

The Encyclopedia

الموسوعة الأولى في اللغة الإنجليزية للتوجيهي



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ملخص القواعد "المستوى الرابع" حسب المنهاج والأسلوب الجديدين 2017 منقح

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ماجستير اللغة الإنجليزية وآدابها

رئيس قسم ومشرف ومعلم اللغة الإنجليزية للتوجيهي في عدد من المدارس والمراكز ومواقع التوجيهي في الأردن

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تلخيص المادة بشكل علمي مع الاجابات بعد كل قاعدة

1- Comparative/superlative/equal/non-equal Degrees

- يمكننا استخدام المقارنة والتفضيل والمساواة وعدم المساواة للمقارنة بين الصفات والظروف.

Mahmoud is taller than his brother. (صفة +er)

Mahmoud works as hard as his brother. (as+hard+as ظرف)

I can run the fastest. (the+fast+est ظرف)

إليك عزيزي الطالب جدول مختصر لهذه القاعدة:

Degree	Explanation
1- Comparative more/less ... than صفات شاذة good-better bad-worse many-more much-more little-less far- farther far-further	<p>- المقارنة تكون بين شيئين، يعني اما يكون هناك اسم في بداية الجملة واسم في نهاية الجملة. اسم شخص او شيء او مجموعة. ويكون بين هذين الاسمين كلمة (than).</p> <p>- نضيف (.....er) للصفة او الظرف القصيرين للمقارنة.</p> <p>- نضيف (more) للصفة او الظرف الطويلين للمقارنة الإيجابية.</p> <p>- نضيف (less) للصفة او الظرف الطويلين او القصيرين للمقارنة السلبية.</p> <p>- Do you think Geography is more interesting than History, or less interesting?</p> <p>- Mahmoud is taller than his brother.</p> <p>- Mohammad works harder than his brother.</p>
2- Superlative the most/least good - best bad - worst many-most much-most little - least far-farthest far - furthest	<p>- التفضيل يكون بتفضيل شيء على كل الأشياء وغالباً ما نذكر اسم واحد لشخص او مجموعة ولا نذكر المجموعة الأخرى لأننا نقوم بتفضيله بشكل ضمني على كل الأشياء او الأشخاص من نفس النوع. يكون هناك (the) التفضيلية.</p> <p>- نضيف (the est) للصفة او الظرف القصيرين للتفضيل.</p> <p>- نضيف (the most) للصفة او الظرف الطويلين للتفضيل الإيجابي.</p> <p>- نضيف (the least) للتفضيل السلبي عندما تكون الصفة او الظرف طويلين او قصيرين.</p> <p>- Which subjects are the most popular, and which are the least popular?</p> <p>I can run the fastest. ظرف</p> <p>I am the fastest. صفة</p>
3- Equal as ... as	<p>- نستخدم (as.....as) للتعبير عن المساواة ويكون بينهما صفة او ظرف قصيرين او طويلين واذا اردنا ان نعبر عن عدم المساواة يكون قبلها (not).</p> <p>- يمكننا ان نستخدم (as much) ويتبعها اسم للكلام عن مساواة وعدم مساواة الأشياء غير المعدودة.</p> <p>- يمكننا استخدام (as many) ويتبعها اسم للكلام عن مساواة وعدم مساواة الأشياء المعدودة.</p> <p>- لاحظ: لا يوجد (the) ولا (than) في هذه القاعدة.</p> <p>- Is Maths as popular as Science?</p> <p>- I don't like running as much as I like swimming.</p> <p>- We practise our English as often as possible.</p> <p>- There are not as many people in our class as in yours.</p> <p>- I don't eat as much fast food as my brother.</p>

Exercise 13: Complete the sentences with the phrases in the box.

English 45% / Maths 25% / Science 20% / Music and Art 10%

as much as / less / more / not as many / the least / the most / as popular as

- English is studied subject.
 - studied subjects are Music and Art.
 - There are students studying Science as Maths.
 - Maths is popular than Science, but popular than English.
 - Students don't like doing Music and Art they like doing Maths.
 - Neither Maths nor Science is English. حل بعدين حوال
- English (2016)

Exercise 14: Study the information in the table about compulsory education and complete the sentences below it. Use the words and phrases in the box. One word is not needed.

Compulsory education in different countries	
England	5-16 years
Portugal	6-18 years
Jordan	6-15 years
Turkey	6-18 years
Japan	6-15 years

Earlier / later / less / longer / the most / the least

- Portuguese and Turkish children have compulsory schooling.
- Portuguese children have to go to school for than children in Japan.

- 3- In Jordan, children start school a year than English children.
 4- Japanese and Jordanian children have compulsory schooling.
 5- Jordanian children can leave school one year than English children.

Exercise 15: This table gives recent information about some of the most popular university subjects offered by British universities. Use it to complete the sentences. Use phrases from the box. One phrase is not needed.

Subject	Number of Applications in 2014 CE	Change since 2013 CE
Business Studies	280,240	+3.2%
Visual Arts	244,620	+2.4%
Biology	231,720	+8%
Engineering	141,100	+11%
Law	108,130	-1%
Physics	104,410	+5%
Medicine and Dentistry	98,910	+3%
Computer Science	97,110	+13%

as popular as / as much as / least popular / more people / less popular than / more popular / not as many / the fastest / the most popular

- 1- Business Studies is subject.
 2- people applied for Law in 2014 CE as in the previous year.
 3- Physics isn't Biology.
 4- Law is than Medicine and Dentistry.
 5- growing subject is Computer Science.
 6- Engineering is Visual Arts.
 7- 11% applied for Engineering in 2014 CE than in 2013 CE.
 8- The subject on the list is Computer Science.

Exercise 16: Fill in the correct form of the words in brackets (comparative or superlative).

- 1- My house is (big) than yours.
 2- This flower is (beautiful) than that one.
 3- This is the (interesting) book I have ever read.
 4- Non-smokers usually live (long) than smokers.
 5- Which is the (dangerous) animal in the world?
 6- A holiday by the sea is (good) than a holiday in the mountains.
 7- It is strange but often a coke is (expensive) than a coffee.
 8- Who is the (rich) woman on earth?
 9- The weather this summer is even (bad) than last summer.
 10- He was the (clever) thief of all.

Exercise 17: Fill in the gaps with the comparative or the superlative form of the adjectives given.

- 1- This armchair is than the old one. (comfortable)
 2- Trains are than aeroplanes. (slow)
 3- I bought the souvenir I could afford. (expensive)
 4- In this classroom there are girls than boys. (many)
 5- Ann is the child in the family. (young)
 6- That TV set is the of all. (cheap)
 7- You are here than there. (safe)
 8- Fifi is than Kate. (pretty)
 9- This is the film I have ever seen. (exciting)
 10- Tim is than Peter. (talented)

Exercise 18: Put the adjectives between brackets in the correct form:

- 1- My brother has a (tidy) room than me.
 2- Australia is (not/big) England.
 3- I'm (tall) this man.
 4- She's got (little) money than you, but she doesn't care.
 5- He thinks Chinese is (difficult) language in the world.
 6- Valencia played (bad) than Real Madrid yesterday.
 7- Cats are not (intelligent) as dogs.
 8- Show me (good) restaurant downtown.
 9- Who is the (talkative) person in your family? I mean who speaks less.
 10- Ali is than Rawan. (intelligent)

Exercise 19: Choose the correct answer:

- 1- A plane carries passengers than a bus. (least, little, most, more)
- 2- Salim is than Suzan. (clever, cleverer, cleverest)
- 3- His opinion is certainly mine. (as good as, better, best)
- 4- A bus carries passengers than a plane. (few / fewer / the fewest)
- 5- The city is (much) than the countryside. (busier, busy, busiest)
- 6- This is the film I have ever watched. (good, better, best)

Exercise 20: Re-write the sentences to give a similar meaning to the previous one:

- 1- Rami's handwriting is more beautiful than Ali's.
Ali's
- 2- Travelling by car is less exciting than travelling by train.
Travelling by train.....
- 3- Alex speaks English fluently, Rami also speaks English fluently.
Alex speaks
- 4- Dogs are fast but they are slower than lions.
Dogs are not
- 5- A dog is more faithful than a cat.
- A cat
- 6- Amman is the best city in the Middle East.
- No other city in the Middle East is
- Amman is than any other city in the Middle East.
- 7- There are few countries as large as China.
- China is one of
- 8- I know him quite as well as you do.
- You do not

Exercise 21: Identify the mistake and rewrite the sentence (mistakes can be grammatical or meaning):

- 1- Anthony is the older of four siblings.
.....
- 2- Billionaires are richest than millionaires.
.....
- 3- Mr. Gomez's market sells the fresher fruit in town.
.....
- 4- The cat is faster than the dog.
.....
- 5- A Ferrari is as fast as a GMC.
.....
- 6- (2017) Jordanian children start school a year later than English children.
English children

Answers:

Ex13: 1- the most 2- The least 3- not as many 4- more; less 5- as much as 6- as popular as.
- English is more popular than Maths and science.

Ex14: 1- the most 2- longer 3- later 4- the least 5- earlier.

Ex15: 1- the most popular 2- Not as many 3- as popular as 4- more popular 5- The fastest 6- less popular than 7- more people 8 least popular

Ex16: 1- bigger 2- more beautiful 3- the most interesting 4- longer 5- most dangerous 6- better 7-more expensive 8- richest 9- worse 10-cleverest.

Ex17: 1- more comfortable 2- slower 3- most expensive 4- more 5- youngest 6- cheapest 7- safer 8- prettier 9- most exciting 10- more/less talented.

Ex18: 1- tidier 2- not as big as 3- as tall as 4- less 5- the most difficult 6- worse 7- as intelligent as 8- the best 9- most talkative 10- more/less intelligent

Ex19: 1- more 2- cleverer 3- as good as 4- fewer 5- busier 6- best.

Ex20: 1- Ali's handwriting is less beautiful than Rami's.

2- Travelling by train is more exciting than travelling by car.

3- Alex speaks English as fluently as Rami.

4- Dogs are not as fast as lions.

5- A cat is less faithful than a dog.

6- No other city in the Middle East is better than Amman.

- Amman is better than any other city in the Middle East.

7- China is one of the largest countries in the world.

8- You do not know him more than I do.

Ex21: 1- oldest 2- richer 3- freshest 4- the dog is faster than the cat. 5- A Ferrari is not as fast as a GMC. 6- English children start school a year earlier than Jordanian children.

Indirect Questions:

- هو نوع من الأسئلة يحتوي على عبارة كانت قبل ذلك سؤال. ومن المعتاد رؤيتها بعد بعض العبارات مثل:

- **Could you explain / Do you know / Could you tell me / Do you mind telling me ...**

- نستخدم هذا النوع من الأسئلة لنسأل أسئلة بطريق مهذبة (Polite) ورسمية (Formal)، هذه القاعدة هي نفس قاعدة نقل الأسئلة ولكن السؤال هنا ينتهي بعلامة سؤال.

Yes/No questions	Other questions (wh-questions)
ADD if or whether - Is there a postbox near here, please? عند التحويل من سؤال عادي لسؤال غير مباشر/ضمني نقوم بما يلي: 1- ضع المقدمة / ربما تكون موضوعه لك في السؤال: - Do you know 2- نضع: <u>if/whether</u> 3- نضع الفاعل: there 4- نضع الفعل: is 5- ثم نكمل مع إبقاء علامة السؤال لأن علامة السؤال تكون للسؤال الأول الذي يبدأ ب (Do you know). a postbox near here, please? يصبح الحل كالآتي: - Do you know if/whether there is a postbox near here, please?	- What is the time, please? عند التحويل من سؤال عادي لسؤال غير مباشر/ضمني نقوم بما يلي: 1- ضع المقدمة / ربما تكون موضوعه لك في السؤال: - Could you tell me 2- نضع: (what, who, why, when, where, how) والتي تكون أصلاً موضوعه في السؤال الأصلي. 3- نضع الفاعل: the time 4- نضع الفعل: is 5- ثم نكمل مع إبقاء علامة السؤال. يصبح الحل كالآتي: - Could you tell me what the time is, please?
تذكر عزيزي ان السؤال الأصلي يتحول إلى عبارة غير مستقلة تعمل عمل المفعول به في الجملة: - What is your name? السؤال الأصلي - Do you mind telling me what your name is ? (Do you mind telling me something ?) هنا يتحول السؤال الأصلي الذي تحته خط إلى عبارة متضمنة داخل السؤال الجديد والذي يبدأ ب (Do). ملاحظة: 1- عند وجود (do) نحذفها ونحول الفعل الذي يكون خلفها إلى التصريف الأول. 2- عند وجود (does) نحذفها ونحول الفعل الذي يكون خلفها إلى التصريف الأول مضاف له (s/es) 2- أما عند وجود (did) فنحذفها ونحول الفعل الذي يبقى إلى (V2).	
Direct: What time does the bus arrive ? Embedded: Could you tell me what time the bus arrives ? Direct: What did he say ? Embedded: Could you tell me what he said ?	

- ملاحظة: لا ينتهي السؤال بعلامة سؤال إذا بدأ بهذه الأشياء بل نضع نقطة لأنها تكون أسئلة داخل عبارات:

I wonder / Let's ask / We need to find out / I'd like to know / I'm not sure

- لاحظ: يمكن للفعل (to+inf) أن يتبع كلمات السؤال (wh) و (whether) كما في المثال السابق. لا تستخدم اختصارات الأفعال في هذه الجمل والأسئلة. بعض الأفعال يتبعها (ing) مثل (mind).

Exercise 11: Rewrite these questions as indirect questions using all these phrases.

Could you tell me ... Do you know ... Do you mind telling me ... Could you explain ...

1- Where should I revise for exams?

2- How much sleep do teenagers of our age need?

3- Is it possible to improve your memory?

4- What do you mean by 'mnemonics'?

5- What should I do on the day before the exam?

6- Where is the library?

Exercise 13: Write the direct questions:

1- Could you tell me what the time is, please?

2- Do you know who that man is?

3- Do you mind telling me why the train is late?

4- Could you tell me where the nearest bank is, please?

5- Could you explain how you solved this puzzle?

Exercise 14: Complete the following indirect questions.

- 1- Can you suggest a healthy breakfast?
Do you mind.....?
- 2- Please help me to plan my revision.
Do you mind?
- 3- How can I relax?
..... you explain ?
- 4- Are we allowed to eat sweets during the exam?
..... you know ?
- 5- Please tell me where you found that information.
..... mind ?
- 6- Does the exam start at ten or half past ten?
..... whether?
- 7- (2016/w) How can I get to Queen Alia Airport by public transport?
Could you tell me?

Answers:

- Ex11:** 1- Could you tell me where I should revise for exams?
2- Do you know how much sleep teenagers of our age need?
3- Do you know if it is possible to improve your memory?
4- Do you mind telling me what you mean by 'mnemonics'?
5- Could you explain what I should do on the day before the exam?
6- Could you tell me where the library is?

- Ex13:** 1- What is the time, please? 2- Who is that man? 3-Why is the train late?
4- Where is the nearest bank? 5- How did you solve this puzzle?

- Ex14:** 1- Do you mind suggesting a healthy breakfast?
2- Do you mind helping me to plan my revision?
3- Could you explain how I can relax?
4- Do you know if/whether we are allowed to eat sweets during the exam?
5- Do you mind telling me where you found that information?
6- Do you know whether the exam starts at ten or half past ten?
7- Could you tell me how I can get to Queen Alia Airport by public transport?

The Impersonal Passive:

- يمكننا بهذه القاعدة نقل الأفكار والأقوال والمعتقدات والآراء بطريقة رسمية بطريقتين:

- الجملة الأصلية: People say that children are afraid of ghosts.
 - **It is said** that children are afraid of ghosts. (Impersonal Passive)
 - Children are **said to be** afraid of ghosts. (Impersonal Passive)

- لتبسيط الشرح، تفضل هذا الجدول والذي يوضح طريقتين لعمل ال (impersonal passive):

Impersonal Passive WAY #1 (say / think / claim / believe)	Impersonal Passive WAY #2
Example: - People believe that he lied in court. - It is believed (that) he lied in court. Structure: It + passive + that-clause	Example: - People believe that he lied in court. - He is believed to have lied in court. Structure: Subject + passive + to-infinitive
<p>- توضيح أكثر:</p> <p>في الطريقة الأولى: 1- نضع (it) 2- ثم نضع الفعل الذي يتبع الفاعل في الجملة الأصلية محول حسب ال (passive) العادي الذي تعلمته في المستوى الثالث وغالباً في الزمن المضارع البسيط. 3- ثم نكمل الجملة الجديدة باستخدام عبارة (that) ملاحظة: في المبنى للمجهول كله لا نغير الزمن.</p> <p>في الطريقة الثانية: 1- نضع المبتدأ الخاص بعبارة (that) أي الذي يكون بعدها. 2- نضع الفعل الأول (الذي يكون قبل (that)) في الجملة الجديدة محول حسب قواعد ال (passive) التي تعلمتها في المستوى الثالث وغالباً في الزمن المضارع البسيط. 3- نضيف (to) وبعدها نكمل الجملة باستخدام الفعل في حالته المجردة وحتى نهاية الجملة. - هناك بعض التغيرات بعد (to) ستدرسها لاحقاً. ملاحظة: في المبنى للمجهول كله لا نغير الزمن.</p>	

Exercise 18: Rewrite the sentences. Use the impersonal passive in two different ways.

- They said that fish is good for the brain.
 - It was said that
 - was said to
- People used to think that we only use a small percentage of our brain power.
 -
 -
- They claim that we remember things we hear in our sleep.
 -
 -
- People believe that solving puzzles keeps the brain active.
 -
 -
- Experts have proved that exercise is good for concentration.
 -
 -

Exercise 19: Finish the sentences using two different ways of impersonal passive.

- People say that this orchestra is the best in the world.
 - It is said that
 - This orchestra
- The police department believe that the thieves have left the country.
 - It is believed that.....
 - The thieves
- The news reporter reported that the fire has started by accident.

- People know that he is making a lot of money.

- We expect that they will arrive in time for dinner.

6- people said that she knew a lot about gardening.

7- People think that the king will attend the summit.

8- We believe that we are able to win the competition.

9- The owners think that the company is making a big profit.

10- Journalists reported that the government has reached a decision.

11- The boys say that they were responsible for the damage.

12- They used to expect that she would break the world record.

13- People know that this man has several foreign bank accounts.

14- They reported that the family has financial problems.

15- (2016) Educators have proved that taking frequent breaks after studying is useful.

Taking frequent breaks

16- (2017) They assumed that the last Olympic Games were a great success.

It

Exercise 21: Use the impersonal passive to report these sentences.

1- People think that learning a new language also presents the brain with unique challenges.

2- They say that students who study foreign languages do better, on the whole, in general tests.

3-(2016)- People believe that eating almonds reduces the risk of heart diseases.

- Eating almonds

4- (2016)- Doing regular exercise is believed to reduce the risk of several diseases.

- People believe that

Answers:

Ex18:

1- It was said that fish is good for the brain. – Fish was said to be good for the brain.

2- It used to be thought that we only use a small percentage of our brain power. – A small percentage of our brain power used to be thought to be used by us.

3- It is claimed that we remember things we hear in our sleep. - That we remember things we hear in our sleep is claimed. – Remembering things that we hear in our sleep is claimed to be remembered by us.

4- It is believed that solving puzzles keeps the brain active. - Solving puzzles is believed to keep the brain active.

5- It has been proved that exercise is good for concentration. – Exercise has been proved to be good for concentration.

Ex19:

1- It is said that this orchestra is the best in the world. – This orchestra is said to be the best in the world.

2- It is believed that the thieves have left the country. The thieves are believed to have left the country.

3- It was reported that the fire has started by accident. The fire was reported to have started by accident.

4- It is known that he is making a lot of money. – He is known to be making a lot of money.

5- It is expected that they will arrive in time for dinner. They are expected to arrive in time for dinner.

6- It was said that she knew a lot about gardening. – She was said to have known a lot about gardening.

7- It is thought that the king will attend the summit. – The king is thought to attend the summit.

- 8- It is believed that we are able to win the competition. We are believed to be able to win the competition.
 9- It is thought that the company is making a big profit. The company is thought to be making a big profit.
 10- It was reported that the government has reached a decision. – The government was reported to have reached a decision.
 11- It is said that the boys were responsible for the damage. – The boys are said to have been responsible for the damage.
 12- It used to be expected that she would break the world record. – She used to be expected to break the world record.
 13- It is known that this man has several foreign bank accounts. – This man is known to have several foreign bank accounts.
 14- It was reported that the family has financial problems. – The family was reported to have financial problems.
 15- Taking frequent breaks after studying has been proved to be useful.
 16- It was assumed that the last Olympic Games were a great success.

Ex21:

- 1- It is thought that learning a new language also presents the brain with unique challenges. – Learning a new language is thought to present the brain with unique challenges.
 2- It is said that students who study foreign languages do better, on the whole, in general tests. – Students who study foreign languages are said to do better, on the whole, in general tests.
 3- Eating almonds is believed to reduce the risk of heart diseases.
 4- People believe that doing regular exercise reduces the risk of several diseases.

1- Phrasal Verbs: الأفعال المركبة

- وهو فعل متبوع عادة بحرف جر او/ و ظرف. هذا النوع من الأفعال شائع في اللغة الإنجليزية ولكنه غير مألوف في اللغة العربية. يعطي الفعل منفرداً معنى مختلف للمعنى الذي يعطيه في حال مصاحبته للظروف وحروف الجر.

No	phrasal verb	English Meaning	المعنى بالعربية
لا يمكن فصل حرف الجر أو الظرف عن الفعل			
1-	look into (2016)	to investigate	يتفحص / يتحرى
2-	come up with	think of/ produce something (an idea), especially when pressured or challenged	يستنتج فكرة
3-	get away with	to do something wrong without being discovered or with only a minor punishment	يفلت من العقاب
4-	get over		يتعافى من المرض
5-	get on (with)	be friendly	يتدبر أمر شيء ما / يتماشى مع
6-	go ahead (with)		يتقدم
7-	point at		يتهم / يشير إلى
8-	go back		يعود
9-	look for		تبحث عن شيء فقدته
10-	look forward to		يتطلع بفارغ الصبر
11-	go away		ابتعد
12-	stand out	to be much better than other similar people or things	يبرز / يتميز
13-	grow up	spend my childhood	يكبر
14-	get on well	be in a good relation	يتماشى مع
15-	look at		فكر ب / تمعن ب
16-	tend to		يميل إلى
17-	come about	happen	يحدث
18-	eat out	eat away from home, especially in a restaurant	يتناول طعاماً خارج المنزل
الظرف أو حرف الجر يمكن أن يأتي قبل أو بعد المفعول به (يمكن فصله)			
19-	point out	to show something to someone by pointing at it	يشير إلى
20-	find out	discover	يكتشف
21-	pick up		فهم / التقط
22-	carry out	complete, do	يقوم ب
23-	leave out	don't include / omit it	اترك / لا تشمل
24-	look up (2016)		يبحث عن / يتفقد كلمة أو موعد
25-	take up		يتخذ (هواية جديدة مثلاً)
26-	take away		يأخذ بعيداً (عن المطعم مثلاً)
27-	speed up	hurry up	يسرع
28-	take off		يخلع / ينزع (الحذاء مثلاً)
29-	try out		يجرب
30-	make up	invent	يصنع / يخترع / يخلق
31-	get up		ينهض
32-	make out	understand	يفهم

ملاحظة: - إذا كان الفعل المركب فعلاً متعدياً وهي الأفعال التي في القسم الأسفل من الجدول (أي يحتاج مفعولاً به) وكان المفعول به ضمير (Object pronouns) فإن الفعل يُفصل ويوضع الضمير بين الفعل وحرف الجر إجبارياً:
 - أما إذا كانت المفعول به اسماً فإن الفعل يُفصل ويوضع الاسم بين الفعل وحرف الجر اختياريّاً.

Exercise 10: Complete the sentences using the correct form of the phrasal verbs in the box. If necessary, use a pronoun (it/them/me). Consider whether the two parts of the verb can be separated or not.

look into / come up with / come about / point out /
get away with / carry out / leave out

- 1- As part of the interview, we will be asking all candidates to a short task.
- 2- Ali broke the glass, but his mother didn't notice. He it.
- 3- Last night, I watched an interesting documentary about how the ice age
- 4- I've been thinking about a subject for my History project, and I've some ideas.
- 5- I usually add chocolate to the recipe when I make this cake, but as I haven't got any today, I'm going to
- 6- Thank you for writing to us about the non-delivery of your parcel. We promise to immediately.
- 7- We're asking candidates to a short task.

Exercise 11: Replace the words and phrases in bold with the phrasal verbs from the box. One phrasal verb is not needed.

carry out / come about / come up with / get away with / grow up / leave out / look at / look into / point out

- 1- Let's **investigate** the story and discover what really happened.
- 2- I wish scientists would **think of** a way to prevent flu!
- 3- I was born in a small village, but I didn't **spend my childhood** there.
- 4- This Maths homework is difficult! Could you **show me** where I've gone wrong?
- 5- Before I can solve the problem, please tell me – how did it **happen**?
- 6- (2017) I need to **do** some research before I start my project.
- 7- Yaseen has replaced the plate he broke, so he will **not be blamed for** it.
- 8- **You don't have to include** your surname when you sign a friendly letter.

Answers:

Ex10: 1- carry out 2- got away with 3- came about 4- come up with 5- leave it out 6- look into it 7- carry out

Ex11: 1- look into 2- come up with 3- grow up 4- point out 5- come about 6- carry out 7- get away with 8- Leave out.

2- Question tags: السؤال الذيلي التأكيدي

- هي اسئلة تضاف في نهاية الجمل ويكون الهدف منها التأكيد عن طريق الاستفسار أو الإستعلام:

- Ali is happy, **isn't he**?
- الطريقة: نضيف سؤال منفي للجملة المثبتة ونضيف سؤال مثبت للجملة المنفية عن طريق أخذ الفعل المساعد من نفس الجملة ووضعه في السؤال الذيلي مع وضع ضمير بدل الاسم الأصلي في الجملة ولا يتغير زمن الجملة.

- You've read this book, **haven't you**?
- You **haven't** read this book, **have** you?
- You're tired, **aren't you**?
- You're **not** tired, **are** you?

- إذا لم يكن هناك فعل مساعد نضيف (doesn't) لسؤال الجملة التي تحتوي على فعل معه (s أو es) :

- She eats too much, **doesn't she**?
- She does speak English, **doesn't she**?

- ونضيف (don't) لسؤال الجملة التي تحتوي على فعل مجرد مضارع وضمير بدل من الفاعل:

- They eat too much, **don't they**?
- You do speak English, **don't you**?

- و (didn't) لسؤال الجملة الماضية مع ضمير بدل من الفاعل:

- They **broke** the window, **didn't they**?
- You met him, **didn't you**?

- ونحذف نفي الفعل المساعد من الجملة الأصلية ونضع الفعل المساعد في السؤال الذيلي.

- She **doesn't** speak English, **does she**?
- They **didn't** eat that pie, **did they**?

- مع الأفعال الشكلية (Modals) نستخدمها نفسها وإذا كان منفي يصبح مثبت وإذا كان مثبت يصبح منفي:

- He **might** play tomorrow, **mightn't he**?
- We **mustn't** be late, **must** we?

- مع (Let's...) نستخدم (Shall we..):

- Let's go home now, **shall we**?
- Let's play football, **Shall we**?

- نستطيع إعادة صياغة الأسئلة التي تبدأ ب (Shall I.....) لنستخدم سؤال ذيلي، هذا يجعل الجملة بها تأكيد أكثر:

- Shall I help you with your homework?
- I'll help you with your homework, **shall I**?

- نستبدل (will) ب (shall) إذا كانت جملة فيها عرض خدمة مثلا كما في المثال السابق ولكن إذا كانت جملة خبرية تصريح بالقيام بعمل فنستخدم (will) كما في:

That dog is annoying, I will shoot it, **won't I**?

- I'll help you with your homework, shall I?
- Ali will bring us some tea, shall he?

Positive Statement Treated as Negative Statement	Positive Tag
He never came again,	did he?
She can rarely come these days,	can she?
You hardly ever came late,	did you?
I barely know you,	do I?
You would scarcely expect her to know that,	would you?

I am right, aren't I? (<i>not amn't I</i>)
You have to go, don't you?
She has to go, doesn't she?
Sami had to go, didn't he?
I have been answering, haven't I?
Nothing came in the post, did it?
Let's go, shall we?
He'd better do it, hadn't he?

- Everyone is pointing at me, aren't they?

- Those aren't the books of our library, are they?

- نَعُوْضٌ عَنْ (that/this) بِ (it):

- This is John's pen, isn't it?

- مع (everything/ nothing/anything) نستخدم الضمير (it):

- Everything is ok, isn't it?

- جمل الأمر المثبتة يكون سؤالها ب (will/would/won't you?):

- Stop day dreaming, will/won't you?

- جمل الأمر المنفية يكون سؤالها ب (will you?):

- Don't stop singing, will you?

- 1- (2016/w) I have to quit fatty food,?
- 2- (2016/w) The food in the restaurant wasn't extremely good,?
- 3- (2016/w) Let's walk along the beach,?
- 4- (2017) Kids mustn't eat too much chocolate,?
- 5- (2017) Children have had their lunch,?
- 6- (2017) Let's fight against poverty,?

- 1- Jack can come,?
- 2- Mary can't swim,?
- 3- You like tea,?
- 4- Rami likes apples,?
- 5- You don't have a car,?
- 6- This /That is your book,?
- 7- These /Those are yours,?
- 8- There is a meeting tonight,?
- 9- Everything is okay,?
- 10- Everyone is happy,?
- 11- Nothing is wrong,?
- 12- Fatima went out,?
- 13- We had a lot of fun,?
- 14- Nobody called on the phone,?

- 15- You've never been here,?
 16- I am strong,?
 17- Let's go to the beach,?
 18- He has a bicycle,?
 19- She'll come,?
 20- They won't go out,?
 21- Your phone's black and silver,?
 22- Email is quicker than traditional letters,?
 23- Your aunt lives in Amman,?
 24- In the past, the Chinese wrote with a brush and ink,?
 25- (2016) Saleem and his brother spoke French in the conference, they?

Answers:

Ex21: 1- don't I? 2- was it? 3- shall we? 4- must they? 5- haven't they? 6- shall we?

Ex22: 1- can't he? 2- can she? 3- don't you? 4- doesn't he? 5- do you? 6- isn't it? 7- aren't they? 8- isn't there? 9- isn't it? 10- aren't they? 11- Isn't it? 12- didn't she? 13- didn't we? 14- did they? 15- have you? 16- aren't I? 17- shall we? 18- doesn't he? 19- won't she? 20- will they? 21- isn't it? 22- isn't it? 23- doesn't she? 24- didn't they? 25- didn't.

3- Active and Passive

- ماهو المبنى للمعلوم وما هو المبنى للمجهول؟
 المبنى للمعلوم هو الحدث الذي يعرف فاعله. أما المبنى للمجهول فهو الحدث الذي لا يظهر له فاعل في الجملة أو يكون متأخر. لماذا يحذف الفاعل أو يتم تأخيره؟ يحذف الفاعل أو يتم تأخيره لأنه غير مهم أو معروف أصلاً أو لأن التركيز في الجملة يكون على الحدث نفسه ليس على الفاعل.

طريقة التحويل من المبنى للمعلوم إلى المبنى للمجهول:

- 1- إ حذف الفاعل من الجملة الأصلية. 2- ضع المفعول به في بداية الجملة الجديدة ، احذفه من الجملة الأصل لكي لا تتكرر في الجملة الجديدة. 3- ضع الفعل المساعد حسب شكل وزمن الفعل في الجملة الأصلية مع تحويل الفعل الرئيسي إلى V3 أو حسب الجدول الآتي بعد حفظه. 4- أكمل الجملة إن أمكن وضع الفاعل الذي حذفته من بداية الجملة الأصلية في نهاية الجملة الجديدة مسبقاً ب (by) وضع علامة الترقيم المناسبة.

No	Active	Passive	Example
1-	V1 + (inf/ s / es) المضارع البسيط	is / am / are + V3	- They speak English in Jordan. - English is spoken in Jordan.
2-	V2 الماضي البسيط	was / were + V3	- They spoke English. - English was spoken.
3-	is / am / are + V-ing المضارع المستمر	is am + being + V3 are	- He is playing football. - Football is being played.
4-	was / were + V-ing الماضي المستمر	was + being + V3 were	- The man was teaching the kids. - The kids were being taught.
5-	have / has + V3 المضارع التام	have + been + V3 has	- Murad has changed the wheels. - The wheels have been changed
6-	had + V3 الماضي التام	had + been + V3	- He had broken the window. - The window had been broken.
7-	have has + been + ing had	have has + been + being + V3 had	هذا زمن مبهور
8-	will can modals + V1 must have to going to	will can modals + be + V3 must have to going to	- I will pass the exams. - The exams will be passed. - I am going to do the homework. The homework is going to be done.
9-	should will modal +have+V3 might may	should will modal +have+ been+V3 might may	- They must have introduced laws. Laws must have been introduced.

Exercise 25: Change the following sentences from Active to Passive:

1- People speak English as a second language all over the world these days.

English.....

2- A mechanic mends cars which have problems.

Cars which have problems

3- They serve the dinner whenever we visit them.

The dinner

Note- **Nobody** told him to stay in the house.

- He **wasn't** told to stay in the house.

- He was told to stay in the house by **nobody**.

4- No one had touched the food before my dad came.

- The food

- The food

5- Mary hasn't written the postcard yet.

The postcard

6- Alice didn't make that pie.

هنا يجب استخدام الفاعل مرة أخرى (by لان الجملة توحى لنا أن الفطيرة قد أعدت اصلاً ولكن الفاعل ليست الس.

That pie

7- Nobody can deny the role of the teacher.

- The role of the teacher can be denied by nobody.

- The role of the teacher can't be denied.

8- Is Tom fixing the door?

..... the door?

9- Shakespeare wrote many plays.

Many plays

10- Bill will invite Ann to the party.

Ann

11- Two horses were pulling the farmer's wagon.

The farmer's wagon

12- My cat died. هنا الجملة لا تتغير لعدم وجود مفعول به فيها لذلك تفتقر إلى اهم عنصر من عناصر المبني للمجهول.

..... NO CHANGE

13- I agree with Dr. Khalid's theory.

Dr. Khalid's theory

22- They could flood large areas of land when they were building the Three Gorges Dam.

Large areas of land

37- Everybody knows that smoking is dangerous.

38- In the past, most letters (write) by hand, but these days they are usually (type)

39- (2016/w)- A new vocational school has recently in my area. (build)

Exercise 26: Rewrite the sentences in the passive. Use 'by' where necessary.

1- People speak Spanish in most South American countries, but they speak Portuguese in Brazil.

2- My mother taught me to read.

3- Fifty years ago, they hadn't invented smartphones.

4- Our teacher has already marked our exams, and now someone is checking them.

5- They have just discovered some books that people wrote 200 years ago.

6- (2016) Mr. Tareq will a more responsible post **by** the manager. (offer)

7- (2017) **Our final science** project has as the best project. (be/choose)

- كيف تميز هذه الجملة انها مبينة للمجهول؟ لاحظ المبتدأ الذي تحته خط لا يمكن ان يكون فاعل للفعل بين الاقواس لان المشروع لا يختار بل يتم اختياره لذلك فالجملة مبينة للمجهول. الدليل هنا عقلي اي يجب التفكير في الجملة لان الطالب العادي سيحل الجملة كالتالي (been choosing) ناهيك عن ان الفعل لا يقبل الإستمرار في هذه الجملة.

Answers:

Ex25:

1- English is spoken as a second language (by people) all over the world (by people).

2- Cars which have problems are mended by a mechanic.

3- The dinner is served (by them) whenever they are visited (by us).

4- The food hadn't been touched before my dad came. (The dinner had been touched by no one before my dad came.)

5- The postcard hasn't been written by Mary yet.

6- That pie wasn't made by Alice. 8- Is the door being fixed by Tom? 9- Many plays were written by Shakespeare?

10- Ann will be invited to the party by Bill. 11- The farmer's wagon was being pulled by two horses.

13- Dr. Khalid's theory is agreed with by me. 14- The medicine must be taken on time by her.

22- Large areas of land could be flooded when the Three Gorges Dam was being built.

37- That smoking is dangerous is known by everyone.

38- were written / typed. 39- been built

Ex26:

- 1- Spanish is spoken in most South American countries, but in Brazil, Portuguese is spoken.
- 2- I was taught to read by my mother.
- 3- Fifty years ago, smartphones hadn't been invented.
- 4- Our exams have already been marked by our teacher, and now they are being checked.
- 5- Some books that were written 200 years ago have just been discovered.
- 6- be offered.
- 7- been chosen.

Grammar (Unreal past forms for past regrets / Unreal past forms for present wishes)

- يستخدم الزمن **الماضي** في اللغة الإنجليزية للكلام عن مواقف غير حقيقية. فبالرغم من أن الفعل بالماضي إلا أن الفعل لم يحدث أصلاً. وتسمى هذه القاعدة (الماضي غير الواقعي / غير الحقيقي)

Unreal past forms for past regrets الندم على الأشياء التي حدثت في الماضي للتعبير عن الندم أو انتقاد وتمنى لو أنها لم تحدث في الماضي أو تمنى حدوثه إذا كان لم يحدث.	Unreal past forms for present wishes نستخدم هذه القاعدة للتحدث عن مواقف في المضارع والتي لا نكون سعدين لحدوثها ولكن في الأغلب لا نستطيع تغييرها فنستخدم فعل ماضٍ للتعبير عن تمنى عدم حدوث شيء يحدث في المضارع أو تمنى حدوثه إذا كان لا يحدث.
wish + Past Perfect (had+V3) If only - في هذه الحالة، يكون الفعل في جملة الحل أبعد إلى الماضي من زمن الجملة الأصلية. - في الجملة الأصلية يكون الفعل ماضٍ (V2) أما في جملة الحل فيكون ماضي تام (had+V3). - وهنا يكون المتكلم يتكلم عن ندمه لأن شيء حدث في الماضي وهو يتمنى لو أنه لم يحدث. - I bought these shoes, they hurt my feet. - حدث أنه اشترى حذاء والحذاء يؤلمه. - I wish I hadn't bought these shoes. - يتمنى أنه لم (يحدث) يشتري الحذاء. لاحظ استخدام الجزء المزعج فقط لتمنى عكسه. - أو شيء لم يحدث والمتكلم يتمنى لو أنه حدث في الماضي. - I didn't do much work for my exam. - لم (يحدث) يدرس جيداً للإمتحان. - I wish I had done more work for my exam. - هو نادم ويتمنى لو أنه (حدث) درس بجد.	wish + Past Simple (V2) If only - في هذه الحالة، يكون الفعل في جملة الحل في الماضي البسيط (V2) وهذا أبعد بزمان واحد إلى الوراء من الجملة الأصلية. أي أن الجملة الأصلية في المضارع وجملة الحل في الماضي. - يكون هنا التمني بأن يحدث شيء. لأن عدم حدوثه مزعج. - لا يحدث أنه معه مال كاف وهذا مزعج. - I don't have enough money. - لا يحدث أنه معه مال كاف وهذا مزعج. - I wish I had enough money. - يتمنى حدوث أن يكون معه مال كافٍ. - I have a headache. - يحدث أن عنده صداع وهذا مزعج. - I wish I didn't have a headache. - يتمنى عدم حدوث الصداع.
	NOTE: We usually say I wish/If only + were. - في هذه الحالة والتي نعيد فيها الفعل من المضارع للماضي، نستخدم دائماً (were) عندما يكون الفعل في الجملة الأصلية (is/am/are) وذلك طبقاً لقاعدة تسمى (Subjunctive Mood) والتي تجعلنا نستخدم الفعل الخاص للفاعل الجمع مع كلا الفاعل الجمع والمفرد وذلك لأن الموقف يكون غير حقيقي/غير واقعي/تمنى. Example: - I am short. - He wishes he were taller.

ملاحظات:

- الجملة الأصلية يكون بها شيء سيء أي لا يجعل المتكلم سعيداً لذلك يستخدم جملة التمني ليتمنى عكس الواقع والذي يكون محزن / مزعج / غير مريح.
 - للتمنى في اللغة الإنجليزية نرجع الفعل خطو للوراء أي من (V1) إلى (V2) ونعبر به عن تمنى ومن (V2) إلى (had+V3) للتعبير عن ندم لشيء حصل في الماضي مع قلب اشارته أي إذا كان منفيًا يصبح مثبتاً وإذا كان مثبتاً يصبح منفيًا، مع تحري النفي المعنوي وتحري معنى الجملة. يعني ممكن عدم قلب النفي حسب المعنى.
 - انتبه يا عزيزي الطالب إذا كانت الجملة تحتوي على قسمين (عبارتين)، يجب عليك فقط تحويل الجزء الذي يزعجك والذي تتمنى عكسه.
 - حول (too) إلى (so).
- مثال:

- It is hot today and that makes me so unhappy.
- I wish it weren't hot today.

- تستطيع تمييز هذه العبارات من الفاصلة أو النقطة أو هذه الكلمات: (and / that / because / as a result ..etc..)
- ملاحظة: تحويل الجزئين يجعلك تخسر العلامة كاملة. وهي كمان مثال وزاري: لاحظ عزيزي/ عزيزتي أن الجزء الذي تحته خط لم يستخدم. استخدم منه الأجزاء التي تخدم معنى جملة الحل وحاول أن تحل على الطريقة القواعدية حسب الجداول في الأسفل ولا تحل على المعنى لأنه بالأغلب لا تكون النتيجة صحيحة.

(المثال) I read slowly **and would like to read more quickly.** (2011) -

- I wish I **didn't read** slowly. (وزاري)
- I wish I **would read** more quickly. (وزاري)
- I wish I **were (was)** able to read more quickly. (وزاري)
- I wish I **read (V2)** more quickly. (وزاري)
- I wish I **could read** more quickly. (وزاري)
- If only I **didn't read** slowly.
- If only I **read (V2)** quickly (more quickly).

- عندما نتحدث عن مواقف تحدث ونرغب لو ان الفاعل يوقف فعلها، نستخدم (would) وهذا يدل على انتقاد أو شكوى:

- 1- He smokes in my room.
- I wish he would stop smoking in my room.
- 2- Your presence doesn't make me happy.
- I wish you would go away.
- 3- You squeeze the toothpaste from the middle!
- I wish you wouldn't squeeze the toothpaste from the middle!

إذًا: هي التلخيص بكل اختصار:

- 1 (I wish / If only) + (V2) للكلام عن التمني (wish) أو انتظار التغيير في المستقبل أو المضارع (wishing change for the present or future).
- 2 (I wish / If only) + (had+V3) للكلام عن الندم (regret) على شيء حدث في الماضي.
- 3 (I wish / If only) + (would) + (V1) للتكلم عن نقد أو شكوى أو عدم موافقة أو عدم صبر أو عدم رضى (complaint/criticism/disapprove/impatience/annoyance/dissatisfaction)

أمثلة إضافية محلولة:

- I am fat. → If only I could lose some weight.
- I don't have free time. → If only I had more free time.
- I am not young. → I wish I were younger.
- You cannot drive; you are still young. → I wish you could drive.
- I didn't have children. → I wish I had had children.
- You didn't tell me you felt lonely. → I wish you'd told me you felt lonely.

إليك جداول تفصيل الأزمنة لتسهيل الدراسة والحل:

ماضي تام مثبت	ماضي منفي	مضارع مثبت
had+V3	didn't + V1	V1
had eaten	didn't eat	eat / eats
had had	didn't have	have / has كفعل رئيسي
had been	weren't	is / am / are
	hadn't V3	have / has + V3
	wouldn't	will
	couldn't	can
	didn't have to + V1	have to / has to + V1
ماضي تام منفي	ماضي مثبت	مضارع منفي
hadn't + V3	V2	doesn't / don't + V1
hadn't been	were	isn't / am not / aren't
Hadn't had	had	don't / doesn't + have
	had + V3	haven't / hasn't + V3
	would	will not / won't
	could	can't / cannot
	had to	don't / doesn't have to
	could + V1	'd like to +V1 would like to
	نشطب (want) ويحول الفعل الذي بعدها إلى (V2)	I want to + V1

Examples:

- We're late. → If only we'd caught the earlier bus.
- We live in a small flat. → I wish we lived in a bigger flat. هنا لا ننفي لان المعنى عكسي

Exercise 8: Complete the sentences with the correct form of the verbs in brackets.

- 1- Ali did not pass his exams. If only he harder last year. (study)
- 2- Ziad did not know about Chinese culture when he went on a business trip to China. He wishes he a cultural awareness course. (do)
- 3- It was too hot to go to the beach yesterday. If only it cooler. (be)
- 4- I feel ill. I wish I ----- so many sweets! (not eat)

Exercise 9: Make sentences using I wish or If only to talk about things that you regret from the past:

- 1- I didn't take piano lessons when I was a child.
- I wish
- If only
- 2- We visited England last summer and that didn't make me happy.
- I wish

3- We don't read classic novels in Grade 11.

- If only

4- I didn't visit my grandparents yesterday.

- I wish

5- I don't help my mother in the kitchen.

- I wish

Exercise 10: Think about the scenarios below. Use *I wish* or *If only* to talk about the regrets that you have.

1- an exam that you did not do as well in as you expected.

- I wish

2- a holiday or short trip that was not as enjoyable as you had hoped it would be.

- I wish

3- a telephone call or meeting that was not successful.

- If only

Exercise 11: Choose the most suitable verb form to complete these sentences.

1- Ziad is not very good at basketball. He wishes he taller!

(is / were / was)

2- I can't do this exercise. I wish I it.

(understood / understand / understanding)

3- Mr. Haddad does not understand the Chinese businessman. If only he Chinese.

(speak / spoke / had spoken)

4- Jordan needs to import a lot of oil. If only it larger oil reserves.

(has / had / had had)

Exercise 12: Complete the sentences with words from the box.

had (x2) / hadn't / if / if only / wish

1- I couldn't understand anything. only I'd studied Chinese!

2- Ibrahim was right and I was wrong. I wish I listened to him.

3- I I'd known more about the company. If I'd done some research!

4- I am very hungry! I wish I eaten before I went to the conference.

5- I regret the deal now. I wish we done it.

Exercise 14: Use the prompts and write sentences with *I wish* and *If only*.

1- I'm cold. (bring a coat)

2- We're late. (get up earlier)

3- I feel ill. (not eat so many sweets)

4- Fadi has lost his wallet. (be more careful)

5- Huda was too busy to visit us yesterday. (be able to come)

6- I've broken my watch. (not drop it)

Exercise 15: Rewrite the sentences with the words in brackets.

1- Samia regrets being angry at breakfast time. (only)

2- If only I had concentrated properly in class today. This homework is really difficult. (I)

3- (2016) Nader should have been more careful with his essay. He didn't get a good mark. (wishes) - Nader wishes

4- I wish I had learnt English better when I was younger. (if)

Exercise 16: Complete the sentences using the correct form of the following prompts.

be older / have a camera with me / live in a big house
/ not have a headache / not be so far away / like the same things

1- Our flat is very small.

2- Jaber isn't old enough to drive a car.

He wishes he

3- My brother and I never want to watch the same TV programme.

I wish we

4- I'm looking at a beautiful view, and I'd love to take a photo.

If only I
5- My cousins don't live near here.
I wish they
6- I want to go out this afternoon, but I don't feel well.
If only I

Answers:

Ex8: 1- had studied 2- had done 3- had been 4- hadn't eaten

Ex9:

1- I wish I had taken piano lessons when I was a child.
If only I had taken piano lessons when I was a child.
2- I wish we hadn't visited England last summer.
If only we hadn't visited England last summer.
3- I wish I read classic novels in grade 11.
If only I read classic novels in grade 11.
4- I wish I had visited my grandparents yesterday.
If only I had visited my grandparents yesterday.
5- I wish I helped my mother in the kitchen.
If only I helped my mother in the kitchen.

Ex10:

1- I wish the exam had been easier.
If only I had studied more.
2- I wish the holiday had been more enjoyable.
If only the holiday had been more enjoyable.
3- I wish the meeting had been more successful.
If only the meeting had been more successful.

Ex11: 1- were 2- understood 3- spoke 4- had.

Ex12: 1- If 2- had 3- wish; only 4- had 5- hadn't

Ex14:

1- If only I'd brought a coat. /I wish I'd brought a coat.
2- If only we'd got up earlier. /I wish we'd got up earlier.
3- If only I hadn't eaten so many sweets. /I wish I hadn't eaten so many sweets.
4- If only he had been more careful. /I wish he'd been more careful.
5- If only she'd been able to come. /I wish she'd been able to come.
6- If only I hadn't dropped it. /I wish I hadn't dropped it.

Ex15:

1- If only Samia hadn't been angry at breakfast time.
2- I wish I had concentrated properly in class today.
3- Nader wishes he had been more careful with his essay.
4- If only I had learnt English better when I was younger.

Ex16: 1- lived in a big house 2- was older 3- liked the same things 4- had a camera with me 5- weren't so far away 6- didn't have a headache.

Derivation:

مواقع الاسم	مواقع الصفة	مواقع الظرف	مواقع الفعل
these that some a of then..... X an he any this those mV +n..... adj tall inefficient active our +n..... my their his your on at of +n..... in into noun's +n..... noun + noun اسم مركب	that a theadj..... n an this mV +adj.....n adj tall inefficient active our +adj.....n my their his your on at of +adj.....n in into noun's +adj.....n adj..... + n so LV+ adv+adj..... very نضع صفة بعد الظرف اذا كان موجود فعل في الجملة (LV) افعال الربط is/be/were seems/seem grow feel becomes was +adj..... look found taste smells	hV +adv.... + mV LV adv.....+ adj v + n +adv..... adv.....+ v v +adv..... adv....., الجملة	sub +v.... + obj to +v..... can must willv..... could might do does doesn't + v..... don't didn't adv+..... v..... v.....+ adv نضع افعالا مع الظروف في حال عدم وجود فعل في الجملة. S. +v..... + ly

No	أمثلة على الاسم	أمثلة على الصفة	أمثلة على الظرف	أمثلة على الفعل
1-	education	educational /educative/educated	educationally	educate
2-	success	successful	successfully	succeed
3-	achievement	achieved		achieve
4-	development	developed	developmentally	develop
5-	circulation	circulatory		circulate
6-	dehydration	dehydrated		dehydrate
7-	advice			advise
8-	revision			revise
9-	concentration	concentrated		concentrate
10-	dominance / domination	dominant		dominate
11-	dependence	dependent / dependable	dependently	depend
12-	repetition	repeated / repeatable	repeatedly	repeat
13-	correction	correct / corrected	correctly	correct
14-	influence	influential	influentially	Influence (d)
15-	purpose	purposeful	purposefully	
16-	responsibility	responsible	responsibly	
17-	experience	experienced		experience
18-	relationship	related / relative	relatively	relate
19-	qualification (s)	qualified		qualify
20-	recommendation	recommended		recommend
21-	youth	young / youthful	youthfully	
22-	awareness	aware		
23-	particularity	particular	particularly	
24-	competition	competitive	competitively	compete
25-	knowledge	known		know
26-	idealism	ideal	ideally	idealize
27-	organisation (s)	organised	organizationally	organise
28-	creation / creature	created / creative	creatively	create
29-	teaching	teachable		teach
30-	business (es)	business like		
31-	economy	economic / economical	economically	economise
32-	critic	criticised / critical	critically	criticise
33-	memory / memorising	memorable	memorably	memorise
34-	nutrients / nutrition	nutritious	nutritionally	
35-		competent		

Exercise 20: Use the correct form of the words in the table below to complete the sentences that follow the table:

circulation / circulate / dehydration / dehydrate / advice / advise / revision / revise / concentration / concentrate

- 1- I'm confused. Could you give me some, please?
- 2- Before an exam, you must everything you've learnt.
- 3- In hot weather our bodies are in danger of
- 4- Don't talk to the driver. He must
- 5- How quickly does blood round the body?

Exercise 22: Derive the suitable words and then use them to complete the following sentences:

experienced / dominance / depend / repeat / correction

- 1- Have you had any of learning another language?
- 2- Is one side of the brain more than the other?
- 3- Whether or not you remember something that you have learnt in the past on the experience you had while you were learning it.

Exercise 23: Read the text and complete it using the correct form of the words.

Entrepreneur: A word meaning someone who sets up a business. In the Middle East today, entrepreneurship is (1) (particular) important among young people, because of the (2) (compete) job market. It is important to give young people the (3) (know) so that they can help themselves. If they cannot find jobs, they can create their own and then, (4) (ideal) , generate jobs for others. (5) (organise) have been set up to guide young people through the process of business (6) (create). There are training courses and programmes to support this cause. Universities in the region have started (7) (teach) entrepreneurship courses to students. Even large (8) (business) now support young entrepreneurs. The common philosophy is as follows: give young people the opportunity to create their own companies so that they can have control over their own (9) (economy) futures. In the Middle East, it is a (10) (critic) learning experience for young people.

Exercise 24: Complete the sentences with the correct form of the words in brackets.

- 1- Before you apply for a job, check that you have the correct (qualify)
- 2- The company is happy to give you a (recommend)
- 3- Congratulations on a very business deal. (succeed)
- 4- We should always be ready to listen to good (advise)
- 5- My father often talks about what he did in his (young)
- 6- It's important to have an of different countries' customs. (aware)

Exercise 25- Complete the following sentences with the suitable words derived from the words in brackets.

- 1- (2016) Kareem is a journalist, he has worked previously for many scientific journals. (qualification)
- 2- (2016) Doing lots of exercise won't keep you healthy if you don't eat food as well. (nutrients)
- 3- (2016) Services, mostly travel and tourism the majority of our economy. (dominant)
- 4- (2016) Khalid is a very and adaptable worker, I believe that he can't be successful in any position. (competence)
- 5- (2017) Language is becoming an important requirement for many jobs. (proficient)
- 6- (2017) My grandfather often tells us about what he did in his (young)

Answers:

Ex20: 1- advice 2- revise 3- dehydration 4- concentrate 5- circulate

Ex21: 1- influenced me 2- done on purpose 3- is responsible for these children 4- a great experience 5- is Jaber and Mahmoud's relationship.

Ex22: 1- experience 2- dominant 3- depends

Ex23: 1- particularly 2- competitive 3- knowledge 4- ideally 5- Organisations 6- creation
7- teaching 8- businesses 9- economic 10- critical.

Ex24: 1- qualifications 2- recommendation 3- successful 4- advice 5- youth 6- awareness

Ex25: 1- qualified 2- nutritious 3- dominate 4- competent 5- proficiency 6- youth

Ex26: 1- education 2- succeed 3- achieve 4- organisation 5- development

Conditional Clauses (If Clauses) الجملة الشرطية Zero, First and Third Conditionals:

- الجملة الشرطية: هي عبارة عن جملة يكون الحدث في جملة الشرط (If clause) شرطاً لحدث آخر في جواب الشرط (main clause).

- If I eat, I will get fat.

- تقسم الجملة الشرطية إلى عبارتين وهما:

1- جملة الشرط (if clause): وهي الجملة التي تحتوي على (if) أو (unless) أو غيرها. وهي جملة غير مستقلة أي لا تأتي وحيدة ولو أتت هذه الجملة وحيدة يكون المعنى ناقص.

- If you study harder, هذه العبارة غير مفيدة لأنها غير مكتملة،

2- جواب الشرط (main clause): وهي الشق الآخر من الجملة ويجب أن تحتوي على فعل من أفعال (modals) في النوع الأول والثاني والثالث من الجمل الشرطية. ولا يجب أن تحتوي على أي من أفعال (modals) في النوع صفر. وهي جملة مستقلة مفيدة بحد ذاتها.

- you will probably pass easily. هذا الجزء مفيد سواء جاء مستقل أو جاء مع الجملة السابقة.

- جملة (if) تكون على شكلين:

If you study harder, you will pass.

لاحظ وجود (if) في بداية الجملة والفاصلة في الوسط.

- والشكل الثاني:

You will pass if you study harder.

لاحظ وجود (if) في وسط الجملة مع عدم وجود فاصلة والحرف في (if) صغير.

1- (الجملة الشرطية الحالة صفر)

Type	The Zero Conditional
Structure	if + Present Simple, Present Simple نستخدم الزمن المضارع البسيط في كلا الطرفين من الجملة. هنا يمكن استخدام (when) بدل (if) If + V1 (s/es) , V1 (s/es).
Use	- to describe something that always happens. - the inevitable consequence after a certain action or event. - نستخدم هذه القاعدة للكلام عن الأشياء التي تحدث دائماً كنتيجة لتحقق شرط الجملة. كالحقائق العلمية والحالات الدائمة والعامة.
Examples	- If plants don't get enough sunlight, they die. - Water turns to ice if the temperature falls below zero.

2- (الجملة الشرطية الحالة الأولى)	
Type	The First Conditional
Structure	if + Present Simple, will (Modals) + V1 نستخدم في هذه الحالة من الجمل الشرطية المضارع البسيط في جملة الشرط (if) والمستقبل البسيط في جواب الشرط.
Use	to describe a future outcome of a certain future action or event. وهنا نتحدث عن ناتج مستقبلي لحدث معين مستقبلي أو مضارع، الشرط ممكن حدوثه في المستقبل
Examples	If you get an interview for a job, you will need to show real enthusiasm.
3- (الجملة الشرطية الحالة الثانية)	
Type	The Second Conditional
Structure	if + Past Simple, would + V1 نستخدم في هذه الحالة الشرطية الماضي البسيط في جملة الشرط (if) و (would) في جواب الشرط.
Use	- تستخدم هذه الحالة للكلام عن الأحداث التي ليست من المتوقع أن تحدث في المستقبل. - If I met the Queen of England, I would say hello. - للكلام عن الأحلام أو التخيلات في المستقبل. - She would travel all over the world if she were rich. - للكلام عن شيء في المضارع لكن هو ليس حقيقي أو صحيح مثل الأمنيات والنصائح. - If I were you, I wouldn't go out with that man.
Examples	- If I won the lottery, I would buy a big house. - If I were you, I wouldn't go out with that man.
4- (الجملة الشرطية الحالة الثالثة)	
Type	The Third Conditional (The Imaginary Past)
Structure	would have if + Past Perfect, could have + V3 might have نستخدم الماضي التام في جملة الشرط و (would have/could have/might have + V3) في جواب الشرط.
Use	to imagine past and impossible situations which did not happen. نستخدم لتخيل أحداث مستحيلة لم تحدث في الماضي ، وتخيل نتائج هذه الأحداث. الشرط غير ممكن/مستحيل حدوثه في الماضي
Examples	- If I had stayed at home that day, I would have missed the celebration. جملة الشرط تصف حدث لم يحدث وجواب الشرط يصف حدثاً لم يحدث. تعني هذه الجملة ان الشخص حضر الإحتفال. - I wouldn't have gone to the library if my friend hadn't invited me. - هنا تم دعوة المتكلم من قبل صديقة وذهبا للمكتبة، فهو يقول لو ان صديقي لم يدعني للمكتبة لما كنت ذهبت اي ان كل جملته خيالية ولم يحدث انه لم تتم دعوته. - If I'd studied harder, I'd have passed the exam. - هنا لم يدرس ولم ينجح ويقول لو انني درست لنجحت وكلا جملة الشرط وجوابها خياليين لم تحدثا.
Notes	- We use (could have/might have + V3) when we are less sure of the result of the impossible past situation. - في هذه القاعدة، نستخدم (could have/might have + V3) عندما نكون ليسوا متأكدين بالكامل من نتيجة حدث مستحيل في الماضي. If I had prepared better for the competition, I might have won the first prize. - يقول الكاتب هنا: لو انني تمرنت بشكل افضل للمنافسة (وهذا لم يحدث ومن المستحيل ان يحدث الآن) لكان من الممكن ان افوز بالجائزة الاولى (هو ليس متأكد من فوزه بالجائزة الاولى بدليل (might)) - If I had slept better before the exam, I could have concentrated better. - If I'd gone to a different school, I might not have studied French. I could have taken English. - Our team could have won the match if they'd trained harder, and then they might have been champions now if they'd won.

No	Conjunction	المعنى بالعربي
1-	if	إذا
2-	when	عندما (الشرطية)
3-	provided that	على شرط / بشرط
4-	as long as	إذا / طالما
5-	unless	إذا لم
6-	even if	حتى لو

- I'll buy the book **(if/provided that/as long as)** it isn't too expensive.

- لن اشترية **إذا** كان غالي الثمن.

- I'll buy it unless it's expensive.

- سأشترية **إذا لم** يكن غالي الثمن.

- I'll buy it **even if** it's expensive.

- سأشترية **حتى لو** كان غالي الثمن.

Exercise 12: Complete the Conditional Sentences by putting the verbs into the correct form.

- 1- If they (have) time at the weekend, they will come to see us.
- 2- If the team train well, they (get) high scores.
- 3- If we (know) about your problem, we would have helped you.
- 4- I leave if she (come) to this place.
- 5- If we sneak out quietly, nobody (notice) us.
- 6- We (arrive) earlier if we had not missed the bus.
- 7- Okay, I (get) the popcorn if you buy the drinks.
- 8- She (go) out with you if you had only asked her.
- 9- I would not have read your diary if you (not hide) it in such an obvious place.

Exercise 13: Choose the correct option to complete the sentences.

- 1- Unless you have a language degree, you **do / will** not be able to become an interpreter.
- 2- If you get an interview for a job, you **needed / will need** to show that you have good listening skills.
- 3- If you are successful, it **is / will be** a secure and rewarding job.
- 4- You get a feeling of satisfaction when you know that people **understand / understood** everything you translate.

Exercise 14: Complete the sentences with the correct form of the verbs in brackets.

- 1- When you at the station next Saturday, we there to meet you. (arrive/be)
- 2- Nasser out with us tomorrow unless he help his father. (come/have to)
- 3- I you with your homework, as long as you me with mine! (help/help)
- 4-(2016) Provided that it, we will have a picnic next week. (not rain)
- 5- If you the prize, how you the money? (win/spend)
- 6 Even if Omar his driving test this afternoon, he his own car. (pass/not have)

Exercise 15: Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets.

- 1- **When / Unless** you water to 100°C, it boils. (heat)
- 2- You will not pass your exams **as long as / unless** you hard. (study)
- 3- **If / Unless** you the plants, they will die. (not water)
- 4- Do you go home or meet your friends **when / provided that** school ? (finish)
- 5- Your computer will last forever **as long as / even if** you careful with it. (be)

Exercise 16: Join the sentence beginnings 1–5 with their endings a–e, using the words in bold:

1 During Ramadan, we eat	if	a it's closed.
2 I'll phone you	when	b we're tired.
3 We'll go to our favourite restaurant on Friday	even if	c it's part-time – I haven't finished my university studies yet.
4 I will take the job offer	unless	d the sun sets.
5 We have to go to school,	provided that	e I miss the bus so that you pick me up.

Exercise 17: Tick the correct sentences. Rewrite the wrong ones with words from the box.

even if / if / unless / when

- 1- Ice cream melts **when** it gets warm. ☐
- 2- We need umbrellas **unless** it rains. ☐
- 3- The teacher will be pleased **unless** I write a good essay. ☐
- 4- Our team will celebrate **if** they win the match. ☐
- 5- **Provided that** everyone works hard, we'll all pass our exams. ☐
- 6- Babies are usually happy **as long as** they're hungry or cold. ☐
- 7- We should always be polite **unless** we feel tired. ☐

Answers:

Ex12: 1- have 2- get/will get 3- had known 4- comes 5- will notice 6- would have arrived 7- will get 8- would have gone 9- had not hidden.

Ex13: 1- will 2- will need 3- will be 4- understand.

Ex14: 1- arrive; will be 2- will come; has to 3- will help; help 4- doesn't rain; will have 5- win; will, spend 6- passes; won't have.

Ex15: 1- When; heat 2- unless; study 3- If; don't water 4- when; finishes 5- as long as; are.

Ex16: 1- During Ramadan, we eat when the sun sets.

2- I'll phone you if I miss the bus so that you pick me up.

3- We'll go to our favourite restaurant on Friday unless it's closed.

4- I will take the job offer provided that it's part-time – I haven't finished my university studies yet.

5- We have to go to school, even if we're tired.

Ex17: 1- ✓

2- We need umbrellas when it rains.

3- The teacher will be pleased if I write a good essay.

4- ✓ 5- ✓

6- Babies are usually happy unless they're hungry or cold.

7- We should always be polite even if we feel tired.

Question 2 (Vocabulary and grammar): Choose the correct option in brackets to complete the following sentences.

1- The graduation ceremony was a very occasion for everyone.

(memory / memorising / memorable)

2- Nuts contain useful such as oils and fats.

(nutrients / nutritious / nutrition)

3- You don't speak French, ?

(don't you / you don't / do you)

4- If you to learn a new language, you need to be motivated.

(will want / want / wanted)

5- If only I lost my ticket!

(haven't / didn't / hadn't)

Question 3: Complete the second sentence so that it has the same meaning as the first.

1- People say that the brain is like a computer.

It the brain is like a computer.

2- Arab mathematicians invented algebra.

Algebra Arab mathematicians.

3- Where does the bus go from, please?

Could from?

4- I am sorry that I didn't read that book.

I wish that book.

Answer:

Question 2: 1- memorable 2- nutrients 3- do you 4- want 5- hadn't.

Question 3: 1- is said that 2- was invented by 3- you tell me where the bus goes 4- I had read.