

مكتف التميز 2017

للغة الانجليزية المستوى الثالث

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1. Simple Present Tense

Form: Subject(Plural) + Base Form
Subject(Singular) + Base Form + S

Keywords:

Always, Often, Usually, Sometimes, Hardly, Scarcely, Rarely,
Seldom, Daily, Weekly, Monthly, Yearly, Every(Day, Week,...),
(Once, Twice) + a + (Day, Week, Month,...)

Examples:

1. She **visits** Aqaba every week. (visit)
2. They **meet** the Minister twice a month. (meet)
3. I **travel** to Lebanon yearly. (travel)
4. Sugar gives us energy. (Fact)

2. Simple Past Tense

Form: Verb (Past)

Keywords:

Yesterday, Last, Ago, Previous, once, Twice, Past Time (2010)

Examples:

1. She **visited** Aqaba last week. (visit)
2. I twice **saw** him in the office. (see)
3. We **lived** Jordan in 2010. (live)

3. Simple Future Tense

Form: (Will, Shall) + Base Form

Keywords:

Tomorrow, Next, Soon, Future Time (2022)

Examples:

1. She **will visit** Aqaba next week. (visit)
2. I **shall see** him in the office soon. (see)
3. We **will live** Jordan in 2025. (live)

4. Present Continuous Tense

Form: (Am, Is, Are) + Base Form+ing

Keywords:

Now, Nowadays, At the Moment, In Present, Today, Look!, Listen!,!

Examples:

1. She **is visiting** Aqaba now. (visit)
2. I **am swimming** at the moment. (swim)
3. Look! They **are playing** tense. (play)

5. Past Continuous Tense

Keywords:

1. When + verb(past) , (was, were) + Base form+ing

- When Sami **cleaned** his room, I **was watching** T.V .
- They **were sleeping** when Reham **arrived**.

2. (While, As) + (was, were)+ Base form+ ing, verb(past)

While we **were reading** a novel, our teacher **came**.

Sara **rang** the bell **as** Ahmad **was studying** English.

6. Present Perfect Tense

Form: (Has, Have) + P.P

Keywords:

Already, So far, Just, Yet, Since, For, Recently, Lately, Never

Examples:

1. She **has visited** Aqaba since 2011. (visit)
2. I **haven't seen** him in his office yet. (see)
3. We **have** never **lived** Paris recently. (live)

7. Present Perfect Continuous Tense

Form: (Has, Have) + Been + Base form + ING

Keywords:

Since, For, All (day, week, month, year,...)

Examples:

1. She **has been living** Aqaba since 2011. (live)
2. I **have been solving** the problem all day. (solve)

8. Past Perfect Tense

Keywords:

1. After + had + P.P , Verb (Past)

- After Sami **had cleaned** his room, I **came**.
- They **did** the duty after Reham **had arrived**.

2. Before + Verb (Past), had + P.P

- Before we **ate** a meal, we **had slept**.
- Sara **had met** the visitors before she **drank** coffee.

9. Future Continuous

We use the future continuous to talk about a continuous action in the future.

Form : Will + be + base form + ing

- ***This time next year, they will be preparing for their final exams.***
- ***What will we be doing in ten years' time?***

10. Future Perfect Tense

We use the future perfect to talk about an action that will be completed by a particular time in the future

Form: will + have + past participle

- ***By 2019*** CE, the new motorway ***will have opened.***
- We are late! ***By the time*** we get to the station, the train ***will have gone.***

11. Past Perfect Continuous Tense

We use the past perfect continuous tense to talk about actions or situations that were happening up to a specific moment in the past.

Form: Had + been + Base form + ing

- Ali **had been thinking** about his friend when he received a text from him.
- By the time the bus arrived, we **had been waiting** for an hour.

Future

Will

and

Be Going to

Future with WILL

We use will to talk about the future if we are predicting it without evidence.

- To express **decisions**.
- Used with **perhaps**, **probably** and **maybe**.
- Used with **I think** and **I hope**.

Ex. I **think** she **will visit** us.

Future with Be going to

- We use (be going to) to talk about future plans. It does not have to be for the near future.
- When we talk about **predictions that are based on evidence.**

I **am going to travel** to Paris next year.

NEGATIVE:-----> النفى

Form:-----> Aux.v + Not

1. إذا وجد في الجملة فعلا مساعدا فيتم وضع NOT معه فقط.

1–She is not writing the lesson now. (*not write*)

2–We have not slept yet. (*not sleep*)

3–You will not travel to Paris soon. (*not travel*)

4–They have not met the visitor already. (*not meet*)

5–I am not cleaning the room at the moment. (*not clean*)

*Note:-

-Will not -----> won't

-Shall not ----> Shan't

-Can not -----> can't

2. عند عدم توفر فعل مساعد في زمن الماضي والمضارع البسيط) يتم وضع احد
أفعال (V.do) على النحو التالي:-

-Doesn't + B.F (مفرد)

-----> Simple present

-Don't + B.F (جمع)

-Didn't + B.F

-----> Simple past

6-You don't eat fish weekly. (*not eat*).

7-She didn't send the letter last week. (*not send*)

8-They don't do the duty every day. (*not do*)

9-I didn't do the homework two weeks ago. (*not do*)

10-Sami didn't have a car last weekend. (*not have*)

3. إذا وجد في الجملة احد أفعال (V.Be) كفعل أصلي في زمن المضارع والماضي البسيط فيتم تصريفه (V.Be) حسب زمن الجملة ووضع (Not) معه دون الحاجة إلى أفعال (V.Do).

11-She wasn't happy last week. (not be).

12-They aren't busy every day. (not be).

13-I won't be in school tomorrow. (not be).

14-She hasn't been in Aqapa since 1980. (not be).

Reported Speech

الكلام المنقول (غير المباشر)

1-Reporting verbs : افعال النقل

1-Say Said Said يقول

2-Tell Told Told يخبر

3-Ask Asked Asked يسأل، يطلب

Reported Speech

2-Tenses : الأزمنة

1-Simple present ----->Simple past

play → played

2-Simple past-----> Past perfect

played → had played

3-Present perfect----->Past perfect

Have played → had played

4-Present continuous----->Past continuous

Are playing → were playing

5-Modal (present) ----->Modal (past)

Will play → would play

Reported Speech

3-Pronouns : الضمائر

*ملاحظه :-

جميع ضمائر الغائب لا تتحول

<u>Subject</u>	<u>Object</u>	<u>Possessive</u>
He	Him	His
She	Her	Her
It	It	Its
They	Them	Their

We → they

I → (he, she)

Us → them

Me → (him, her)

Our → their

My → (his, her)

YOU: تعتمد على المفعول به الذي يلي فعل النقل

فعل النقل

المفعول به

Subject + Reporting verb + Object

Reported Speech

4-Others : أخرى

This----->That

These----->Those

Her----->There

Now----->Then

Yesterday----->The day before

Today----->That day

To night----->That night

Tomorrow-----> Next day

Next----->After

Last----->Before

Reported Speech

A-STATEMENT : الجملة الخبرية

1-"Ali is busy today".

I said (that) Ali was busy that day.

2-"They visit Aqaba".

Ali told me they visited Aqaba.

3-"We don't write the lesson".

They said that they didn't write the lesson.

Reported Speech

*ملاحظات :-

1- اذا كانت (YOU) فاعلا فعند التحويل الى الكلام المنقول يتم تحويل المفعول به الذي تعتمد عليه (YOU) الى فاعل.

4-"You clean the room". (YOU.....{subject})

-Sara told me that **I** cleaned the room.

-Sara told us that **we** cleaned the rom.

-Sara told him that **he** cleaned the room.

-Sara told them that **they** cleaned the room.

Reported Speech

2- اذا كانت (YOU) مفعولا به فعند التحويل الى الكلام المنقول يتم وضع المفعول به الذي تعود له (YOU) كما هو دون تغيير.

5-"I visit you". (YOU.....{object})

- Ruba told me that she visited **me**.
- Ruba told us that she visited **us**.
- Ruba told him that she visited **him**.
- Ruba told them that she visited **them**.

Reported Speech

3- اذا جاءت (YOUR) فعند التحويل الى الكلام المنقول يتم تحويل المفعول به الذي تعود له (YOUR) الى ملكيه

6-"I visit your brother". (YOUR)

- Ruba told me that she visited ***my*** brother.
- Ruba told us that she visited ***our*** brother.
- Ruba told him that she visited ***his*** brother.
- Ruba told them that she visited ***their*** brother.

Reported Speech

1-Yes/No Question : أسئلة "هل"

***خطوات الحل :-**

- 1-وضع IF 2-وضع الفاعل 3-تحويل الفعل
4-تكملة الجملة مع وضع نقطة بدلا من علامة السؤال.

7-"Will Rami see them?"

Sami asked If Rami would see them.

8-"Are you playing football now?"

They asked him if he was playing football then.

Reported Speech

*ملاحظة :-

إذا وجد في السؤال احد افعال (V.do) كفعل مساعد يتم حذف (V.do) ونستفيد من زمنه

9-"Does Ali see the manager?"

I wanted to know if Ali saw the manager.

10-"Did Reem invite you?"

I asked Suha if Reem had invited her.

Reported Speech

2-Wh-Question : أدوات السؤال

*خطوات الحل :-

- 1-وضع اداة السؤال
- 2-وضع الفاعل
- 3-تحويل الفعل
- 4-تكملة الجملة مع وضع نقطه بدلا من علامة السؤال.

11-"Where does Ali have a store?"

I wanted to know where Ali had a store.

12-"Where were you yesterday?"

Rami asked me where I had been the day before.

Reported Speech

C- COMMAND: الأمر

الجملة الأمرية: وهي الجملة التي تبدأ بفعل مجرد

Base:

<u>Base form</u>		<u>Infinitive</u>
Play	----->	To play
Don't play	----->	Not to play

13-"Help the poor".

She asked us to help the poor.

14-"Don't smoke here".

I asked them not to smoke there.

Reported Speech

*ملاحظة :-

- 1- يتم حذف (not) اذا وجد في الجملة فعل النقل (Deny)
- 2- اذا لم توجد (that) يتم وضع الفعل الاصلي في حالة المجرد واطافة (ing) للفعل.

15-"We didn't steal the car".

-They denied that they had stolen the car.

-They denied stealing the car.

Reported Speech

*ملاحظة :-

إذا وجد في الجملة (could) في بداية السؤال يتم تحويل السؤال الى (Command) وإضافة To للفعل الأصلي في الجملة.

16- "Could you open the door?"

Sami asked me to open the door.

17- "Could you visit us?"

They asked to visit them.

USED TO

We use :

Be used to + (noun, pronoun or base form + ing)

To describe things that are familiar or customary.

- We've lived in the city a long time, so we are used to the traffic.
- I didn't like getting up early, but I am used to it now.
- She's lived in the UK for a year. She is used to speaking English now.

USED TO

We use :

Used to + (infinitive)

To describe past habits or past states that have changed.

- My mother used to buy my clothes, but now I choose my own.
- She used to be a teacher, but now she's retired.
- I used to like cartoon films when I was younger. These days I prefer action films.

Relative Pronouns

ضمائر الوصل

• اهميته:-

لربط جملتين او اكثر بجمله واحده من اجل وضع معلومات
إضافية (Extra Information)

• معناه:-

(الذي - التي - الذين - اللواتي.....)

Relative Pronouns

ضمائر الوصل

1-Who:- Person (subject):- للعاقل (الفاعل)

- **Rami** will visit Petra tomorrow. **He** is a very nice man.
Rami **who** is a very nice man will visit Petra tomorrow.

- I met **the doctors** last week. **They** helped Ali.
I met the doctors **who** helped Ali last week.

Relative Pronouns

ضمائر الوصل

2-Whom:- Person(object):- للعاقل (المفعول به)

-**Rami** will visit Petra tomorrow. I met **him**.

Rami ***whom*** I met will visit Petra tomorrow.

-I met **the doctors** last week. Rula will visit **them**.

I met the doctors ***whom*** Rula will visit last week.

Relative Pronouns

ضمائر الوصل

3-Whose:- Possessive (Person or Thing)

- I visited **Sami** last week. **Sami's** house is very beautiful.
I visited Sami whose house is very beautiful last week.

ملاحظه:-

يأتي قبل وبعد whose اسما ويكون بينهما علاقة ملكية

- The doctors** will get mobiles. **Their** clinic is closed.
The doctors whose clinic is closed will get mobiles.

Relative Pronouns

ضمائر الوصل

4-Which:-Thing (لغير العاقل)

- Lubna will buy **a flat** next week. **It** is very nice.

Lubna will buy a flat **which** is very nice next week.

Relative Pronouns

ضمائر الوصل

5-Where:- Place (المكان) (here , there)

- Leen lives in **Jordan**. I visited **there** last year.
Leen lives in Jordan ***where*** I visited last year.
- Alia will buy **a house**. **It** is very wide.
Alia will buy a house ***which*** is very wide.
- Alia will buy **a house**. I stayed **there** last year.
Alia will buy a house ***where*** I visited last year.

Relative Pronouns

ضمائر الوصل

6- When:- Time (للزمان)

-I remembered the day **When** Ali was born.

7- Why:-Reason (للسبب)

-I know the reason **Why** Ali was happy.

Relative Pronouns

ضمائر الوصل

• ملخص القاعدة:-

- | | | |
|----------|---------------------|------------|
| • Person | <u>Who</u> | Verb |
| • Person | <u>Whom</u> | Sub + Verb |
| • Noun | <u>Whose</u> | Noun |
| • Thing | <u>Which</u> | |
| • Place | <u>Where</u> | |
| • Time | <u>When</u> | |
| • Reason | <u>Why</u> | |

Relative Clauses

Defining Relative Clauses

- The defining relative clauses are used to identify which particular person, place or thing is being talked about.
- The defining relative clause is usually connected to the main clause by a relative pronoun.

EX: He's the man whose daughter I met in Jordan.

Relative Clauses

Non-defining Relative Clauses

- The non-defining relative clauses are used to give more detail about a particular person, place or thing that is being talked about.
- The non-defining relative clause is usually connected to the main clause by a relative pronoun.

EX: The Sahara desert, which is in Africa, is very hot.

- A non-defining relative clause differs from a defining relative clause in that it gives additional, rather than essential, information and, without it, the sentence would still convey meaning.
- **EX:** The Sahara desert is very hot . (~~which is in Africa~~)

Relative Clauses

Non-defining Relative Clauses

- Non-defining relative clauses follow a noun and are enclosed between two commas (or dashes or brackets), unless completing the sentence.

EX: The Sahara desert, which is in Africa , is very hot.

- In non-defining relative clauses, the relative pronoun is never omitted.

Cleft Sentences

- We can start cleft sentences with the following phrases, among other (notice the Relative Pronoun):
- The thing that ...
- The person who ...
- The time when ...
- The place where ...
- The way in which ...
- What ...
- It ...

Cleft Sentences

- When we start a sentence with What, we structure it as follows:
- **EX:** I would like to go to London next year.
What I would like to do next year is **go to London.**
- When we begin a cleft sentence with **it**, the relative clause usually begins with **that**.
- The Olympic Games were held in London in 2012.
- **It** was in 2012 **that** the Olympic Games were held in London.

Cleft Sentences

EX: The Olympic Games were held in London in 2012.

- **London** *was the place where* the Olympic Games were held in 2012.
- **The event** that took place in London in 2012 was the Olympic Games.

EX: Huda won the prize for Art last year.

- **The person** who won the prize for Art last year was Huda.

ARTICLES

AN

- تأتي مع الاسم المفرد النكرة والذي يبدأ بحرف عله حيث ان احرف

I ate an apple. (a, e, i, o, u) العله هي

A

- تأتي مع الاسم المفرد النكرة والذي لا يبدأ بحرف عله

- Ali has a car

THE

- تأتي مع الاسم المفرد والجمع المعرفة

- I meet the man who works in the company

ARTICLES

THE

1. If we are talking about something that the listener/reader knows about.
 - *Hassan lives in **the** big house near the post office.*
2. When we are talking about something that is unique. Sun, Moon..
 - **The** Earth goes round the Sun.
3. When we are talking about seas, oceans, rivers, groups of islands (but not individual islands), mountain ranges and countries that include more than one syllable.
 - **The** Mediterranean Sea separates Europe from Africa
 - Sri Lanka is in **the** Indian Ocean.
 - They took a boat trip along **the** river Nile.
 - Mallorca is one of **the** Balearic Islands.
 - **The** Rocky Mountains are in the United States.
4. When we are talking about superlative adjectives.
 - **The** longest river in the USA is the Mississippi.

ARTICLES

NO Article/ ZERO / X

1. We use no article with uncountable plural nouns, and for general statements
 - Chocolate tastes good.
 - That shop sells sweets.
 - Children usually like sweets and chocolate.
 - Sheep produce wool, and hens lay eggs.
2. We use no article before most countries, languages, continents, individual mountains, lakes, waterfalls, towns, streets, days, months and years.
 - The language spoken in Jordan is Arabic.
 - Libya is in Africa.
 - He was the first man to climb Mount Everest in the Himalayas.
 - They have a home near Lake Geneva.
 - Niagara Falls Separates Canada from the USA.
 - They live in Oxford Street in London.
 - She was born on Monday, 23 April.
 - The university was opened in 2001 CE.

PASSIVE VOICE

Form : Object + Auxiliary Verb + (Be) + P.P + ...



Object + V.Have + been + P.P

Object + V.Be + Being + P.P

Modals (will, would, shall, should, can, could, may, might, must, had to)

Verb to have (has, have, had)

PASSIVE VOICE

Pronouns are changed :

Him -----> He, Her ----->She , Me -----> I,
Them ---->They, Us ----->We, You -----> You,
It -----> It

Change into passive voice:

1. Ali will visit Jordan Tomorrow. -----> Jordan will be visited tomorrow.
2. Sami has passed the exams. -----> The exams have been passed.
3. They are playing football. -----> Football is being played.

PASSIVE VOICE

ملاحظة:

في زمني المضارع البسيط والماضي البسيط نضع احد أفعال (V.be (am, is, are, was, were) وذلك لعدم توفر فعل مساعد في هذين الزمنين بحيث يتناسب V.be مع المفعول به من حيث المفرد والجمع ومع زمن الجملة من حيث الماضي والحاضر بحيث تصبح القاعدة كما يلي :

Object + V.be + P.P + ...

4. We helped the students yesterday.

➤ The students were helped yesterday.

5. Sami meets the manager daily.

➤ The manager is met daily.

IF CLAUSES

Type Zero: Fact

If + verb (present), Verb (present)

Ex. If we put water in frig, it freezes.

Type one: Probable

If + verb (present), Modal (present) + Base Form

Ex. If Sami travels to London, he will be happy.

Type two: Improbable

If + verb (past), Modal (past) + Base Form

Ex. If Sami traveled to London, he would be happy.

Type Three: Impossible

If + had + P.P, Modal (past) + have + P.P

Ex. If Sami had traveled to London, he would have been happy.

If
Provided that
As long as
Unless
When
Even if

Derivation

Noun

er, or, ment, ion, ity, ness, ee, ant, ship, hood, ist, ance, ence, ism (government)

1. (This, That, These, Those) + Noun
2. **Preposition** (in, on, at, from, for, by, with, without, about, of, off) + Noun
3. Adjective + Noun
4. (His, Her, Its, My, Their, Your, Our) + Noun

Verb

en, ise, ize, ify, ate (regulate)

1. Subject + Verb
2. To + Verb

Adjective

Less, ful, ive, able, al, ous, ic, p.p, ing, ant (beautiful)

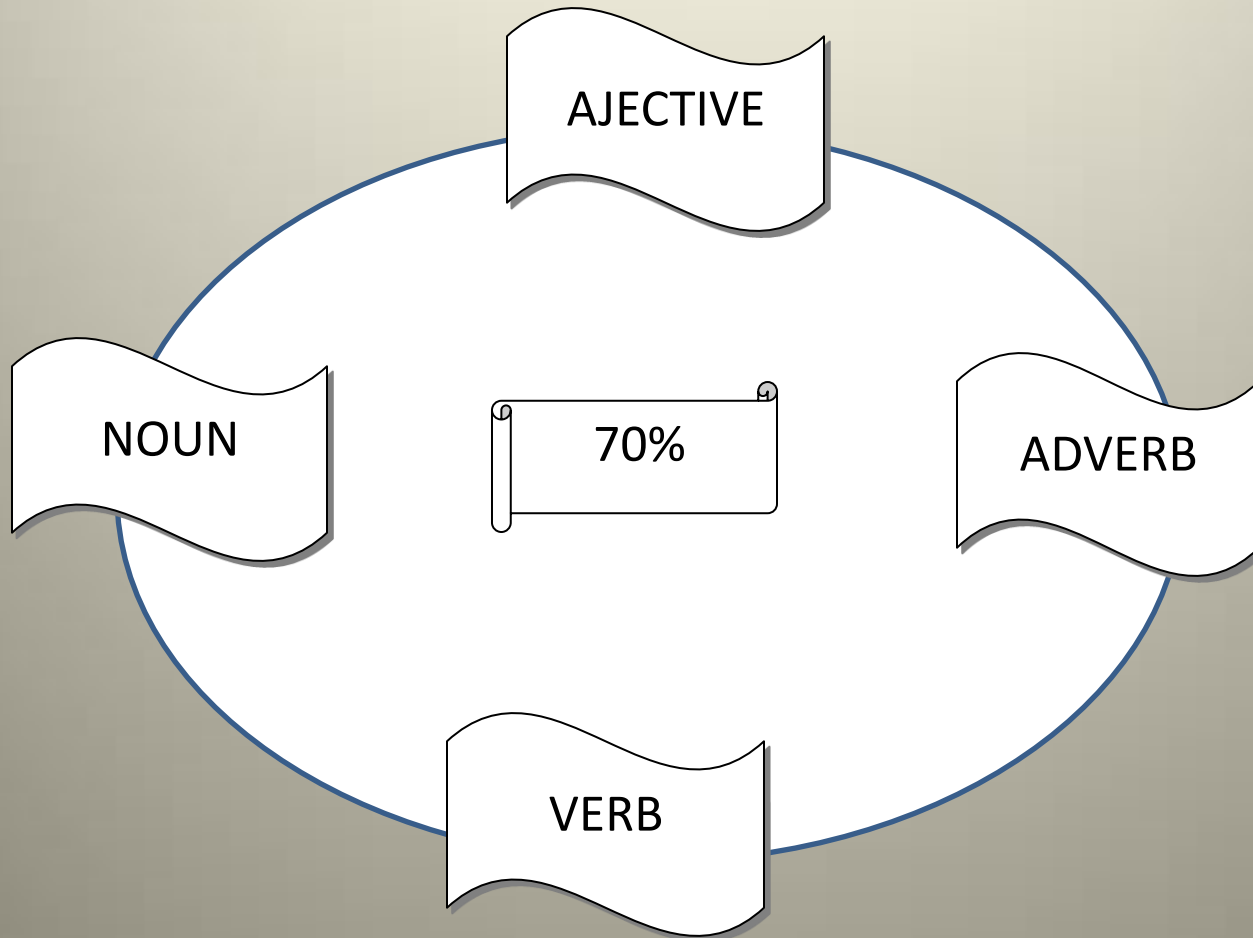
1. Adjective + Noun
2. Verb to Be + Adjective
3. (Very, So, Too) + Adjective

Adverb

LY, LLY (beautifully)

1. Adverb + Adjective
2. Adverb + Subject + Verb (في بداية الجملة)
3. Adverb + Verb
4. Subject + Adverb + Verb
5. Verb + Adverb
6. In the end of the sentence.

Derivation



Derivation

..... AND

NOUN
VERB

NOUN
VERB

ملاحظة :

إذا جاء ما قبل الفراغ ودل على وضع أحد الكلمات الأربعة فيجب التأكد بأن ما بعد الفراغ لا يحتوي على نفس الكلمة المختاره إلا الصفة فيمكن ان تتعدد.



Ali is a... **Adjective**.... Man.

نلاحظ هنا بان الفراغ يجب ان يكون اسم ولكن الاسم موجود بعد الفراغ فنسأل ماذا ياتي قبل الاسم وتكون الاجابه هي الصفة .

الأسئلة Questions

أسئلة نعم / لا (هل) Yes / No Question :

Base : Aux.V + Subject + Main Verb + ...?

Examples:

1. Does she prepare her duties? Yes
2. Can you meet our manager? No

الأسئلة Questions

2. WH-Questions : أدوات السؤال

Base : WH-Q + Aux.V + Subject + Main Verb + ...?

Examples:

1. Where does she prepare her duties? In school.
2. When can you meet our manager? At 10 o'clock

WH-Questions

Wh-Question	Purpose	Meaning
• What	للسؤال عن غير العاقل	ماذا
• Why	للسؤال عن السبب	لماذا
• When	للسؤال عن الزمان	متى
• Where	للسؤال عن المكان	أين
• Who	للسؤال عن العاقل الفاعل	من

WH-Questions

Wh-Question	Purpose	Meaning
• How often	للسؤال عن تكرار	كم مرة
• How far	للسؤال عن مسافة	كم بعد
• How many	للسؤال عن الأسماء المعدودة	كم عدد
• How much	للسؤال عن الأسماء غير المعدودة	كم كمية

Writing

1. وضع الأفكار التي تخص موضوع الإنشاء.
2. إذا كان موضوعاً عاماً يتم وضع (المقدمة ، العرض، الخاتمة)، إما إذا كان موضوعاً خاصاً مثل كتابة تقرير أو مقال فهذا له طرقه الخاصة .
3. عند البدء بالكتابة يتم ترك مسافة بمقدار إصبعين ثم نبدأ بكتابة أول حرف كبير، لكل بداية فقرة، او كل بداية جملة.
4. تكون الجملة حسب الترتيب التالي: Subject + Verb + Object
5. كلما كانت الجملة أسهل و ابسط كلما كان الخطأ أقل.
6. الاهتمام بعلامات الترقيم .
7. وضع حرف كبير للأسماء (Ali, Dead Sea, ...)
8. الاعتماد على المادة التي تم أخذها في نفس المستوى من حيث القواعد والكلمات .
9. كل فقرة بفكرة .