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Grammar Revision

مراجعة القواعد

Pronouns

الضمـــائر

Subject ضمائر الفاعل	*Object* المفعول	*Possessive adjectives* صفات الملكية (متبوعة باسم)	*Possessive Pronouns* ضمائر الملكية (غير متبوعة باسم)
I	**Me**	**My**	**Mine**
You	**You**	**Your**	**Yours**
He	**Him**	**His**	**His**
She	**Her**	**Her**	**Hers**
It	**It**	**Its**	**--------**
They	**Them**	**Their**	**Theirs**
You	**You**	**Your**	**Yours**
We	**Us**	**Our**	**Ours**

Examples :

- **I am a teacher. Listen to me.**
- **You are clever . I like you.**
- **He is here. I want to see him.**
- **This is the sun. It is shinning . you see it .**
- **She likes reading. I like her.**
- **We are here. Can you see us?**
- **They are here. Can you see them?**

Choose the correct answer :

1. **Can you help (we – us)?**
2. **(We – Us) usually see them at the weekend .**
3. **(He – Him) loved (her – she), but (she – her) didn't love (he – him)**
4. **Why did you ask (they - them) to come? (I - Me) don't like (They- them).**
5. **Did (they – them) tell (she – her) the news ?**

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	Subject Pronouns	Possessive adjectives	Possessive Pronouns
1	I have a car	This is my car	This car is mine .
2	You have a car	This is your car	This car is yours .
3	He has a car	This is his car	This car is his .
4	She has a car	This is her car	This car is hers .
5	We have a car	This is our car	This car is ours .
6	They have a car	This is their car	This car is theirs .

Fill in the blanks with the correct possessive adjectives :

1. **I'm Adel …… name is Adel .**
2. **She's Shaymaa …… name is Shaymaa .**
3. **He's Nagi …… name is Nagi .**
4. **It's a dog ……. Name is lacy .**
5. **We are Mr and Mrs Baker …… name are Tom and Sue .**
6. **You are brothers …….. name are Hany and Maged .**

Fill in with correct possessive pronouns :

1. **This is my food . It's ……**
2. **These are his shoes . They're ……**
3. **This is your hamburger . It's ……**
4. **This clicker piece is for Janet . It's …….**
5. **This is their food . It's …….**
6. **These are our chickens . They're …….**

The simple present tense

١- يستعمل المضارع البسيط لوصف أعمال تقوم بعملها بانتظام كل يوم أو كل أسبوعا و كل شهر .....
٢- الكلمات التي تدل مع تكرار الحدث :

Sometimes أحيانا	Often غالبا	Always دائما
Usually عادة	Never أبدا	Occasionally أحيانا / every كل

I – we – they – you
He – she – it

Examples :

1. **I get up early every morning .**
2. **He always comes early .**
3. **She is usually late .**

٢- يستعمل المضارع البسيط أيضا للتعبير عن الحقائق :

1. The sun rises in the east .
2. My uncle lives in Alexandria .

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للنفي يستعمل (مصدر الفعل + do not) مع I – we – they – you
للاستفهام نستعمل (? مصدر الفعل + الفاعل + Do)

You eat : you don't eat . **Do you** eat ?
They eat : They **don't** eat . **Do they** eat ?

للنفي نستعمل (مصدر الفعل + does not) مع he – she – it
للاستفهام نستعمل (? المصدر + الفاعل + Does)

She eats . **she doesn't** eat . **Does she** eat ?

Put the verbs in brackets into the correct form :

1. She never **(listen)** to me .
2. They **(learn)** two languages at school .
3. We **(give)** her a present every year .
4. They **(not run)** fast .
5. **(she live)** with her parents ?
6. **(You like)** your job ?
7. A mother cat **(wash)** her Kittens .

The present continuous tense

يتكون من :

Be present { am – is – are + verb + ing }

يعبر المضارع المستمر عن حدث مستمر يقع في اللحظة التي تتحدث فيها .

They **are playing** now . She **is studying at the moment .**

الكلمات الدالة على أن الحدث مستمر الآن :

Now – at this moment – at present – still – today .

يعبر المضارع المستمر عن ترتيبات في المستقبل غالبا ما يسجلها الإنسان في يومياته ليقوم بعملها في المستقبل ودائما تأتي مع أفعال مثل :

Go – come – see – meet – stay – have – leave

Examples :

1. Mohamed **(work)** at home today .
2. The girls **(visit)** their grandfather today .
3. The baby **(learn)** to walk now .
4. Janet's in the kitchen now . she **(cook)** the dinner .
5. My cousin **(visit)** us on Saturday .
6. We **(take)** my aunt on holiday with us .
7. I **(not have)** a birthday party this year .
8. I **(finish)** work at 6 o'clock .

The simple future tense

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يتكون من :

{ Will – shall + infinitive الفعل في المصدر }

في حالة النفي تستعمل **Will not** و **اختصارها won't .**

He **will be** rich on day .

يستخدم المستقبل البسيط للتنبؤ بالمستقبل مثال ذلك :

He **will be** rich one day .

يستخدم للتعبير عن حدث سوف يقع في المستقبل :

I think **It'll** be fine tomorrow .

الكلمات التي تدل على المستقبل :

Tomorrow – next – soon – in future – shortly

Put the verbs in brackets into the correct form :

1. I'm sure he **(not be)** late .
2. There **(be)** a lot of people in the meeting tomorrow .
3. Don't touch that . You **(hurt)** yourself .
4. I hope he **(pass)** his driving test .
5. I expect the film **(be)** successful .

Am - is - are + going to + infinitive الفعل في المصدر

تستعمل هذه الصيغة للتعبير عن مستقبل خطط له مسبقا

Examples :

1- We'**re going to** spend a week in Aswan . سنمضي أسبوع في أسوان
We'**ve booked** the hotel . لقد حجزنا الفندق

2- I'**m going to** see my cousin tomorrow .
We **arranged** it this morning .

لا حظ

في الجمل السابقة هناك ترتيب مسبق قبل استعمال .

Am – is – are – going to + مصدر الفعل

عندما يكون هناك دليل في الوقت الحاضر يخبرك عما سيحدث في المستقبل :

Look at the sky .It'**s going to** be a nice day tomorrow .

Write the correct from of the going to , shall or will for these sentences :

1. We **(see)** the new show at the opera . We booked tickets .
2. I think the exam **(be)** easy .
3. What are your plans ? you **(see)** your parents this weekend ?
4. Is that your new radio? yes, but it doesn't work . I **(take)** it back to the shop.

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The simple past tense

يتكون الماضي البسيط بإضافة **(ed)** للفعل الذي لا ينتهي بحرف **(e)** ويضاف **(d)** فقط للفعل الذي ينتهي بحرف **(e)** ما عدا الأفعال الشاذة التي لها تصريفات خاصة .

يستعمل الماضي البسيط للتعبير عن حدث وقع في الماضي وأكتمل في وقت محدد أو حدث وقع في الماضي وشغل فترة من الزمن مثال ذلك :

I met him yesterday .

تتكون صيغة الاستفهام من : ? مصدر الفعل + الفاعل + Did

يتكون النفي من : مصدر الفعل + Didn't

Put the verbs in brackets into the correct form :

1. My father **(buy)** a new car last week .
2. They **(not visit)** the museum this week .
3. Someone **(steal)** the money this morning .
4. The servant **(not do)** his work well yesterday .
5. My brother **(go)** to the cinema yesterday .

The past continuous tense

يتكون من :

{ Was – were + أصل الفعل + ing }

يستعمل للتعبير عن حدث استمر في الماضي لبعض الوقت مثال ذلك :

He was working in the garden for five hours yesterday .

يعبر عن حدث استمر في الماضي قبل وقوع حدث أخر (ماضي بسيط) مثال ذلك :

1. Mum was reading a newspaper when she heard a crash .
2. Was he studying his lessons when the light went out ?
3. While I was walking in the street this morning . I met my friend .

Write the sentences with the verbs in brackets in the past continuous or simple past:

1. They (wait) for me when I (arrive) at the station .
2. While I (work)in the garden , I (see) a bright light .
3. My sister (watch) T.V when a mouse (run) into the room .
4. As I (walk) in the fields , suddenly it (start) to rain .
5. Mum and dad (sit) in the kitchen when the telephone (ring)

The simple present perfect tense

المضارع التام البسيط

يتكون من :

{ Has - have + p.p. }

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يصف حدث وقع في الماضي وقد يستمر إلي الحاضر

We have lived in Cairo. (we still live there).

أحداث وقعت في الماضي القريب مع just – already

I've just finished working .

يستعمل مع yet في النفي والسؤال .

She hasn't phoned me yet .
Has she phoned yet ?

للسؤال عن طول المدة How long

How long have you known him ?

يستعمل مع Since التي توضح متى بدأ الحدث (نقطة بداية الحدث في الماضي) ومع for لتوضيح المدة .

Have you ever been to Paris ?
I have never worked in an office .

For ⟶ (a long time – a day – a year – ten months – a minute – years & years)

Since ⟶ (1980 - yesterday - last year - I was young - January - 6 o'clock)

Put the verbs in brackets into the correct form :

1. **(you ever taste)** Chinese food ?
2. I **(write)** three letters already .
3. He **(be)** here since eight o'clock .
4. She just **(go)** out .
5. I **(never smoke)** .
6. We **(not play)** tennis since last May .
7. He **(study)** English for three years .
8. The town **(change)** its appearance since 1990 .

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The present perfect continuous tense

المضارع التام المستمر

يتكون من

{ Have been – has been + verb + ing }

يستخدم للتعبير عن حدث بدأ في الماضي وما زال مستمرا حتى الآن ويحتمل استمراره في المستقبل .
I have been studying English for a long time .

يستخدم مع Since – for لتؤكد الجملة التي فيها الحدث :
We have been working on the job for hours .

يستخدم مع أفعال يدل معناها على الاستمرار مثل :
Play – learn – do – wait – live – train – work – sleep – read – study .

الكلمات المستخدمة في هذا الزمن دائما يتبعها كلمة all مثل :
All this morning – all this week – all day .

- I have been waiting for you all morning .
- She has been sleeping for three hours now .

علاقة المضارع التام البسيط بالمضارع التام المستمر
المضارع التام المستمر يؤكد فترة زمنية لحدث بدأ في الماضي ولا يزال يحدث حتى الآن
He has been studying English since last year .
(He began studying English last and he is still studying) .

المضارع التام البسيط يصف إحداث متكررة في الماضي عندما لا تعرف بالضبط متى وقع الحدث
He has eaten three sandwiches .
(Three complete actions)

Choose the correct answer :

1. I (**study – studied – have been studying – am studying)** English for 3 years now.
2. He **(didn't speak - hasn't spoken - won't speak - haven't spoken)** to me for years
3. He **(has been working – worked – is working – was working)** in the police service for 20 years now .
4. I **(am trying – have been trying – was trying – tried)** to learn Spanish, but I **(not succeed – didn't succeed – haven't succeeded – don't succeed)** yet .
5. They **(have been building – have built – were building – are building)** that bridge for several months, but they **(didn't finish – haven't finished – hadn't finished – not finished)** it yet .

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The past perfect tense

الماضي التام

يتكون من :

يستخدم للتعبير عن حدث انتهي (ماضي تام) قبل حدث آخر (ماضي بسيط)

I had spoken to Mr Ail before the meeting began .
She told me his name after he had left .

يستعمل مع الروابط

After – before – as soon as – when – until – by the time

Put the verbs in brackets into the Simple past or the past perfect :

1. When the police **(arrive)** , the car **(go)** already
2. They **(eat)** everything by the time I **(arrive)** at the party .
3. He **(thank)** me for what I **(do)**
4. When we **(leave)** the beach , the rain (already start).
5. He **(not go)** to bed until he **(study)** his lessons .
6. As soon as he **(saw)** the lion , he **(run)** fast .

Question words

1- who : **للسؤال عن الفاعل أو المفعول به العاقل**

Who answered the question ? Ali did .
Who did you see ? I saw Ali .

2- Whose : **للسؤال عن الملكية**

Whose car is this ? It's my car .
Whose are those shoes ? They are Fady's shoes .

3- What : **ما ـ ماذا** **للسؤال عن الأشياء**

What is your name ? My name is Ahmed .
What is the time now ? It's half past ten .

4- which : **أي** **للسؤال عن الأشياء أو الأشخاص**

Which boy came late ? Ali did .
Which present do you like ? I like the big one .

5- where : **أين** **للسؤال عن المكان**

Where do you live ? I live in Aswan

6- when : **متى** **للسؤال عن الزمن**

When do you get up ? At six o'clock .

7- Why : **لماذا** **للسؤال عن السبب**

Why were you late ? because I was tired .
Why do you go to school ? To learn .

8- How كيف للسؤال عن الحالة أو الطريقة

How do you go to school ?I go to school by bus .
How do you feel today ? I feel better .

9- How much : للسؤال عن الثمن (القيمة) أو الكمية

How much cheese is there ?
How much money did you pay for this book . I paid 3 pounds .

10- How many : كم للسؤال عن العدد

How many books do you have ? I have 10 books .

11- How often : كم مرة للسؤال عن عدد المرات

How often do you go to the cinema ? Once a week .

12- How far : كم تبعد للسؤال عن المسافة أو البعد

How far is from Cairo to Alexandria ? It's 200 Kilometers .

13- How long : للسؤال عن طول المدة أو الطول (للمسافات)

How long did you stay in Alexandria ? Two weeks .
How long is this room ? It's five meters long .

14- How high : للسؤال عن الارتفاع

How high is the pyramid ? It's 200 meters high .

15- How tall : للسؤال عن طول الأشخاص أو الأشجار

How tall is Magdy ? He's seven feet tall .

16- How deep : للسؤال عن العمق

How deep is the lake ? It's forty feet deep .

17- How heavy : للسؤال عن الوزن

How heavy is this fruit ? It's five kilos .

18- How big : للسؤال عن الحجم

How big is the room ? It's 3 by 4 .

19- How wide : للسؤال عن العرض

How wide is the street ? It's 30 meters wide .

20- How old : للسؤال عن العمر

How old are you ? I'm 18 years old .

Choose the correct answer :

1. **(What – Which – When – Who)** can come with me to town? Yaser can.
2. **(Who – Whom – Which – what)** watered the garden? Foad did.
3. **(Who – Whom – What – Which)** did Mum buy yesterday ? some fruit
4. How **(long- often - Wide - Far)** Is Benha from Cairo? It's about 70 Kilometers.
5. How **(long – often – Wide – far)** did you stay in Alexandria? Two weeks.
6. **(Whose – Whom – what – which)** dog is barking ? Nagi's dog.
7. **(Whose – Whom – what – which)** suit do you like best ? The blue suit .
8. **(What – Which – Who – Whom)** are you laughing at ? something funny.
9. **(When– Where – Why – Whom)** are the visitors arriving ? This morning.
10. **(How far– How long - How often - How)** can we find a quiet place? We can ask someone.
11. How **(much – many – often – long)** television sets have you got ? Three.
12. How **(much – many – long – often)** money did you spend ? over fifty pounds.
13. **(Why – When – Where – who)** did you walk out ? Because I was ill.
14. **(When- Where – Whom - Which)** do these students come from? from the Sudan
15. **(When – Where – Why – Whom)** did you arrive ? Just now.

Articles

أدوات النكرة والمعرفة

{ A / An / The }

تستعمل أداة النكرة (a) قبل الاسم المفرد الذي يبدأ بحرف ساكن ويمكن جمعه

A man	Men
A cat	Cats

تستعمل أداة النكرة an قبل الأسماء المفردة التي تبدأ بحرف متحرك ويمكن أن تجمع (الحروف المتحركة هي **a , e , o , u ,I**)

An apple	Apples
An egg	Eggs

أو أسماء تبدأ بحرف ساكن لكنها تنطق كحرف متحرك **silent (h)** لا ينطق **An hour**

نستعمل **a / an** قبل أسماء أو اسم موصوف.

a doctor , a teacher , an engineer , a great man , an honest person .

لا نستعمل **a / an** مع الأسماء التي لا تعد مثل :

Milk – butter – tea – water etc .

لا تستعمل **a/ an** مع أسماء الجمع :

نستعمل أداة المعرفة (الـ) **the** لاسم المفرد أو الجمع عندما يستعمل للمرة الثانية .

He gave me a knife and a spoon, the spoon was dirty.

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نستعمل **The** عندما يوجد شيء واحد

The sky , The sun , the earth , the moon .

لا نستعمل **The** قبل أسماء الدول أو المدن ما عدا الدول المكونة من أكثر من كلمة

The United Kingdom, The United States of America.

Choose the correct answer :

1. She plays **(an – a – the – no article)** piano well .
2. We usually meet once **(a – an – the – no article)** week .
3. I always listen to **(the – an – a – no article)** radio when I get up .
4. Do you enjoy learning **(a – an – the – no article)** English ?
5. Can I have **(a – an – the – no article)** glass of orange juice ?
6. Would you like **(a – an – the – no article)** apple ?
7. I sent her **(a – an – the – no article)** card from France .
8. I can cycle 5 miles **(a – an – the – no article)** hour .
9. **(a – an – the – no article)** beef we had for dinner was excellent .
10. **(a - an - the – no article)** brown hat on that hook over there belongs to Maged.

Adjectives

الصفات تصف الأسماء سواء كانت مذكر أو مؤنث للعاقل و غير العاقل مفرد أو جمع مثلا نقول :

An old man	Old men
An old woman	Old women
A new book	New books

الصفة دائما تسبق الاسم الموصوف

He is clever boy .

تأتي الصفة دائما بعد الفعل (be) (am,is,are) .

This book is new .

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Comparison of adjectives

مقارنة الصفات

بالنسبة للصفات القصيرة تتكون صيغة المقارنة بإضافة er وصيغة التفضيل بإضافة est مثال ذلك :

Tall	Taller than	The tallest
Short	Shorter than	The shortest
Old	Older than	The oldest

بعض الصفات نضاعف فيها الحرف الأخير مثل :

Hot	Hotter than	The hottest
Big	Bigger than	The biggest
fat	Fatter than	The fattest

الصفات المنتهية بـ e يضاف إليها r و St

Large	Larger than	The largest
Fine	Finer than	The finest

الصفات التي تنتهي بحرف y يسبقه حرف ساكن عادة ما تحول إلي ier & iest

Pretty	Prettier than	The prettiest
Happy	Happier than	The happiest

الصفات الطويلة تضاف إليها more للمقارنة ، most قي صيغة التفضيل .

Important	More important than	The most important
Useful	More useful than	The most useful

بعض الصفات شاذة :

Good	Better than	The best
bad	Worse than	The worst
Many		
Much	More than	The least
Few		
Little	Less than	The least
Far	Farther than Further than	The farthest The furthest

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Use of adjectives

نستعمل (as + الصفة + as) لتوضيح المساواة

Nagi is clever as Fady .

نستعمل as + الصفة + not as) لتوضيح عدم المساواة

Mum is not as old as dad . (Dad is older than Mum)

نستعمل than بعد صفة المقارنة لتوضيح المقارنة بين شخصين أو شيئين

This car is better than that .

نستعمل the قبل الصفة الأحسن وبعدها نستعمل inلأماكن و of للأشخاص

Nagi is the cleverest boy in the class .

Nagi is the cleverest of the three boys .

Choose the correct answer :

1. My exam was **(good – better – as good as – the best)** than I had thought
2. He's **(more careful – the most careful – as careful as – not as careful as)** driver in the company .
3. Janet's (**clever – cleverer than – as clever as – the cleverest)** Gaten . Both got the full mark .
4. Hussam's **(old – the oldest – older than – as old as)** in the team .
5. She is **(younger – the youngest – young –as young as)** than I am .
6. It's **(good – better – the best – better than)** film I have ever seen .
7. Japan's **(bigger than – as big as – not as big as – the biggest)** China .
8. The traffic is **(noisier – noisy – as noisy as – noisiest**) than it was last year.

Adverbs

الظرف دائما يصف الفعل ويوضح كيف وقع الحدث مثال ذلك :

He walks slowly .

The boy runs quickly .

يتكون الظرف عادة بإضافة الكلمات ly للصفة

يمكن أن تستعمل صفة وظرف مثل :

1. He comes **late . (adv.)** He took a **late train . (adj.)**
2. He gets up **early . (adv.)** He takes **an early train . (adj.)**
3. Don't come **near . (adv.)** He went to **near shop . (adj.)**
4. This train **runs fast . (adv.)** This is a **fast train (adj.)**
5. He **works hard . (adv.)** He is a **hard worker . (adj.)**
6. The bird **flew high** . they climbed **a high mountain . (adj.)**

Comparative adverbs with more and most

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Slowly	More Slowly	Most Slowly
Easily	More Easily	Most Easily

Adverbs with irregular comparative

Well	Better	Best
Badly	Worse	Worst

Late	Later	Latest
Much	More	Most
Hard	Harder	Hardest
Little	Less	Least
Far	Father – further	Farthest – furthest

استعمال الظرف

يوضح الظرف العادي بين **as + adverb + as**

النفي يستعمل **not as + adverb + as**

للمقارنة يستعمل **more + adverb + than**

1. Mary drives **as carefully as** Janet .
2. Nagi can write **better / more carefully** than Shady .
3. She can run **faster than** me .

نستعمل of all أحيانا مع صفة التفضيل

1. He ran the **fastest of all** .
2. He likes swimming **best of all . (better than anything else)**
3. She works **best of all . (better than anyone else)**

يمكن حذف of all

He likes swimming **best** .

Write the correct form of adverbs :

1. Of all the machines, this one works the **(good)** .
2. Couldn't you drive a bit **(careful)** ?
3. I can't understand him would you ask him to speak more **(clear)** ?
4. They all behaved badly , but Fady behaved the **(bad) .**
5. I chose the food for the party **(carefully)** than I normally do .

Rewrite the sentences using a verb and an adverb .

Following the example :

They are slow workers .
They work slowly .

1. He is a dangerous driver .
2. She is a careful writer .
3. He is a fast swimmer .
4. You're a terrible dancer .
5. They're good teachers .

Active & passive

المبني لمعلوم والمبني للمجهول

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لتحويل جملة إلي **Passive** نتبع الآتي
يوضع المفعول به أول الجملة (المفعول به يوضع بعد الفعل مباشرة)
تحدد زمن الفعل وتضع **to be** في هذا الزمن بما يلائم الفاعل الجديد + التصريف الثالث لفعل الجملة .
نضع **(by)** بعد التصريف الثالث عند الضرورة .
يوضح الفاعل بعد التصريف الثالث عند الضرورة .

1. Simple present (am , is , are + p.p.) (في حالة المضارع البسيط)

1. She cleans the house (**Active**) . The house is cleaned (**passive**)
2. She picks flowers (**Active**) . Flowers are picked (**Passive**) .
3. They don't build new houses (**Active**) . New houses aren't built (**passive**)

2. Simple past (was , were + p.p.) (في حالة الماضي البسيط)

1. He answered the questions (**active**). The questions were answered (**passive**)
2. They didn't carry out the plan (**active**). The plan wasn't carried out (**passive**).

3. Modal verbs

can - could – will – would –may –might – shall – should – must – ought to – want to – be+ p.p.

1. We can solve the problem (**active**) . The problem can be solved (**passive**)
2. Boys must obey parents (**active**) . Parents must be obeyed (**passive**)
3. I want to clean the room (**Active**) . I want the room to be cleaned (**passive**)
4. They ought to build new houses (**Active**) . New houses ought to be built (**passive**)

4. present cont. past cont. (حالتي المضارع المستمر ، الماضي المستمر)

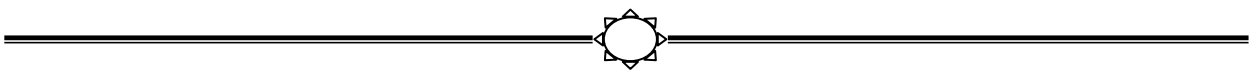
am / is / are + being + p.p.
Was / were + being + p.p.

1. She is cooking the food (**Active**) . The food is being cooked (**passive**)
2. They were build a new factory (**Active**). A new factory was being built (**Passive**).

5. Present perfect & past perfect (حالتي المضارع التام ، الماضي التام)

Have been – has been + p.p. / had been + p.p.

1. They have painted the new house (**Active**). The new house has been painted (**passive**)
2. They had built a tennis court (**Active**). A tennis court had been built (**Passive**)



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Changing the passive into Active

يوضع الفاعل بعد **(by)** في أول الجملة وإذا كان الفاعل محذوفا تستنتجه أو تخمنه من معنى الجملة تحذف **To be** ونضع الفعل الأصلي الذي نجده في التصريف الثالث في ومن **To be** يوضع المفعول به **(أول الجملة)** بعد الفعل مباشرة .

1. English is spoken in England (**passive**). People speak English in England (**Active**)
2. The lesson was explained (**passive**). The teacher Explained the lesson (**Active**).
3. The pupil wasn't allowed to leave school (**Passive**). The headmaster didn't allow the pupil to leave school (**Active)** .
4. A new factory is being built (**Passive**) . The government is building a new factory (**Active**)
5. The thief was being followed by the police (**Passive**). The police were following the thief (**Active**).
6. Laws must be respected (**Passive**). People must respect laws (**Active**).
7. Many schools have been built (**Passive**). The government has built many schools (**Active**)
8. Nothing had been done (**Passive**). They had done nothing (**Active**).

Put the following into passive or Active : **ضع هذه الجمل إما في المجهول أو المعلوم**

1. They paint the house every year .
2. The thief has been found lately .
3. They paid me a lot of money .
4. Waste should not be left in the street .
5. They had planted a lot of trees .
6. We were stopped by the police .
7. I've invited all my friends to the party .
8. A game is being played now .
9. They were repairing the shop .
10. Paper was invented by the Chinese .

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Direct & Indirect (Reported) Speech

الكلام المباشر والكلام غير المباشر (المبلغ للغير)

الجلة الخبرية Statement

يوضح الكلام المباشر بين قوسين :

Direct	*Indirect*
Say	**Say**
Say to	**Tell**
Said	**Said**
Said to	**Told**

تحذف الأقواس وتربط **That** التي يمكن حذفها
الضمائر داخل الأقواس تستبدل بضمائر تعود على الفاعل والمفعول به خارج الأقواس
إذا كان الزمن خارج الأقواس مضارع بأنواعه لا تغير داخل الأقواس إلا الضمائر مثال ذلك :

He says " I'm very happy today "
He says that he is very happy today .

إذا كان الفعل خارج الأقواس ماضي يتغير الزمن داخل الأقواس :

Direct من المباشر	*Indirect (Report)* الغير مباشر
Simple present مضارع بسيط	**Simple past** ماضي بسيط
Past simple ماضي بسيط	**Past perfect** ماضي تام
Present perfect مضارع تام	**Past perfect** ماضي تام
Present Continuous مضارع مستمر **Will / can / may / must / ought**	**Past continuous** ماضي مستمر **Would / could / might / must (had to) ought to**

كذلك إذا كان الزمن خارج الأقواس ماضي تتغير الكلمات

Direct	*Indirect (Reported)*
Now	**Then – immediately – at that time**
This – these – thus	**That – those – so**
Today	**That day – the same day**
Tomorrow	**The next day – the following day**
Yesterday	**The day before – the previous day**

1. He said " I'm happy today " . (**direct**)
   He said (**that**) he **was** happy that day . (**Indirect**)

2. Mary **said to** me " Our train **will** arrive tomorrow " .
   Mary **told me** their train **would arrive** the next day .
3. Daniel said " **I've done** my best " .
   Daniel said (**that**) he **had done** his best .
4. She said to me " I **was** tired the day before " .
   She told me she **had been** tired the day before

للتحويل إلي Indirect نتخذ عكس الخطوات السابقة

Examples :

1. I told Ali (**That**) I wanted to speak to him (**Reported**)
   I said to Ali " I want to speak to you . " (**Direct**)
2. She said she would be there the next day (**Reported**)
   She said . " I will be here tomorrow " .

Change into indirect (reported) speech :

1. " I met my uncle in the park yesterday " she said .
2. " I haven't finished my work yet " She said .
3. " I will come tomorrow " he said to me .
4. " We are playing a match now " they said .
5. This book is very useful to you " the teacher said to us .

Change into direct speech :

1. He said he was going to town with his sister .
2. They said that they had finished their work just then .
3. She told me that she could solve all her problems .
4. They said they hadn't heard the news the day before .
5. He said he hadn't done his homework yet .

Questions

Direct	*Indirect (Reported)*
Say – say to – ask	**Ask – went to Know – wonder**
Said – said to – asked	**Asked – wanted to know - wondered**

إذا بدأ السؤال بـ (هل) To be / To do / To have
أو إحدى الأفعال الناقصة (أي صيغة استفهام بدون كلمة سؤال)
عند تحويل إلي Indirect تحذف الأقواس وتربط بـ If أو whether

إذا بدأ السؤال بكلمة سؤال مثل :

What – when – How – How long – etc.

تحذف وتربط بكلمة السؤال

- **يحول السؤال إلي جملة خبرية بمعنى أن يوضع الفاعل قبل الفعل لتحذف علامة الاستفهام .**

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- **إذا الزمن خارج الأقواس مضارع بأنواعه أو مستقبل لا تغيير داخل الأقواس إلا الضمائر إذا كان الزمن خارج الأقواس ماضي بأنواعه يتبع الجدول السابق في الجملة الخبرية**

Examples :

1. " Are you happy ? " he said to us (**Direct**)
   He asked us if we were happy (**Indirect**)
2. " Have you seen this film ? " she said to me (**Direct**)
   She asked me if (**whether**) I had seen that film (**Indirect**)
3. Mum said to her " Where did you go yesterday ? (**Direct**)
   Mum asked her where she had gone the day before (**Indirect**)
4. " Why have you stayed out late Nagi ? " I said (**Direct**)
   I asked Nagi why he had stayed out late (**Indirect**)

للتحويل إلي Direct نتبع عكس الخطوات السابقة

Example :

1. He asked me where I was going (**Reported**)
   He said to me " Where are you going ? "(**direct**)
2. He wanted to Know if I had enjoyed the film the previous night (**Reported**)
   She said Did you enjoy the film yesterday ? (**Direct**)
3. They asked me if my brother lived in London (**Indirect**)
   They said to me " Does your brother live in London " ? (**Direct**)

Write these sentences as reported questions using the words given :

1. " can I speak to Mr. Alaa ? " T said (**Wondered**)
2. " When does the train leave ? " I said (**Wanted to Know**)
3. " Who did you see at the party ? " My mother said to me .
4. " Have you hurt yourself ? " She said to me . (**asked**)
5. " Why didn't your telephone work ? " I said to him (**Asked**)

Put the following into direct speech :

1. He asked me where I was going .
2. He asked me if I was in a hurry .
3. He asked me which school I had gone to .
4. They asked me if I had anything to eat .
5. He asked them when they were beginning the holiday .

Command and Request

يبدأ الأمر والطلب المثبت بالفعل في المصدر أما في حالة النفي فيبدأ بـ : Do not يتبعها المصدر تحول **Said** أو **Said to** إلي **Asked – told – advised – ordered – promised**

- **في الإثبات تحذف الأقواس وتربط بـ to يتبعها المصدر .**

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- في النفي تحذف do not وتربط بـ not to يتبعها المصدر

Examples :

1. He said to the servant " **Clean the** room quickly " (**Direct**)
   He **ordered the servant to clean** the room quickly (**Indirect**)
2. " **Don't waste** your time , Pupils " He said (**Direct**)
   He **advised the pupils not to waste their** time (**Indirect**)

أحيانا يبدأ الطلب بـ Would you يمكن تحويل الجملة بطريقتين :

1. " Would you pass my suitcase , please ? " He asked (**Direct**) .
2. He **asked me to pass his** suitcase . (**Indirect**)
   Would you like some coffee ? " She asked (**Direct**)
   She **asked if I would like some coffee** .

Write these sentences in indirect speech using the words given :

1- Don't be late Daniel " (**Daniel's father told**).
2- Leave your Keys on the desk, please ? " (**The receptionist told us**).
3- " Would you pass my cup , please ? " (**He asked**).
4- Finish the job tonight , Please . " (**My boss asked me**).
5- " Don't spend too much money on your holiday " (**my father told me**).

للتحويل إلي Direct نتبع عكس الخطوات السابقة :

Examples :

1. He ordered the taxi driver to stop . (**Indirect**)
   He said to the taxi driver " stop " (**Direct**)
   He warned the children not to go near the wires . (**Indirect**)
   He said to the children " Don't go near the wires " (**Direct**)

Change the following into direct speech :

1. She asked me to take off my shoes .
2. They asked me not to say anything but listen
3. She warned me not to go near the dog .
4. He begged me to help him cross the road .
5. My father told me to be polite with my teachers .

Language functions

1.Greeting and leave talking التحيات عند الاستقبال والمغادرة

When we meet people, We greet them according to the time of day :

1. " **Good morning** " is used until lunch at 12 .

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2. " **Good afternoon** " is used from lunch until about 6 P.m.
3. " **Good evening** " is used from about 6 P.m. until bed time .
4. " **Hello Bill, Hi Mary** "

تستخدم للتحية عند مقابلة الأصدقاء في أي وقت من اليوم
تستخدم للرد على شخص لا تعرفه في التليفون **Hello**

5. **How do you do !**

تستعمل تحية لكل المتحدثين عندما يقدما لبعضهما للمرة الأولى وهي ليس سؤال والرد عليها هو :
How do you do !

6. **How are you ?** **سؤال حقيقي عن الصحة**
   Fine , thank you .
   I'm all right , thank you .
7. **" good bye "**

تستخدم عند مغادرة أي شخص في أي وقت من اليوم ما عدا في المساء

8. **" Good night"**

تستخدم خاصة بين أفراد الأسرة عندما يذهبون للنوم

2. Offers العرض

1. Won't you come and sit down ?
2. Wouldn't you have a cup of tea ?
3. Shall I get you some biscuits ?
4. Will you have dinner with us ?
5. Can I do anything to help you ?
   - ☒ **I'd love to , thank you .** **للرد بالإثبات**
   - ☒ **I'd love to , but I'm afraid I can't .** **للرد بالنفي**

3. Suggestions الاقتراح

1. What about having a drink ?
2. How about having a drink ?
3. Let's have a drink .
4. Why don't we take a drink ?

للرد على الرجاء مع الاقتراح بالموافقة تقول

I'd love to, thank you .
Or That's a good idea or That sounds good .
I'd love to , but I'm afraid I can't **للإجابة بالنفي**
Or I'm not very keen **لست متحمسا**
Or I really don't feel like

4. Permission الأذن

1. **Can / May / could I have a look at your bag ?**
   Yes , of course you can / may . **لإعطاء الأذن تقول**
2. **Would you mind if I open / opening the window ?**

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No , not at all . **إعطاء الأذن تقول**

Or I don't mind at all .

3. Do you mind if I use your book ? If I .
Sorry, I'm afraid you can't . **عند رفض الأذن تقول**
Or sorry , I'm using it at the moment .

5. Prohibition الخطر

1. You can't / mustn't smoke here , I'm sorry .
2. You mustn't park here, I'm afraid .
3. You aren't allowed من غير المسموح To park here .
4. To park here is not permitted . **غير مصرح له**
5. Parking here is forbidden . **ممنوع**

6. Advice النصح ـ النصيحة

What should I do ?

1. You should / ought to take to your teacher .
2. You had better go and see your teacher .
3. If I were you , I would ask my teacher about it .
4. I advise you to go and talk to him .
5. You'd better not sit close to the fire .

عند رفض النصيحة تقول

1. Yes, but I'll think about it .
2. Thanks , but I'll see .
3. I'll think later . فيما بعد of it
4. I'll give myself a chance to think .

7. Warning التحذير

1. If you don't stop that noise , I 'll call the police.
2. Stop that noise , or I'll call the police.
3. I warn you to stop that noise , or I'll call the police.
4. You had better hold on tight or you're going to fall.

8. Request الطلب

1. Can / could you help me , please?
2. Would you pass me the salt ?

3. Will you post the letter for me?
4. Would you be kind and shut the door?
5. Would you mind shutting the window?

للرد على الطلب بالموافقة

1. yes, of course.
2. with pleasure.
3. of course, I'm ready.
4. I'm ready, with great pleasure.

للرد على الطلب بعدم الموافقة

1. I'm sorry I can't / won't .
2. I'm afraid I can't .

9. Giving opinion إبداء الرأي

1. I think we should stop work now .

I agree with you . **للموافقة**

Or that's what's I think .

I don't think so . **لعدم الموافقة**

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10. Invitation دعوة

1. I'd like to invite you to my birthday party .
2. Would you be kind and come to my birthday ?
3. How about going to the cinema ?
4. What about going for a swim ?

عند قبول الدعوة

1.I'd be very pleased / delighted to come .
2. I'd love to .
3. Great idea .

عند رفض الدعوة

1. I'm afraid I can't .
2. I wish could , but I have to stay at home .
3. Thanks for inviting me , but I'm busy .
4. I'd love to but I don't think I can

11. Congratulations التهاني

1. Congratulation :

Thanks , I'm very pleased . **للرد تقول**

2. Well done :

yes , I can't believe it myself . **للرد تقول**

3. What great / wonderful news !

Thanks , I'm really happy .

what would you say in each of the following situations ? **ماذا تقول في هذه المواقف**

1. Your friend Ahmed wants you to help him with his homework . You are busy.
2. Your friend Ali suggests going to the cinema with you. You agree.
3. Your sister Engy suggests taking a taxi to school . You disagree .
4. It's very hot . You want your classmate to open the window.
5. Your friend has got toothache . advise him.
6. Your brother Nagi wants your advice about studying English.
7. Your friend Alaa advises you to avoid bad pupils. You agree.
8. Your sister Nahla is listening to loud music. You can't study your lessons.