

Al Jazeera Schools



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اللغة الإنجليزية

المستوى الرابع

(على النمط الوزاري الجديد)

GRAMMAR

الدورة المكثفة

إعداد

ثائر النمورة

مدارس الجزيرة الثانوية
(فرع البنين)

2016

TENSES**Past Perfect Simple** الماضي التام البسيط**Form:****(+): had + V.3 (p.p)****(-): had not + V.3****(?): had + Subject + V.3 + complement ?****Uses:**

نستخدم الماضي التام عندما يأتي زمان (حدثان) في الماضي، فيكون الزمن **الأقدم** ماضياً تماماً **had + V.3**، والزمن **الأحدث** (الأقرب للحاضر) ماضياً بسيطاً **V.2**.

e.g.1- I **had done** my homework *before* I **went** shopping.2- *After* he **had bought** a car, someone **stole** it.3- The man **realized** that he **had lost** his wallet in the market.**Key words:** المؤشرات (الدلائل)

before, after, by the time..., by the end of last year, until, (because), (realized).

* S + (had + V.3) *before* + S + V.2* S + V.2 *after* + S + had + V.3***ملحوظة:** (S) ترمز إلى الفاعل (subject)**Past Perfect Continuous**

الماضي التام المستمر

Form:**(+): had + been + verb - ing****(-) : had not + been + verb - ing****(?): had + S + been + verb - ing ?****(? / -) : had not + S + been + verb - ing?****Uses:**

نستخدم هذا الزمن للحديث عن أحداث حصلت واستمرت في الماضي قبل حدوث أفعال ماضية أخرى. ويكون التركيز على العملية والاستمرارية عند استخدام الماضي التام المستمر.

Examples:1. Ahmad was absolutely exhausted because he **had been working** all night.2. The professors **had been discussing** the topic before the student came.3. After the students **had been doing** an experiment, they left.**Key words:** Before , after , (because) , (for), (all)etc.

أسئلة وزارية (سنوات سابقة)

1. When Mr. Mahmoud arrived, he was exhausted. He ----- for five days.
(be, climb) ▶ 2011 (W)
2. The tailors finished making Laila's dress a week before the wedding. They -----
----- it for over a month. (be, make) ▶ 2011 (S)
3. Aisha received an email from Tahani yesterday, she ----- to write since
June. (be, promise) ▶ 2012 (W)
4. Omar passed all his exams. He had ----- for a month. (be, revise) ▶ 2012 (S)
5. Ahmad was very tired at the end of the day. He had ----- for over five hours.
(be, work) ▶ 2013 (W)
6. The climber had ----- the mountain for over two hours. (be, climb) ▶ 2013 (S)
7. We had ----- with each other for a long time. (be, communicate) ▶ 2014 (W)
8. Susan had ----- about the idea for a while when she made the suggestion.
(be, think) ▶ 2015 (W)

ANSWERS:

1. had been climbing
2. had been making
3. had been promising *
4. been revising
5. been working
6. been climbing
7. been communicating
8. been thinking

Causative Verbs (Having things done)

FORM: **has / have / had ... + object (O) + p.p (V.3)**

الاستخدام (Use) : نستخدم هذه الصيغة عندما يقوم شخص ما بعمل شيء ما نيابة عن شخص آخر بناء على طلب أو ترتيب ... ، ويحمل معنى المبني للمجهول (passive voice)، ولكن بصيغة مختلفة.

Examples:

1. I **fixed** my car. (Active)
2. I **had my car fixed**. (Causative)
3. My car **was fixed**. (Passive)

الجملة (1) تعني أنني قمت بإصلاح سيارتي بنفسي، أما الجملة الثانية فقد قام شخص آخر بإصلاح سيارتي.

3. Sami **is painting** the house. (Active)
4. Sami **is having the house painted**. (Causative)
5. The house **is being painted**. (Passive)

الجملة (3) تعني أن سامي يدهن بيته بنفسه، أما الجملة (4) فتعني أن شخصا آخر يقوم بهذا الأمر.

No.	Tenses	Regular Active Forms	Causative Forms
1	Present Simple	V.1	has / have + O + V.3
2	Past Simple	V.2	had + O + V.3
3	Present Continuous	is / am / are + V- ing	is / am / are+ having+ O +V.3
4	Past Continuous	was / were + V – ing	was / were + having+ O + V.3
5	Present Perfect	has / have + V.3	has / have had + O + V.3
6	Past Perfect	had + V.3	had had + O + V.3
7	Present Perfect Cont.	has / have +been+ V-ing	has / have + been + having + O + V.3
8	Past Perfect Cont.	had + been + V-ing	had + been + having + O + V.3
9	Modals	will, can, might, ...+ base	will, can, might, + have + O +V.3

أسئلة وزارية

- Majed didn't repair his computer himself. He had it ----- . (repair) ► 2011 (W)
- Do you like this photograph of our family? We had it ----- by a photographer.
(take) ► 2011 (S)
- Did you plant the trees in your garden yourselves? No, we had them -----
(plant) ► 2012 (W)
- Rawan didn't type the report herself. She had it ----- . (type) ► 2012 (S)
- Muna didn't write the email. She had it ----- . (write) ► 2013 (W)
- Arwa didn't send her dress to the dry-cleaner herself. She had it ----.(send) ► 2013 (S)
- Manal didn't buy her own English dictionary. She had it -----.(buy) ► 2014 (W)
- We didn't want to cook so we had a pizza ----- . (deliver) ► 2014 (S)
- 9. I didn't deliver the flowers by myself. I had them ----- . (deliver) ► 2015 (W)**
- Instead of buying a new bicycle. Why don't you have your old one -----? (fix) ► 2015 (S)

Answers:

1. repaired 2. taken 3. planted 4. typed 5. written 6. sent 7. bought 8. delivered 9. delivered 10. fixed

Correct the verbs between brackets:

- We had ----- for the event for a long time. (be, prepare)
- Omar ----- for his friend for one hour before he came. (be, wait)
- The manager didn't write the recommendation letter himself. He had it ----- . (write)
- Before Maher got there, all the guests ----- . (leave)
- Salma was absolutely exhausted at the end of the day. She had ----- her room
for three hours. (be, tidy)
- The man didn't build the room. He had it ----- . (build)
- The student didn't copy the text himself. He had it ----- . (copy)
8. My friend had ----- anything before I phoned him. (not, be , do)
9. The applicant didn't edit his email himself. He had it ----- . (edit)
10. Sami had ----- the books since 9 o'clock. (be, classify)
11. Fawwaz got sad because he ----- never ----- this game before. (lose)
12. Ahmad cut his hair himself. He didn't have it ----- . (cut)
13. Salem had ----- for the same company since 2002. (be, work)
14. After Mazen ----- his project, he watched TV. (finish)
15. Mazen didn't repair his computer. He had it ----- . (repair)
16. What ----- you ----- before you went out? (be, do)

إلى عشاق الاشتقاق

الاشتقاقات الأكثر وروداً في المستوى الرابع بحسب الكتاب
يجب حفظها غيباً

No.	Noun	Verb	Adjective	Adverb	المعنى
1	nature	naturalize	natural	naturally	طبيعة ...
2	threat	threaten	threatened / threatening	threateningly	تهديد ...
3	variety	vary	various / varied	variously	تعدد، تنوع ...
4	peace	-	peaceful	peacefully	سلام ...
5	reminder	remind	remindful / reminding	-	تذكير ...
6	excitement	excite	excited / exciting	excitedly	إثارة ...
7	construction / constructor	construct	constructive	constructively	إنشاء / بناء
8	destruction	destruct / destroy	destructive	destructively	تدمير ...
9	history / historian	-	historical	historically	تاريخ / مؤرخ ...
10	completion	complete	complete	completely	إكمال ...
11	building / builder	build	built	-	بناء / بناء ...
12	inefficiency	-	inefficient	inefficiently	اللافعالية ...
13	archaeology / archaeologist	-	archaeological	archaeologically	علم الآثار / عالم آثار ...
14	popularity	popularize	popular	popularly	شعبية / شهرة ..
15	talent	-	talented	-	موهبة ...
16	skill	-	skillful / skilled	skillfully	مهارة ...
17	mathematics/ mathematician	-	mathematic/ mathematical	mathematically	الرياضيات / مختص بالرياضيات ...
18	ability	-	able	ably	قدرة ...
19	amazement	amaze	amazed / amazing	amazedly amazingly	اندهاش ...

1. The Noun

مواقع الاسم:

■ يقع الاسم فاعلاً للجملة:

Archaeology is an interesting field of study.* Rule : S + V + O

■ يقع الاسم مفعولاً به:

Lack of interest causes inefficiency.* Rule : S + V + O

■ يستخدم بعد الصفة:

The city has a wide variety of restaurants.* Rule: adj. + n /// adj. + (and / or) adj. + n

■ يستخدم بعد حروف الجر (from, of, in, on, with, without, at, (to), into, for):

It differs from threat to threat.

* Rule : prep. + n

■ يستخدم بعد أداة التعريف (the)، وأداتي التنكير (a / an):

The history of Jordan is full of great events.* Rule : the , a , an + n
the + n + of

* ملحوظة: إذا فصل بين الأداة والاسم فراغ، فإننا نضع صفة (adj.) في الفراغ.

The great popularity of John cannot be denied.* Rule : the , a , an + adj + n

■ يستخدم بعد أسماء الإشارة (this, that, these, those):

The antivirus has already removed this threat.

* Rule : this, that , ... + n

■ يستخدم الاسم كذلك بعد ضمائر الملكية ((my, his, her, your, its, their, our, (s / s')):

The criminal's history is so bad.

* Rule : 's , my , his , ... + n

■ يستخدم بعد المحددات والمشددات

(several, many, much, any, few, little, some, no, enough, another, other, one, : (all, every, each,

The anti-virus has found no **threats**.

* Rule : many, no , another , ... + n

■ في الاسم المركب (بعد اسم آخر):

I taught the course of **communication skills** at university last year.

* Rule : n + n = a compound noun

2. The Adjective

مواقع الصفة:

■ تأتي الصفة قبل الاسم:

The tourists have recently visited **historical** sites.

* Rule : adj + n

■ تستخدم الصفة بعد الأفعال الآتية:

sound, seem, look, appear, become, get, taste, smell, feel, was / were found)

The man felt **excited** after he had watched the movie.

* Rule : become, feel , was/ were found , ... + adj

■ تستخدم الصفة بعد فعل الـ (to be) عندما يكون فعلاً رئيسياً:

The programme was (really) **amazing** yesterday.

* Rule : be (main verb)+ (ly) + adj

3. The Verb

مواقع الفعل:

■ يستخدم الفعل المجرد (baseform) بعد (to) شريطة أن يكون الحرف بمعنى (لكي) أو (أن) ، وليس بمعنى (إلى):

Hackers try to **threaten** many people all over the world by sending viruses.

* Rule : (not) to + BASEFORM (INFINITIVE)

■ يستخدم الفعل المجرد بعد الأفعال الشكلية (modals):
(must, may, might, will, would, shall, should, can, could,...etc)

The choices should **vary** from case to case.

* Rule : MODALS + BASEFORM (INFINITIVE)

■ يستخدم الفعل المجرد بعد الأفعال المساعدة (do, does, did):
My brothers didn't **remind** me of the appointment.

* Rule : do / does / did (not) + BASEFORM (INFINITIVE)

■ لا تقوم الجملة إلا بفعل بعد الفاعل:
The tables of the restaurant **vary** in their size from small to large.

* Rule : S + V + O

■ يستخدم الفعل المجرد كفعل أمر في بداية الجملة:
Remind me of the name, please!

* Rule : V (baseform) + كفعل أمر

4. The Adverb

■ مواقع الظرف (الحال):
■ يستخدم الظرف (الحال) في بداية الجملة مباشرة ويتبع بفاصلة (,):
Historically, the area is known for olive oil.

* Rule : 1. ----- ly ,

The site is **historically** remarkable.

* Rule : be (is,...) - ly + adj

■ قبل الصفة:

■ يستخدم الحال قبل الفعل المتعدي في الجملة مباشرة:

Sami **skillfully** drove his car to Aqaba last week.

* Rule : - ly + transitive verb + O

■ بعد الفعل اللازم مباشرة:

The wind was blowing **destructively**.

* Rule : intransitive verb + - ly

■ بعد المفعول به إذا كان الفعل متعدياً (ونختم الجملة به):

Khaled can repair the car **skillfully**.

* Rule : S + V + O + ly

■ بين أجزاء الفعل:

It can be skillfully done without consulting a specialist.

* Rule : helping verb + ly + main verb

EXERCISE

1. There are ----- choices for this stage in the contest. (variety)
2. Petra is one of the most important ----- sites in Jordan. (history)
3. I'll never forget the ----- I felt on my first day at university. (excite)
4. The books of library ----- in their size from small to very large. (variety)
5. The workers need more time to ----- the project. (completion)
6. The Earth suffers from the ----- of global warming. (threateningly)
7. This engineer is responsible for the ----- of the high-tech building. (construct)
8. As part of their holiday, tourists will visit many important ----- sites. (archaeology)
9. The organisation hopes to be able to attract tourists to visit the many ----- sites in the south – east of the country. (history)
10. I'd like to live in a quiet and ----- village. (peace)
11. The storm damage is a lasting reminder of the power of ----- . (natural)
12. Deforestation is the cause of all this ----- (destroy)
13. The man wrote a ----- to remember the event. (remind)
14. The employees have escaped from the burning ----- (built).
15. Many people were evacuated due to the ----- disaster. (nature)

أسئلة وزارية على النمط الجديد

1. Our heating system is very old and extremely ----- . (inefficiency) — 2014(W)
2. People should do their best to keep ----- in the world. (peaceful) — 2014(W)
3. We received a ----- that we hadn't paid the electricity bill. (remind) – 2014 (S)
4. My sister is studying ----- in the hope of working in one of the pre-history digs in Egypt. (archeologist) — 2014 (S)
5. We must do something to stop the ----- of the Ozone layer, or we will all get harmed. (destroy) — 2015(W)
6. What do you consider to be the main ----- to the future peace and security of the world? (threaten) — 2015(W)
7. (remind , inefficiency , history) — 2015 (S)
 - My father changed the two old ----- boilers which are unable to generate enough steam.
 - Bacterial illnesses have ----- been more deadly than viral ones.

Contrast

Whereas / بينما / في حين

وتستخدم لربط جملتين مع بعضهما البعض، وتأتي في بداية الجملة ووسطها.

1. I prefer living in the town (,) **whereas** my brother prefers the country.
2. **Whereas** some people enjoy the outdoor life , others spend all their times indoors.

While بينما

1. **While** my dad wants to go fishing , my brothers want to go to the sports centre.
2. Sami is reading a novel (,) **while** Ali is reading a short story.

But لكن

نفس استخدام (whereas)، ولكن عندما تكون النتيجة غير متوقعة فإننا نستخدم (but) وجوباً، وغالبا ما تأتي وسط الجملة.

1. My brother prefers living in the country (,) **but** I prefer the town.
2. He prepared well for the exam (,) **but** he didn't pass. (correct, we cannot use whereas)

- ملحوظة: بحسب الكتاب وامتحانات الوزارة السابقة، فإنه يجوز وضع الفاصلة قبل (while / whereas / but) إذا أتت في الوسط ، أما إذا أتت في البداية فيجب وضع الفاصلة. وعموما يفضل وضعها دوما خشية النسيان؛ ولأن الكتاب غير مستقر على حال عندما يأتي الرابط في الوسط .

On the other hand, من ناحية أخرى

تستخدم عند عرض وجهتي نظر مختلفتين، ويتبعها فاصلة .

- 1- Travelling by car is very cheap. **On the other hand**, flying is much quicker.
- 2- Living in the country is quiet. **On the other hand**, living in the city has its advantages.

Instead of بدلاً من

تستخدم في بداية ووسط الجملة، ويتبعها اسم منتهٍ (منتهي) ب (-ing)، أو أي اسم آخر سواء أكان موصوفاً أم لا، والسبب هو وجود حرف الجر (of).

1. **Instead of** flying, let's go by car.
2. I studied **instead of** playing games.
3. Could I have tea **instead of** coffee, please?

بالمقارنة مع In comparison with

وتستخدم للمقارنة بين شخصين أو شيئين، ويتبعها اسم أو اسم وصفته، والسبب هو وجود حرف الجر (with).

1. **In comparison with flying** , driving is quite slow and dangerous.
2. This question is difficult **in comparison with** the previous one.

على الرغم من Although / and although

1. **Although** it was raining heavily, it wasn't that cold.
2. He went to the mosque **although** he was too tired.
3. Brasilia is a new city , **and although** Amman is not a modern city, it has modern skyscrapers .

1. Salem likes chocolate. Ahmad likes biscuits. (**while**)

2. Brasilia is the capital of Brazil. It is not the major cultural or economic centre of Brazil. (**although**)

3. Online shopping is comfortable. Traditional shopping is more interesting. (**On the other hand**)

4. Apple is a brand name. G-Tide is not well-known , it has a high quality. (**and although**)

5. Pottery is still produced in the same ancient attractive style by craftsmen at Madaba today. Modern technology means the methods have changed slightly. (**although**)

6. Supermarket fruit may be cheap. It isn't always as tasty as fruit from a market. (**but**)

7. I prefer reading books. My friend prefers reading magazines. (**whereas**)

8. Reptiles share many characteristics. They are still very different from one another. (**but**)

9. The task was very difficult. Ahmad kept going. (**although**)

10. Maher likes going abroad. Salem doesn't like travelling at all. (**whereas**)

ANSWERS:

1. Salem likes chocolate (,) while Ahmad likes biscuits .
2. Although Brasilia is the capital of Brazil , it is not the major cultural or economic centre of Brazil .

3. Online shopping is comfortable . On the other hand , traditional shopping is more interesting .
4. Apple is a brand name (,) and although G-Tide is not well-known , it has a high quality .
5. Although modern technology means the methods have changed slightly , pottery is still produced in the same ancient attractive style by craftsmen at Madaba today.
6. Supermarket fruit may be cheap , but it isn't always as tasty as fruit from a market.
7. Whereas I prefer reading books , my friend prefers reading magazines.
8. Reptiles share many characteristics , but they are still very different from one another.
9. Ahmad kept going (,) although the task was very difficult.
10. Maher likes going abroad (,) whereas Salem doesn't like travelling at all.

أسئلة وزارية (سنوات سابقة)

1. Rana is very organised and neat. Mariam is disorganised and drops her things everywhere. **(while)** ▶ 2014 (W)
2. Amman is not a new city, there are many modern and futuristic - looking skyscrapers in it. Brasilia is a very modern city. **(and although)** ▶ 2014 (W)
3. There are many fun activities, such as skating, that you can't do in a warm climate. Living in a cold climate is difficult for some people. **(instead of, on the other hand)** ▶ 2014 (S)
4. In the UK the hottest month of the year is usually July. In southern Europe the hottest period is usually in August. **(instead of , whereas)** ▶ 2014 (S)
5. **Rayan carried out his homework perfectly. Rayan didn't have enough time last night.** **(while , although)** ▶ 2015 (W)
6. **English has just five vowels. Some languages have thirty vowels or more.** **(although , whereas)** ▶ 2015 (W)
7. When I complained to the manager, he was very rude to me. The service in this restaurant was very slow. **(instead of , in comparison with , but)** ▶ 2015 (S)
8. Students do not enjoy their independence. Leaving home for the first time can be difficult for some students. **(and although , instead of , on the other hand)** ▶ 2015 (S)

ANSWERS

1. Rana is very organised and neat (,) while Mariam is disorganised and drops her things everywhere.
2. Brasilia is a very modern city (,) **and although** Amman is not a new city, there are many modern and futuristic-looking skyscrapers.
3. There are many fun activities, such as skating, that you can't do in a warm climate. **On the other hand** , living in a cold climate is difficult for some people .

4. In the UK the hottest month of the year is usually July, **whereas** in southern Europe the hottest period is usually in August.
5. **Rayan** carried out his homework perfectly **although** he didn't have enough time last night.
6. English has just five vowels (,) **whereas** some languages have thirty vowels or more.
7. The service in this restaurant was very slow, **but** when I complained to the manager, he was very rude to me.
8. Students do not enjoy their independence . On the other hand , leaving home for the first time can be difficult for some students .

Passive Voice

المبني للمجهول

الجدول الآتي يبين كيفية تغيير صيغة الفعل عند التحويل للمبني للمجهول: (مرتب بطريقة تسهل الحفظ)

No.	Tense	Active	Passive
1	Modal Verbs	1. must, had to, will , would, shall, should, can, could + baseform 2. must, might, ...+ have + V.3	1. Modal (must, ...) + be + V.3 2. must, might, ... +have + been + V.3
2	Present Simple	V.1	is, am , are + V.3
3	Past Simple	V.2	was , were + V.3
4	Present Continuous	is, am, are + V-ing	is, am, are + being + V.3
5	Past Continuous	was, were + V-ing	was, were + being + V.3
6	Present Perfect	has / have + V.3	has / have + been + V.3
7	Past Perfect	had + V.3	had + been + V.3

Examples:

1. The boy **must do** the homework. ▶ **Active**
The homework **must be done** (by the boy). ▶ **Passive**
2. The government **should solve** the problem of unemployment. ▶ **Active**
The problem of unemployment **should be solved** (by the government). ▶ **Passive**
3. They **might have saved** some of the historical sites. ▶ **Active**
Some of the historical sites **might have been saved** (by them). ▶ **Passive**
4. My friends **have visited** the library. ▶ **Active**
The library **has been visited** (by my friends). ▶ **Passive**
5. The children **are cleaning** the room. ▶ **Active**
The room **is being cleaned** (by the children). ▶ **Passive**

أسئلة وزارية (سنوات سابقة)

1. People saw smoke coming out of the forest. ▶ 2011 (W)
Smoke -----
2. The government must save the historical sites. ▶ 2011 (S)
The historical sites -----
3. The farmer must water the plants in order to grow. ▶ 2012 (W)
The plants -----
4. Hatem should send the car to the garage. ▶ 2012 (S)
The car -----
5. The patient must take the medicine on time. ▶ 2013 (W)
The medicine -----
6. Samer must fill in the job application form. ▶ 2013 (S)
The job application form ----- by Samer.
7. Everyone must save the natural resources. ▶ 2014 (W)
The natural resources -----
8. Children mustn't leave bicycles in the driveway. ▶ 2014 (S)
Bicycles -----
9. *Different goods among countries can be ----- by traders. (transport)* ▶ 2014 (S)
10. **Jordan's imports 96% of its energy from the neighboring Arab countries.**
96 % of Jordan's energy -----. ▶ 2015 (W)
11. **Parents must not give their children everything they want.**
Children ----- ▶ 2015 (W)
12. **According to our teacher's instructions all of our compositions ----- in ink. He won't accept papers written in pencil. (write)** ▶ 2015 (S)

ANSWERS:

1. Smoke was seen coming out of the forest.
2. The historical sites must be saved (by the government).
3. The plants must be watered in order to grow.
4. The car should be sent to the garage.
5. The medicine must be taken on time (by the patient).
6. The job application form must be filled (in) by Samer.
7. The natural resources must be saved (by everyone).
8. Bicycles mustn't be left in the driveway.
9. transported
10. 96% of Jordan's energy **is imported** from the neighboring Arab countries.
11. Children must not be given everything they want.
12. must be written

Reported Speech

(الكلام المنقول (غير المباشر)

- Reported (Indirect) speech includes reported **statements** and reported **questions** (wh- questions ; Yes / No questions).

- ويشمل الكلام المنقول كلاً من الجمل الخبرية المنقولة، والأسئلة المنقولة بنوعها).
 - عند التحويل إلى الكلام غير المباشر فإننا نعود درجة في زمن الفعل إلى الماضي، بخلاف المبني للمجهول (passive voice) ، حيث نحافظ على زمن الفعل فيه، وهذه النقطة تعد من الأخطاء الشائعة عند الطلبة، لذلك ارتأيت إلى وضع الدرسين متتابعين في هذه الدوسية بخلاف ترتيب الكتاب ليسهل التقريب بينهما.
 الجدول الآتي يبين كيفية تغيير زمن الفعل عند التحويل إلى الكلام غير المباشر: (مرتب بطريقة تسهل الحفظ)

No.	Direct Speech	Reported Speech
1	Present Simple V.1	Past Simple V.2
2	Past Simple V.2	Past Perfect had + V.3
3	Past Perfect had + V.3	Past Perfect had + V.3
4	Present Perfect has / have + V.3	Past Perfect had + V.3
5	Present Continuous is / am / are + V-ing	Past Continuous was / were + V-ing
6	Past Continuous was / were + V-ing	Past Perfect Continuous had + been + V-ing
7	Past Perfect Continuous had + been + V-ing	Past Perfect Continuous had + been + V-ing
8	Present Perfect Continuous has / have + been + V-ing	Past Perfect Continuous had + been + V-ing
9	Modals (will, shall, can, may, must, (is) going to... + baseform)	would, should, could, might, had to, was going to + baseform

أما الجدول التالي فبين كيفية تغيير بعض الكلمات عند نقل الكلام (حفظ) :

No.	Direct Speech	Reported Speech
1	now	then
2	at the moment / at this moment	at that moment
3	today	that day
4	yesterday	the day before / the previous day
5	last (week)	the (week) before

6	tomorrow	the following day / the day after
7	next (week)	the following (week)
8	here	there
9	this	that
10	these	those
11	ago	before
12	tonight	that night

وأخيرا الجدول الآتي يبين كيفية تحويل الضمانر: (حفظ، أو على المهارات)

Subject	Object	Possessive
I → he / she	me → him / her	my → his / her
you → he / she / I	you → him / her / me	your → his / her / my
we → they	us → them	our → their

Reported Statements

Examples:

1. "My brothers spend every day of their lives together." (Direct [D])
He **said** (that) **his** brothers **spent** every day of their lives together. (Reported [R])
2. "I've lost my bag." (D)
She **said** (that) **she had lost her** bag. (R)
3. "I'll meet my brother here tomorrow." (D)
He **said he would meet his** brother **there the following day.** (R)

Reported Questions

There are two kinds of reported questions: **Wh – questions** and **Yes / No questions.**

Examples:

Wh – questions

1. "Where have you been?"
He asked where **I had been.**
2. "How long are you going away for?"
She asked how long **I was going** away for.
3. "What's the matter?"
He wanted to know what the matter **was.**

Yes / No questions

1. "Have you already been on holiday?"
He asked me if / whether **I had** already **been** on holiday.
2. "Do you go to university every day?"
He asked if / whether **I went** to university every day.

*** ملحوظات:**

1. نلاحظ أنه يجب حذف كل من علامة الاقتباس " " وعلامة السؤال (?) عند التحويل، وتغيير ما يلزم من الأفعال والضمائر والظروف حسب الجداول أعلاه، ونضع نقطة (.) في النهاية.
2. في حالة (Yes / No questions) أنصح باستخدام (if) وليس (whether)؛ لتجنب الأخطاء الإملائية.
3. أفعال نقل السؤال هي: asked , wondered , enquired , wanted to know
4. نلاحظ أن ترتيب السؤال يختلف عند نقله ليصبح مثل الجملة العادية (ترتيب الفعل والفاعل): S + V+... .

سؤال عكسي**Q: What were these people's actual words? (WB, p.44)**

1. He said he'd slept for ten hours the previous night.
.....
2. Hani asked his mother if he could go out with his friends.
.....
3. Zaid asked whether Omar wanted to go swimming with him.
.....
4. Nawal said she was enjoying her new job.
.....

Answers:

1. "I **slept** for ten hours **last night**."
2. " Can I go out with my friends, (please)?"
3. " Do you want to go with me, Omar?"
4. " I'm enjoying my new job."

أسئلة وزارية

1. "Can I use your pen?" **► 2011 (W)**
Anwar asked his friend -----
2. "Can you check the prices of the goods?" **► 2011 (S)**
The manager asked Rashed -----
3. "Can you speak any foreign language?" **► 2012 (W)**
Hatem asked Muna -----
4. "Does your child need any special kind of food during the flight?" **► 2012 (S)**
The stewardess asked Muna -----
5. "Do you enjoy doing online exercises?" **► 2013 (W)**
The teacher asked the students -----

6. "Do all children use computers at schools?" ▶ 2013 (S)
Rashed asked Tahani -----
7. The engineers are going to design the new highway next month. ▶ 2014 (W)
The manager said that -----
8. What do Jordanian people eat at wedding parties? ▶ 2014 (W)
John asked Kareem -----
9. "My mother will celebrate her birthday next weekend." ▶ 2014 (S)
Rami said that -----
10. Majed asked Saif what kind of books bookshops sold. ▶ 2014 (S)
Majed: "-----?"
11. "Is there a wireless network available in the library?"
Rakan asked Khaled -----▶ 2015 (W)

12. Rawan is sitting in the cafe' where Ahmad works. He tells her, "I work in this cafe' almost every day. But yesterday I saw a famous TV presenter here for the first time. She ate ice-cream at the table where you are sitting now."

Your answer should begin from Ahmad said that ...in the following new paragraph: A week later Rawan is speaking to a friend on the phone: "I saw Ahmad at the cafe' last week." Ahmad said that ▶ 2015 (S)

ANSWERS

1. Anwar asked his friend if he could use his pen.
2. The manager asked Rashed if / whether he could check the prices of the goods.
3. Hatem asked Muna if she could speak any foreign language.
4. The stewardess asked Muna if / whether her child needed any special kind of food during the flight.
5. The teacher asked the students if / whether they enjoyed doing online exercises.
6. Rashed asked Tahani if / whether all children used computers at school.
7. The manager said that the engineers were going to design the highway the following month.
8. John asked Kareem what Jordanian people ate at wedding parties.
9. Rami said that his mother **would** celebrate her birthday the weekend after.
10. Majed: " What kind of books **do** bookshops **sell** ? "
11. Rakan asked Khaled if there was a wireless network available in the library.
12. Ahmad said that he worked in that café almost every day. But he had seen a famous TV presenter there for the first time the day before. She had eaten ice-cream at the table where **I** was sitting then.

(سؤال MIX) Exercise

1. Muna must get a high mark in the following exam.
A high mark -----.
2. The government should embrace new technologies.
New technologies -----.
3. Mazen climbed Mount Everest.
Mount Everest -----.
4. "Can I ask you a question?"
Mahdi asked Salma -----.
5. "Did you leave the country last year?"
Ahmad asked Khalid -----.
6. "The students are going to visit this library next week."
The teacher said that -----.
7. "When did you graduate from university?"
Sami wanted to know -----.
8. "We are listening to the news now."
Mazen said that -----.
9. The early bird catches the worm.
The worm -----.
10. Sami is reading modern novels.
Modern novels -----.
11. "How can you solve this problem?"
Sami asked me -----.
12. Everyone must serve our nation.
Our nation -----.
13. "Have you read the article?"
Manal asked Muna -----.
14. "I'm enjoying playing football at this moment."
Sami said that -----.
15. Hatem must have cleaned the room.
The room -----.
16. "Are you going to buy this car?"
Ahmad asked Ali -----.
17. The authorities must introduce some strict laws about the dilemma.
Some strict laws -----.
18. Are you going to visit Petra?
Is -----?
19. Everyone should save energy.
Energy -----.
20. "What's your job?"
Salman asked Ahmad -----.

ANSWERS

1. A high mark must be got in the following exam (by Muna).
2. New technologies should be embraced (by the government).
3. Mount Everest was climbed (by Mazen).
4. Mahdi asked Salma if / whether he could ask her a question.
5. Ahmad asked Khalid if / whether he had left the country the year before (the previous year).
6. The teacher said that the students were going to visit that library the week after (the following week).
7. Sami wanted to know when I had graduated from university.
8. Mazen said that they were listening to the news then.
9. The worm is caught (by the early bird).
10. Modern novels are being read (by Sami).
11. Sami asked me how I could solve that problem.
12. Our nation must be served (by everyone).
13. Manal asked Muna if / whether she had read the article.
14. Sami said that he was enjoying playing football at that moment.
15. The room must have been cleaned (by Hatem).
16. Ahmad asked Ali if / whether he was going to buy that car.
17. Some strict laws about the dilemma must be introduced (by the authorities).
18. Is Petra going to be visited (by you)?
19. Energy should be saved (by everyone).
20. Salman asked Ahmad what his job was.

LANGUAGE FUNCTIONS**1. Complete the following mini-dialogue using an expression that shows agreeing.**

Ahmad: I think that global warming is the most dangerous problem nowadays.

Maher:

2. Complete the following mini-dialogue using an expression that shows disagreeing.

Ali: It might be a good idea to publish this article in a famous journal.

Mazen:

3. Complete the following mini-dialogue using an expression that shows an argument.

Yousef: Some specialists think that the government should cancel the 12th grade.

Ahmad:

4. Complete the following mini-dialogue using an expression that shows giving advice.

Akram: My car was broken yesterday.

Maher:

5. Complete the following mini-dialogue using an expression that shows a choice.

Salem: What would you take for a visit to the library?

Ahmad:

6. Rashed: Don't forget to take your coat in case it rains. ► 2015 (S)

Marwan: I will.

What is the function of Rashed's statement?

7. I had been getting up at five o'clock all week, so on Friday I was completely exhausted.

What is the function of using the past perfect continuous in the above sentence? (2015(S))

Answers:

1. I agree. **OR** Yes, you're right.
2. I don't agree. **OR** I disagree with you.
3. It might be a better idea to develop the 12th grade instead of cancelling it. Specialists could co-operate to fulfill this task.
4. You should take it to the garage as soon as possible.
5. I'd take a pen and some paper because I want to write a report.
6. Giving advice
8. A repeated action over a period of time before another action in the past (giving background information).



"It's better to have a reported speech than a passive voice."

Tha'er Al-Nammoura

V.1	V.2	V.3	المعنى	V.1	V.2	V.3	المعنى
become	became	become	يصبح	mean	meant	meant	يعني
begin	began	begun	يبدأ	meet	met	met	يقابل
bite	bit	bitten	يعض	pay	paid	paid	يدفع
break	broke	broken	يكسر	put	put	put	يضع
bring	brought	brought	يحضر	read	read	read	يقرأ
build	built	built	يبني	ride	rode	ridden	يركب
buy	bought	bought	يشترى	ring	rang	rung	يرن
catch	caught	caught	يمسك	rise	rose	risen	يرتفع
choose	chose	chosen	يختار	run	ran	run	يركض
come	came	come	يأتي	see	saw	seen	يرى
cost	cost	cost	يكلف	seek	sought	sought	يبحث
cut	cut	cut	يقطع	sell	sold	sold	يبيع
draw	drew	drawn	يرسم	send	sent	sent	يرسل
drink	drank	drunk	يشرب	set	set	set	يضبط
drive	drove	driven	يسوق	shake	shook	shaken	يهز
eat	ate	eaten	يأكل	shine	shone	shone	يشع
fall	fell	fallen	يقع	shoot	shot	shot	يطلق النار
feed	fed	fed	يطعم	shut	shut	shut	يغلق
feel	felt	felt	يشعر	sing	sang	sung	يعني
fight	fought	fought	يقاقل	sink	sank	sunk	يفوص
find	found	found	يجد	sit	sat	sat	يجلس
fly	flew	flown	يطير	smell	smelt	smelt	يشم
forget	forgot	forgotten	ينسى	speak	spoke	spoken	يتحدث
forgive	forgave	forgiven	يسامح	spend	spent	spent	يقضي
freeze	froze	frozen	يجمد	spread	spread	spread	ينتشر
get	got	got	يحصل	stand	stood	stood	يقف
give	gave	given	يعطي	steal	stole	stolen	يسرق
go	went	gone	يذهب	strike	struck	struck	يضرب
grow	grew	grown	يزرع	swim	swam	swum	يسبح
hide	hid	hidden	يخفي	take	took	taken	يأخذ
hold	held	held	يحمل	teach	taught	taught	يعلم
hurt	hurt	hurt	يؤذي	tear	tore	torn	يمزق
keep	kept	kept	يحافظ	tell	told	told	يخبر
know	knew	known	يعلم	think	thought	thought	يعتقد
lead	led	led	يقود	throw	threw	thrown	يرمي
leave	left	left	يغادر	understand	understood	understood	يفهم
lend	lent	lent	يقرض	wake	woke	woken	يستيقظ
let	let	let	يجعل	wear	wore	worn	يلبس
light	lit	lit	يشعل	win	won	won	يفوز
lose	lost	lost	يفقد	write	wrote	written	يكتب
make	made	made	يعمل	hit	hit	hit	يضرب