood is than dry blood. (red)

21. I have even time today than I had yesterday. (little)
22. Apples are than chips. (healthy)
23. Elephants are than bears. (big)
24. Gold is than silver. (expensive)
25. Bikes are than cars. (slow)
26. Sandy is than Tamara. (thin)
27. My father is than Tom's father. (strong)
28. "Harry Potter" books are than "The Book of the Jungle". (interesting)
29. The weather is than yesterday. (hot)
30. The girls are than the boys. (happy)
31. French is than English. (difficult)
32. Tina is 5 years old. Sandra is 10 years old. Sandra is than Tina. (old)
33. Love is than money. (important)
34. His car is than mine. (cheap)
35. The first movie is than the second. I don't recommend it. (boring)
36. Tom is a well-known physician, but Frank is(famous)



 Write the comparatives and superlatives of these adjectives:

Adjective	Comparative	Superlative
bad
regular
exciting
happy
wonderful
clever
friendly
beautiful
clear
few
empty
good
famous
little
strong
cold
expensive
easy



🦋 *Comparison of adjectives. Fill in the correct form of the adjectives:*

Example (1): difficult, more difficult, most difficult

Example (2): successful, more successful, most successful

1. exciting, ,

- a) Scotland is than Cornwall.
- b) London is the city in England

2. expensive, ,

- a) The tickets for the Tube are than the tickets for the DLR.
- b) The bus ticks are the tickets in London.

3. interesting, ,

- a) School Assembly isn't as as the school play.
- b) The announcements are the parts of Assembly.

4. careful, ,

- a) Lily is with her bike than Ben.
- b) My dad is the taxi driver in London.



⇒ Adverbs modify verbs, adjectives and other adverbs as follows:

↔ الظرف / الحال يصف الأفعال، الصفات، والظروف الأخرى على النحو التالي:

- Ex: He speaks English rapidly.
→ (The adverb *rapidly* modifies the verb *speaks*).
- Ex: They were really unhappy.
→ (The adverb *really* modifies the adjective *unhappy*).
- Ex: He plays tennis very well.
→ (The adverb *very* modifies the adverb *well*)

⇒ Adverbs also can modify entire clauses as follows:

↔ كما يمكن أن يصف الظرف / الحال جملاً كاملة على النحو التالي:

- Ex: Perhaps you are wrong, but I will listen further.
→ (The adverb *perhaps* modifies the clause you are *wrong*)

⇒ Adverbs also can modify all the rest of a sentence as follows:

↔ كما يمكن أن يصف الظرف / الحال بقية أجزاء الجملة على النحو التالي:

- Ex: Perhaps you are wrong.
- Ex: Surely the train will be on time.



1 Form:

1 تركيب الظرف:

- ▶ The easiest way to form adverbs is by adding (ly) to most of English adjectives, Present Participle and Past Participle; but we must avoid confusing (ly) adverbs with (ly) adjectives. So, we should remember that adjectives modify nouns and pronouns. Adverbs modify everything else.

◀ يتم اشتقاق معظم الظروف عن طريق إضافة (ly) لمعظم الصفات، اسم الفاعل واسم المفعول في اللغة الإنجليزية ولكن يجب ألا نخلط بين الصفات التي تنتهي بـ (ly) وبين الظروف في هذه الحالة. حيث أن الصفات تصف الأسماء والضمائر أما الظروف فيمكن أن تصف كل أجزاء الكلام الأخرى.

- ▶ Adjective:

◀ الصفة:

Adjective	Adverb
beautiful	beautifully
quick	quickly
sure	surely

- ▶ Present Participle:

◀ اسم الفاعل:

Present Participle	Adverb
fitting	fittingly
surprising	surprisingly
willing	willingly

▶ Past Participle:

اسم المفعول: ◀

Past Participle	Adverb
advised	advisedly
deserved	deservedly
assured	assuredly

▶ **Note:** when an adjective ends in (-able or -ible), the adverb is formed by changing the final (e) to (y).

□ **Ex:** remarkable/remarkably – horrible/horribly



2 Types of adverbs:

2 أنواع الظروف:

1. Adverbs of manner:

1. الظروف الدالة على الحال:

They answer the question → How?

- Ex: He works carefully.
- Ex: She cooks well.

2. Adverbs of degree:

2. الظروف الدالة على الدرجة:

They answer the question → How much?

- Ex: You are inadequately prepared for medical school.
- Ex: He has completely exhausted his inheritance.

3. Adverbs of time:

3. الظروف الدالة على الزمان:

They answer the question → When?

- Ex: They arrive late.
- Ex: He has not played tennis recently.

4. Adverbs of place:

.4 الظروف الدالة على المكان:

They answer the question → Where?

- ❑ Ex: He walked downstairs.
- ❑ Ex: They went south for the winter.

5. Adverbs of cause or purpose:

.5 الظروف الدالة على السبب أو الغرض:

They answer the question → Why?

- ❑ Ex: I will therefore quit the team.
- ❑ Ex: she will consequently be dismissed.

6. Adverbs of assertion:

.6 الظروف الدالة على التأكيد:

They answer the question → true or false?

- ❑ Ex: She will surely be hired for the job.
- ❑ Ex: He is not acceptable in my home.



- **Note:** There are some adjectives that are used both as adjectives and adverbs as well:

◀ ملحوظة: تستخدم بعض الصفات كظروف و صفات وهي في نفس الصيغة بدون إضافة أي شيء.

right	صحيح، حقيقي	fast	سريع	bad	سيء
rough	خشن، وعر	first	أول، أولى	better	أفضل
second	إضافي، ثاني	hard	صعب، خشن، جاد	bright	لامع، مشرق
sharp	حاد، لاذع	high	مرتفع، عالي	cheap	رخيص
slow	بطيء	late	متأخر	close	قريب، حميم
smooth	ناعم، سلس	little	قليل	deep	عميق
straight	مستقيم، متصل	loose	سائب، فضفاض	doubtless	غير مشكوك فيه
third	ثالث	loud	صاخب، عالي	early	مبكر
tight	محكم، ضيق	low	منخفض	enough	كافي
well	جيد، حسن، معافي	much	كثير	even	متساو، منبسط
worse	أسوأ	near	قريب، مجاور	fair	عادل، جميل
wrong	خاطيء، مخطيء	quick	سريع	far	بعيد

- **Note:** Many of these words also have forms ending in (ly): badly, cheaply, brightly, deeply, ... etc. The (-ly) forms are preferred in formal English by some grammarians.

◀ ملحوظة: تأخذ بعض هذه الصفات الصيغة العادية للظروف التي يضاف لها (ly)، حيث يفضل استخدام هذه الصيغة في الإنجليزية الرسمية من قبل بعض علماء النحو.

- **Ex:** The arrow fell close to the mark. → close modifies the verb fell.
- **Ex:** Observe him closely. → closely modifies the verb observe.
- **Ex:** She practices hard all day. → hard modifies the verb practices.
- **Ex:** He could hardly bend his fingers. → hardly modifies the verb bend.



3 Comparison of adverbs:

3 مقارنة الظروف:

- ▶ Like adjectives, adverbs have three comparative forms: Base form, comparative and superlative. To indicate greater or lesser degrees of the characteristics described.

◀ الظروف – مثلها في ذلك كالصفات – لها ثلاثة صيغ للمقارنة: صيغة رئيسية، وصيغة مقارنة بين اثنين، وصيغة مقارنة بين واحد ومجموعة.

- ▶ Adverbs that are identical with adjectives form, their comparative and superlative in the same manner. **Ex:** bad – worse – worst, well – better – best, ... etc. Even when the base form of an adverb ends in (-ly) the comparative and superlative are identical with the corresponding form of the adjective:

Ex: badly – worse – the worst.

◀ الظروف التي لها صيغة مطابقة لصيغة الصفات تكون كذلك أيضًا عند المقارنة، حتى لو كانت الصيغة الرئيسية للظرف تنتهي ب(-ly).

- ▶ Adverbs also add (er/est) to the base form to make their comparatives and superlatives: deeply – deeper – deepest.
- ▶ Adverbs also employ (more – most) before the base form to express the comparative and superlative degrees: timidly – more timidly – the most timidly; happily – more happily – the most happily.

◀ تستخدم الظروف أيضًا (more – most) قبل الصيغة الرئيسية لكي نعبر عن حالة المقارنة بين اثنين وبين ظرف أو مجموعة.

- ▶ **Note:** More and most are commonly used with adverbs containing more than one syllable.

◀ ملحوظة: تستخدم كلاً من (more – most) مع الظروف التي تحتوي على أكثر من مقطع.

- ▶ **Note:** The dictionary is the ultimate authority for the comparison of adverbs. When in doubt, consult a dictionary.

◀ ملحوظة: يجب الرجوع للقاموس للتأكد من الصيغة الصحيحة للظرف في حالة المقارنة.

- **Ex:** Of all the boys, Ali stayed under water longest.
- **Ex:** Tom slept more comfortably than she, because he had by far the softer bed.



ويقصد بها تحديد زمن حدوث الفعل.

- ▶ In English, there are different tenses that can be used to express the time of every action occurs in the past, present and future.

⇒ First of all, let's talk about The Present tenses, then we will move to The Past tenses and at last, we will deal with The Future tenses:

The Present Simple

المضارع البسيط

1 Form:

1 تركيب الفعل:

1. The Present Simple is the first conjugation of the verb; as the verb takes the infinitive form with these pronouns: I, You, We, They and the plural subject.

1. يظل الفعل في صيغة المصدر بدون أي إضافات مع الضمائر (I, You, We, They) والفاعل الجمع.

- Ex: We go to work by bus.

2. We add (s – es – ies) to the verb in infinitive with the third person pronouns (He – She – It) and the singular subject.

2. يضاف للفعل في صيغة المصدر (s – es – ies) مع ضمائر المفرد الغائب (He – She – It) والفاعل المفرد.

- Ex: She goes to work by the underground.

- ▶ **Note:** we can notice that: most verbs just take (s) in this case, some verbs take (es) if the verb ends in one of these letters (ss – sh – ch – o – x) and some verbs take (ies) if the verb ends in (y) preceded by a consonant.

3. ملحوظة: معظم الأفعال يضاف لها (s) فقط، بعض الأفعال يضاف لها (es) إذا كان الفعل منتهياً بأحد الحروف التالية (ss – ch – sh – o – x)، أما الأفعال التي تنتهي بـ (y) مسبوقة بصوت ساكن حيث نحذف (y) ونضيف (ies).



2 The Use:

2 الاستخدام:

1. We use the Present Simple to talk about: Habits and repeated actions.

1. نستخدم المضارع البسيط لكي نعبر عن العادات والأفعال المتكررة.

- ❑ Ex: I always drink tea after meals. → a habit.
- ❑ Ex: He goes to work by bus every day. → a repeated action.

2. To express: General and scientific facts.

2. لكي نعبر عن الحقائق العلمية والعامية.

- ❑ Ex: Water boils at 100 centigrade. → a scientific fact.
- ❑ Ex: The sun rises in the east. → a general fact.



3 Adverbs of Frequency:

3 الظروف الدالة على التكرار:

Positive adverbs	ظروف مثبتة
always	دائمًا
almost! always	تقريبًا! دائمًا
usually	عادة
often	غالبًا
frequently	بشكل متكرر
generally	عامية
sometimes	أحيانًا
occasionally	أحيانًا
every day/ week/ month/ year	كل يوم/ أسبوع/ شهر/ سنة
daily/ weekly/ monthly/ yearly	يوميًا/ أسبوعيًا/ شهريًا/ سنويًا

Negative adverbs	ظروف منفية
seldom	نادرًا
rarely	نادرًا
hardly ever	لا يكاد
almost never	تقريبًا أبدًا
do/ does not ever	أبدًا
never	أبدًا

- **Note:** In negative sentences, most frequency adverbs come in front of a negative verb (except 'always and ever', as they follow a negative helping verb).

◀ ملحوظة: تأتي معظم ظروف التكرار قبل الفعل المساعد المنفي (فيما عدا الظرفين 'always - ever' حيث يتبعان الفعل المساعد المنفي).

- **Ex:** We often don't eat big breakfasts.
- **Ex:** Ali doesn't always eat breakfast.
- **Ex:** I don't ever walk to work.
→ 'ever' must be in negative case with the Present Simple.

◀ يجب أن يستخدم الظرف 'ever' دائماً في صيغة النفي مع زمن المضارع البسيط.



4 Negative Case:

4 صيغة النفي:

1. We use (don't + inf. Verb) to change the affirmative sentence to the negative form with the pronouns (I - You - We - They - plural subject).
 - **Ex:** I stay up late on weekends. → I don't stay up late on weekends.
2. We use (doesn't + inf. verb) to change the affirmative sentence to the negative form with the pronouns (He - She - It - singular subject).
 - **Ex:** She goes to work by bus. → She doesn't go to work by bus.
3. We can use (never) to change affirmative sentences to the negative form, without using (don't or doesn't) before the main verb.
 - **Ex:** He speaks English very fast. → He never speaks English very fast.



is / are + past participle

- Ex: They send the final reports every month.
→ The final reports are sent every month.

► Note:

1. Passive voice is another way of introducing information but with a slight difference that is represented in either changing the position of the subject in a sentence to be in the object's position using the (by- phrase), or omitting the subject, when that subject is not known or not important to know exactly who performs an action. Usually there is no by- phrase in a passive sentence.

1. يمثل المبني للمجهول طريقة أخرى لتقديم المعلومات من خلال جملة ما مع وجود فارق طفيف عن جمل المعلوم، والذي يتمثل إما في تغيير موقع الفاعل في الجملة بحيث يصبح في موقع المفعول عن طريق استخدام (by- phrase)، وإما أن نحذف الفاعل تمامًا، عندما يكون هذا الفاعل مجهول أو من غير المهم أن نعرف من قام بالفعل بالضبط. ولا تستخدم عادة طريقة (by- phrase) في جمل المجهول.

2. Only transitive verbs (transitive verbs are followed by an object) can be used in the passive voice, while intransitive verbs can't be used in the passive (intransitive verbs are not followed by an object). Here is a list of the most common intransitive verbs in English:

2. يمكن أن توضع الأفعال المتعدية (وهي الأفعال التي لا بد أن يأتي بعدها مفعول في الجملة) فقط في صيغة المبني للمجهول، في حين لا توضع الأفعال اللازمة (وهي الأفعال التي لا تأخذ مفعول في الجملة) في صيغة المجهول. وفيما يلي قائمة بالأفعال اللازمة الأكثر شيوعًا في اللغة الإنجليزية:

agree	يوافق	occur	يحدث، يقع
appear	يبدو، يظهر	rain	تمطر
arrive	يصل	respond	يستجيب
become	يصبح	rise	ينهض، تشرق، يرتفع
come	يأتي	seem	يبدو

die	يموت	sit	يجلس
exist	يوجد	sleep	ينام
fall	يسقط	sneeze	يعطس
flow	يتدفق، يفيض	stand	يقف، يبقى
go	يذهب	stay	يقيم، يظل
happen	يحدث	talk	يتكلم
laugh	يضحك	wait	ينتظر
live	يعيش	walk	يمشي، يسير



Exercises on The Present Simple Tense

Here's my daily schedule in brief:

I usually wake up at 9 a.m. I have a shower and get ready to pray the Morning Prayer. I hardly ever have my breakfast at home because I often have no appetite in the morning. Then I put on my clothes and go to the centre. I turn on my computer to check my e-mail and send replies if required. I usually make some tea and drink it with some biscuits. Sometimes, I have some translations to do first before I start my lectures. I always have my breakfast at the centre around 1 p.m. On Saturdays and Thursdays, I start my lectures early at 10 a.m. most of my students are graduates and employees, they need English for their jobs. I usually have a short break between my lectures for a cup of tea or prayers. I usually finish my work at 10 pm then I go home. I eat my dinner with my family. Sometimes, I watch TV for an hour and chat with my family. I can't sleep early so I either read a book or check some information on my computer. I usually go to bed at 1 a.m. I have Fridays as a weekend. At the weekend, I relax and stay home but sometimes I go out with my family.

✎ And now it's your turn to talk about your daily schedule:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



📖 *Translate into English:*

1. نبدأ دراسة اللغة الإنجليزية في المرحلة الابتدائية.

.....

2. هي تؤدي أعمال المنزل بمفردها كل يوم.

.....

3. تستطيع القاطن أن ترى في الظلام.

.....

4. أستقل الأتوبيس إلى العمل كل يوم.

.....

5. يعقد هذا الاجتماع في الأول من يناير من كل عام.

.....

6. يتم مراجعة التقارير النهائية في نهاية كل شهر.

.....

7. نصنع جميعاً بعض الأخطاء، ولكن المهم أن نتعلم من أخطائنا السابقة.

.....



The Present Continuous

المضارع المستمر

1 Form:

1 تركيب الفعل:

am
is + infinitive verb + ing
are

► Note:

1. Verbs that end in (ie) in order to be put in the (ing) form, we omit the (ie) and add (ying) to the verb.
 - Ex: die/dying – tie/tying.
2. There are a lot of verbs that do not take the (ing) form, such as emotion and perception verbs or (Non-Action verbs) as follows:

ملحوظة: أفعال الشعور والإدراك لا توضع في صيغة المستمر لأنها لا تعبر عن القيام بفعل حركة وإنما تعبر عن حالة أو موقف أو وصف. ولكن فيما عدا الفعلين (have – think) حيث يمكن أن يوضعا في صيغة المستمر إذا كانا يعبران عن حدث يتم في هذه اللحظة أو في وقت الكلام كما نلاحظ في الأمثلة الآتية:

- Ex: I think that grammar is easy.
→ 'think' here means believe, so it cannot be used in the Continuous form.
- Ex: I am thinking about grammar right now.
→ here 'think' expresses thoughts that are going through a person's mind now.
- Ex: Ali has a car.
→ here 'have' expresses possession, so it cannot be used in the Continuous form.
- Ex: I'm having a good time.
→ here 'have' does not express possession, so it can be used in the Continuous form.



⇒ Non-Action Verbs:

← أفعال لا توضع في صيغة المستمر: (أفعال الشعور والإدراك)

The Verb	Arabic Meaning	The Verb	Arabic Meaning
hear	يسمع	belong to	يخص، ينتمي، يتعلق بـ
see	يرى، يفهم، يدرك	possess	يملك
sound	يبدو	need	يحتاج
believe	يعتقد، يؤمن	want	يريد، يود
think	يفكر، يعتقد	prefer	يفضل
understand	يفهم، يدرك	like	يحب، يود
know	يعرف، يعلم	love	يحب
be	يكون، يوجد	hate/dislike	يكره / يبغض
exist	يوجد	forget	ينسى، يتجاهل
own	يملك	remember	يتذكر
have	يملك، يأخذ، يتناول	smell	يشم
seem	يبدو	taste	يتذوق
appear	يبدو، يظهر	look	يبدو
feel	يشعر	grow	يصبح، يتحول إلى
adore	يعشق	notice	يلاحظ
desire	يرغب	detest	يبغض، يمقت
abhor	يمقت، ينفّر، يشمئز من	remind	يذكر
consist of	يتكون من	contain	يحتوي على
intend	ينوي، يقصد	resemble	يشبه، يشابه
despise	يحتقر، يزدرى	deserve	يستحق
depend on	يعتمد على	owe	يدين إلى، يدين بـ
lack	يفتقر إلى، يعوزه	envy	يحسد
doubt	يشك، يشكك	pity	يشفق على، يرثي له
matter	مهم	mean	يعني، يقصد



2 The Use:

2 الاستخدام:

1. To express actions and events that are taking place now or at the moment of speech and may continue to the future.

1. يستخدم المضارع المستمر للتعبير عن الأحداث التي تتم الآن أو في وقت الكلام وقد تستمر في المستقبل.

- ❑ Ex: I am writing some e-mails at the moment.
- ❑ Ex: She is cooking dinner now.

2. To express future plans or to talk about what someone has arranged to do in the future.

2. لكي نعبر عن الخطط المستقبلية.

- ❑ Ex: We are making a party tomorrow.
- ❑ Ex: Ali is coming to stay with us next week.



3 Key Words:

3 الكلمات الدالة:

now	الآن	at the moment	في هذه اللحظة
Look!	أنظر	today	اليوم
Listen!	استمع	tonight	الليلة
Hurry up!	أسرع	this week	هذا الأسبوع
Take care! Watch out!	انتبه	nowadays	في هذه الأيام

- ▶ **Note:** We use (look, listen, hurry up and take care / watch out) at the start of a sentence to draw the attention of the listener that an action is occurring at the moment of speech. Other adverbs can be used at the start or the end of a sentence.

◀ ملحوظة: نستخدم (look, listen, hurry up and take care / watch out) في بداية الجملة لكي نلفت انتباه المستمع بأن حدثاً ما يقع في هذه اللحظة، ويمكن أن نستخدم الظروف الأخرى في بداية أو نهاية الجملة.



4 Negative case:

صيغة النفي: 4

am
is + not + v. + ing
are

- ❑ Ex: It's not snowing at the moment.
- ❑ Ex: I'm not joking here. It's serious.



5 Passive voice:

صيغة المبني للمجهول: 5

am
is + being + p.p.
are

- ❑ Ex: I am installing the program now.
- ❑ Ex: The program is being installed now.



Exercises on The Present Simple and The Present Continuous Tenses

✎ *Put the verbs in brackets into the correct Present tense:*

1. Mrs Jones: My daughter never (write) to me so I never (know) what she (do).
Your son (write) to you, Mrs Smith?
Mrs Smith: Yes, I (hear) from him every week. He (seem) to like writing letters.
2. These apples (cost) 40 p a bag. You (think) that is expensive? It (depend) on the size of the bag.
3. I (see) my solicitor tomorrow (*I have arranged this*), I (change) my will. You always (change) your will. Why you (not leave) it alone?
4. You (look) very thoughtful. What you (think) about? I (think) about my retirement. But you're only 25. You only just (start) your career. I (know); but I (read) an article which (say) that a sensible man (start) thinking about retirement at 25.
5. My next door neighbour always (knock) on my door and (ask) me lend her 10 p pieces. ~ What she (do) with them? ~ She (put) them in her gas meter. I really (not mind) lending her a few 10 p pieces but what (annoy) me is that she (know) how many she (need) each week but never (take) the trouble to bring the right number home.
6. What she (do) if she (run out) of them when you are away? ~ Oh, she (borrow) from her other neighbour, Mr White; but this (take) longer because he always (want) her to stay and chat and she (find) quite hard to get away from him.
7. How much she (owe) you now? ~ I (not know); I (not keep) an account. Anyway she (leave) next week; she (get) married. I (try) to think of a suitable wedding present.
8. Why you (not offer) to cancel her debt? ~ That (sound) rather a mean sort of present. Anyway she probably (not realize) that she (owe) me money.

9. My brother (say) that people who (owe) him money always (seem) forget about it, but people he (owe) money to always (remember) exactly.
10. I (not think) your brother (enjoy) the party. He (keep) looking at his watch. Oh, I'm sure he (enjoy) it. He always (enjoy) your parties. But I (know) he (want) to be home early tonight because he (expect) an important telephone call.
11. Jack: How much longer you (stay) in England?
Paul: Only one more day. I (leave) tomorrow night. I (go) to Holland for two weeks.
12. Jack: And you (come) back to England after that or you (go) home?
Paul: It (depend) on my father. But if he (agree) to let me go on studying here, I'll certainly come back. And I (expect) he will agree.
13. Paul: By the way, Jack, Ann (see) me off at Victoria tomorrow. Why you (not come) too? You could have coffee with her afterwards. *(Paul is advising/inviting Jack to come and see him off)*
14. You (see) that man at the corner of the street? He is a private detective. He (watch) No. 24. ~ How you (know) he (watch) No. 24? ~ Because whenever anyone (come) out of, or (go) into, the house he (make) a note in his little book.
15. What all those people (do) in the middle of the street? And why they (wear) such extraordinary clothes? They (make) a film. Most of the crowd are local people who (work) as extras.
16. It (sound) great fun. You (think) I could get a job as a film extra? ~ I (not know) but I (see) Ann over there; when they (finish) this scene I'll ask her if they still (take) on extras.
17. Ann (act) in the film? She has a small part. She (not act) very well. I (imagine) she got the part because she (know) the director.
18. My brother (live) next door and his two children (come) and (see) me every day. The boy (not bother) to knock at the door; he just (climb) in through the window; but the girl always (knock).

- 19.** Tom: We (move) into our new house tomorrow.
Bill: But why you (leave) your present house? It (suit) you all.
Tom: Yes, I (know) it (do); but the Council (pull down) all the houses on this side. They (widen) the road. They (say) it's a bottleneck.
- 20.** If you (ask) a friend if she (like) your new dress she usually (say) 'Yes'; so you (not know) whether she really (think) it (suit) you or whether she merely (be) polite.
- 21.** If you (want) a candid opinion you'd better ask my sister. She never (tell) white lies; she always (say) exactly what she (think).
- 22.** Your sister's frankness (annoy) people? Yes, it (do). The average person (not want) a truthful answer; he (want) you to say something agreeable.
- 23.** I (hear) that you have bought a new house. Yes, but I (not live) in it yet. They still (work) on it, and the work (take) longer than I expected.
- 24.** I (think) repair jobs always (take) longer than one (expect). What they (do) now? They (put) in new electric points. They (seem) competent electricians but they (smoke) at their work and this (slow) them down.
- 25.** They always (hammer) next door. Yes, that house (keep) changing hands and the new owner always (begin) by putting in a new fireplace, and their fireplace is just on the other side of this wall so we (hear) everything. The wall (shake), too.
- 26.** Ann (stir) something in a saucepan and Mary (stand) beside her holding a cookery book.
Mary: It (say) 'simmer', and you (boil) it, Ann.
Ann: I (not think) it (matter) if you (cook) it quickly; but I (not know) why it (not get) thick. It usually (thicken) at once.
- 27.** The hall (be) painted at the moment, so it (not look) its best. But where are the painters? They (stop) work at 3:00? No, they are in the kitchen. They (have) a tea break.
- 28.** What the word 'Establishment' (mean)? My dictionary (not give) an explanation. It roughly (mean) the government and people who (have) power and authority.

- 29.** If we (say) that Mr Brown (belong) to the Establishment we also (imply) that he (accept) the existing system. He (not try) to overthrow it.
- 30.** All rich men (belong) to the Establishment? Middle-aged rich men probably (do) but rich young men like pop singers always (jeer) at the Establishment. The word (be used) chiefly in a pejorative sense.
- 31.** The house opposite the college (be pulled) down. That's why we (use) the back entrance at present. If you (go) out by the front door you (get) covered with dust.
- 32.** Tom: I (smell) something burning!
Jack: So (do) I. I (think) it (come) from the kitchen. Ann probably (iron). She usually (iron) and (watch) TV at the same time and if she (get) very interested in a programme, she (forget) that she (press) a hot iron on to somebody's shirt. Mother (think) of selling the TV set.
- 33.** Mrs Jones: What you (look) for, Tom.
Mr Jones: I (look) for the garage key. I always (look) for the garage key, because nobody ever (put) it back on its hook.
Mrs Jones: I always (put) it back on its hook. Why you (not try) your pockets?
(I advise you to try your pockets)
- 34.** Imagine that you (travel) by train, in a crowded compartment. One of the passengers (read) a newspaper; another (do) a crossword puzzle; another (look out) of the window. Suddenly the train (stop) with a jerk and your suitcase (fall) off the rack on to somebody's toes.
- 35.** This is a story about an invalid who (spend) most of the day in bed. He has a powerful telescope and he (amuse) himself by watching the activities of the people in the opposite houses. One day when he (watch) No. 24 he (see) a murder being committed.
- 36.** The cashier used to do the accounts and I used to check his figures now the computer (do) it all. And who (check) the computer? No one. The computer (not need) a second opinion. And what (happen) if the computer (make) a mistake?
The computer never (make) a mistake.



The Present Perfect

المضارع التام

1 Form:

1 تركيب الفعل:

have
has + p.p.

2 The Use:

2 الاستخدام:

1. To express events and experiences we have already had throughout our life, without paying attention to time of the action.

لكي نعبر عن الأحداث والتجارب الحياتية التي سبق أن مررنا بها في حياتنا، بدون أن نهتم بالحديث عن وقت حدوث الفعل.

- ❑ Ex: I have already seen this movie several times.
- ❑ Ex: She has ever been to Luxor twice.

2. To express actions and events that started in the past but still have effect and continue to the present.

لكي نعبر عن الأحداث التي بدأت في الماضي ومازال أثرها ممتد حتى الوقت الحاضر.

- ❑ Ex: I have started my English course since last October.
- ❑ Ex: I have worked at this company for ten years.

3. To express actions that have just started or finished or for a short while.

لكي نعبر عن الأحداث التي بدأت أو انتهت منذ فترة وجيزة.

- ❑ Ex: We have just eaten our lunch.
- ❑ Ex: The lecture has just started.

4. To talk about achievements and inventions made by man.

لكي نعبر عن الإنجازات والاختراعات التي صنعها الإنسان.

- ❑ Ex: Man has travelled to the moon.
- ❑ Ex: Doctors have cured a lot of chronic diseases lately.



already	من قبل	so far	حتى الآن
ever	من قبل	up till now	حتى الآن
just	توًّا، حالا	lately	مؤخرًا
never	أبدًا	recently	منذ عهد قريب
yet	بعد	since, ever since	منذ
for	لمدة، على مدار		

► **Note:**

Some adverbs come between the auxiliary verb and the main verb such as: (already – ever – just – never), while other adverbs can come at the beginning or at the end of the sentence such as (so far – up till now – lately – recently), the adverb (yet) comes at the end of a sentence with a negative auxiliary, but it comes with an affirmative auxiliary in short questions. The adverb (for) must be followed by a specific period of time (for two hours – ten years ...).

ملحوظة: ◀

هناك بعض الظروف التي تأتي بين الفعل المساعد وبين الفعل الأساسي مثل: (already – ever – just – never)، في حين يمكن أن تأتي الظروف الأخرى في بداية أو نهاية الجملة مثل: (so far – up till now – lately – recently)، أما بالنسبة للظرف (yet) فيأتي في نهاية الجملة ويكون الفعل المساعد منفيًا؛ ولكنه يأتي مع فعل مساعد مثبت في حالة الأسئلة القصيرة، وبالنسبة للظرف (for) فيجب أن يكون متبوعًا بمدة زمنية محددة مثل (ساعتين – 10 سنوات – ...).

⇒ **The adverb (since) has two cases as follows:**

1. since + Past Simple + Present Perfect.

□ **Ex:** Since he travelled abroad I haven't seen him.

2. Present Perfect + since + start of a period.

□ **Ex:** I have known Ali since last January.



4 Negative Case:

صيغة النفي: 4

have
has + not + p.p.

- Ex: I haven't finished my work yet.
- ▶ Sentences that have the adverbs (already – ever) are changed into negative by replacing (already – ever) with (never).
- Ex: I have already read this novel. → I have never read this novel.



5 The Passive Voice:

صيغة المبني للمجهول: 5

- ▶ We use the following form to change the Present Perfect to the passive voice form:

have
has + been + p.p.

- Ex: They have made a lot of changes recently.
→ A lot of changes have been made recently.



The Present Perfect Continuous

المضارع التام المستمر

1 Form:

1 تركيب الفعل:

have
has + been + v. + ing

2 The Use:

2 الاستخدام:

- ▶ To express the duration of present activities that are in progress, using action verbs.

◀ لكي نعبر عن الفترة الزمنية التي تستغرقها الأحداث التي بدأت من قبل في الماضي وما زالت مستمرة حتى الوقت الحاضر باستخدام أفعال الحركة.

- ❑ Ex: They have been talking on the phone for twenty minutes.
- ❑ Ex: I have been waiting at the station since nine o'clock.

▶ Note:

Non-Action verbs (Ex: like, own, belong, know ... etc.) are not used in any Continuous tenses. With non-action verbs, the Present Perfect is used with (since or for) to express the duration of a situation that began in the past and continues to the present. For some (not all verbs), duration can be expressed by either the Present Perfect or the Present Perfect Continuous and both have the same meaning.

◀ ملحوظة: لا تستخدم أفعال الشعور والإدراك في أزمنة المستمر مثل الأفعال (like, own, belong, know) ومع هذه الأفعال يستخدم المضارع التام مع الظرفين (since – for) لكي نعبر عن الفترة التي يستغرقها حدث أو موقف معين قد بدأ في الماضي وما زال مستمرًا حتى الوقت الحاضر.

◀ وبالنسبة لبعض (وليس كل) الأفعال، فإنه يمكن التعبير عن تلك الفترة الزمنية إما باستخدام المضارع التام أو المضارع التام المستمر ويعطيان نفس المعنى في هذه الحالة.



3 Key Words:

الكلمات الدالة: 3

- ▶ We use (for – since) with the Present Perfect Continuous to express the duration of the action from the past to the present.



4 Negative Case:

صيغة النفي: 4

have
has + not + been + v. + ing

- Ex: They have not been waiting for 2 hours.



Exercises on The Present Perfect and The Present Perfect Continuous Tenses

✎ *Put the verbs in brackets into the correct tense: Present Perfect or Present Perfect Continuous:*

1. Peter: You (telephone) for ages. You not nearly (finish)?
Jack: I (not get) through yet. I (try) to get our Paris office but the line (be) engaged all morning.
2. Ann (fail) her driving test three times because she's so bad at reversing. But she (practise) reversing for the last week and I think she (get) a bit better at it.
3. Tom: I often (wonder) why Bill left the country so suddenly.
Peter: Actually, I just (find) out.
4. He (play) the bagpipes since six o'clock this morning. He only just (stop).
5. Why you (not bring) me the letters for signature? You (not type) them yet?
6. Tom (looking up absent-mindedly as Mary comes in): You (sunbathe)?
Mary (crossly): Don't be ridiculous! It (rain) all day!
7. A pair of robins (build) a nest in the porch since last week. I (watch them from my window since they began).
8. The police (not find) the murderer yet, but the dead man's brother (be) in the station all day. The police say that he (help) them with their enquiries.
9. They (pull) down most of the houses in this street, but they (not touch) the old shop at the corner yet.
10. Tom is convinced that there is gold in these hills but we (search) for six months and (not see) any sign of it.
11. I (wait) for the prices of the houses to come down before buying a house, but I think I (wait) too long and the prices are beginning to go up again.
12. Peter (be) a junior clerk for three years. Lately he (look) for a better post but so far he (not find) anything.

- 13.** I (do) housework all morning and I (not finish) yet. I (do) mine already. I always start at 6 a.m.
- 14.** I just (pick) ten pounds of strawberries! I (grow) strawberries for years but I never (have) such a good crop before.
- 15.** What you (do) with the corkscrew? The point is broken off. I'm afraid I (use) it to make holes in this tin.
- 16.** She just (sell) two of her own paintings. She's lucky. I (paint) for five years and I (not sell) a single picture yet.
- 17.** They are throwing crockery at each other in the next flat. This (happen) before? Well, they (have) a good many rows but this is the first time they (throw) crockery.
- 18.** What you (do) with my typewriter? I can't find it anywhere. Tom just (go) off with it. He says he'll bring it back when he (finish).
- 19.** He (work) for Crow Brothers for forty years and never once (be) late. The firm just (present) him with a gold watch as a sign of their appreciation.
- 20.** We (mend) sheets all morning but we only (do) three, and now the sewing machine (break) down so we'll be even slower with the next one.
- 21.** George (collect) matchboxes ever since he left school. Now he (collect) so many that he doesn't know where to put them.
- 22.** I (look) through my old photograph album. It's full of photographs of people whose names I completely (forget). I wonder what (happen) to them all.
- 23.** It was lovely at eleven o'clock, but since then the sky (get) steadily darker and the wind (rise). I'm afraid the fine spell (come) to an end.
- 24.** Since he became Mayor, my brother reckons that he (eat) 30 official lunches and 22 official dinners, and he (lose) count of the number of receptions and parties that he (attend). He (put) on a lot of weight?
- 25.** Secretary: Customers (ring) up all morning complaining about getting incorrect bills.
Manager: I know; something (go) wrong with our computer. The mechanic (work) on it. I hope he (find) out what's wrong.

- 26.** Someone (use) my umbrella! It's all wet! And it was wet yesterday and the day before! Well, it wasn't me. I (not be) out of the house for a week!
- 27.** I (stand) in this queue for ages. It (not move) at all in the last five minutes. I think the man in the ticket office just (shut) his window and (go) off for lunch.
- 28.** The Town Council (consider) my application for permission to build I a garage for three months. They just (give) my neighbour permission to build one, so I hope they (decide) to let me have one too.
- 29.** You look exhausted! Yes, I (play) tennis and I (not play) for years, so I'm not used to it.
- 30.** They began widening this road three weeks ago; but the workmen (be) on strike for the last fortnight so they (not get) very far with it.
- 31.** That man (stand) at the bus stop for the last half hour. Shall I tell him that the last bus already (go)?
- 32.** I wonder if anything (happen) to Tom. I (wait) an hour now. He often (keep) me waiting but he never (be) quite so late as this.
- 33.** Mrs Brown (live) next door for quite a long time now but she never (say) more than 'Good morning' to me.
- 34.** I just (remember) that I (not pay) the rent yet. I am surprised that the landlord (not ring) me up to remind me. It is the first time you (be) late with the rent in 25 years. He probably thinks that you (pay) and he (lose) the cheque.
- 35.** Shop assistant: Could you give me some proof of your identity, madam?
Customer: But I (shop) here for fifteen years!
Shop assistant: I know, madam, but apparently the company (lose) a lot of money lately through dud cheques and they (make) new regulations which we (be told) to apply to all customers no matter how long we (know) them.
- 36.** What you (do)? I (look) for you for ages. I (build) a barbecue in the garden.



The Past Simple

الماضي البسيط

1 Form:

1 تركيب الفعل:

⇒ It is the second conjugation of the verb (for both Regular and Irregular verbs):

↩ هو التصريف الثاني للفعل (هذا ينطبق على الأفعال القياسية والشاذة):

1. Regular Verbs:

- ▶ These verbs represent this type of verbs that take (d – ed – ied) to be conjugated from the present to the past and Past Participle as well.
 - **Ex:** arrive – arrived – arrived, open – opened – opened, hurry – hurried – hurried.

2. Irregular Verbs:

- ▶ These verbs represent this type of verbs that are changed in their form when we conjugate them as follows:
 - a. Strong verbs:** → these verbs have three different forms in conjugation.
 - **Ex:** go – went – gone.
 - b. Weak verbs:** → these verbs have one different form in conjugation.
 - **Ex:** come – came – come.
 - c. Very weak verbs:** → these verbs have one form in conjugation.
 - **Ex:** cut – cut – cut.



2 The Use:

2 الاستخدام:

1. To express actions that started and finished at a specific time in the past.

1. نستخدم الماضي البسيط لكي نعبر عن الأفعال التي بدأت وانتهت في وقت محدد في الماضي.

□ Ex: I finished my university study ten years ago.

□ Ex: She sent the required documents last week.

2. To talk about past habits that no longer happen now.

2. لكي نعبر عن العادات الماضية والأفعال المتكررة التي لم تعد تحدث الآن.

▶ We often use (used to +infinitive verb) to express past habits and actions.

□ Ex: I used to study for long hours, when I was a student.

□ Ex: He used to make much noise, when he was a child.

3. To express historical facts.

3. لكي نعبر عن الحقائق التاريخية.

□ Ex: The First World War broke out in 1914.



3 Key Words:

3 الكلمات الدالة:

ago	منذ	one day	ذات يوم
last/previous (week/month/year)	الأسبوع/ الشهر/ العام (الماضي)	once	ذات مرة
in the past	في الماضي	once upon a time	ذات مرة
in 2009	في + تاريخ قديم	yesterday	أمس



4 Negative Case:

صيغة النفي: 4

▶ We use (did not/didn't) + infinitive verb, to change the Past Simple tense into the negative case:

- Ex: They sent the report last week.
→ They didn't send the report last week.



5 The Passive Voice:

صيغة المبني للمجهول: 5

was
were + p.p.

- Ex: She left the purse on the table last night.
→ The purse was left on the table last night.



The Past Continuous

الماضي المستمر

1 Form:

1 تركيب الفعل:

was
were + v. + ing

- ❑ Ex: I was studying English all the morning.
- ❑ Ex: They were reviewing the final reports all the day.



2 The Use:

2 الاستخدام:

1. To express an action over a past period.

1. لكي نعبر عن حدث كان مستمرًا في الماضي خلال فترة من الوقت.

- ❑ Ex: At quarter to eleven, I was walking home.
- ❑ Ex: I looked into the room. All the old people were watching television.

2. To say that an action was going on and then interrupted by another action in the past.

2. لكي نعبر عن حدث كان مستمرًا في الماضي ثم قطعه حدث آخر في الماضي.

- ❑ Ex: While I was going to the centre, I met an old friend.
- ❑ Ex: As we were watching the football match, the electricity cut off.



3 Key Words:

3 الكلمات الدالة:

while, as	بينما
when	عندما
all the day	طوال اليوم
all the morning	طوال الصباح



4 Negative Case:

4 صيغة النفي:

was
were + not + v. + ing

- Ex: I wasn't playing games on the computer, when he came in.



5 The Passive Voice:

5 صيغة المبني للمجهول:

was
were + being + p.p.

- Ex: While the report was being written, an important e-mail was received.



Exercises on The Past Simple and The Past Continuous Tenses

✎ *Put the verbs in brackets into the correct tense (Past Simple or Past Continuous):*

1. Peter and Ann (decide) to redecorate their sitting-room themselves.
2. They (choose) cream paint for the woodwork and apricot for the walls.
3. When John (look) in to see how they (get) on, Ann (mix) the paint, and Peter (wash) down the walls.
4. They (be) glad to see John and (ask) if he (do) anything special that day.
5. He hastily (reply) he (go) to the theatre and (go) away at once, because he (know) they (look) for someone to help them.
6. They (begin) painting, but (find) the walls (be) too wet.
7. While they (wait) for the walls to dry, Ann (remember) she (have) a phone call to make.
8. Peter (start) painting while she (telephone), and (do) a whole wall before Ann (come) back.
9. He (grumble) that she always (telephone).
10. Ann (retort) that Peter always (complain).
11. They (work) in silence for some time.
12. Just as they (start) the third wall, the doorbell (ring).
13. It (be) a friend of Peter's who (want) to know if Peter (play) golf the following weekend.
14. He (stay) talking to Peter in the hall while Ann (go) on painting.
15. At last he (leave).
16. Peter (return), expecting Ann to say something about friends who (come) and (waste) valuable time talking about golf.

17. But Ann nobly (say) nothing.
18. Then Peter (think) he would do the ceiling.
19. He just (climb) the step ladder when the doorbell (ring) again.
20. Ann (say) she (get) tired of interruptions but (go) and (open) the door.
21. It (be) the postman with a letter from her aunt Mary, saying she (come) to spend the weekend with them and (arrive) that evening at 6:30.
22. I (walk) along Piccadilly when I (realize) that a man with a ginger beard, whom I had seen three times already that afternoon, (follow) me.
23. To make quite sure, I (walk) on quickly, (turn) right, then left and (stop) suddenly at a shop window.
24. In a few minutes the man with the beard (appear) and (stop) at another shop window.
25. I (go) on.
26. Whenever I (stop) he (stop), and whenever I (look) round he (be) still there.
27. He (look) a very respectable type and (wear) very conventional clothes and I (wonder) if he was a policeman or a private detective.
28. I (decide) to try and shake him off.
29. A 74 bus (stand) at the bus stop just beside me.
30. Then the conductor (come) downstairs and (ring) the bell; just as the bus (move) off, I (jump) on it.
31. The man with the beard (miss) the bus but (get) into another 74, which (follow) the first.
32. Both buses (crawl) very slowly along Knightsbridge.
33. Every time the buses (pull) up at a stop, the man (look) out anxiously to see if I (get) off.
34. Finally, at some traffic lights, he (change) buses and (get) into mine.
35. At Gloucester Road Underground, I (leave) the bus and (buy) a ticket at a ticket machine.

- 36.** As I (stand) on the platform waiting for a Circle Line train, my pursuer (come) down the stairs.
- 37.** He (carry) a newspaper and when we (get) into the same compartment, he (sit) in one corner reading it, and I (read) the advertisements.
- 38.** He (look) over the top of the newspaper at every station to see if I (get) out.
- 39.** I (become) rather tired of being shadowed like this, so finally I (go) and (sit) beside the man and (ask) him why he (follow) me.
- 40.** At first he (say) he (not follow) me at all but when I (threaten) to knock him down, he (admit) that he was.
- 41.** Then he (tell) me he (be) a writer of detective stories and (try) to see if it was difficult to follow someone unseen.
- 42.** I (tell) him he hadn't been unseen because I had noticed him in Piccadilly and I (advise) him to shave off his ginger beard if he (not want) his victim to know he (be) follow.



The Past Perfect

الماضي التام

1 Form:

1 تركيب الفعل:

had + p.p.

- Ex: He had gone on holiday with his friends.



2 The Use:

2 الاستخدام:

1. We use the Past Perfect to express an action that happened before another action in the past.

◀ نستخدم الماضي التام لكي نعبر عن حدث تم في الماضي قبل حدث آخر.

- Ex: We ran onto the platform, but the train had just gone.
- Ex: After I had finished my study, I travelled abroad.

2. We can also use the Past Perfect for a state.

◀ يمكن أن يستخدم الماضي التام أيضًا لكي يعبر عن حالة معينة.

- Ex: They had been friends for six months.
- Ex: Everything had seemed fine up to then.



3 Key Words:

3 الكلمات الدالة:

after, before, until	بعد، قبل، حتى
hardly when, scarcely when, no sooner than	لم يكف حتى

- Ex: I had hardly phoned him, when he came at once.
→ Hardly had he arrived at the office, when he left again.

◀ ملحوظة: يمكن أن نبدأ الجملة بكلمة (hardly)، وفي هذه الحالة نقدم الفعل المساعد (had) على الفاعل كما هو موضح في المثال.



4 Negative Case:

4 صيغة النفي:

had + not + p.p.

- Ex: I had not invited anybody.



5 The Passive Voice:

5 صيغة المبني للمجهول:

had + been + p.p.

- Ex: After the letter had been written, it was posted.



The Past Perfect Continuous

الماضي التام المستمر

1 Form:

1 تركيب الفعل:

had + been + v. + ing

- Ex: I had been washing the floor.



2 The Use:

2 الاستخدام:

- To express an action over a period up to a past time.

لكي نعبر عن حدث كان مستمرًا خلال فترة من الوقت قبل حدث آخر في الماضي.

- Ex: It had been raining for hours before the weather became stable.
- Ex: After I had been reading for 2 hours, I went out with a friend.



3 Key Words:

3 الكلمات الدالة:

after	بعد
before	قبل
when	عندما
for	لمدة
since	منذ



4 Negative Case:

4 صيغة النفي:

- Ex: She hadn't been living there very long, when she met Tom.



Exercises on The Past Tenses

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

1. He (give) me back the book, (thank) me for lending it to him and (say) that he (enjoy) it very much; but I (know) that he (not read) it because most of the pages (be) still uncut.
2. When he (see) his wife off at the station, he (return) home as he (no have) to be at the airport till 9:30.
3. He (not have) to pack, for his wife already (do) that for him and his case (be) ready in the hall.
4. He (not have) to check the doors and windows either, for his wife always (do) that before she (leave) the house.
5. All he (have) to do (be) to decide whether or not to take his overcoat with him. In the end he (decide) not to.
6. At 8:30 he (pick) up his case, (go) out of the house and (slam) the door behind him.
7. Then he (feel) in his pockets for the key, for his wife (remind) him to double-lock the front door.
8. When he (search) all his pockets and (find) no key he (remember) where it (be).
9. He (leave) it in his overcoat pocket.
10. Then he (remember) something else; his passport and tickets (be) in his overcoat pocket as well.
11. I (arrive) in England in the middle of July. I (be told) that England (be) shrouded in fog all year round, so I (be) quite surprised to find that it was merely raining.
12. I (ask) another passenger, an Englishman, about the fog and he (say) that there (not be) any since the previous February.
13. If I (want) fog, he said, I (come) at quite the wrong time.

14. However, he (tell) me that I could buy tinned fog at a shop in Shaftesbury Avenue.
15. He (admit) that he never (buy) fog there himself but (assure) me that they (sell) good quality fog and that it (not be) expensive. I suppose he was joking.
16. When the old lady (return) to her flat she (see) at once that burglars (break) in during her absence, because the front door (be) open and everything in the flat (be) upside down.
17. The burglars themselves (be) no longer there, but they probably only just (leave) because a cigarette was still burning on an ornamental table.
18. Probably they (hear) the lift coming up and (run) down the fire escape.
19. They (help) themselves to her whisky too but there (be) a little left, so she (pour) herself out a drink.
20. She (wonder) if they (find) her jewellery and rather (hope) that they had.
21. The jewellery (be given) her by her husband, who (die) some years before.
22. Since his death she (not have) the heart to wear it, yet she (not like) to sell it.
23. Now it (seem) that fate (take) the matter out of her hands; and certainly the insurance money would come in handy.
24. I (put) the £ 5 note into one of my books; but next day it (take) me ages to find it because I (forget) which book I (put) it into.
25. A woman (come) in with a baby, who she (say) just (swallow) a safety pin.
26. I (think) my train (leave) at 14:33, and (be) very disappointed when I (arrive) at 14:30 and (learn) that it just (leave).
27. I (find) later that I (use) an out-of-date timetable.
28. He (park) his car under a No Parking sign and (rush) into the shop. When he (come) out of the shop ten minutes later the car (be) no longer there.
29. He (wonder) if someone (steal) it or if the police (drive) it away.
30. It (be) now 6 p.m.; and Jack (be) tired because he (work) hard all day.
31. He (be) also hungry because he (have) nothing to eat since breakfast.

- 32.** His wife usually (bring) him sandwiches at lunch time, but today for some reason she (not come).
- 33.** He (keep) looking at her, wondering where he (see) her before.
- 34.** I (look) out before I (go) to bed and (see) a man standing on the opposite pavement watching the house.
- 35.** When I (get up) the following morning he (be) still there, and I (wonder) whether he (stay) there all night or if he (go) away and (come) back.
- 36.** When I (open) the door I (see) a man on his knees.
- 37.** He clearly (listen) to our conversation and I (wonder) how much he (hear).
- 38.** When I (ask) him what he (do), he (say) that he (drop) a 50 p piece outside the door and (look) for it.
- 39.** I (not see) any sign of the money, but I (find) a small notebook and pencil which he probably (drop) when the door (open) suddenly.
- 40.** So he (take) notes of our conversation!
- 41.** The notes (be) written in a foreign language, so I (turn) to the stranger and (ask) him to translate.
- 42.** But he (pull) m hat over my eyes and (run) off down the corridor.
- 43.** By the time I (recover) from the shock he (disappear) round the corner.
- 44.** Curiously enough, when I (move) my foot I (find) that I (stand) on a 50 p piece.
- 45.** Perhaps he (tell) the truth after all!



The Future Simple

المستقبل البسيط

1 Form:

1 تركيب الفعل:

will + infinitive
or
shall + be + going to + inf.

- ❑ Ex: I will/shall be at home tomorrow.
- ❑ Ex: They are going to build some flats here.
- ▶ **Note:** We use (shall) with other Subject pronouns to give the meaning of (must) in legal texts.

◀ ملحوظة: عندما نستخدم (shall) مع الضمائر الأخرى فإنها تعني (يجب) وتستخدم في النصوص القانونية.
◀ ملحوظة: تحمل كلا من (will/be+ going to) نفس المعنى عند التعبير عن التنبؤات الخاصة بالمستقبل. ولكن نستخدم (be + going to) - وليس (will) - عندما نعبر عن الخطط المسبقة التي سبق الإعداد لها. في حين نستخدم (will) - وليس (be + going to) - عندما نعبر عن القرارات السريعة.



2 The Use:

2 الاستخدام:

1. We use either will or shall with the first person (I, We) to talk about statements in the future.

1. نستخدم (will - shall) مع ضميري المتكلم (أنا ونحن) بنفس المعنى لكي نعبر عن الأحداث المستقبلية.

- ❑ Ex: We will/shall have another opportunity soon.

2. We often use (will) to express the future as fact and also as a prediction.

2. نستخدم (will) غالبًا لكي نعبر عن المستقبل كحقيقة أو تنبؤ أو رأي محدد عن شيء في المستقبل.

- ❑ Ex: The weather will stay cloudy and windy tonight.
- ❑ Ex: My father will probably be in hospital for at least two weeks.

3. We also use (will) to express instant decisions, promises and offers.

3. لكي نعبر عن القرارات السريعة، الوعود والعروض.

- ❑ Ex: It's raining. I'll take an umbrella. → an instant decision.
- ❑ Ex: I'm going to buy some postcards. → I've already decided.
- ❑ Ex: I promise I'll do my best to help you. → a promise.
- ❑ Ex: I'll hold the door open for you. Oh, thanks. → an offer.



3 Key Words:

3 الكلمات الدالة:

in + future date	في + تاريخ مستقبلي	tomorrow	غداً
in future [Br], in the future [US]	في المستقبل	today	اليوم
next (week/month/year)	الأسبوع، الشهر، العام القادم	tonight	الليلة
this week	هذا الأسبوع	soon	حالاً



4 Negative Case:

4 صيغة النفي:

- ▶ We use (will/shall + not) to put the Future Simple in the negative form.
- ▶ There are two contracted forms for both (will/shall – won't/shan't) that can be used in informal speech.
- ❑ Ex: I will start a new class next week. → I will not (won't) start a new class next week.



5 The Passive Voice:

5 صيغة المبني للمجهول:

will
shall + be + p.p.

- ❑ Ex: She will pay the bill next Monday. → The bill will be paid next Monday.



Exercises on The Present Continuous and The Future Simple Tenses

✎ *Put the verbs in brackets into the correct tense:*

1. Tom: Where you (go) for your next holiday? (*Where have you arranged to go?*)
Ann: I don't know yet but we probably (go) to Spain.
2. We (have) a drink with Peter tonight. (*He has invited us*) It's his last night; he (leave) tomorrow.
3. Ann: Do you think we (see) Bill tomorrow?
Mary: I hope so. He probably (look) in on his way to the airport.
4. I (see) my bank manager tomorrow. (*7 have arranged this*) I'm going to ask him for a loan but I expect he (refuse).
5. I (know) the result tomorrow. As soon as I hear, I (tell) you.
6. Jack's mother: Jack (be) ready in a moment. He is just finishing breakfast.
Jack's father: If I wait for him any longer I (miss) my train. I think I (walk) on; he probably (catch) me up.
7. I probably (come) to London sometime next month. I (give) you a ring nearer the time and tell you when I (come), (*when I have decided/arranged to come*)
8. Hotel Porter: You (get) a parking ticket if you leave your car there, sir. If you (stay) the night (*have arranged to stay*) you (have to) put it in the hotel garage.
Tourist: All right. I (move) it as soon as I've arranged about a room.
9. Ann: I've scorched Bill's shirt. Whatever he (say)?
Mary: Oh, he (not mind). He just (buy) another shirt. He has plenty of money.
10. Peter: We'd better leave a message for Jack. Otherwise he (not know) where we've gone.
George: All right. I (leave) a note on his table.
11. Jack: I don't want to get married. I never (get) married.
Mother: You think that now. But one day you (meet) a girl and you (fall) in love.

- 12.** Tom: I (go) to York tomorrow. (*I have arranged to go*)
Ann: You (come) back the same day? (*Have you arranged to come back?*)
Tom: No. I probably (have) to spend the night there.
- 13.** Peter: You (walk) home? (*Have you decided to walk?*)
Andrew: Yes. It's too late for a bus.
Peter: But it's pouring. You (get) soaked! Here, take this umbrella.
Andrew: Thanks very much. I (bring) it back tomorrow.
- 14.** Jack: I (have) another window put in. (*I have arranged this*) They (start) work on it tomorrow.
Ann: That (make) the room much brighter.
- 15.** You (take) any exams this term? (*Have you decided to take an exam?*) Yes, I (take) an English exam at the end of the month. Do you think you (pass)? I don't know. If I don't, I (take) it again at the end of next term.
- 16.** Where you (meet) Tom? (*Where have you arranged to meet him?*) We (meet) at Covent Garden. He (take) me to see *The Magic Flute*.
- 17.** What you (do) next weekend? (*What plans have you made?*) It depends on the weather. If it's fine we (go) somewhere in the car; if it's wet we probably (stay) at home.
- 18.** When Jack (arrive)? (*When did he say he'd arrive?*) Sometime this evening. And how he (get) here? (*How has he arranged to travel?*) I don't know yet. I suppose he (come) by car.
- 19.** What they (do) for their holidays? (*Have they decided to do?*) They (go) camping. And what (happen) to their dog? (*What plans have they made for the dog?*) They (take) the dog with them. I think he (enjoy) it more than they will.
- 20.** Don't make a sound or you (wake) the baby; and then he (not get) to sleep again.
- 21.** Mary: Don't forget that Tom's four boys (spend) the weekend here. I don't know how we (manage) with four boys under our feet in this small house.
Jack: I have an idea. We (turn) the attic into a playroom. Then they (be able) to play trains without tripping anyone up.

- 22.** Tom: Peter's just phoned to say that he (catch) (*has arranged to catch*) the 8:10 train and (be) here by 9:00.
- 23.** When George (come) out of hospital? (*What date has been fixed?*) ~ I don't know. They (move) him (*have arranged to move*) to the County Hospital next week so I (have) to ask them about coming out dates.
- 24.** I (ring) Peter tonight. (*We have arranged this*) I (ask) him to ring you? No, don't bother. I (be) away most of the week. I (write) to him. (*not a previous decision*)
- 25.** Don't worry about meals tomorrow. Everything's been arranged. (have) breakfast on the train, we (lunch) with the manager, he (stand) us lunch-and the Smiths (give) us dinner after the show.
- 26.** Tom (who has just dropped his key on the path): Never mind; Mary's at home. She (let) us in and we (find) the key tomorrow when it's light.
- 27.** George and Lucy (get) married next week. You (go) to the wedding? No, I wasn't invited. They (have) a big wedding?
- 28.** I (wait) for you? No, don't bother. This (take) a long time. I'm sure, and I don't want you to miss your train.
- 29.** Tom, the host: What you (have), Paul?
Paul: I (have) the grilled steak, please.
Tom: And I (have) roast duck. (He gives his orders to the waiter and then studies the wine list.) Hm. You (have) steak and I (have) duck. We (have) some red wine.
- 30.** Jack: I (give) you a lift to work tomorrow if you like.
Tom: Have you borrowed a car?
Jack: No, I've just bought one. I (collect) it this afternoon.
- 31.** Ann: Peter has set his alarm clock for 5 a.m. He (get) up very early, isn't he?
Mother: Early! Do you know what (happen)? The alarm bell (ring).
Peter (sleep) through it and he (come) down to breakfast at the usual time or a little later.

- 32.** Peter: I (be) promoted next week. Mr Jones (leave) and I (take) over the department. (*These arrangements have already been made*)
Ann: At this rate you soon (be) a director, and then you (spend) two hours a day on business lunches and (lose) your figure.
- 33.** Tom: I (fly) to New York next week. (*This has been arranged*)
Jack: You (take) your wife with you?
Tom: No. I know that if I take her she (spend) all her time and most of my money in the New York shops.
- 34.** Mary: Jack and I (go) out tonight. We (have) dinner at the Festival Hall and (go) to a concert afterwards.
Ann: And what about the children? I (come) and babysit if you like.
Mary: Oh, my neighbour (come) in to sit with them. But thank you for offering.
Ann: I (ask) you next time.
- 35.** Nadia: I see that Amadeus (come) to our local cinema next week.
George: Oh, good. We (go) and see it together on Monday night?
Nadia: Yes, let's. I (get) the book out of the library and then I (be able) to compare the book and the film.
George: If you do that out loud during the film I (not pay) for your supper afterwards.
- 36.** Ann (reading newspaper): It says here that Smith's (open) their new department next week, and that they (have) a sale to give it a good start. I think I (look) in on Monday at lunchtime.
Mary: Good idea! I (come) too.
Peter (entering room): Where you girls (have) lunch today?
Mary: We (miss) lunch. We (go) to a sale instead.



The Future Continuous

المستقبل المستمر

1 Form:

1 تركيب الفعل:

will
shall + be + v. + ing

□ Ex: I can't meet you at four, I shall/will be working.

► **Note:** Though the Future Continuous is not used nearly as often as (will or be + going to), ESL / EFL learners need to be aware of this tense and its use.

◀ ملحوظة: رغم أن المستقبل المستمر ليس مستخدمًا تقريبًا بنفس الدرجة التي يستخدم بها كل من: (will/be + going to)، إلا أنه يجب على دارسي اللغة الإنجليزية كلغة ثانية أن يكونوا على دراية بهذا الزمن واستخدامه.



2 The Use:

2 الاستخدام:

1. We use the Future Continuous to express an action over a period of future time.

1. نستخدم المستقبل المستمر لكي نعبر عن حدث سوف يتم ويستمر خلال فترة من الوقت في المستقبل.

□ Ex: I will be revising all day for the exam.

□ Ex: I'm going on holiday. This time next week I'll be lying in the sun.

2. We can also use (will be doing) for an action which is the result of a routine or arrangement.

2. يمكن أيضًا أن نستخدم المستقبل المستمر لكي نعبر عن حدث يمثل نتيجة لفعل متكرر أو ترتيب معين.

□ Ex: I'll be phoning my mother tonight. I always phone her on Fridays.

→ routine.

□ Ex: I'll be having lunch in the canteen as usual. → routine.

□ Ex: The Queen will be arriving in ten minutes' time. → arrangement.



3 Key Words:

الكلمات الدالة: 3

- ▶ The same key words of the Future Simple.



4 Negative Case:

صيغة النفي: 4

will not
won't + be + v. + ing

- Ex: I won't be doing the same tasks tomorrow.



Exercises on The Future Continuous Tense and will (mostly negative)

Put the verbs in brackets into one of the above forms:

1. You ask him. It's no good my asking him. He (not do) anything I say.
2. Ann says she (not come) if Tom is driving. She says she doesn't want to die yet.
~ Well, tell her Tom (not drive). He's had his licence suspended.
3. Pupil to teacher: I (not come) back next term. My parents want me to get a job.
4. Headmaster: I (not have) girls here in slacks. If you come here tomorrow in slacks, I'll send you home.
Girl: All right, I (not come) tomorrow. I'll get a job.
5. Mother: I'm so grateful for the help you've given Jack; I hope you'll be able to go on helping him.
Teacher: I'm afraid I (not teach) him next term because I only teach the fifth form and he'll be in the sixth.
6. Schoolboy (in school dining hall): The last week of our last term! I wonder what we (do) this time next year.
Friend: Well, we (not eat) school dinners anyway. That's one comfort.
7. They give very good dinners at the school but my daughter (not eat) them. She prefers to go out and buy fish and chips.
8. Yes, you can stroke the dog; he (not bite) you.
9. Shall we meet him at the station? Oh, he (not come) by train. He never comes by train.
10. I've fished that river every year for the last fifteen years. Well, nobody (fish) it next year. The water's been polluted. All the fish are dead.
11. I'll cook any fish you catch, but I (not clean) them. You'll have to do that yourself.
12. I (not show) any films this time. The projector's broken down.
13. Housewife: This time next week I (not wash) up the breakfast things. I (have) breakfast in bed in a luxury hotel.

- 14.** I (not wear) glasses when you see me next. I'll be wearing contact lenses. You probably (not recognize) me.
- 15.** I'll tell him the truth of course. But it (not be) any good. He (not believe) me.
- 16.** Customer: When you deliver my next order.
Shop assistant: We (not deliver) any more orders. I'm afraid. This branch is closing down.
- 17.** It'll be easy to pick her out in that bright red coat of hers. But she (not wear) the red coat! She's given it away.
- 18.** No, I (not tell) you the end! Go on reading and find out for yourself!
- 19.** You (not use) your car when you're on holiday, will you? No, but don't ask me to lend it to you because I (not do) it. Not after what happened last time.
- 20.** I (have) to be a bit careful about money when I retire because I'll only be getting half my present salary. But of course I (not pay) so much tax.
- 21.** You can either pay the fine or go to prison for a month. I (not pay) the fine. Then you (have) to go to prison.
- 22.** He's a clever boy but he's lazy. He (not work).
- 23.** I wonder how Jack (get on) with the new secretary. Oh, Jack (not work) here after this week. He's being transferred.
- 24.** According to the brochures this hotel prides itself on its service, but the staff not even (show) a guest to his room unless he insists. I (not come) here again.



The Future Perfect

المستقبل التام

1 Form:

1 تركيب الفعل:

will
shall + have + p.p.

- ❑ Ex: I'll have finished this book soon. I'm nearly at the end.



2 The Use:

2 الاستخدام:

- ▶ We use the Future Perfect to look back from the future, to talk about something that will be over at a future time.

◀ نستخدم المستقبل التام لكي نعبر عن حدث سوف يكتمل في وقت ما في المستقبل.

- ❑ Ex: Sarah will have completed her studies by next June.
- ❑ Ex: We will/shall have done half the journey by the time we stop for lunch.
- ❑ Ex: The game will have finished by half past four.

▶ Note:

Although the Future Perfect is not very commonly used, EFL/ESL learners should be familiar with it.

◀ ملحوظة: رغم أن زمن المستقبل التام ليس شائع الاستخدام، إلا أن دارسي اللغة الإنجليزية كلغة ثانية يجب أن

يكونوا على علم بهذا الزمن.



3 Key Words:

الكلمات الدالة: 3

by + specific time
□ Ex: by half past four
in + a period of time
□ Ex: in two weeks' time
this time + specific time
□ Ex: this time next Monday



4 Negative Case:

صيغة النفي: 4

will not	+ have + p.p.
won't	

- Ex: She won't have completed her project by next March.



Exercises on The Future Perfect Tenses

✎ *Put the verbs in brackets into the Future Perfect tense:*

(will is replaceable by shall in 3, 6, 7, 11, 13, 14 and 17)

1. I hope they (repair) this road by the time we come back next summer.
2. By the end of next week my wife (do) her spring cleaning and we'll all be able to relax again.
3. Yes, I make jam every week. I (make) about 200 kilos by the end of the summer.
4. In two months' time he (finish) his preliminary training and will be starting work.
5. He spends all his spare time planting trees. He says that by the end of next year he (plant) 2,000.
6. I'll be back again at the end of next month. I hope I (pass) my driving test by then. If I have, I'll meet your train.
7. Come back in an hour. I (do) my packing by then and we'll be able to have a talk.
8. When he reaches Land's End he (walk) 1,500 miles.
9. He's only 35 but he's started losing his hair already. He (lose) it all by the time he's 50.
10. His father left him £ 400,000, but he lives so extravagantly that he (spend) it all before he's 30.
11. By the end of next year I (work) for him for 45 years.
12. Everywhere you go in central London you see blocks of flats being pulled down and huge hotels being erected. In ten years' time all the private residents (be driven) out and there will be nothing but one vast hotel after another.
13. Our committee is trying to raise money to buy a new lifeboat. By the end of the year we (send) out 5,000 letters asking for contributions.

- 14.** By the end of my tour I (give) exactly the same lecture 53 times.
- 15.** A hundred people have died of starvation already. By the end of the week two hundred (die). When are you going to send help?
- 16.** Since he began driving, Tom has driven an average of 5,000 miles a year, and had an average of 21/2 accidents a year. So by the time he is 60 he (drive) 200,000 miles and had 50 accidents. Let's try to persuade him to go back to cycling.
- 17.** Did you say you wanted help picking apples? I could come on 1st October. We (pick) them all by then. But come all the same.
- 18.** Apparently Venice is slowly sinking into the sea. Scientists are trying to save it but by the time they've found the answer the city probably (sink).



⇒ A gerund is the **-ing form of a verb**, it is used as a noun. There are four cases for the Gerund in English grammar as follows:

← اسم الفعل هو عبارة عن الفعل في صيغة المصدر + **ing**، ويستخدم كاسم. هناك أربع حالات رئيسية لاسم الفعل في اللغة الإنجليزية على النحو التالي:

a. When we use the verb at the beginning of a sentence.

أ. عندما نستخدم الفعل في بداية الجملة.

□ **Ex:** Riding horses is very interesting. → from the verb (ride).

b. After prepositions.

ب. بعد حروف الجر.

□ **Ex:** I'm interested in learning new languages.

□ **Ex:** She is fond of keeping animals.

c. After certain verbs.

ج. بعد مجموعة من الأفعال.

English	Arabic	English	Arabic
abhor	يكره، يمقت بشدة	give up, stop	يتخلى، يقلع عن
acknowledge	يعترف، يقرب	imagine	يتخيل، يتصور
admit	يسلم، يعترف بـ	keep, continue	يواصل، يستمر
advise	ينصح	keep on	يواصل، يستمر
allow	يسمح، يجيز، يأذن	mention	يذكر
anticipate	يتوقع، يتربص	mind, object to	يمانع، يعترض
appreciate	يقدر، يعلي من شأن	miss	يفقد، يفوت
avoid	يتجنب، يتحاشى	necessitate	يستلزم، يستوجب
be worth	مستحق، مقدر، أهل لـ	omit	يحذف، يسقط
can't help	لا أستطيع أن أمنع نفسي	permit	يسمح، يأذن بـ

celebrate	يحتفل	picture	يصور
confess	يعترف، يقر بـ	postpone	يؤجل، يؤخر
consider	يراعي، يعتبر، يتدبر	practise	يمارس، يطبق عملياً، يتدرب
defend	يدافع	prevent	يمنع، يعيق
delay	يؤجل، يؤخر	put off	يؤجل، يؤخر
deny	ينكر، ينفي	recall	يتذكر، يستدعي، يسترجع
detest	يبغض، ينفر من	recollect	يتذكر، يسترجع
discontinue	يقطع، يوقف، يحجب	recommend	يوصي، يرشح، يزيكي
discuss	يناقش	report	ينقل، يفيد، يبلغ، يروي
dislike	يكره، يبغض	resent	يستاء، يفتاظ
dispute	يتنازع، يتجادل	resist	يقاوم، يناهض
dread	يؤجل، يخشى	resume	يستأنف، يسترد
endure	يتحمل، يطيق	risk	يخاطر، يجازف
enjoy	يستمتع، يتمتع	shirk	يتهرب، يتجنب
escape	يهرب، يفر	shun	يتجنب، يتنكر لـ
evade	يراوغ، يتجنب	suggest	يقترح، يطرح فكرة
explain	يشرح، يفسر	support	يدعم، يساند
fancy	يتخيل، يتوهم	tolerate	يتحمل، يطيق، يتسامح
feel like	يرغب، يود	understand	يفهم، يدرك
feign	يتظاهر، يدعي	urge	يحث، يحض على
finish	ينهي، ينتهي	warrant	يكفل، يضمن
forgive	يسامح، يعفو		

❑ Ex: I enjoy reading detective stories.

❑ Ex: He stopped doing most of his bad habits.

d. After some expressions.

د. بعد مجموعة من التعبيرات.

1. be/get used to + gerund

❑ **Ex:** I am/get used to watching too much TV.

2. be/get accustomed to + gerund

❑ **Ex:** I am/get accustomed to working for long hours.

3. It's no use + gerund

❑ **Ex:** It's no use crying over spilt milk.

4. It's no good + gerund

❑ **Ex:** It's no good wasting your time in trifles.

5. It's no worth

❑ **Ex:** It's no worth fighting over unimportant matters.

6. Would/Do you mind + gerund

❑ **Ex:** I don't mind sitting at the club till you come back.

7. I can't help + gerund

❑ **Ex:** I can't help laughing when I see him.

8. be + busy + gerund

❑ **Ex:** I have been busy doing many activities for 3 days.

9. I can't stand + gerund

❑ **Ex:** I can't stand being kept waiting.



Exercises on Gerund

✎ *Put the verb into either the gerund (-ing) or the infinitive (with 'to'):*

1. I don't fancy (go) out tonight.
2. She avoided (tell) him about her plans.
3. I would like (come) to the party with you.
4. He enjoys (have) a bath in the evening.
5. She kept (talk) during the film.
6. I am learning (speak) English.
7. Do you mind (give) me a hand?
8. She helped me (carry) my suitcases.
9. I've finished (cook). Come and eat!
10. He decided (study) Biology.
11. I dislike (wait).
12. He asked (come) with us.
13. I promise (help) you tomorrow.
14. We discussed (go) to the cinema, but in the end we stayed at home.
15. She agreed (bring) the pudding.
16. I don't recommend (take) the bus, it takes forever!
17. We hope (visit) Amsterdam next month.
18. She suggested (go) to the museum.
19. They plan (start) college in the autumn.
20. I don't want (leave) yet.
21. She delayed (get) out of bed.
22. He demanded (speak) to the manager.

23. I offered (help).
24. I miss (go) to the beach.
25. We postponed (do) our homework.
26. I'd hate (arrive) too late.
27. She admitted (steal) the money.
28. I chose (work) here.
29. She waited (buy) a drink.
30. I really appreciate (be) on holiday.
31. I couldn't help (laugh).
32. It seems (be) raining.
33. I considered (move) to Spain.
34. They practised (speak).
35. Finally I managed (finish) the work.
36. I really can't stand (wait) for the bus.
37. Unfortunately, we can't afford (buy) a new car this year.
38. She risked (be) late.
39. I'd love (come) with you.
40. I prepared (go) on holiday.
41. It appears (be) raining.
42. We intend (go) to the countryside this weekend.
43. I pretended (be) sick so I didn't have to go to work.
44. Can you imagine (live) without TV?
45. They tolerate (smoke) but they prefer people not to.
46. I anticipate (arrive) on Tuesday.
47. A wedding involves (negotiate) with everyone in the family.

48. He denies (steal) the money.
49. He claims (be) a millionaire but I don't believe him.
50. I expect (be) there about seven.
51. Julia reported (see) the boys to the police.
52. It tends (rain) a lot in Scotland.
53. Do you recall (meet) her at the party last week?
54. She mentioned (go) to the cinema, but I don't know what she decided to do in the end.
55. The teenager refused (go) on holiday with his parents.
56. I understand (be) late once or twice, but every day is too much!
57. I would prefer you (come) early if you can.
58. That criminal deserves (get) a long sentence.
59. She completed (paint) her flat.
60. We arranged (meet) at four but at four thirty she still hadn't arrived.



- ▶ This type of English sentences consists of a main clause and a subordinate clause. Unlike sentences with coordinating conjunctions, the two clauses in the sentence are not equal: one part, the subordinate clause, is dependent upon the other part, the main clause. The main clause and subordinate clause, however, can reverse order without a change in meaning.

◀ يتكون هذا النمط من الجملة الإنجليزية من جملة رئيسية وجملة ثانوية أو فرعية. وعلى خلاف الجملة التي تحتوي على الروابط الأخرى، فإن هاتين الجملتين (الرئيسية والفرعية) غير متساويتين: حيث أن الجملة الفرعية تعتمد في معناها على الجملة الرئيسية حتى يكتمل المعنى. ورغم هذا، يمكن أن نغير موضع وترتيب كلا الجملتين بحيث تأتي في بداية الجملة أو آخرها بدون أن يتغير المعنى.

Types of Complex Clauses

أنواع الجملة المعقدة

- ▶ There are many types of adverbial clauses, but they all have something in common: They tell us something about the information in the main clause. The basic categories of adverbial clauses are: time, contrast, place, cause, result, purpose, conditional and manner.

◀ يوجد العديد من أنماط الجملة المعقدة، غير أنها جميعاً يربطها عامل مشترك، والذي يتمثل في أنها تضيف لنا شيئاً جديداً حول المعلومات التي تشتمل عليها الجملة الرئيسية. وتتضمن الأنماط الرئيسية للجملة المعقدة: جمل الزمان، جمل التناقض، جمل المكان، جمل السبب، جمل النتيجة، جمل الغرض، جمل الشرط وجمل الحال.



1 Clauses of Time:

1 الجمل الدالة على الزمان:

⇒ Common Time subordinators, and some examples:

› when	عندما
❑ Ex: I could swim well <u>when</u> I was only five.	
› whenever, every time	كلما
❑ Ex: <u>Whenever/Every time</u> Ali calls, he brings me flowers.	
› as, while	بينما
❑ Ex: The doorbell rang <u>as/while</u> I was changing.	
› before	قبل
❑ Ex: Have some coffee <u>before</u> you go.	
› after	بعد
❑ Ex: I always have a shower <u>after</u> taking exercise.	
› since	منذ
❑ Ex: Lots has happened <u>since</u> I last saw you.	
› till, until	حتى
❑ Ex: <u>Till/Until</u> the cheque arrives, I can't pay my rent.	
› as soon as, immediately	بمجرد أن
❑ Ex: <u>As soon as/Immediately</u> I've finished work, I'll come and see you.	
› once	عندما
❑ Ex: <u>Once</u> you've learnt to swim, you'll never forget.	
› by the time	عندما، حينها
❑ Ex: I've usually left the house <u>by the time</u> the postman comes.	

<ul style="list-style-type: none"> › just as ❑ Ex: <u>Just as</u> we came out of the theatre, the rain started. 	بمجرد أن ◀
<ul style="list-style-type: none"> › the minute, the moment ❑ Ex: <u>The minute/The moment</u> you hear any news, let me know. 	بمجرد أن ◀
<ul style="list-style-type: none"> › hardly when, scarcely when, no sooner than ❑ Ex: I had <u>hardly</u> started work <u>when</u> I felt a pain in my back. ❑ Ex: <u>Hardly</u> had I started work <u>when</u> I felt a pain in my back. → We can start the sentence with “Hardly”. ❑ Ex: <u>No sooner</u> had Ali sat down <u>than</u> the phone rang. 	لم يكمل حتى ◀



2 Clauses of Reason:

2 الجمل الدالة على السبب:

⇒ The most common conjunctions, and some examples:

▶ because	لأن
□ Ex: I made mistakes <u>because</u> I was tired.	
▶ for	لأن
□ Ex: The soldiers were exhausted <u>for</u> they had marched a long way.	
▶ since	لأن
□ Ex: <u>Since</u> no one asked me, I didn't tell them.	
▶ as	لأن
□ Ex: <u>As</u> the weather is often warm, many of the homes have swimming pools.	
▶ because of	لأن
□ Ex: The new welfare scheme was abandoned <u>because of</u> the cost.	
▶ due to	نتيجة لـ
□ Ex: I was half an hour late <u>due to</u> the heavy traffic on the roads.	
▶ on account of	لأن
□ Ex: She was absent for ten days <u>on account of</u> her illness.	
▶ owing to	لأن
□ Ex: He was punished <u>owing to</u> his negligence.	
▶ in view of	بسبب
□ Ex: <u>In view of</u> the weather, the event will now be held indoors.	



3 Clauses of Result:

3 الجمل الدالة على النتيجة:

- ▶ We use the following forms to express the result or consequence of an action or event.

such + (adjective) + noun + that
so + (adjective or adverb) + that
so + (many, few, much, little) + that

- ❑ **Ex:** This is such a bad mistake that I don't know how to fix it.
→ If the noun after such is a singular countable noun, (a or an) must precede this noun.
- ❑ **Ex:** We have so many friends that we can't see everyone at once.
- ❑ **Ex:** There were so few chairs that we asked for more.
- ▶ **Note:** (many and few) are followed by plural countable nouns.
- ❑ **Ex:** We have so much fun that we never want to leave.
- ❑ **Ex:** The police had so little information that it's hard to rely on.
- ▶ **Note:** (much and little) are followed by uncountable nouns.



Words meaning "So"

accordingly	as a result	consequently	hence
in consequence	then	therefore	thus

- ❑ **Ex:** There has been no rainfall for some time. The ground is therefore very dry.
→ therefore is a little formal and often goes in mid position, but it can go in front or end position or after the subject.



4 Clauses of Purpose:

4 الجمل الدالة على الغرض:

- ▶ An adverbial clause with (so that) or any other conjunctions, indicates an intention or purpose. Here, (so that) conveys the idea that the action or event of the main clause deliberately resulted in the action or event in the subordinate clause.
- ▶ After (so that – in order that), we usually use (will – can) for present and future meaning and (would – could) for past time reference.

◀ الجمل المعقدة التي تستخدم أداة الربط (so that) تتضمن وجود نية أو غرض نود التعبير عنه. حيث أنها تعبر عن الفكرة التي توضح أن الفعل أو الحدث الموجود في الجملة الرئيسية يؤدي بشكل مقصود إلى الحدث أو الفعل الذي تتضمنه الجملة الفرعية. ونستخدم بعد كل من (so that – in order that) الفعلين الناقصين (will – can) في حالة التعبير عن صيغة المضارع والمستقبل، ونستخدم (would – could) في حالة الماضي.

- **Ex:** You should keep milk in a fridge so that it stays fresh. → Present Simple.
- **Ex:** Why don't you take a day off so that you can recover properly?
- **Ex:** I wrote it in my diary so that I wouldn't forget.
- **Ex:** We shall let you know the details soon in order that you can make your arrangements.
- ▶ **Note:** in order that is formal and less common than so that.



⇒ There are other conjunctions related to clause of purpose such as:

to + infinitive		in order to		so as to		for
-----------------	--	-------------	--	----------	--	-----

- ❑ **Ex:** I'd just sat down to read the paper.
- ❑ **Ex:** The company borrowed money in order to finance their advertising.
- ❑ **Ex:** Ali wore a suit to his job interview so as to make a good impression.
- ▶ **Note:** in order to and so as to are more emphatic. They are also a little formal.
 - ❑ **Ex:** We went out for some fresh air.
 - ❑ **Ex:** Why not come over for a chat?
- ▶ **Note:** We can use (for) with a noun to express the purpose of an action and to express the general purpose of a thing, we normally use (for + Gerund).
 - ❑ **Ex:** A saw is a tool for cutting wood.
 - ❑ **Ex:** A small scale is for weighing letters.
- ▶ **Note:** We use the (to + infinitive) to talk about a specific need or action.
 - ❑ **Ex:** I need a saw to cut this wood.
 - ❑ **Ex:** I got the scale out to weigh the letter.



5 Clauses of Contrast:

5 الجمل الدالة على التناقض:

- ▶ We use the following subordinators to indicate the contrast between the main clause and the subordinate clause. We use (although – even though – though) to express an unexpected result or a contrast of ideas between the main clause and the subordinate clause. But we use (while – whereas – inasmuch as) to convey the idea of direct opposition.

◀ نستخدم الروابط التالية لكي نعبر عن التناقض بين الجملة الرئيسية والجملة الفرعية. حيث نستخدم (although – even though – though) لكي نعبر عن نتيجة غير متوقعة أو تضاد بين الأفكار التي تتضمنها الجملتين. أما الروابط (while – whereas – inasmuch as) فتستخدم للتعبير عن التناقض المباشر.

⇒ Contrast subordinators are:

although	even though	inasmuch as
though	whereas	while

- Ex: Although it was raining, we took a walk.
- ▶ **Note:** The order of two clauses here can be reversed.
 - Ex: We took a walk, although it was raining.
 - Ex: I drank the coffee, even though I didn't want it.
 - Ex: The team lost, though they played quite well.
 - Ex: I'm right-handed whereas/inasmuch as/while my brother is left-handed.
- ▶ **Note:** (whereas – inasmuch as) are generally found only in formal written English.



Words meaning "but"

⇒ There are many other conjunctions that convey the idea of contrast between two clauses such as:

all the same	even so	however	in spite of/despite
nevertheless	nonetheless	notwithstanding	in spite of the fact that
on the contrary	still	yet	on the other hand

- **Ex:** The Great Fire destroyed much of London. However/Nevertheless, only six people lost their lives.
- **Ex:** All the rivers run into the sea, yet the sea is not full.
- **Ex:** She has lots of friends. Even so/All the same she often feels lonely.
- **Ex:** In spite of/Despite the widespread destruction, only six people died.
- **Ex:** The family always enjoy themselves, in spite of having/despite having no money.
- **Ex:** Birmingham is a big city. Warwick, on the other hand, is quite small.
- **Ex:** Warwick isn't a big city. On the contrary, it's quite small.



6 Clauses of Manner:

6 الجمل الدالة على الحال:

⇒ We use the following conjunctions to express the way things happen:

how	بالطريقة التي
as, like	مثل، وكأنه
as if, as though	كما لو، وكأنه
in the way that	بنفس الطريقة
look as if, look as though	وكأنه

- ❑ **Ex:** How can you act as if/as though nothing had happened?
- ❑ **Ex:** Ali behaved as/like he always does.
- ❑ **Ex:** Do it in the way that I showed you.
- ❑ **Ex:** You look as if/look as though you've seen a ghost.
- ❑ **Ex:** Why can't I live my life how I want to live it?



7 Clauses of Place:

7 الجمل الدالة على المكان:

- ▶ The most common subordinator for adverbial clauses of place is (where).
- ▶ When speakers are referring to an indefinite place, (-ever) is attached to where. To refer to different kinds of places, (-where) can also be attached to other adverbs forming subordinators such as (anywhere – everywhere – nowhere).
- ❑ **Ex:** The cat goes where Mona goes.
- ❑ **Ex:** You will see the same traditions and customs wherever you go.
- ❑ **Ex:** The cat follows Mona everywhere she goes.



- ▶ We often use (If) to express a condition. Conditions express different degrees of reality.

◀ نستخدم (If) غالبًا لكي نعبر عن حالة الشرط. حيث تعبر حالات الشرط عن درجات مختلفة من الواقع.

1. For example, a condition can be open or unreal:

1. على سبيل المثال، يمكن أن يكون الشرط معبرًا عن حقيقة عامة أو أن يكون غير واقعي.

- ▶ **Open:** If you join the library, you can borrow books.
→ An open condition expresses something which may be true or may become true.
- ▶ **Unreal:** If you'd arrived ten minutes later, we would have been closed.
→ An unreal condition expresses something which is not true or is imaginary.

2. We can use conditional sentences in a number of different ways: for example, to request, advise, criticize, suggest, offer, warn or threaten.

2. يمكن أيضًا أن نستخدم الجمل الشرطية لكي نعبر عن مواقف مختلفة مثل: الطلب، النصيحة، الانتقاد، الاقتراح، العرض، التحذير أو التهديد.

- **Ex:** If you're going into town, could you post this letter for me? → Request.
- **Ex:** If you need more information, you should see the clerk in charge.
→ Advice.
- **Ex:** If you hadn't forgotten your passport, we wouldn't be in such a rush.
→ Criticism.
- **Ex:** We can go for a walk if you like. → Suggestion.
- **Ex:** If I win the prize, I'll share it with you. → Offer.
- **Ex:** If you're walking along the cliff top, don't go too near the edge.
→ Warning.
- **Ex:** If you don't leave immediately, I'll call the police. → Threat.

- ▶ In general, we use verb forms in conditional sentences in the same way as in other kinds of sentences. In open conditions, we use the present to refer to the future (if you go to one of the agencies). When we talk about something unreal, we often use the past (if you lived there) and would (you would realize this fact).

◀ نستخدم صيغ الأفعال في الجمل الشرطية بنفس الطريقة التي نستخدم بها في الجمل الأخرى. حيث نستخدم صيغة المضارع لكي نشير إلى زمن المستقبل. وعندما نتحدث عن شيء غير واقعي، فإننا نستخدم غالبًا صيغة الماضي.

⇒ **There are some verb forms which often go together. These patterns are usually called Types 1, 2 and 3.**

- ▶ **Type 1:** If the company fails, we will lose our money.
- ▶ **Type 2:** If the company failed, we would lose our money.
- ▶ **Type 3:** If the company had failed, we would have lost our money.

⇒ **There is also another common pattern which we can call Type 0.**

- ▶ **Type 0:** If the company fails, we lose our money.

⇒ **The if-clause usually comes before the main clause, but it can come after it.**

- **Ex:** We lose our money if the company fails.



Type (0) Conditional

⇒ The pattern is:

If + present + present

- ❑ **Ex:** If the doorbell rings, the dog barks.
 - ❑ **Ex:** If you heat iron, it expands.
 - ▶ Here the pattern means that one thing always follows automatically from another. We can use (When) instead of (if).
 - ❑ **Ex:** If/When I open the door, it creaks loudly.
- ◀ في هذه الحالة نجد أن هناك شيء واحد ينتج دائماً عن شيء آخر بصورة تلقائية، حيث يتم التعبير عن حقائق عامة أو علمية. ويمكن أن نستخدم (when) بدلا من (If).
- ▶ **Note:** In addition to the Present Simple, we can use the Present Continuous or Perfect.
 - ❑ **Ex:** If you're practicing on the drums, I'm going out.
 - ❑ **Ex:** If I've finished my work by ten, I'll probably watch a film on TV.



Type (1) Conditional

⇒ The pattern is:

If + present ... + will + infinitive verb

- ❑ **Ex:** If it rains, the reception will take place indoors.
- ❑ **Ex:** If we don't hurry, we'll miss the train.
- ▶ **Note:** As well as (will), we can use other modal verbs and similar expressions in the main clause.
 - ❑ **Ex:** If we miss the train, we can get the next one.
 - ❑ **Ex:** If you phone at six, they might be having tea.



Type (2) Conditional

⇒ The pattern is:

If + past + would + infinitive verb

- Ex: If I had lots of money, I would travel round the world.
- Ex: If Ali lived nearer his mother, he would visit her more often.
- ▶ In this type, the Past Simple tense expresses an unreal condition.
→ If I had lots of money: means that really I haven't got lots of money, but I am only imagining it.

◀ في هذه الحالة يعبر الماضي البسيط عن شرط غير واقعي وإنما مجرد تمنى أو توقع.

- ▶ We also use the Type 2 pattern for a theoretical possibility in the future. Here the Past Simple tense expresses an imaginary future action such as losing the book.

◀ يمكن أيضًا أن نستخدم هذه الحالة لكي نعبر عن الاحتمال النظري في المستقبل. ويعبر الماضي البسيط هنا عن حدث خيالي مستقبلي.

- Ex: If you lost the book, you would have to pay for a new one.



Type (3) Conditional

⇒ The pattern is:

If + Past Perfect + would + Present Perfect

- Ex: If you had taken a taxi, you would have got here in time.
- Ex: The man would have died if the ambulance hadn't arrived so quickly.
- ▶ Here the Past Perfect refers to something unreal, an imaginary past action.
→ If you had taken a taxi: means that you didn't take one.

◀ في هذه الحالة يشير الماضي التام إلى شيء غير واقعي، وإلى حدث ماضي خيالي.

⇒ We can mix Type 2 and 3:

- Ex: If Ali was a bit more ambitious, he would have found himself a better job years ago.



Using (should, were, and had) and inversion

⇒ The following types of clause are rather formal:

1. We can use (should) in an if-clause to talk about something which is possible but not very likely.

◀ يمكن أن نستخدم (should) لكي نتحدث عن شيء ممكن أو محتمل ولكن بدرجة طفيفة.

- **Ex:** I'm not expecting any calls, but if anyone should ring, could you take a message?
- **Ex:** If you should fall ill, we will pay your hospital expenses.

2. Sometimes we use the subjunctive (were) instead of was.

- **Ex:** If the picture was/were genuine, it would be worth thousands of pounds.

- ▶ We can also use (were to) for a theoretical possibility:

- **Ex:** If the decision were to go against us, we would appeal.

3. We can express a condition with (should) or the subjunctive (were) by inverting the subject and verb.

- **Ex:** Should anyone ring, could you take a message?
- **Ex:** Should we not succeed, the consequences would be disastrous.
- **Ex:** Were the picture genuine, it would be worth thousands of pounds.

- ▶ We can also use (as long as – so long as – provided – providing) to express a condition.

- **Ex:** You can renew a book in writing as long as/so long as you give its number.
- **Ex:** I don't mind you using my bike provided (that) you take care of it.
- **Ex:** We are willing to accept your offer providing (that) payment is made within seven days.

- ▶ **Note:** provided/providing (that) is a little formal.

◀ تعد كل من (provided/providing that) أدوات رسمية إلى حد ما.

4. We can also use (in case – in case of) to express a condition.

- **Ex:** You should insure your belongings in case they get stolen.
- **Ex:** I'll draw some money out of the bank in case I need it.

5. We can also use (even if – whether ... or) to express a condition.

- ❑ **Ex:** I wouldn't go on a camping holiday, even if you paid me.
- ❑ **Ex:** She wouldn't want a dog whether she had room for one or not.
- ❑ **Ex:** Whether it's summer or winter, our neighbour always wears a pullover.

6. Unless (if ... not)

إن لم (نفي) If ◀

- ❑ **Ex:** We're going to have a picnic unless it rains/if it doesn't rain.
- ❑ **Ex:** Unless you refund my money, I shall take legal action.



Exercises on Complex Sentences

✎ Complete each complex sentence given below by adding a dependent or independent clause:

Example: For the first time,

Answer: For the first time, I successfully passed all my classes.

1. In the morning,
2. For the last time,
3., we could not take our seats on time.
4. In the afternoon,
5. Because she is happy,
6. Although he was late,
7., they were not satisfied with the championship.
8., it is the right place to be.
9. After the incident,
10. Unless you are here,
11. Until you arrive,



✎ Write an independent clause to complete each complex sentence:

1., because he was late to school.
2., so she would get there on time.
3., because he was hungry.
4., since there were a lot left.
5., because he was injured.



 *Read each sentence below. Identify each as a complex or simple sentence:*

Example: *Because he played well, the boy is happy.*

Answer: *(complex sentence)*

1. I love to read. (.....)
2. We ran home and ate dinner. (.....)
3. After the movie, we all went out for pizza. (.....)
4. Unless he shows, we have to close up the shop. (.....)
5. Let's all take a walk after dinner. (.....)
6. Once I finished lunch, I saw the surprise. (.....)
7. She had a fun birthday party. (.....)
8. Wherever they are, it is far from here. (.....)
9. As I arrived, they all go out of the car. (.....)
10. We didn't hear the sound. (.....)
11. Although she was smart, she didn't understand the problem. (.....)



 *Write an independent clause to complete each complex sentence. Use the connecting words:*

Example: *Wherever you go,*

Answer: *Wherever you go, you will have friends.*

1. Since I'm hungry,
2. Although I'm late,
3. Before the game,
4. Since we were early,
5. Because she is rich,



✎ Write a dependent clause to complete each complex sentence. Use the connecting words (so, after, when, because, or since):

Example:, he still was friends with him.

Answer: After twenty years, he still was friends with him.

1., we will have to go home.
2., we will have to wait in line.
3., the children are now hungry.



✎ Write a dependent clause to complete each complex sentence. Use the connecting words (so, because, or since):

Example: The boy is happy,

Answer: The boy is happy, because he had free time.

1. The girl went shopping,
2. The phone rang,
3. My mother went to the store,
4. My friend came to visit me,
5. I enjoy running outdoors,



✎ Create a complex sentence with each subordinating conjunction listed below:

Example: because

Answer: Because he studied, he was able to pass the exam.

1. after →
2. unless →
3. as →
4. although →
5. whenever →
6. wherever →
7. because →



✎ Read each sentence below. Underline the independent clause once and the dependent or subordinate clause twice:

Example: Though he was late, he still made a contribution.

Answer: Though he was late, he still made a contribution.

1. After the game, we all went out for pizza.
2. Although we were late, we were still let into the show.
3. Unless he shows up, I will have to go on without him.
4. Even though they did the work, they will still have to do it again.
5. We went to the fair, since we had the time.
6. Whenever you are ready, you need to let me know.
7. Wherever you are, I will find you.
8. Before the game, I went to the store and bought some gum.
9. If he fails, I will be the one to blame.
10. Because of the exam, I will be able to go to college.



📖 *Read each sentence and underline the dependent clause:*

Example: *For the first time, I successfully passed all my classes.*

Answer: For the first time, I successfully passed all my classes.

1. In the morning, I went for a jog.
2. For the last time, I will take the field.
3. After the game, we went out for pizza.
4. Although I left, I did not remember my roots.
5. Since he was not there, I was quite upset.
6. Wherever we are, it is the right place to be.
7. Even though I am tired, I will give my best effort.
8. Although we won, I was not satisfied with my performance.
9. While I was waiting, I saw a meteor overhead.
10. Before the movie, I went to the snack bar.
11. After the play, we went to eat ice cream.
12. Unless he shows, I will have to do all the work.



📖 *Read each sentence and underline the independent clause:*

Example: *For the first time, I successfully passed all my classes.*

Answer: *For the first time, I successfully passed all my classes.*

1. In the morning, I went for a jog.
2. For the last time, I will take the field.
3. After the game, we went out for pizza.
4. Although I left, I did not remember my roots.
5. Since he was not there, I was quite upset.
6. Wherever we are, is the right place to be.
7. Even though I am tired, I will give my best effort.
8. Although we won, I was not satisfied with my performance.
9. While I was waiting, I saw a meteor overhead.
10. Before the movie, I went to the snack bar.
11. After the play, we went to eat ice cream.
12. Unless he shows, I will have to do all the work.



- ▶ Conjunctions join words, phrases, or clauses. They are generally classified as coordinating or subordinating. Subordinating conjunctions join only clauses; while, coordinating conjunctions join words, phrases, and clauses:

◀ تقوم الروابط بعملية الربط بين الكلمات والعبارات والجمل المعقدة. وتصنف بشكل عام في نوعين رئيسيين:
 ◀ روابط الجمل المتساوية: وهي تلك الروابط التي تربط بين كلمات أو عبارات أو جمل تحمل معنى متساوي في كل طرف.
 ◀ روابط الجمل المعقدة: (وقد سبق الحديث عنها باستفاضة) وهي تربط بين الجمل المعقدة فقط. في حين تربط روابط الجمل المتساوية بين الكلمات والعبارات والجمل المعقدة أيضا.

▶ He <u>and</u> I, She <u>or</u> I	◀ تربط بين الكلمات
◊ coordinating conjunctions joining words	
▶ The chair in the living room <u>and</u> the one in the balcony; the red car <u>or</u> the blue car.	◀ تربط بين العبارات
◊ coordinating conjunctions joining phrases	
▶ She has been nominated, <u>but</u> I hope she withdraws.	◀ تربط بين الجمل المعقدة
◊ coordinating conjunctions joining clauses	

⇒ The most common coordinating conjunctions are:

and | but | for | nor | or | so | yet

→ So and yet sometimes act as subordinating conjunctions.

- Ex: Somebody came in and took the keys few minutes ago.
- Ex: I asked him about his name but he didn't answer.
- Ex: There is still time to get to the class, for we have fifteen minutes.
- Ex: I don't lie to you nor I deceive anybody here.
- Ex: I can go to the club today or I may postpone it till tomorrow.
- Ex: It was so cold so we decided to stay home.
- Ex: The microphone was new yet it was faulty.



⇒ There are some other conjunctions classified as coordinating and they are the so-called correlatives, which occur in pairs:

either ... or	neither ... nor	not only ... but
not only ... but also		both ... and

- Ex: Either you leave at once or I shall call the police.
- Ex: Neither Ali nor Huda deserves to be fired.
→ The verb here comes in the singular case.
- Ex: Not only has the nation suffered domestically, but our reputation abroad is poor.
- Ex: Not only does she write novels, but she also writes poetry.
- Ex: Both coffee and tea were drunk to excess.
- ▶ We can notice that coordinating conjunctions are used to connect sentence elements having equivalent value.

◀ يمكن أن نلاحظ أن روابط الجمل المتساوية تستخدم للربط بين عناصر الجملة التي تحمل معنى وقيمة متساوية.



Words meaning "and"

⇒ There are some words that give the same meaning of (and) such as:

along with	also	and then
as well	as well as	besides
either	further	furthermore/moreover
in addition (to)	on top of that	plus
together with	too	what's more

- Ex: I've got my sister to look after along with my grandmother.
→ We can use along with before a noun.

- **Ex:** Ali is a lawyer, and he also lectures on Law.
→ also usually goes in mid position.
- **Ex:** I'm too busy to travel all that way. And then there's the expense.
→ and then is informal.
- **Ex:** Ali is a lawyer. He lectures on Law as well/too.
→ as well/too are more emphatic than and.
- **Ex:** She is a good teacher as well as a perfect mother.
- **Ex:** The material is very strong. Besides/Plus, it is cheap to produce.
- **Ex:** I haven't got a car, and I haven't got a bike either.
→ either is the negative of too/as well.
- **Ex:** These matters are giving cause for concern. Further, I must draw your attention to a recent press report.
- **Ex:** The country had suffered greatly during the war. Furthermore/Moreover, it had no money.
→ furthermore/moreover are a little formal.
- **Ex:** I've got all my usual work, and in addition I've got to write a report.
- **Ex:** In addition to doing all my usual work, I've got to write a report.
→ We can use in addition to with a noun or gerund.
- **Ex:** The area was very noisy. On top of that, my room was overlooking the main street.
→ on top of that is informal.
- **Ex:** Together with the pressmen, they are going to cover the event.
→ We can also use together with before a noun.
- **Ex:** It's raining quite hard. What's more, I have no umbrella.



- ▶ We sometimes want to –instead of repeating the exact words– report somebody's speech in our own words and from our own point of view.
→ In this case, this process is called "Indirect Speech".

◀ نحتاج أحياناً إلى نقل ما قاله شخص ما –بدلاً من تكرار ما قاله بالضبط– بصيغة مختلفة أو من خلال وجهة نظرنا.
← وفي هذه الحالة، يطلق على هذه العملية "الكلام المنقول أو الكلام غير المباشر".

- ▶ We use verbs of reporting to report statements, thoughts, questions, requests, apologies and so on.

◀ ويمكن أن نستخدم أفعال نقل الكلام لكي ننقل تصريحات، آراء، تساؤلات، طلبات، اعتذارات وما إلى ذلك.

- **Ex:** Ali says we'll enjoy the show. → A statement.
- **Ex:** You mentioned that you were going on holiday. → A thought.
- **Ex:** 'What's the reason for that?' She wondered. → A question.
- **Ex:** You might ask the waiter to bring another bottle. → A request.
- **Ex:** I've apologized for losing the data. → An apology.



These are Verbs of Reporting

أفعال نقل الكلام

accept	يقبل	invite	يدعو، يحث
add	يضيف	know	يعرف، يعلم
admit	يعترف	learn	يعلم، يعرف
advise	ينصح	mention	يذكر، يشير
agree	يوافق	murmur	يتذمر، يهتهم
answer	يجيب، يرد	mutter	يتلعثم، يتمتم
apologize	يعتذر	notify	يبلغ، يحظر
argue	يرى، يوضح	object	يعترض، يحتج
ask	يسأل	observe	يلاحظ، ينتبه إلى
assure	يؤكد، يطمئن	offer	يعرض
beg	يتوسل، يلتمس	order	يأمر
believe	يعتقد	point out	يحدد، يشير إلى
blame	يلوم، يعاتب	pray	يتوسل، يتضرع
call	ينادي، يطلب	predict	يتنبأ، يتكهن
claim	يدعي، يطالب	promise	يتعهد، يعد
command	يأمر	propose	يقترح، يعرض
comment	يعلق، يوضح	read	يقرأ، يتلو
complain	يشتكى	reassure	يطمئن، يؤكد
conclude	يستخلص، يستنتج	recommend	يوصي، ينصح
confess	يعترف، يسلم بـ	record	يسجل، يدون
confirm	يؤكد	refuse	يرفض

consider	يعتبر، يرى	remark	يذكر، يلاحظ
continue	يواصل، يستمر	remind	يذكر
cry	يصرخ، يصيح	repeat	يكرر
decide	يقرر، يميز	reply	يرد، يجيب
declare	يؤكّد، يعرب عن	report	يبلغ، يذكر
demand	يطلب، يطالب	request	يطلب
deny	ينكر، ينفي	say	يقول، يذكر
doubt	يشك، يشكك	scream	يصرخ، يصيح
enquire	يستفسر	shout	يصيح، يهتف
expect	يتوقع، يتطلع إلى	smile	يتسّم
explain	يوضح، يفسر	snap	يزجر، يرد بغضب
feel	يشعر	state	يوضح، يقر
forbid	يمنع، يحرم	suggest	يقترح، يوضح
forecast	يتكهن، يتنبأ	suppose	يعتقد، يفترض
groan	يأن، يتأوه	swear	يقسم، يسب
growl	يتذمر، يدمدم	tell	يخبر، يسرد
grumble	يشكو، يتذمر	thank	يشكر
guarantee	يكفل، يضمن	think	يعتقد، يفكر
hear	يسمع	threaten	يهدد، يتوعد
imagine	يتصور، يتخيل	urge	يحث، يحض
inform	يبلغ، يخبر	warn	يخذر، ينذر
inquire	يستفسر	whisper	همس
insist	يصر، يؤكّد	wonder	يتساءل، يتعجب
instruct	يرشد، يوجه	write	يكتب، يدون



Changes in Indirect Speech

التغييرات في الكلام غير المباشر

1 People, place and time:

1 الأشخاص، المكان والزمان:

- ▶ Whenever we report something, we have to take account of changes in the situation: a different speaker, a different place or a different time.

◀ عندما نقوم بنقل عبارة ما، يجب أن نأخذ في الاعتبار التغييرات التي يمكن أن يتضمنها الموقف: حيث يكون هناك متحدث مختلف ومكان مختلف وزمن مختلف.



2 Pronouns:

2 تغيير الضمائر:

Direct Speech	Indirect Speech
I – me – my	he/she – him/her – his/her
you – you – your	I – me – my
we – us – our	they – them – their



Direct Speech	Indirect Speech
now	then – at that moment – immediately
today	yesterday – that day – on Tuesday
yesterday	the day before – the previous day
tomorrow	the next day – the following day
this week	last week – that week
last year	the year before – the previous year
next month	the month after – the following month
an hour ago	an hour before – an hour earlier
ago	before
this – that	the



The Form of the Verb Tense Change

صنع تغيير أزمنة الفعل

From	To
The Present Simple	The Past Simple
The Present Continuous	The Past Continuous
The Present Perfect	The Past Perfect
The Present Perfect Continuous	The Past Perfect Continuous
The Past Simple	The Past Perfect
The Past Continuous	The Past Perfect Continuous
Modal Verbs (will, shall, can, ... etc.)	(would, should, could, ... etc.)



Reporting Statements

نقل الجمل الخبرية

- **Ex:** 'I am not interested in money.' Tom said.
→ Tom told me (that) he wasn't interested in money.
- **Ex:** 'Our policies will be good for the country.' The party says.
→ The party said its policies would be good for the country.
- **Ex:** 'I feel ill.' Ali says.
→ Ali said he felt ill.
- **Ex:** 'We are losing.'
→ We thought we were losing.
- **Ex:** 'We haven't finished yet.' We said.
→ They said they hadn't finished yet.

- Ex: 'She has been crying.' Somebody said.
→ Who said Mona had been crying?
- Ex: 'I bought the shirt.' He said.
→ He told us he had bought the shirt.
- Ex: 'I saw the film last week.' She said.
She said she had seen the film the week before.
- Ex: 'I must go now.' Sarah said.
→ Sarah said she must go/ had to go.
Note: When must expresses necessity, it can be changed to had to
- Ex: 'There must be some mistakes.' I said.
→ I thought there must be some mistakes.
Note: But when must expresses certainty, it does not usually change.

ملحوظة: يمكن أن نغير (must) إلى (had to) عندما تكون تعبر عن الضرورة، ولكنها لا تتغير وتظل في نفس الصيغة إذا كانت تعبر عن اليقين.



Reporting Questions

نقل الأسئلة

- ▶ We can report a question by using verbs like:
(ask, inquire and wonder or to know).

نستطيع أن ننقل صيغة السؤال من المباشر إلى غير المباشر عن طريق استخدام أحد الأفعال الآتية:
(ask, inquire and wonder or to know)، وهي جميعاً تعني يسأل أو يستفسر.

a. Wh - Questions:

- Ex: Where did you have lunch?
→ I asked Ahmed where he had lunch.

- ❑ **Ex:** What time does the flight get in?
→ I'll inquire what time the flight gets in.
- ❑ **Ex:** Who have you invited?
→ Tom is wondering who we've invited.
- ❑ **Ex:** When is the lesson?
→ Someone wants to know when the lesson is.

b. To report:

→ (yes/no questions, we use (if or whether) as connectors)

◀ لكي نقل الأسئلة القصيرة، نستخدم (if or whether) كأدوات ربط.

- ❑ **Ex:** Is there a waiting room?
→ Ali was asking if/whether there's a waiting room.
- ❑ **Ex:** Have you bought your ticket?
→ Mona wants to know if Ali has bought his ticket.

▶ **Note:** In a reported question, the word order is usually like a statement. The tense also can change from present to past in the same way as in a statement.

◀ ملحوظة: يتم تحويل صيغة السؤال إلى صيغة الجملة الخبرية عند نقل الكلام إلى غير المباشر. ويمكن أن يتم تغيير صيغة الزمن من المضارع إلى الماضي كما هو الحال بالنسبة للجملة الخبرية.

- ❑ **Ex:** What do you want?
→ The man asked what we wanted.
 - ❑ **Ex:** Who are you waiting for?
→ Alex wondered who I was waiting for.
- ▶ **Note:** We can use an indirect question to ask for information after an expression such as: could you tell me...?
- ❑ **Ex:** Could you tell me where the post office is, please?



Reporting orders, requests, offers ... etc.

صيغة الأمر، والطلبات، والعروض ... إلخ

a. We can use tell/ask + object + to + infinitive.

أ. يمكن أن نستخدم الفعلين (tell/ask + object + to + inf.) لكي ننقل صيغة الأمر والطلبات والعروض.

- ❑ **Ex:** 'Please wait outside.'
→ The teacher told us to wait outside.
- ❑ **Ex:** 'Could you help us?'
→ We asked Muhammad to help us.
- ❑ **Ex:** 'Would you mind not smoking?'
→ Our hostess asked Alan not to smoke.

- ▶ We can also use these verbs: order, command, instruct, forbid, request, beg, urge.

b. Offers, warnings, apologies ... etc.

ب. تقديم العروض، التحذيرات والاعتذارات.

- ▶ We can report these kinds of sentences with say or ask, or we can use offer, warn, apologize, ... etc.
 - ❑ **Ex:** 'I can lend you some money.'
→ Sue offered to lend me some money.
 - ❑ **Ex:** 'I really must have a break.'
→ Ali insisted on a break.
 - ❑ **Ex:** 'Be careful. The path is slippery.'
→ He warned us about the path.
 - ❑ **Ex:** 'Why don't we share the cost?'
→ Someone suggested sharing the cost.
 - ❑ **Ex:** 'I'm afraid I've lost the photo.'
→ Sarah admitted losing the photo.
 - ❑ **Ex:** 'I'm sorry I messed up the arrangements.'
→ Ahmed apologized for messing up the arrangements.



Exercises on Reported Speech

✎ Change the direct speech into reported speech. Choose the past simple of 'ask', 'say' or 'tell':

1. "Don't do it!"
She
2. "I'm leaving tomorrow"
She
3. "Please get me a cup of tea"
She
4. "She got married last year"
She
5. "Be quick!"
She
6. "Could you explain number four, please?"
She
7. "Where do you live?"
She
8. "We went to the cinema and then to a Chinese restaurant"
She
9. "I'll come and help you at twelve"
She
10. "What are you doing tomorrow?"
She
11. "Don't go!"
She
12. "Do you work in London?"
She
13. "Could you tell me where the post office is?"
She
14. "Come here!"
She

15. "I've never been to Wales"
She
16. "Have you ever seen 'Lord of the Rings'?"
She
17. "I don't like mushrooms"
She
18. "Don't be silly!"
She
19. "Would you mind waiting a moment please?"
She
20. "How often do you play sport?"
She
21. "Come quickly!"
She
22. "Did you arrive before seven?"
She
23. "How was your holiday?"
She
24. "I would have visited the hospital, if I had known you were sick"
She
25. "Don't touch!"
She
26. "Do you usually cook at home?"
She
27. "They had never been to Scotland until last year"
She
28. "Make sure you arrive early!"
She
29. "I should have studied harder for the exam"
She
30. "Would you mind telling me how to get to the art gallery, please?"
She
31. "Please don't forget my book"
She

32. "Make sure you arrive at six!"
She
33. "Remember to study hard!"
She
34. "Where do you want to eat tonight?"
She
35. "I usually drink coffee in the mornings"
She
36. "Do you like studying English?"
She
37. "I'll come and help you on Saturday"
She
38. "Please buy some bread on your way home"
She
39. "Please give this to John"
She
40. "Could you give me the glass on the table, please?"
She
41. "Please help me carry this"
She asked me
42. "Please come early"
She
43. "Please buy some milk"
She
44. "Could you please open the window?"
She
45. "Could you bring the book tonight?"
She
46. "Can you help me with my homework, please?"
She
47. "Would you bring me a cup of coffee, please?"
She
48. "Would you mind passing the salt?"
She

49. "Would you mind lending me a pencil?"
She
50. "I was wondering if you could possibly tell me the time?"
She
51. "Do your homework!"
She told me
52. "Go to bed!"
She
53. "Don't be late!"
She
54. "Don't smoke!"
She
55. "Tidy your room!"
She
56. "Wait here!"
She
57. "Don't do that!"
She
58. "Eat your dinner!"
She
59. "Don't make a mess!"
She
60. "Do the washing-up!"
She



1. Form:

A tag relates to the subject and auxiliary of the main clause. The structure of a negative tag is: auxiliary + n't + pronoun. Ex: isn't it.

1. السؤال المذيل: هو عبارة عن صيغة سؤال تستخدم للتأكيد على معلومة ما سبق ذكرها في أول الجملة، وذلك عن طريق استخدام فعل مساعد مرتبط بزمن الجملة بالإضافة إلى الفاعل الموجود في الجملة، بحيث يكون السؤال المذيل منفيًا إذا كانت الجملة مثبتة، ويكون مثبتًا إذا كانت الجملة منفية.

- ❑ Ex: It's raining, isn't it?
- ❑ Ex: You've finished, haven't you?
- ❑ Ex: We can't go now, can we?

2. In Present Simple and Past Simple tenses, we use the auxiliary verb (do).

2. نستخدم الفعل المساعد (do) في كل من زمني المضارع البسيط والماضي البسيط.

- ❑ Ex: Ali works at the hospital, doesn't he?
- ❑ Ex: They wake up late, don't they?
- ❑ Ex: You talked to the manager, didn't you?

3. In these examples the main clause has (be) on its own, as an ordinary verb.

3. في هذه الأمثلة تحتوي الجملة الرئيسية على الفعل (يكون) فقط كفعل أساسي.

- ❑ Ex: It's colder today, isn't it?
- ❑ Ex: The flowers were beautiful, weren't they?
- ❑ Ex: I'm late, aren't I?

4. There are three main patterns with tags:

4. هناك ثلاثة أنماط رئيسية للسؤال المذيل:

Pattern (A): positive statement + negative tag:

أ. جملة مثبتة + سؤال منفي

- ❑ Ex: It's your birthday, isn't it?

Pattern (B): negative statement + positive tag:

ب. جملة منفية + سؤال مثبت

- ❑ Ex: It isn't your birthday, is it?

Pattern (C): positive statement + positive tag:

ج. جملة مثبتة + سؤال مثبت

- **Ex:** It's your birthday, is it?

5. Tags with the imperative and let's:

5. السؤال المذيل مع جمل الأمر وعرض الاقتراحات:

- **Ex:** Pass me the salt, will/ would/ can/ could you?
- **Ex:** Let's have a rest now, shall we?

► **Note:**

a. We can use (don't you think) when asking someone's opinion.

أ. يمكن أن نستخدم (don't you think) عندما نسأل شخص ما عن رأيه.

- **Ex:** These pictures are good, don't you think?

b. In informal English, we can use (yes, no, right and OK) as tags. Right and OK are more common in the USA.

ب. يمكن أن نستخدم (yes, no, right and OK) كسؤال مزيل في الإنجليزية الغير رسمية، ونلاحظ أن كل من (right, OK) يعدان أكثر شيوعاً في الولايات المتحدة.

- **Ex:** These figures are correct, yes?
- **Ex:** You like London, no?
- **Ex:** I'll be outside the post office, right?
- **Ex:** We're going to start now, OK?

► But as a general rule learners should not use these tags. Often a tag like aren't they or don't you is better.

◀ غير أنه يفضل عدم استخدام هذه الحالات في معظم الأحيان، وأن استخدام صيغ مثل: (aren't they – don't you) يكون أفضل.

c. In more formal English, (not) can come after the pronoun.

ج. يمكن أن تأتي (not) بعد الضمير في الإنجليزية الأكثر رسمية.

- **Ex:** Progress is being made, is it not?



1 Common Verbs Followed by the Gerund:

1 أفعال شائعة يتبعها اسم الفعل:

► Base form of verbs + ing.

English	Arabic Meaning	English	Arabic Meaning
abhor	يكرهه، يمقت بشدة	forgive	يسامح، يعفو
acknowledge	يعترف، يقر بـ	give up, stop	يتخلى، يقلع عن
admit	يسلم، يعترف بـ	imagine	يتخيل، يتصور
advise	ينصح	keep, continue	يواصل، يستمر
allow	يسمح، يجيز، يأذن	keep on	يواصل، يستمر
anticipate	يتوقع، يترقب	mention	يذكر
appreciate	يقدر، يعلي من شأن	mind, object to	يمانع، يعترض
avoid	يتجنب، يتحاشى	miss	يفقد، يفوت
be worth	مستحق، مقدر، أهل لـ	necessitate	يستلزم، يستوجب
can't help	لا أستطيع أن أمنع نفسي	omit	يحذف، يسقط
celebrate	يحتفل	permit	يسمح، يأذن بـ
confess	يعترف، يقر بـ	picture	يصور
consider	يراعي، يعتبر، يتدبر	postpone, put off	يؤجل، يؤخر
defend	يدافع	practise	يبارس، يطبق عملياً، يتدرب
delay	يؤجل، يؤخر	prevent	يمنع، يعيق

English	Arabic Meaning	English	Arabic Meaning
deny	ينكر، ينفي	recall	يتذكر، يستدعي، يسترجع
detest	يبغض، ينفّر من	recollect	يتذكر، يسترجع
discontinue	يقطع، يوقف، يحجب	recommend	يوصي، يشرح، يزكي
discuss	يناقش	report	ينقل، يفيد، يبلغ، يروي
dislike	يكره، يبغض	resent	يستاء، يفتاظ
dispute	يتنازع، يتجادل	resist	يقاوم، يناهض
dread	يوجل، يخشى	resume	يستأنف، يسترد
endure	يتحمل، يطيق	risk	يخاطر، يجازف
enjoy	يستمتع، يتمتع	shirk	يتهرب، يتجنب
escape	يهرب، يفر	shun	يتجنب، يتنكر لـ
evade	يراوغ، يتجنب	suggest	يقترح، يطرح فكرة
explain	يشرح، يفسر	support	يدعم، يساند
fancy	يتخيل، يتوهم	tolerate	يتحمل، يطيق، يتسامح
feel like	يرغب، يود	understand	يفهم، يدرك
feign	يتظاهر، يدعي	urge	يحث، يحض على
finish	ينهي، ينتهي	warrant	يكفل، يضمن

- Ex: I enjoy reading short stories.
- Ex: You should give up doing all these bad habits.



2 Common Verbs Followed by the Infinitive:

2 أفعال شائعة يتبعها الفعل في المصدر:

► To + Base form of verbs.

English	Arabic Meaning	English	Arabic Meaning
agree	يوافق، يتفق	manage	ينجح في، يقدر، يدير
appear	يبدو، يظهر	mean, intend	يعني، يقصد
arrange	يرتب، ينظم، يحضر	need	يحتاج، يعوز
ask	يسأل، يطلب	offer	يقدم، يعرض
attempt	يحاول، يجرب، يسعى	pay	يدفع، يسدد، يفي بـ
beg	يتوسل، يستعطي، يتسول	prepare	يحضر، يجهز، يعد
can/can't afford	يقدر/ لا يقدر ماليًا	pretend	يدعي، يتظاهر
can/can't wait	يطيق/ لا يطيق الانتظار	profess	يعلن، يقبل رسميًا
care	يعتني، يهتم بـ	promise	يتعهد بـ، يوعد، يبشر بـ
change	يغير، يتغير	prove	يثبت، يبرهن
choose	يختار، يتخير	refuse	يرفض، يجرم
claim	يدعي، يزعم، يطالب	remain	يظل، يبقى، يمكث
come	يأتي، يقبل	request	يطلب، يلتمس
consent	يوافق، يلبى	resolve	يحل مشكلة، يصمم، يعزم
dare	يجرؤ، يستجرس على	say	يقول، ينطق
decide	يقرر، يفصل في، يجرم	seek	يسعى إلى، ينشد، يقصد
demand	يقتضي، يطلب، يطالب	seem	يبدو، يظهر
deserve	يستحق، يستوجب	shudder	يرتجف، يرتعد

English	Arabic Meaning	English	Arabic Meaning
determine	يحدد، يفصل، يقرر	strive	يجاهد، يكافح، يناضل
elect	يختار، ينتخب، يرشح	struggle	يكافح، يناضل، يقاوم
endeavor	يحاول، يسعى	swear	يسب، يحلف، يشتم
expect	يتوقع، يترقب، يتطلع إلى	tend	يميل إلى، يعتنى بـ
fail	يفشل، يخفق، يتعثر	threaten	يهدد، يتوعد
get	ينال، يحصل على، يدرك	turn out	يتحول، ينقلب إلى، يصبح
grow (up)	ينمو، يكبر	venture	يغامر، يستجسر
guarantee	يضمن، يكفل	volunteer	يتطوع
hesitate	يتردد، يتحير، يتمهل	wait	ينتظر، يتمهل
hope	يأمل، يرجو	want	يريد، يرغب، يحتاج
hurry	يسرع، يتعجل	wish	يتمنى، يرغب
incline	يميل إلى، يرغب في	would like	يحب
learn	يتعلم، يعلم	yearn	يشتاق، يتوق إلى



3 Common Verbs Followed by the Gerund or Infinitive:

أفعال شائعة يتبعها اسم الفعل أو الفعل في المصدر: 3

English	Arabic Meaning	English	Arabic Meaning
attempt	يحاول، يجرب	like	يجب (أقل درجة)
begin	يبدأ، يشرع في	love	يجب بشدة (أعلى درجة)
can't bear	لا يطيق، لا يتحمل	prefer	يفضل، يستحب
can't stand	لا يطيق، لا يتحمل	propose	يقترح، يشرح، يعتزم
continue	يستمر، يواصل	regret	يندم، يتحسر، يأسف على
hate	يكره، يبغض	start	يبدأ، يشرع



4 Common Verbs Followed by the Gerund or Infinitive (with a change in meaning):

أفعال شائعة يتبعها اسم الفعل أو الفعل في المصدر (مع تغير في المعنى): 4

English	Arabic Meaning	English	Arabic Meaning
forget	ينسى، يتغافل، يتجاهل	remember	يتذكر، يذكر
go on	يواصل، يستمر	stop	يوقف، يتوقف، يمنع
quit	يوقف، يترك، يحرر من	try	يحاول، يجرب



5 Common Verbs Followed by the Object + Infinitive:

5 أفعال شائعة يتبعها المفعول + الفعل في المصدر:

English	Arabic Meaning	English	Arabic Meaning
advise	ينصح، يوصى بـ	pay	يدفع، يسدد
allow	يسمح، يأذن بـ	permit	يسمح، يأذن
ask	يسأل، يطلب	persuade	يقنع، يحث على
choose	يختار	remind	يذكر، ينبه
convince	يقنع بـ	require	يستوجب، يستلزم، يتطلب
encourage	يشجع، يحفز، يحض	teach	يدرس، يعلم
expect	يتوقع، يترقب، ينتظر	tell	يخبر، يروي، يبلغ
forbid	يحرم، يمنع، يحظر	urge	يحث، يحض على
force	يجبر، يكره على، يرغم	want	يريد، يحتاج
hire	يستوظف، يستعمل، يوظف	warn	يحذر، ينذر، ينبه
invite	يدعو، يشجع، يغوي	would like	يود، يريد
need	يحتاج، يلزم	cause	يسبب، يؤدي إلى، يتسبب
order	يطلب، يأمر، ينظم		

► **Note:** These verbs can also be followed by the infinitive without an object.

◀ ملحوظة: هذه الأفعال يمكن أن تتبع أيضًا بالفعل في المصدر بدون مفعول.



1 Prefixes:

1 البوادي:

- ▶ A **Prefix** is a letter or a group of letters attached to the beginning of a word that partly indicates its meaning. For example, the word (*prefix*) itself begins with a prefix (*pre-*), which generally means "before."
- ▶ Understanding the meanings of the common prefixes can help us deduce the meanings of new words that we encounter. But be careful: some prefixes such as (*in-*) have more than one meaning (in this case, "not" and "into").

◀ البادئة: هي عبارة عن حرف أو مجموعة من الحروف التي تضاف في بداية كلمة ما لكي تحدد جزئياً معناها. على سبيل المثال كلمة (*prefix*) نفسها تبدأ ببادئة (*pre-*) والتي تعني (قبل).

◀ إن فهم معاني هذه البوادي الشائعة في اللغة الإنجليزية يساعدنا على استنتاج معاني الكلمات الجديدة التي قد نتعرض لها. ولكن يجب توخي الحذر حيث أن بعض البوادي مثل (*in*) قد تحمل أكثر من معنى.

⇒ The table below defines and illustrates 35 common prefixes:

Prefix	Meaning	Example
<i>a-, an-</i>	without	amoral
<i>ante-</i>	before	antecedent
<i>anti-</i>	against	anticlimax
<i>auto-</i>	self	autopilot
<i>circum-</i>	around	circumvent
<i>co-</i>	with	co-pilot
<i>com-, con-</i>	with	companion, contact
<i>contra-</i>	against	contradict
<i>de-</i>	off, away from	devalue
<i>dis-</i>	not	disappear

Prefix	Meaning	Example
<i>en-</i>	put into	enclose
<i>ex-</i>	out of, former	extract, ex-president
<i>extra-</i>	beyond, more than	extracurricular
<i>hetero-</i>	different	heterosexual
<i>homo-</i>	same	homonym
<i>hyper-</i>	over, more	hyperactive
<i>il-, im-, in-, ir-</i>	not, without	illegal, immoral, inconsiderate, irresponsible
<i>in-</i>	into	insert
<i>inter-</i>	between	intersect
<i>intra-</i>	between	intravenous
<i>macro-</i>	large	macroeconomics
<i>micro-</i>	small	microscope
<i>mono-</i>	one	monocle
<i>non-</i>	not, without	nonentity
<i>omni-</i>	all, every	omniscient
<i>post-</i>	after	post-mortem
<i>pre-, pro-</i>	before, forward	precede, project
<i>sub-</i>	under	submarine
<i>syn-</i>	same time	synchronize
<i>trans-</i>	across	transmit
<i>tri-</i>	three	tricycle
<i>un-</i>	not	unfinished
<i>uni-</i>	one	unicorn



2 Suffixes:

2 اللواحق:

- ▶ A **Suffix** is a letter or a group of letters attached to the end of a word to form a new word or to alter the grammatical function of the original word. For example, the verb (*read*) can be made into the noun (*reader*) by adding the suffix (-er); (*read*) can be made into the adjective (*readable*) by adding the suffix (-able).
- ▶ Understanding the meanings of the common suffixes can help us deduce the meanings of new words that we encounter. The table below defines and illustrates 26 common suffixes.

◀ **اللاحقة:** هي عبارة عن حرف أو مجموعة من الحروف تضاف في نهاية الكلمة من أجل تكوين كلمة جديدة، أو من أجل تغيير الوظيفة النحوية للكلمة الأصلية. على سبيل المثال الفعل (يقرأ)، يمكن أن يتم تحويله إلى الاسم (قارئ) عن طريق إضافة (-er) للفعل، كما يمكن أن يتم تحويل الفعل أيضًا إلى صفة (مقروء) عن طريق إضافة اللاحقة (-able) في نهاية الفعل.

◀ كما أن فهم المعاني الخاصة باللواحق الأكثر شيوعًا واستخدامًا في اللغة الإنجليزية يساعدنا على استنتاج معاني الكلمات الجديدة التي نواجهها في النصوص.

⇒ The table below defines and illustrates 26 common suffixes:

Noun Suffixes

لواحق تضاف للأسماء

Suffix	Meaning	Example
-acy	state or quality	privacy
-al	act or process of	refusal
-ance, -ence	state or quality of	maintenance, eminence
-dom	place or state of being	freedom, kingdom
-er, -or	one who	trainer, protector
-ism	doctrine, belief	communism
-ist	one who	chemist
-ity, -ty	quality of	veracity
-ment	condition of	argument

Suffix	Meaning	Example
<i>-ness</i>	state of being	heaviness
<i>-ship</i>	position held	fellowship
<i>-sion, -tion</i>	state of being	concession, transition

Verb Suffixes

لواحق تضاف للأفعال

Suffix	Meaning	Example
<i>-ate</i>	become	eradicate
<i>-en</i>	become	enlighten
<i>-ify, -fy</i>	make or become	terrify
<i>-ize, -ise</i>	become	civilize

Adjective Suffixes

لواحق تضاف للصفات

Suffix	Meaning	Example
<i>-able, -ible</i>	capable of being	edible, presentable
<i>-al</i>	pertaining to	regional
<i>-esque</i>	reminiscent of	picturesque
<i>-ful</i>	notable for	fanciful
<i>-ic, -ical</i>	pertaining to	musical, mythic
<i>-ious, -ous</i>	characterized by	nutritious, portentous
<i>-ish</i>	having the quality of	fiendish
<i>-ive</i>	having the nature of	creative
<i>-less</i>	without	endless
<i>-y</i>	characterized by	sleazy



Collocations with Make & Do

المتصاحبات الشائعة مع كل من الفعلين Make & Do

Make	Do
<p><i>= to create something that didn't exist, comes into being</i></p>	<p><i>= to perform</i></p>
<p>make breakfast, lunch, dinner, dessert make a choice make a comparison make a complaint make a contribution make a decision make a demand make a difference make a fuss, a scene make a judgment make a law make a mess make a mistake make a profit make a promise make a request make a speech make a suggestion make a telephone call make a will make an appointment make an assumption make an attempt make an effort</p>	<p>do 10 years do a crime do a mile in four minutes do an exercise do an experiment do damage do drugs do evil do exercises do good ≠ do bad do harm do homework do housework do laundry do me a favour do me the honour (of) do right ≠ do wrong do the cooking do the dishes do the shopping do your best do your duty do your hair do your makeup do your part</p>

Make	Do
<p>make an exception make an excuse make an offer make changes make ends meet make friends make fun of (sb) make love make money make noise, a sound make payments make peace make plans make progress make the best of it make the most of it make time make war</p>	<p>do your share Do your work = Do your job. That does the trick. That's a job well-done. We do business with that company. What do you do? – I'm a teacher.</p>
<p style="text-align: center;"><i>= to force; to cause</i></p>	<p style="text-align: center;"><i>= auxiliary verb</i></p>
<p>He made it clear, plain. He made it known. I like to make Mama happy. Make her promise to help. Make the student do his work. Make them sit down. Practice makes perfect. That makes my day. That makes sense. We made good on our promise.</p>	<p>Did you do the shopping? Do you have any children? They did the shopping, didn't they?</p>

Make	Do
= <i>two meanings</i>	= <i>to manage</i>
<p>A carpenter makes (<i>creates</i>) a bed out of wood.</p> <p>We make our bed every morning when we arrange the covers.</p>	<p>It will have to do = I have no better alternative.</p> <p>Will this book do? = Can you manage with this book?</p>
= <i>to reach</i>	
<p>He made colonel.</p> <p>She made the team.</p> <p>She will make a fine doctor.</p> <p>To make it in time.</p> <p>Two and two makes four.</p> <p>We made it to New York in just under four hours.</p> <p>We will make do with what we have = We will reach our goal even if we don't have everything we would like to have.</p>	
... <i>etc.</i>	
<p>I'm going to fix lunch = I'm going to make a sandwich for lunch.</p>	<p>Let's do lunch = Let's have lunch together.</p>



⇒ Irregular verbs are divided into three types:

1. Strong Irregular Verbs:

→ These verbs take three different forms when conjugated.

□ Ex: go – went – gone.

2. Weak Irregular Verbs:

→ These verbs take two forms only when conjugated.

□ Ex: come – came – come.

3. Very weak Irregular Verbs:

→ These verbs take only one form when conjugated.

□ Ex: cut – cut – cut.

Infinitive Form	Arabic Meaning	Past	Past Participle
a			
abide	يبقى، يقيم، ينتظر	abode, abided	abode, abided
arise	ينهض، ينشأ، يظهر	arose	arisen
awake	يستيقظ، ينهض، يوقظ	awoke	awaked, awoken
b			
be	يكون	was, were	been
bear	يطيق، يتحمل، يلد	bore	borne
beat	يضرب، يهزم، يسحق	beat	beaten
become	يصبح، يحل بـ	became	become
befall	يحدث، يصيب	befell	befallen
beget	ينجب، يوِّلد، يسبب	begot	begotten
begin	يبدأ، يستهل، يؤسس	began	begun

Infinitive Form	Arabic Meaning	Past	Past Participle
behold	ينظر، يشاهد، يلاحظ	beheld	beheld
bend	يلوي، ينحني، يخضع	bent	bent
bereave	يحرم من، يسلب	bereaved, bereft	bereaved, bereft
besech	يلتمس، يتوسل، يتضرع	besought	besought
beset	يزعج، يحيط بـ، يحاصر	beset	beset
bet	يراهن، يقامر	bet, betted	bet, betted
betake	يتوجه إلى، يعتمد إلى	betook	betaken
bid	يأمر، يدعو، يزايد	bade, bid	bidden, bid
bind	يربط، يقيد، يجبر	bound	bound
bite	يعض، يقضم، يلدغ، يلسع	bit	bitten, bit
bleed	يدمي، ينزف	bled	bled
bless	يبارك، يقدس، ينعم على	blessed, blest	blessed, blest
blow	ينفخ، يهب، يعصف	blew	blown
break	يكسر، يحطم، ينقض، يفسخ	broke	broken
breed	يربي، يلد، ينتج، يستولد	bred	bred
bring	يجلب، يحضر، يأتي بـ	brought	brought
broadcast	يبث، يذيع، ينشر	broadcast	broadcast
build	يشيد، يبني، يقيم	built	built
burn	يحترق، يحرق، يشتعل	burnt, burned	burnt, burned
burst	ينفجر، ينبثق، يندفع بقوة	burst	burst
buy	يشترى، يفتدي، يرشو	bought	bought
C			
cast	يلقي، يطرح، يوزع الأدوار	cast	cast

Infinitive Form	Arabic Meaning	Past	Past Participle
catch	يمسك، يقبض على، يصاد	caught	caught
chide	يوبخ، يؤنب، يعنف	chided, chid	chided, chidden
choose	يختار، ينتقي، يريد	chose	chosen
cleave	يشق، يشطر، يفلق	clove, cleft	cloven, cleft
cling	يتمسك بـ، يلتصق بـ، يتشبث	clung	clung
clothe	يلبس، يكسو، يزود بـ	clothed, clad	clothed, clad
come	يأتي، يقدم إلى، يحضر	came	come
cost	يكلف، يتكلف	cost	cost
creep	يزحف، يتسلل إلى، يدب	crept	crept
crow	يصيح الديك، يتهيج	crowed, crew	crowed
cut	يقطع، يقص، يجرح	cut	cut
d			
dare	يجرؤ، يجسر، يتحدى	dared, durst	dared
deal	يوزع، يتعامل مع، يتصرف	dealt	dealt
dig	يحفر، يستخرج بالحفر	dug	dug
dive	يغطس، يغوص، يندفع	dived, dove [US]	dived
do	يفعل، ينفذ	did	done
draw	يجر، يسحب، يستمد، يرسم	drew	drawn
dream	يحلم	dreamt, dreamed	dreamt, dreamed
drink	يشرب، يدمن الشراب	drank	drunk
drive	يقود مركبة، يدفع نحو، يجبر	drove	driven
dwell	يقيم، يسكن، يتمعن في	dwelt	dwelt

Infinitive Form	Arabic Meaning	Past	Past Participle
e			
eat	يأكل، يلتهم	ate	eaten
f			
fall	يسقط، يتدل، ينهار	fell	fallen
feed	يطعم، يغذي، يلقم آلة	fed	fed
feel	يلمس، يحس، يشعر	felt	felt
fight	يتقاتل، يتشاجر، يحارب	fought	fought
find	يجد، يكتشف	found	found
flee	يفر، يهرب، يتجنب	fled	fled
fling	يقذف بقوة، يطرح جانباً، يزعج	flung	flung
fly	يطير، يرفرف، يقود طائرة، ينقضي بسرعة	flew	flown
forbear	يمسك، يمتنع عن، يصبر	forbore	forborne
forbid	يحظر، يحرم، يمنع	forbade, forbad	forbidden
forecast	يتنبأ بـ، يتكهن	forecast, forecasted	forecast, forecasted
foreknow	يعرف مقدماً	foreknew	foreknown
foresee	يتنبأ، يدرك قبل الحدوث	foresaw	foreseen
foretell	يتنبأ، يتكهن	foretold	foretold
forget	ينسى، يغفل، يتجاهل	forgot	forgotten
forgive	يعفو، يسامح، يصفح	forgave	forgiven
forsake	يتخلى عن، يهجر، يند	forsook	forsaken
forswear	ينكر بقسم، تأكيد	forsook	forsworn

Infinitive Form	Arabic Meaning	Past	Past Participle
freeze	يتجمد، يتجلد، يجمد	froze	frozen
g			
gainsay	ينكر، يناقض	gainsaid	gainsaid
get	ينال، يكسب، يحصل، يصير	got	got, gotten [US]
gild	يطلي بالذهب، يزخرف	gilded, gilt	gilded
gird	يطوق، يثبت	girded, girt	girded, girt
give	يعطي، يمنح، يهب، يقدم	gave	given
go	يذهب، يرح، ينقضي	went	gone
grave	ينحت، ينقش	graved	graven, graved
grind	يطحن، يشحذ، يسن	ground	ground
grow	ينمو، ينبت، يكبر، يزرع	grew	grown
h			
hamstring	يعيق، يبطل مفعول	hamstringed, hamstrung	hamstringed, hamstrung
hang	يعلق، يتدلى، يشنق	hung, hanged	hung, hanged
have	يملك، يقتني، يجوز، يتناول	had	had
hear	يسمع، يصغي	heard	heard
heave	يرفع، يطرح، يرمي، يتنهد	heaved, hove	heaved, hove
hew	يقطع، ينحت، يشق، ينجر	hewed	hewed, hewn
hide	يخفي، يخبئ، يحجب، يكتم	hid	hidden
hit	يضرب، يصطدم، يرتطم	hit	hit
hold	يملك، يمسك، يكبح، يحتفظ بـ	held	held
hurt	يألم، يضر، يؤذي	hurt	hurt

Infinitive Form	Arabic Meaning	Past	Past Participle
i			
inlay	يرصع بحجر كريم ، يطعم بـ ،	inlaid	inlaid
k			
keep	يبقي، يحفظ، يفي، يلزم	kept	kept
kneel	يركع، يسجد، يجثو أرضاً	knelt	knelt
knit	يعقد، يربط، يجبر، يجبك	knitted, knit	knitted, knit
know	يعرف، يعلم، يتعرف على	knew	known
l			
lade	يحمل، ينقل، يشحن	laded	laden
lay	ي طرح، يضع، تبيض	laid	laid
lead	يرشد، يقود، يؤدي إلى، يتزعم	led	led
lean	يتكئ، يميل، ينحني، يسند	leant, leaned	leant, leaned
leap	يثب، يقفز، يتخطى بوثبة	leapt, leaped	leapt, leaped
learn	يتعلم، يعلم، يدرس، يكتشف	learnt, learned	learnt, learned
leave	يترك، يغادر، يهجر، يخلف	left	left
lend	يعير، يقرض، يزود، يساعد	lent	lent
let	يترك، يدع، يؤجر	let	let
lie	يتمدد، يضطجع، يكمن في	lay	lain
light	يضيء، يشعل، ينير، يشرق	lit, lighted	lit, lighted
lose	يضيع، يخسر، يفقد، يضل	lost	lost
m			
make	يصنع، يعمل، يسبب، يجعل	made	made

Infinitive Form	Arabic Meaning	Past	Past Participle
mean	يعني، يقصد، ينوي، يعتزم	meant	meant
meet	يلتقي، يقابل، يسد، يفى بـ	met	met
melt	يذوب، يتلاشى، يتبدد	melted	melted, molten
miscast	يخطئ في جمع / في إسناد دور	miscast	miscast
misdeal	يخطئ في التوزيع	misdealt	misdealt
misgive	يحدثه قلبه، يساوره الشك أو الظن	misgave	misgiven
mislay	يضيع، يضع في مكان وينسى	mislaid	mislaid
mislead	يضلّل، يخدع	misled	misled
misspell	يخطئ في تهجئة كلمة	misspelt	misspelt
misspend	يسيء في إنفاق	misspent	misspent
mistake	يخطئ	mistook	mistaken
misunderstand	يسيء فهم	misunderstood	misunderstood
mow	يجز، يحصد، يسحق	mowed	mown, mowed [US]
			
outbid	يزايد، يعرض سعر أعلى	outbid	outbid
outdo	يفوق، يهزم	outdid	outdone
outgo	يفوق، يتجاوز	outwent	outgone
outgrow	ينمو بسرعة، يتخلص من	outgrew	outgrown
outride	يسبق، يمتطي، يبحر، يجري	outrode	outridden
outrun	يسبق في العدو، يتجنب	outran	outrun
outshine	يفوق بريقاً، يتألق	outshone	outshone
overbear	يثمر بإفراط، يقهر، يستبد	overbore	overborne

Infinitive Form	Arabic Meaning	Past	Past Participle
overcast	يعتم، يظلم	overcast	overcast
overcome	يتغلب على، يهزم، يقهر	overcame	overcome
overdo	يفرط في، يرهق، ينهك، يبالغ	overdid	overdone
overhang	يتدلى، يهدد	overhung	overhung
overhear	يسمع بالصدفة، يسترق السمع	overheard	overheard
overlay	يغشى، يكسو بطبقة	overlaid	overlaid
overleap	يثب فوق، يخفق، يهمل	overleapt, overleaped	overleapt, overleaped
overlie	يخنق طفلاً، يعلو شيئاً	overlay	overlain
override	يجتاز، يركب حصان، يهيمن	overrode	overridden
overrun	يجتاح، يسبق في العدو	overran	overrun
oversee	يراقب، يشرف على، يفحص	oversaw	overseen
overshoot	يجاوز الحد، يخطئ الهدف	overshot	overshot
oversleep	يستغرق في النوم	overslept	overslept
overtake	يدرك، يلحق بـ، يباغت	overtook	overtaken
overthrow	يقلب، يهزم، يسقط	overthrew	overthrown
p			
partake	يقاسم، يشاطر، يشارك في	partook	partaken
pay	يدفع، يؤدي، يعود عليه بفائدة	paid	paid
prove	يثبت، يبرهن، يتبين، يختبر	proved	proved, proven
put	يضع، يعرض، يطرح، يلقي	put	put
q			
quit	يعتزل، يترك العمل، يغادر	quitted, quit	quitted, quit

Infinitive Form	Arabic Meaning	Past	Past Participle
r			
read	يقراً، يدرك، يستنبط	read	read
rebind	يعيد ربط، تقييد، شد، إجبار	rebound	rebound
rebuild	يعيد بناء، تشييد	rebuilt	rebuilt
recast	يعيد صياغة، صب، توزيع	recast	recast
redo	يعيد عمل / فعل شيء، يكرر	redid	redone
relay	يرحل، يوصل	relaid	relaid
remake	يعيد تصنيع، يجدد	remade	remade
rend	ينزع بقوة، يشق، يمزق	rent	rent
repay	يسدد ديناً، يجازي، يرد زيارة	repaid	repaid
rerun	يعيد إدارة، تشغيل	reran	rerun
reset	يعيد وضع، يعيد تسمية (سكين)	reset	reset
retell	يروى بشكل آخر، يروي ثانية	retold	retold
rewrite	يكتب ثانية، ينقح	rewrote	rewritten
rid	يتخلص من، يحرر	rid, rided	rid, rided
ride	يركب، يمتطي، يبحر، يجري	rode	ridden
ring	يطوق، يقرع جرس، يتصل، يرن	rang	rung
rise	ينهض، يقوم، ينتصب، يستعلي، يصعد، يرتفع	rose	risen
rive	يمزق، يشق، يتمزق	rived	riven, rived

Infinitive Form	Arabic Meaning	Past	Past Participle
run	يجري، يعدو، يسيل، يدير، يشغل	ran	run
S			
saw	ينشر الخشب، يستخدم المنشار	sawed	sawn, sawed
say	يقول، يتلو، يتكلم	said	said
see	يرى، يفهم، يراقب، يقابل	saw	seen
seek	يبحث عن، يطلب، ينشد، يلتمس	sought	sought
sell	بيع، يسوق، يتاجر، يخون	sold	sold
send	يرسل، يبعث، يوجه، يقذف	sent	sent
set	يقعد، ينصب (ملكاً)، يحدد، يضع	set	set
sew	يخيط بالإبرة، يعمل بالخياطة	sewed	sewn, sewed
shake	يهز، يرج، يتزعزع، يصافح	shook	shaken
shave	يخفف، يكشط، يحلق	shaved	shaved, shaven
shear	يجز، يقص	sheared	sheared, shorn
shed	يسيل، يسفك، يعزل، يسقط	shed	shed
shine	يسطع، يتألق، يضيء	shone	shone
shoe	يلبس حذاء، يركب نعلًا لحصان	shod	shod
shoot	يصوب، يطلق النار، يقذف الكرة	shot	shot
show	يعرض، يرى، يظهر	showed	shown, showed

Infinitive Form	Arabic Meaning	Past	Past Participle
shrink	ينكمش، يتقلص، يتضاءل، يرتد	shrank, shrunk	shrunk, shrunken
shrive	يعترف للكاهن، يحله من خطاياہ	shrove, shrived	shriven, shrived
shut	يغلق، يوصد، يقفل، يمنع	shut	shut
sing	يعني، يغرد، ينشد	sang	sung
sink	يغطس، يغوص، يغرق، ينهار	sank	sunk, sunken
sit	يجلس، يقعد، يجثم، يستقر	sat	sat
slay	يذبح، يقتل	slew	slain
sleep	ينام، يرقد، يهجع	slept	slept
slide	يتزلج، يتزحلق، ينزلق	slid	slid
sling	يقذف، يرمي بالمقلاع، يرفع بحبل	slung	slung
slink	تسقط جنينها (للبهائم)، تلد قبل أوانها	slunk	slunk
slit	يقطع، يشق طولياً، يشطب، يقدد	slit	slit
smell	يشم، يصدر رائحة	smelt, smelled	smelt, smelled
smite	يقتل، يضرب بقوة، يسحر	smote	smitten
sow	يزرع، يبذر، ينثر، يوزع	sowed	sown, sowed
speak	يتحدث، يخطب، يصرح، يقول	spoke	spoken
speed	يسرع، يعجل	sped, speeded	sped, speeded

Infinitive Form	Arabic Meaning	Past	Past Participle
spell	يتهجى، يرسم الكلمة إملائيًا	spelt, spelled	spelt, spelled
spend	ينفق مالا، يقضي وقت، يضحي	spent	spent
spill	يريق، يدلق، يسكب	spilt, spilled	spilt, spilled
spin	ينسج، يغزل، يدور، يلف	spun, span	spun
spit	يبصق، يلفظ	spat	spat
split	يشق، يفلق، يقسم، يتصدع	split	split
spoil	يفسد، يخرّب، يتلف، يدلّل طفلاً	spoilt, spoiled	spoilt, spoiled
spread	يمد، يسط، ينشر، يشيع خبرًا	spread	spread
spring	ينبع، ينبثق، ينبت	sprang	sprung
stand	يقف، ينتصب، يصمد، يبقى	stood	stood
stave	يحطم، يهشم، يثقب	staved, stove	staved, stove
steal	يسرق، يكتلس، ينسل	stole	stolen
stick	يلصق، يلزق، يغرز، يلتصق	stuck	stuck
sting	يلدغ، يلسع، يخز	stung	stung
stink	يتن، يصدر رائحة كريهة، يزفر	stank, stunk	stunk
strew	يطهو طعام بالغلي في ماء	strewed	strewn, strewed
stride	يخطو خطوة واسعة	strode	stridden
strike	يضرب، يدق، يخرق، ينطلق	struck	struck, stricken
string	يزود بأوتار، يثبت بخيط، يمد	strung	strung
strive	يجاهد، يكافح، يناضل	strove	striven

Infinitive Form	Arabic Meaning	Past	Past Participle
swear	يقسم، يحلف، يسب، يؤكّد بالقسم	swore	sworn
sweep	يكنس، يكسح، يحرف، يحصّد	swept	swept
swell	يتنفخ، يتورم، يتضخم	swelled	swollen, swelled
swim	يسبح، يعوم، يطفو، يجتاز سباحة	swam	swum
swing	يتأرجح، يتأيل، يتقلب، يهز	swung	swung
t			
take	يأخذ، يستمد، يتناول، يدرك	took	taken
teach	يعلم، يدرس، يلقي	taught	taught
tear	يجرح، يمزق، ينتزع، يثقب	tore	torn
tell	يحكي، يروي، يحدث، يسرد	told	told
think	يفكر، يعتقد، يحسب، يظن	thought	thought
thrive	يتزدهر، ينمو	throve, thrived	thriven, thrived
throw	يقذف، يرمي، يلقي، يطرح	threw	thrown
thrust	يدفع بقوة، يقحم	thrust	thrust
tread	يدوس، يطاء، يسحق، يخطو	trod	trodden, trod
u			
unbend	يرخي، يقوم، يحل، يفك	unbent	unbent
unbind	يفك، يحل، يفرج	unbound	unbound
underbid	يعرض ثمنًا أقل في مزاد	underbid	underbid
undergo	يخضع، يقاسي، يعانى، يتحمل	underwent	undergone
understand	يفهم، يدرك، يستنتج، يفهم	understood	understood

Infinitive Form	Arabic Meaning	Past	Past Participle
undertake	يتعهد، يلتزم، يأخذ على عاتقه، يشرع	undertook	undertaken
undo	يحل، يفك، يعطل، يبطل	undid	undone
upset	يقلق، يزعج، يفسد	upset	upset
W			
wake	يستيقظ، يوقظ، يسهر بجوار مريض	woke, waked	woken, waked
waylay	يقطع الطريق، يهاجم، يترصد للسلب	waylaid	waylaid
wear	يلبس، يرتدي، يبلى، يتحمل	wore	worn
weave	ينسج، يحبك، يحبك	wove	woven
weep	يبكي، يندب	wept	wept
win	يفوز، يربح، ينال، يظفر	won	won
wind	يجد ريح كذا، يلف، ينفخ	wound	wound
withdraw	ينسحب، يسترد، يسحب، يصرّف	withdrew	withdrawn
withhold	يكبح، يحتبس، يحجز، يمسك	withheld	withheld
withstand	يقاوم، يصمد	withstood	withstood
work	يعمل، يشغل، يحدث، يحول	worked, wrought	worked, wrought
wring	يعصر، يترع، يلوي، يستنزف	wrung	wrung
write	يكتب، يسجل، يؤلف، ينظم، يدون	wrote	written



List of Common Phrasal Verbs

قائمة الأفعال المركبة الشائعة

- ▶ This is a list of about 200 common phrasal verbs, with meanings and examples. Phrasal verbs are usually two-word phrases consisting of:

verb + adverb or verb + preposition

- ▶ Think of them as you would do with any other English vocabulary. Study them as you come across them, rather than trying to memorize many at once.

Verb	Arabic Meaning	Example
a		
ask (sb) out	يدعو (لموعد، لعشاء، لخروج)، يواعد للقاء	Brian asked Judy out to dinner and a movie.
ask around	يسأل (كثير من الناس نفس السؤال)	I asked around but nobody has seen my wallet.
add up to (sth)	يقدر بـ ، يساوي	Your purchases add up to \$205,32.
b		
back (sth) up	يغير موضع، ينقل لمكان آخر	You'll have to back up your car so that I can get out.
back (sb) up	يؤيد، يساند، يدعم	My wife backed me up over my decision to quit my job.
blow up	ينفجر	The racing car blew up after it crashed into the fence.
blow (sth) up	ينفخ، يملأ بالهواء	We have to blow 50 balloons up for the party.

Verb	Arabic Meaning	Example
break down	يتعطل، يتوقف عن العمل	Our car broke down at the side of the highway in the snowstorm.
break down	ينهار، ينفجر في البكاء	The woman broke down when the police told her that her son had died.
break (sth) down	يقسم إلى أجزاء، يفكك	Our teacher broke the final project down into three separate parts.
break in	يقتحم، يتدخل (في حوار)	Somebody broke in last night and stole our stereo.
break into (sth)	يقتحم، يدخل (مكان)	The firemen had to break into the room to rescue the children.
break (sth) in	يروض، يستخدم الشيء (كملبس، حذاء جديد ليتعود عليه)	I need to break these shoes in before we run next week.
break in	يقاطع، يقطع سير (أحداث، برامج)	The TV station broke in to report the news of the president's death.
break up	ينفصل، يفسخ، ينهي (علاقة، خطوبة)	My boyfriend and I broke up before I moved to America.
break up	تجزأ، انفص، تبعثر، انفجر في الضحك (بالعامية)	The kids just broke up as soon as the clown started talking.
break out	يهرب، يفر	The prisoners broke out of jail when the guards weren't looking.
break out in (sth)	يصاب بـ، يصيبه كذا	I broke out in a rash after our camping trip.

Verb	Arabic Meaning	Example
bring (sb) down	يؤثر سلبيًا، تقلل، يخفض (الحالة المعنوية)، يحبط	The sad music is bringing me down.
bring (sb) up	يري، ينشئ، يتولى تربية	My grandparents brought me up after my parents died.
bring (sth) up	يثير موضوع، يبدأ في مناقشة	My mother walks out of the room when my father brings up sports.
bring (sth) up	يتقيأ، يستنرغ	He drank so much that he brought his dinner up in the toilet.
C		
call around	يسأل في أماكن مختلفة، يتصل بكثير من الناس ليسأل عن شيء	We called around but we weren't able to find the car part we needed.
call (sb) back	يعاود الاتصال بـ، يتصل ثانية	I called the company back but the offices were closed for the weekend.
call (sth) off	يلغي، ينهي	Jason called the wedding off because he wasn't in love with his fiancée.
call on (sb)	يطلب إجابة على، إبداء رأي حول	The professor called on me for question (1).
call on (sb)	يزور	We called on you last night but you weren't home.
call (sb) up	يتصل تليفونيًا بـ	Give me your phone number and I will call you up when we are in town.

Verb	Arabic Meaning	Example
calm down	يهدأ، يسكن	You are still mad. You need to calm down before you drive the car.
catch up with	يلحق بـ، يساير، يصل إلى نفس النقطة	You'll have to run faster than that if you want to catch up with Marty.
check in	يصل إلى فندق / مطار ويججز غرفة / مقعد	We will get the hotel keys when we check in.
check out	يغادر فندق	You have to check out of to the hotel before 11:00 a.m.
check (sb/sth) out	يفحص، يتحقق من، يختبر	The company checks out all new employees.
check out (sb/sth)	ينظر إلى (فعل غير رسمي)	Check out the crazy hair on that guy.
cheer up	يبتهج، يشعر بالسعادة	She cheered up when she heard the good news.
cheer (sb) up	يبهج، يسعد، يجلب السرور	I brought you some flowers to cheer you up.
chip in	يساعد، يتعاون	If everyone chips in we can get the Kitchen painted by noon.
clean (sth) up	يرتب، ينظم، ينظف	Please clean up your bedroom before you go outside.
come across (sth)	يعثر بالصدفة على، يمر عابراً على	I came across these old photos when I was tidying the closet.
come apart	يفصل بين، يفكك، يفك	The top and bottom come apart if you pull hard enough.

Verb	Arabic Meaning	Example
come down with (sth)	يمرض بـ ، يصاب بمرض	My nephew came down with chicken pox this weekend.
come forward	يتطوع، يساعد في كشف حقيقة، يقدم دليل على	The woman came forward with her husband's finger prints.
come from somewhere	نشأ في، ولد في، يرجع موطنه إلى	The art of origami comes from Asia.
count on (sb/sth)	يعتمد على، يحسب حساب شخص / شيء	I am counting on you to make dinner while I am out.
cross (sth) out	يشطب، يزيل، يلغي	Please cross out your old address and write your new one.
cut back on (sth)	يقلل، يرشد من تناول أو استهلاك	My doctor wants me to cut back on sweets and fatty foods.
cut (sth) down	يقتلع، يجتث، يزيل من على وجه الأرض	We had to cut the old tree in our yard down after the storm.
cut in	يقاطع، يقتحم	Your father cut in while I was dancing with your uncle.
cut in	يقطع الطريق على، يقفز أمام	The bus driver got angry when that car cut in.
cut in	يبدأ في العمل، يعمل	The air conditioner cuts in when the temperature gets to 22o C.
cut (sth) off	يبتر، يقطع، يزيل	The doctors cut off his leg because it was severely injured.

Verb	Arabic Meaning	Example
cut (sth) off	يوقف الخدمة، يفصل، يقطع	The phone company cut off our phone because we didn't pay the bill.
cut (sb) off	يستبعد، يستثني يخرج من وصية	My grandparents cut my father off when he remarried.
cut (sth) out	يزيل، يقطع جزء من شيء (عادة باستخدام المقص مع الورق)	I cut this ad out of the newspaper.
d		
do (sb/sth) over [Br]	يهاجم لينهب ويسرق شخص / شيء (فعل غير رسمي)	He's lucky to be alive. His shop was done over by a street gang.
do (sth) over	يعيد، يكرر القيام بشيء	My teacher wants me to do my essay over because she doesn't like my topic.
do away with (sth)	يتخلص من شيء	It's time to do away with all of these old tax records.
do (sth) up	يربط، يحزم، يغلق	Do your coat up before you go outside. It's snowing!
dress up	يرتدي أجمل الثياب، يتزين بأجمل الثياب	It's a fancy restaurant so we have to dress up.
drop back	يتراجع، يعود للخلف (من حيث موقع، مجموعة معينة)	Andrea dropped back to third place when she fell off her bike.
drop in/by/over	يزور من غير موعد	I might drop in/by/over for tea sometime this week.

Verb	Arabic Meaning	Example
drop (sb/sth) off	يوصل شخص/ شيء إلى مكان ما في طريقه	I have to drop my sister off at work before I come over.
drop out	يترك الدراسة، يتوقف عن	I dropped out of Science because it was too difficult.
e		
eat out	يتناول وجبة في مطعم، يخرج للعشاء	I don't feel like cooking tonight. Let's eat out.
end up	يتوصل إلى، يقرر في النهاية	We ended up renting a movie instead of going to the theatre.
f		
fall apart	يتمزق إلى أجزاء، يتحطم	My new dress fell apart in the washing machine.
fall down	يسقط أرضاً، ينطرح أرضاً	The picture that you hung up last night fell down this morning.
fall out	يتساقط من ثقب، يتبعثر بدون انتباه	The money must have fallen out of my pocket.
fall out	يتساقط، يتخلل، يتطاير	His hair started to fall out when he was only 35.
figure (sth) out	يدرك، يجد إجابة، يعرف	I need to figure out how to fit the piano and the bookshelf in this room.
fill (sth) in [Br]	يملاً استهارة، يملأ فراغات	Please fill in the form with your name, address, and phone number.
fill (sth) out [US]	يملاً استهارة، يملأ فراغات	The form must be filled out in capital letters.

Verb	Arabic Meaning	Example
fill (sth) up	يملاً حتى النهاية	I always fill the water jug up when it is empty.
find out	يعرف، يكتشف، يدرك	We don't know where he lives. How can we find out?
find (sth) out	يكتشف، يعرف	We tried to keep the time of the party a secret, but Samantha found it out.
g		
get (sth) across/over	يوضح، يشير إلى، يبرز	I tried to get my point across/over to the judge but she wouldn't listen.
get along/on	يحب، يتفاهم، يقيم علاقة طيبة	I was surprised how well my new girlfriend and my sister got along/on.
get around	يستطيع الحركة، يتحرك	My grandfather can get around fine in his new wheelchair.
get away	يذهب في عطلة، يقضي عطلة	We worked so hard this year that we had to get away for a week.
get away with (sth)	يفر، يهرب بلا عقاب	Jason always gets away with cheating in his Maths tests.
get back	يعود، يرجع	We got back from our vacation last week.
get (sth) back	يستعيد، يسترد	Liz finally got her Science notes back from my room-mate.
get back at (sb)	يتأر، ينتقم من	My sister got back at me for stealing her shoes. She stole my favourite hat.

Verb	Arabic Meaning	Example
get back into (sth)	يهتم ثانية بـ ، يعاود الاهتمام بـ	I finally got back into my novel and finished it.
get on (sth)	يصعد فوق، يركب، يستقل	We're going to freeze out here if you don't let us get on the bus.
get over (sth)	يتغلب على، يتعافى من، يستعيد قوته أو نشاطه	I just got over the flu and now my sister has it.
get over (sth)	يتغلب على مشكلة، مصاعب	The company will have to close if it can't get over the new regulations.
get round to (sth) [US]	يجد وقتاً لـ ، ينتهي من عمل مؤجل	I don't know when I am going to get round to writing the thank you cards.
get together	يتلاقى، يتقابل (عادة لأسباب اجتماعية)	Let's get together for a BBQ this weekend.
get up	يستيقظ، ينهض من فراشه	I got up early today to study for my exam.
get up	يقف، ينهض من جلوسه	You should get up and give to elderly man your seat.
give (sb) away	يكشف حقيقة شخص، ييوح بسر	His wife gave him away to the police.
give (sb) away	يقدم العروس (للمذبح، المصلى عند الزفاف)	My father gave me away at my wedding.
give (sth) away	يفشي سر، يفضح	My little sister gave the surprise party away by accident.
give (sth) away	يهب بلا مقابل، يتبرع بـ	The library was giving away old books on Friday.

Verb	Arabic Meaning	Example
give (sth) back	يعيد (شيء تم استعارته)	I have to give these skates back to Franz before his hockey game.
give in	يخضع، يذعن، يستسلم	My boyfriend didn't want to go to the ballet, but he finally gave in.
give (sth) out	يوزع مجاناً	They were giving out free perfume samples at the department store.
give (sth) up	يقطع، يترك، يتخلى عن (عادة، فعل ما)	I am giving up smoking as of January 1st.
give up	يكف عن المحاولة	My Maths homework was too difficult so I gave up.
go after (sb)	يتبع، يلاحق، يطارد	My brother tried to go after the thief in his car.
go after (sth)	يبتعد، يثابر، يكافح (لكي يحقق هدف)	I went after my dream and now I am a published writer.
go against (sb)	ينافس، يتحدى، يعارض	We are going against the best soccer team in the city tonight.
go ahead	يبدأ، يشرع في، يواصل	Please go ahead and eat before the food gets cold.
go back	يعود، يرجع	I have to go back home and get my lunch.
go out	يخرج من أجل (عمل، تناول عشاء)	We're going out for dinner tonight.
go out with (sb)	يقابل، يواعد، يقيم علاقة مع فتاة/ شاب	Jesse has been going out with Luke since they met last winter.

Verb	Arabic Meaning	Example
go over (sth)	يراجع، يفحص	Please go over your answers before you submit your test.
go over	يزور شخص يسكن بالجوار	I haven't seen Tina for a long time. I think I'll go over for an hour or two.
go without (sth)	يُحرم من، يفتقر إليه، يعوزه	When I was young, we went without winter boots.
grow apart	ينفصل عن، يتعد عن	My best friend and I grew apart after she changed schools.
grow back	ينبت، ينمو ثانية، يستعيد ثماره/ أزهاره	My roses grew back this summer.
grow up	يبلغ الرشد، يكبر	When Jack grows up, he wants to be a fireman.
grow out of (sth)	يكبر على، يتغير حجمه، يزداد	Elizabeth needs a new pair of shoes because she has grown out of her old ones.
grow into (sth)	ينمو، يزداد، يتطور لكي يناسب	This bike is too big for him now, but he should grow into it by next year.
h		
hand (sth) down	يهب، يعطي شيئاً مستعملاً لشخص آخر	I handed my old comic books down to my little cousin.
hand (sth) in	يقدم، يسلم شيء	I have to hand in my essay by Friday.
hand (sth) out	يوزع على مجموعة أشخاص	We will hand out the invitations at the door.

Verb	Arabic Meaning	Example
hand (sth) over	يسلم شيء (عادة بدون رغبة الشخص)	The police asked the man to hand over his wallet and his weapons.
hang in [US]	يتفاءل، يتعامل بإيجابية (غير رسمي)	Hang in there. I'm sure you'll find a job very soon.
hang on	ينتظر لبرهة من الوقت (غير رسمي)	Hang on while I grab my coat and shoes!
hang out	يسترخي، يستريح (غير رسمي)	Instead of going to the party we are just going to hang out at my place.
hang up	ينتهي مكالمة/ اتصال تليفوني	He didn't say goodbye before he hung up.
hold (sb/sth) back	يعيق/ يمنع من القيام بشيء/ الذهاب	I had to hold my dog back because there was a cat in the park.
hold (sth) back	يخفي مشاعره، يحبس دموعه	Jamie held back his tears at his grandfather's funeral.
hold on	ينتظر لبرهة من الوقت	Please hold on while I transfer you to the sales Department.
hold onto	يمسك بـ، يتشبث بـ (باستخدام الأيدي أو الذراعين)	Hold onto your hat because it's very windy outside.
hold (sb/sth) up	يسرق، يهاجم ليسرق	A man in a black mask held the bank up this morning.
k		
keep on doing (sth)	يواصل، يستمر في القيام بـ	Keep on stirring until the liquid comes to a boil.

Verb	Arabic Meaning	Example
keep (sth) from (sb)	يخفي سر، لا يبوح بـ	We kept our relationship from our parents for two years.
keep (sb/sth) out	يمنع من الدخول، يحتجز خارج مكان	Try to keep the wet dog out of the living room.
keep (sth) up	يواصل، يستمر بنفس المعدل/ المستوى	If you keep those results up you will get into a great college.
1		
let (sb) down	يخذل، يخيب ظن	I need you to be on time don't let me down this time.
let (sb) in	يدخل، يسمح بالدخول	Can you let the cat in before you go to school?
look after (sb/sth)	يعتني، يهتم بـ	I have to look after my sick grandmother.
look down on (sb)	يقلل من شأن، يزدري، يحتقر	Ever since we stole that chocolate bar your dad has looked down on me.
look for (sb/sth)	يفتش، يبحث عن	I'm looking for a red dress for the wedding.
look forward to (sth)	يتطلع إلى، يتشوق إلى	I'm looking forward to the Christmas break.
look into (sth)	يفحص، يفتش	We are going to look into the price of snowboards today.
look out	ينتبه، يحذر، يحترس	Look out! That car's going to hit you.
look out for (sb/sth)	يحذر، يحترس (من شيء معين)	Don't forget to look out for snakes on the hiking trail.
look (sth) over	يفحص، يختبر، يتحقق من	Can you look over my essay for spelling mistakes?

Verb	Arabic Meaning	Example
look (sth) up	يبحث عن (معلومة في مرجع / كلمة في قاموس)	We can look her phone number up on the Internet.
look up to (sb)	يحترم، يبجل	My little sister has always looked up to me.
m		
make (sth) up	يختلق، يبتكر، يدعي	Josie made up a story about why we were late.
make up	يتصالح، يسامح، يسوي خلاف	We were angry last night, but we made up at breakfast.
make (sb) up	يضع مكياج، يزين، يجمل	My sisters made me up for my graduation party.
mix (sth) up	يخلط بين، يلتبس عليه، يلبس	I mixed up the twins' names again!
n		
not care for (sb/sth)	لا يحب، لا يروق له	I don't care for his behaviour.
p		
pass away	يتوفى، يموت	His uncle passed away last night after a long illness.
pass out	يفقد الوعي، يغمى عليه	It was so hot in the church that an elderly lady passed out.
pass (sth) out	يوزع، ينشر (نفس الشيء على كثير من الناس)	The professor passed the textbooks out before class.
pass (sth) up	يرفض (عادة فرصة، شيء جيد)	I passed up the job because I am afraid of change.

Verb	Arabic Meaning	Example
pay (sb) back	يسدد دين، يدفع ما عليه من نقود	Thanks for buying my ticket. I'll pay you back on Friday.
pay for (sth)	يدفع ثمن (خطأ ارتكبه)، يعاقب على ما فعله من خطأ	That bully will pay for being mean to my little brother.
pick (sth) out	يختار، ينتقي	I picked out three sweaters for you to try on.
points (sb/sth) out	يشاور على، يشير بإصبعه على شخص / شيء، يحدد	I'll point my boyfriend out when he runs by.
put (sth) down	يضع أرضاً/ على شيء، يلقي، يطرح	You can put the groceries down on the kitchen counter.
put (sb) down	يهين، يحقر من شأن، يزدري	The students put the substitute teacher down because his pants were too short.
put (sth) off	يؤجل، يؤخر، يرجئ	We are putting off our trip until January because of the hurricane.
put (sth) out	يطفىء نار، حريق	The neighbours put the fire out before the firemen arrived.
put (sth) together	يجمع، يركب، يعيد شيء في مكانه	I have to put the crib together before the baby arrives.
put up with (sb/sth)	يتحمل، يطيق	I don't think I can put up with three small children in the car.
put (sth) on	يرتدي ثياب/ إكسسوارات	Don't forget to put on your new earrings for the party.

Verb	Arabic Meaning	Example
r		
run into (sb/sth)	يصطدم فجأة، يقابل بالصدفة	I ran into an old school friend at the mall.
run over (sb/sth)	يدوس، يمر فوق، يطأ	I accidentally ran over your bicycle in the driveway.
run over/through (sth)	يراجع، يتدرب، يعمل بروفة	Let's run over/through these lines one more time before the show.
run away	يفر، يهرب من مكان	The child ran away from home and has been missing for three days.
run out of	ينفذ، ينتهي	We ran out of shampoo so I had to wash my hair with soap.
s		
send (sth) back	يعيد، يرجع (عادة بواسطة البريد)	My letter got sent back to me because I used the wrong stamp.
set (sth) up	يرتب، ينظم	Our boss set a meeting up with the president of the company.
set (sb) up	يخدع، ينصب كمين، يقع في شرك/ فخ	The police set up the car thief by using a hidden camera.
shop around	يقارن أسعار السلع، يزور كثير من المحلات قبل الشراء	I want to shop around a little before I decide on these boots.
show off	يستعرض نفسه، يظهر قدراته أمام الآخرين (عادة بصورة تحمل تفاخر وتباهي)	He always shows off on his skateboard.

Verb	Arabic Meaning	Example
sleep over	يقضي الليل، يمكث أثناء الليل في مكان آخر (غير رسمي)	You should sleep over tonight if the weather is too bad to drive home.
sort (sth) out	يفرز، يرتب، ينظم، يحل مشكلة	We need to sort the bills out before the first of the month.
stick to (sth)	يستمر، يتابع، يلتزم بـ، يتقيد بـ	You will lose weight if you stick to the diet.
switch (sth) off	يوقف تشغيل، يبطل / يفصل مصدر الطاقة عن جهاز	The light's too bright Could you switch it off.
switch (sth) on	يشغل (جهاز، آلة)	We heard the news as soon as we switched on the car radio.
t		
take after (sb)	يتحل بنفس الطباع، يشبه	I take after my mother. We are both impatient.
take (sth) apart	يفتك إلى أجزاء، يحلل	He took the car brakes apart and found the problem.
take (sth) back	يعيد، يرجع شيئاً إلى مصدره	I have to take our new TV back because it doesn't work.
take off	تقلع الطائرة، تطير	My plane takes off in five minutes.
take (sth) off	يخلع، يزيل (عادة الملابس والأحذية)	Take off your socks and shoes and come in the lake!
take (sth) out	يخرج، يقتلع، يزيل من موضعه	Can you take the garbage out to the street for me?
take (sb) out	يعزم، يدعو لـ (عشاء، سينما، نزهة)	My grandparents took us out for dinner and a movie.

Verb	Arabic Meaning	Example
tear (sth) up	يقطع إربًا، يفتت إلى أجزاء صغيرة	I tore up my ex-boyfriend's letters and gave them back to him.
think back	يتذكر، يفكر في الماضي	When I think back on my youth, I wish I had studied harder.
think (sth) over	يفكر بعناية، يتدبر، يعتبر	I'll have to think this job offer over before I make my final decision.
throw (sth) away	يتخلص من، يرمي	We threw our old furniture away when we won the lottery.
turn (sth) down	يقلل، يخفض، يهدئ من (حجم، مقدار) قوة (حرارة، ضوء)	Please turn the TV down while the guests are here.
turn (sth) down	يرفض	I turned the job down because I don't want to move.
turn (sth) off	يوقف، يبطل جهاز/ آلة	Your mother wants you to turn the TV off and come for dinner.
turn (sth) on	يشغل، يضيء، يشعل الضوء	It's too dark in here. Let's turn some lights on.
turn (sth) up	يرفع، يزيد (صوت، قوة حرارة/ ضوء، ... إلخ)	Can you turn the music up? This is my favourite song.
turn up	يعود، يظهر ثانية، يحضر إلى مكان	Our cat turned up after we put posters up all over the neighbourhood.
try (sth) on	يجرب، يلبس، يتأكد من ملائمة مقاس الملابس	I'm going to try these jeans on, but I don't think they will fit.
try (sth) out	يختبر، يستخدم للتجربة	I am going to try this new brand of detergent out.

Verb	Arabic Meaning	Example
U		
use (sth) up	يستهلك، يستنفذ، ينهي (عبوات، طعام، معجون أسنان)	The kids used all of the toothpaste up so we need to buy some more.
W		
wake up	يستيقظ، يفيق من نومه	We have to wake up early for work on Monday.
warm (sb/sth) up	يحمي، يدفع، يسخن	You can warm your feet up in front of the fireplace.
warm up	يجري عملية إحماء، يسخن، يستعد للتمارين الرياضية	I always warm up by doing sit-ups before I go for a run.
wear off	يتلاشى، يذبل، ينتهي، يستهلك	Most of my make-up wore off before I got to the party.
work out	يتدرب، يذهب للتمارين، يمارس تمارين	I work out at the gym three times a week.
work out	ينجح، يفلح	Our plan worked out fine.
work (sth) out	يحصي، يجمع، يحسب	We have to work out the total cost before we buy the house.

▶ (sth) = something, (sb) = somebody.



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BADRAN HAMED

Interpreter, Translator and
Lecturer of English

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