

The First Step in English Language Grammar الخطوة الأولى في قواعد اللغة الإنجليزية

✓ الدوسية الأمثل لتأسيس الطالب في قواعد اللغة الانجليزية الأساسية التالية

✓ **TENSES (ACTIVE AND PASSIVE)** الأزمنة

✓ **REPORTED SPEECH** الكلام المنقول

✓ **DERIVATIONS** الاشتقاقات

✓ للصفوف من السابع حتى الثاني ثانوي بجميع فروع

✓ تحتوي على مجموعة كافية من التمارين على كل قاعدة مع الاجابات

لمساعدتك في شرح القواعد يرجى الاشتراك على القناة المجانية على اليوتيوب

انجليزي توجيهي وأول ثانوي Teacher Hana Abumokh

https://www.youtube.com/channel/UC791Logt0WMeccTc1CHc_jg

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أساسيات في قواعد اللغة الانجليزية Basis of English Grammar

تتكون الجملة في الحالة العادية من :

تكملة الجملة **complement** + المفعول به **Object** + الفعل **Verb** + الفاعل **Subject**

الفاعل : The Subject

* The **Subject** in a sentence can be either a **Noun** or a **Subject Pronoun** :

يمكن أن يكون الفاعل في الجملة إما اسم أو ضمير فاعل :

1) **Noun (n.)** : الاسم

Definite (معرفة)

• وهي الأسماء التي تكون صريحة أو محددة بأداة مثل **the** / **this** / **that** / **these** / **those** أو ان يكون ما قبلها صفة ملكية مثل **my** / **your** / **their** / **our**

- **Mohammad / Salam**
- **The student/s**
- **The job/s**
- **This girl/ these girls**
- **That man/ those men**
- **My/ Our/your... school**

Indefinite (نكرة)

• وهي الأسماء التي تعطى لشيء ما او للانسان بشكل عام وليس اسم صريح وقد يسبقه بعض المحددات العامه للمفرد **a** , **an** او مثل **some** , **few** , **a little of** , **no** , **any** ,

- **a girl**
- **An apple**
- **People**
- **Some students**
- **Few trees**

*** **Determiners** : المحددات التي تسبق الأسماء

a, an , the , this, that , these, those , (**quantifiers** محددات الكمية أو العدد) → some, any, many, a few, few, little , a little, all, enough, less, a lot of , lots of , more, most, no, none of ,

2) **Subject Pronouns** : ضمائر الفاعل

I , He , She, It , You, They , We

I live in Amman.

They sleep early.

We like eating chocolate.

The Verb الفعل

- وهي الكلمة الدالة على وقوع الحدث وتنقسم إلى نوعين :

1) Helping verbs (Auxiliaries) الأفعال المساعدة :

Base	V1	V2	V3
be	is / am / are	was/ were	been
do	do / does	did	done
have	have / has	had	had

Modals

will	would
shall	should
can	could
may	might
must	had to
have / has to	had to
be going to	-
ought to	-

Examples :

1. Salma **is** studying.
2. Dan and Todd **were** playing.
3. I **will** travel to London.

am
is
are
have
has
do
does
did
was
were
will
can
could
must
should
would

2) Main Verbs : الأفعال الرئيسية

وهي نوعين :

1. **Intransitive** وهو الذي لا يحتاج لمفعول به بعده ويكون معنى الجملة واضحاً بدونهُ مثل :

run / sleep / rain / cry / swim / shout / snow / fall / move / listen

Examples :

1. I **run** every day.
2. Tala **sleeps** well.
3. It **rained** last night.

2. **Transitive** وهو الذي يحتاج إلى مفعول به لإتمام معنى الجملة :

Put / cut / climb / give / offer / hear / smell / make / like / buy / speak

Examples:

1. I **gave** you the book.
2. Salem **climbed** the tree.
3. He **likes** bananas.

Object المفعول به

وهو ما يقع عليه الحدث ويكون إما اسماً **Noun** أو ضمير مفعول به **Object Pronoun** ..

Object pronouns :

me , him , her , it , you , them , us

Examples:

1. Layan speaks **English** well.
2. Ali sent **a message** to his friend.
3. Mom asked **me** a question.



The Pronouns : الضمائر

Subject فاعل	Object مفعول به	Possessive Adjective صفة ملكية قبل الاسم	Possessive Pronoun ضمير ملكية بعد الاسم في السؤال وبعد فعل to be في الجمل	Reflexive الانعكاسية
He	him	his	his	himself
She	her	her	hers	herself
It	it	its	its	itself
I	me	my	mine	myself
You	you	your	yours	yourself / yourselves
They	them	their	theirs	themselves
We	us	our	ours	ourselves

*** قد تحتوي الجملة على صفة (adjective) أو ظرف (adverb) :

1) Adjective : الصفة

وتنقسم الى مجموعتين :

1. صفات أصلية (ليست مشتقة من فعل أو اسم) مثل :

tall / short / big / fat / thin / happy / sad / bad / good / smooth / thick / slim /

2. صفات مشتقة من اسم أو فعل ويتم إضافة مقطع في نهاية الكلمة الأصلية لتحويلها إلى صفة . مثل :

Beautiful / skillful / expensive / impressive / economical / psychological /
dangerous / fabulous / interesting / amazing

تأتي الصفات في الحالات التالية :

1. بعد أفعال الكينونة : **Verbs to Be (is , am , are , was , were , been)** وتكون لوصف شخص أو شيء معين

She is cute. / The boys are noisy

2. قبل الأسماء :

This is a small bag. / The police did an exhaustive investigation .

3. بعد أفعال معينه :

Find , taste , sound , grow , get , be, look, seem , feel, become

** سيتم توضيح باقي الحالات في لاحقاً.

2) الظرف : Adverb

يقوم الظرف بتوضيح حال الحدث او لبيان زمنه أو لبيان المكان :

1. **Place adverbs** : ظروف المكان → here , there
2. **Time adverbs** : ظروف الزمان → tomorrow, yesterday , today , before , after , immediately, now,
3. **Adverbs of frequency** : ظروف التكرار → always, usually, often , sometimes, never , ever , hardly, rarely , daily , weekly , monthly , yearly , once a day , twice a year ,
4. **Adverbs of manner** : الحال → quickly, slowly , beautifully , badly, quietly ,

** سيتم توضيح استخدامات الظرف ومكانها في الجملة لاحقاً..

Tenses

→ The Present Simple Tense : الزمن المضارع البسيط

We use the present simple tense when we talk about : نستخدم زمن المضارع البسيط للتحدث عن

1. Something that is true in the present . شيء أو حدث حقيقي في الوقت الحاضر .

- She **looks** happy.
- The sky **is** blue today.
- They **work** hard.

2. Things that are always true (facts) . أشياء دائما صحيحة (حقائق علمية)

- Water **freezes** at 0 c°.
- The sun **rises** from the east.
- Aqaba **is** in the south of Jordan.

3. Habits or routines in the present . عادات وروتين متكرر في الوقت الحالي

- We **go** to school every day.
- The man **washes** his car weekly.
- She **is** always on time.

4. Scheduled or fixed events in the future. أحداث مجدولة أو محدد توقيتها في المستقبل

- The plane **leaves** at 7 a.m.
- We **have** an English lesson tomorrow morning.
- The doctor **has** a surgery tonight.

5. If clauses type zero and one (0 + 1) مع اذا الشرطية

- If you **heat** water to 100c , it **boils** .
- If Salma **studies** harder, she will get higher marks.

→ Key words : الكلمات الدالة

(Adverbs of frequency) :

always, usually, often, sometimes, rarely, every + (day/week/month/year, night / morning/ evening/ Sunday/ Monday/) , daily, weekly, monthly, yearly, frequently, seldom, hardly, scarcely, generally, normally, once, twice,...

If + V1 , V1 / If + v1, will + base

The Sentence structure : صيغة الجملة :

Affirmative المثبتة

subject + verb (1) / (s,es) + complement ...

Examples :

- Sally washes her hands after every meal.
- The boys play football every Friday.
- We visit our grandparents every week.
- She is clever.
- They are hungry.

لاحظ عزيزي الطالب :

← إذا كان الفاعل في حالة الجمع يكون الفعل بدون إضافات :

→ I , they , we , you + **V1** + complement

← إذا كان الفاعل مفرداً يتم إضافة **s** أو **es** للفعل كالتالي :

→ He , She, It + **V1(- s / es)** + complement

→ إذا انتهى الفعل بالحروف التالية فيتم إضافة **es** :

If the verb ends with these letters (-ch, -sh, -ss, -s, -o, -z, -x) we add - **es**

- go → goes
- wish → wishes
- buzz → buzzes
- watch → watches
- fix → fixes
- focus → focuses

إذا انتهى الفعل بـ **y** وكان ما قبله حرف عله (o, u, e, i, a) فيضاف **s** فقط

employ → employs

enjoy → enjoys

إذا انتهى الفعل بـ **y** وكان ما قبله حرف ساكن فيتم تغيير **y** إلى **i** ويضاف **es**

fly → flies

cry → cries

study → studies

- Remember → تذكر

(**be**) → is / am / are

* He is clever. / They are hungry.

(**have**) → have / has

* They have a big house. / He has a car.

(**do**) → do / does

* They do their work perfectly. / Salma does her homework.

Negative النفي

subject + don't / doesn't + base (v) + complement ...

- She **doesn't speak** French.
- The students **don't go** to school in summer.
- My brother **doesn't have** a car
- They **don't do** their homework daily.

في حالة أفعال يكون verb to be فيكون النفي بإضافة not الى الفعل :

is → **is not** → isn't
am → **am not**
are → **are not** → aren't

- She **isn't** smart enough.
- I **am not** alone.
- They **aren't** tired.

Base (v)

الفعل المجرد

Question السؤال

(Wh) Do / Does + subject + base (v) + complement ...?

- **Do** you **like** English? Yes, I **do**. / No, **don't**.
- **Does** John **have** a car? Yes, he **does**. / No, he **doesn't**.
- Where **do** you **go** every Friday? I **go** to Irbid.
- When **does** Sam **come** to school? He **comes** to school at 7 a.m.

(Wh) Is / Am / Are + subject + complement ...?

- **Are you** happy? Yes, **I am**. / No, **I'm not**.
- **Is** she beautiful? Yes, she **is**. / No, she **isn't**.
- How **are** the kids? They **are** (they're) good.
- Where **is** your dad? He **is** in the garden.

• نلاحظ مما سبق أن الذي يتبع فعل يكون (**verb to be**) هو غالبا الصفة (**adjective**) في حالة الجملة.

→ **Correct the verbs between brackets :**

1. Nawal in Amman. (**live**)
2. Saleem a car. (**have**)
3. Razan always on time for class. (**not, be**)
4. She in the garden every day. (**not, sit**)
5. Maram grammar daily? (**study**)
6. What you usually in weekends? (**do**)
7. If a city everything and doesn't throw anything away, it is zero waste.
(**recycle**)

Answers :

1. lives 2. has 3. isn't 4. doesn't sit 5. Does – study 6. do – do 7. recycles

→ **Choose the correct verb between brackets :**

1. Aqaba in the south of Jordan.
(**is , are , will be , has been**)
2. I enough money to buy a new mobile.
(**doesn't have , don't have , haven't have , am not have**)
3. Where mum every Friday?
(**are – going , is – going , does - go , did – go**)
4. Mum beautiful today.
(**is looking , look , looks , is looked**)
5. The train at 9 a.m. tomorrow morning.
(**is leaving , has left , leaves , left**)
6. What languages she
(**does - speak , do - speak , have spoken , is spoken**)
7. Our company technical products.
(**supply , supplies , are supplied , have supplied**)
8. We on Saturdays.
(**doesn't work , haven't been worked, hasn't worked, don't work**)
9. Ruba to school?
(**do - walk , are – walk , does - walk , have - walk**)
10. If I harder , I will finish the project sooner.
(**work , worked , has worked , works**)
11. The plane at the airport at 7 a.m.
(**arrives , was being arrived , would arrive , is arrived**)
12. I that it's better to study at home.
(**doesn't agree, don't agree , am agreeing , am agreed**)
13. Now, I that you're right, my friend!
(**am thinking , have thought , think, thinks**)



Simple Present Tense

Answers

1. is 2. don't have 3. does - go 5. looks 6. does - speak 7. supplies
8. does - walk 9. don't work 10. work 11. arrives 12. don't agree 13. think

→ The Present continuous Tense : زمن المضارع المستمر

We use the present continuous :

يستخدم زمن المضارع المستمر في :

1. To talk about something that is happening at the moment of speaking.

للتحدث عن شيء يتم حدوثه وقت الكلام

- The students **are having** a quiz **now**.
- The baby **is sleeping** **at the moment**.

2. To describe something temporary.

للتحدث عن شيء يحدث بشكل مؤقت

- They **are selling** at low prices **these days**.
- My family **is having** a great time **this week**.

3. For actions that happen repeatedly in the present. We use it with **always**.

(**annoying actions**)

للتحدث عن الأحداث المتكررة وتكون هذه الأحداث مزعجة

- He **is always working** late at night. I wish he finishes early.
- You **are always watching** T.V. Go and do something more active.
- Mum **is always calling** me when I leave home. I hate it.

نلاحظ أن مكان **always** هو بين الفعل المساعد والفعل الرئيسي...

4. To talk about the future, where something has been planned .

للتحدث عن أشياء تم التخطيط لها في المستقبل

- They **are leaving** to France **tomorrow**.
- I **am having** a birthday party **next week**.

→ Key words : الكلمات الدالة

• Adverbs / phrases of time :

Now, right now, at the moment, currently, at present, at the time being, tonight, today, this week , these days, this year ,.....

• Caution verbs :

Listen! , Look!, Be careful!, Look out!, Watch out!, Be quiet!, Stop!, Don't move!,.....

Stative verbs: love, like, prefer, hate, dislike, see, have (own), think (believe), know, understand, need, want, remember, realize, be, [start, begin]...etc.

صيغة الجملة : The Sentence structure

Affirmative ^{المثبتة}

subject + is/am/are + v-ing + complement ...

- She **is doing** her homework **now**.
- I **am playing** computer games **at the moment**.
- **Listen!** The boys **are coming**.

Negative ^{النفى}

subject + isn't / am not / aren't + v-ing + complement ...

- She **isn't coming** **right now**.
- You **aren't studying** well **these days**.
- I **am not sleeping** **at the moment**.

Question ^{السؤال}

(Wh.) /Is/Am/ Are + subject + v-ing + complement ...?

- **Am** I **bothering** you? No, you aren't.
- **Are** they **having** lunch **now**? Yes, they are
- **Is** Salma **having** fun **these days**? Yes, she is.
- What **are** you **doing** **tonight**? I am hanging out with my friends.
- Where **are** you **going** **tomorrow**? I am going to Aqaba.

Adding -ing to the verbs :

- إذا انتهى الفعل بـ **e** أضف **ing** بعد حذف الـ **e** من الفعل change → chang**ing** have → hav**ing**
- إذا كان الفعل ينتهي بحرف ساكن مسبوق بحرف علة **واحد** فيجب مضاعفة الحرف الأخير عند إضافة الـ **ing**

Sit → sitt**ing** run → run**ning** dig → dig**ging** plan → plan**ning** shop → shop**ping**

- عدا عن ذلك فلا يتم تغيير أي شيء عند إضافة الـ **ing**
Rain → rain**ing** play → play**ing** do → do**ing** enjoy → enjoy**ing**

→ **Correct the verbs between brackets :**

1. Listen! Someone (**knock**) at the door.
2. Don't make any noise! The kids (**sleep**)
3. you (**do**) anything important at the time being?
4. No one (**use**) floppy disks these days.
5. My sister (**always, wear**) my clothes. I don't like it.

Answers :

1. is knocking 2. are sleeping 3. Are - you 4. is using 5. is – wearing

→ **Choose the correct verb between brackets :**

1. Sami his homework now.
(**doesn't do , don't do , isn't doing , aren't doing**)
2. Where Dana tonight ?
(**is – going , are – going , have – gone , will be gone**)
3. Why you to me?
(**isn't - listening , aren't – listening , doesn't - listen , hasn't – listened**)
4. Be careful! A car now.
(**pass , passed , is passing , have been passing**)
5. *** Now, I that you're right, my friend!
(**think , am thinking , have thought , will think**)
6. Amal her room at this time.
(**cleans , is being cleaned , is cleaning , will be cleaning**)
7. Windows This is typed on the computer screen.
(**shuts down , is shutting down , have shut down**)
8. Look! It heavily. We can't go outside today!
(**has being rained , rains , is raining , have been raining**)
9. My neighbour his house next week. I'm sure about this.
(**is painting , has painted , has been painting , had painted**)

Answers :

1. isn't doing 2. is – going 3. aren't – listening 4. is passing 5. think
6. is cleaning 7. is shutting down 8. is raining 9. is painting

→ Present Perfect Simple المضارع التام البسيط

Uses (Functions): الاستخدامات

1- To express finished activities at unspecific time in the past, but their **CONSEQUENCES** (results) are still there at present.

يستخدم هذا الزمن للحديث عن أفعال وأنشطة منتهية في الماضي، إلا أن نتائجها لا زالت قائمة (موجودة) في الوقت الحاضر.

(To talk about something that was true in the past and continues to be true in the present)

- I **have cut** my finger. *It's bleeding now.*
- She **has already prepared** for her presentation.

2- To talk about achievements:

يستخدم هذا الزمن كذلك للحديث عن الإنجازات

(To discuss our experience up to the present)

- The student **has already finished** his project.
- I **have just done** my homework.

NOTE: With stative (non-continuous) verbs: love, like, prefer, hate, dislike, see, have (own), think (believe), know, understand, need, want, remember, realize, be, [start, begin]...etc.

- I **have known** him since 2000.
- Sami **has had** this house for 10 years.

→ **Key words :** الكلمات الدالة

already, yet, just, since, for, lately, recently, ever, so far, up to now, up till now, still, once, twice, (five) times, so (he) can, today, (this week, month, year,...)

صيغة الجملة : the Sentence structure

Affirmative المثبتة

subject + have / has + v3 + comp.

- The kids **have written** five stories since the holiday started.
- Salem **has known** his best friend for 15 years. (Know → **stative verb**)

Negative ^{النفى}

subject + haven't / hasn't + v3 + comp.

- We haven't eaten dinner yet.
- Salma still hasn't completed her work .

Question ^{السؤال}

(Wh) Has/ Have + subject + v3 + comp. ?

- Have you ever visited Petra ? Yes, I have / No, I haven't.
- What has she just said?

→ **Correct the verbs between brackets:**

1. I just my homework. (**finish**)
2. Huda already the report. (**type**)
3. you a new job yet? (**find**)
4. your sister In America lately? (**be**)
5. Sam yet. (**not, come**)
6. I never someone famous. (**meet**)
7. Where you since this morning? (**be**)
8. Maher his driving test, so he can't borrow his brother's car next week.
(**not, pass**)
9. The children already the sandcastle on the beach. (**build**)
10. The government recently new laws to try to reduce the crime rate in the country. (**announce**)

Answers :

- | | | | | |
|--------------------|----------------|------------------|-----------------|---------------------|
| 1. have – finished | 2. has – typed | 3. Have – found | 4. Has - been | 5. hasn't come |
| 6. have – met | 7. have – been | 8. hasn't passed | 9. Have – built | 10. has - announced |

→ **Choose the correct form of the verbs between brackets :**

1. Samir isn't here. He yet.
(didn't arrive , hadn't arrived , haven't arrived , hasn't arrived)
2. My little brother never a real shark.
(has – seen , have – seen , has been seen , had seen)
3. The road is closed. It an accident.
(are , has been , have been , had been)
4. I basketball all my life.
(loved , has loved , have loved , has been loved)
5. Sami Shadi for four years.
(know , have known , has known , has been knowing)
6. My father this watch since he was a child.
(have , has had , have had , had had)
7. you your hair? It looks awful !
(have - cut , has – cut , have - been cut , had - cut)
8. The lights of the house are still on. They yet.
(don't sleep , hasn't slept , hadn't slept , haven't slept)
9. We this movie for several times.
(has watched , have been watching , have watched , have been watched)
10. It is really hot in this room. Someone the air conditioner.
(has turned off , have turned off , has been turned off , will turn off)

Answers :

- | | | | | |
|-------------------|---------------|------------------|-----------------|--------------------|
| 1. hasn't arrived | 2. has – seen | 3. has been | 4. have loved | 5. has known |
| 6. has had | 7. have - cut | 8. haven't slept | 9. have watched | 10. has turned off |

→ **Present Perfect Continuous** المضارع التام المستمر

Uses (Functions): الاستخدامات

1- To express unfinished activities that began in the past and continues in the present ; an action repeated many times from the past until the present.

يستخدم هذا الزمن للحديث عن أفعال وأنشطة غير منتهية بدأت في الماضي ومستمرة في الحاضر ، حدث يتكرر لعدة مرات من الماضي حتى الحاضر

- I **have been waiting** for Ali **for** four hours but he hasn't come yet. (be, wait)
- She **has been working** on her project. I think she needs more time. (be, work)

2- Activities from the recent past which have visible consequences at present.

أحداث في الماضي القريب ولها آثارها وعواقبها الظاهرة، ويكون التركيز على الحدث واستمراريته في الماضي أكثر من النتيجة بخلاف المضارع التام البسيط.

- They're out of breath. They **have been running** for a long time. (be , run)
- He is exhausted. He **has been cleaning** his room all night. (be, clean)

→ **Key words :** الكلمات الدالة

all day, all night, all morning, all evening, all the time, for, since, for (five) years now

*** ملاحظات مهمة :** إذا كان هنالك جملتان (أو جملة) أولاهما تحتوي على فعل مضارع، ويكون معنى الفعل بين الأقواس يحتاج للاستمرارية، فيتم حل الفعل بحالة المضارع التام المستمر...ومن هذه الأفعال :

run, have , يتناول , swim, do, write, sleep, eat, paint, work, think يفكر , smoke, rain

- He is very tired. He **has been working** all day.
- I **have been thinking** *about* my future for a while. ... لاحظ وجود حرف الجر بعد الفعل ...
- Your hands are dirty. **Have** you **been cleaning** the car?

The Sentence structure : صيغة الجملة

Affirmative المثبتة

subject + have / has + been + v-ing + comp.

- Sua'ad **has been working** all night.
- We are exhausted. We **have been running** for two hours now.

Negative النفي

subject + haven't / hasn't + been + v-ing + comp.

- We **haven't been sleeping** all day.
- The woman **hasn't been doing** her work since this morning.

Question السؤال

(Wh) Has/ Have + subject + been + v-ing + comp. ?

- **Have** you **been sleeping** all night ? Yes, I have / No, I haven't.
- What **has** she **been writing** all day?

→ **Correct the verbs between brackets:**

1. Sami has a headache. He TV for a long time. **(be, watch)**
2. Ali a short story all morning. **(be, write)**
3. I for my final exams, so I'm busy. I haven't finished yet. **(be, prepare)**
4. She her assignment all day. **(be, do)**
5. Nour an essay all morning? **(be, write)**
6. Hatem looks tired. He on his science project all night. **(be, work)**
7. Who the detectives all week ? **(be, interview)**
8. The child has all day. **(not, be, play)**
9. Jamal and Fawaz have evening classes for a few weeks now. **(be, attend)**
10. Hassan looks very pale. He has very well recently.
(not, be , sleep)

Answers :

- | | | | |
|-----------------------|-----------------------|-----------------------------|---------------------|
| 1. has been watching | 2. has been writing | 3. have been preparing | 4. has been doing |
| 5. Has - been writing | 6. has been working | 7. have – been interviewing | 8. not been playing |
| 9. been attending | 10. not been sleeping | | |

→ **Choose the correct form of the verbs between brackets :**

1. Ahmed for this organization for five years now.
(has worked , has been working , worked)
2. He an answer for 2 hours but with no value.
(have been looking for , have looked for , has been looking for)
3. I the house. That's why I have some paint on my clothes.
(have been painted , has been painting , have been painting)
4. I am out of breath because I in the garden.
(has worked , have been worked , have been working)
5. Ahmed in the room? There is much smoke.
(Has – been smoking , Has – been smoked , Have been smoking)
6. The ground is very wet. It all night.
(will be raining , has been raining , has rained)
7. The governor of a solution to the current problem.
(have thought , have been thinking , had thought , has been thinking)
8. Suha on her project since a long time and it is still not finished.
(works , is working , have been working , has been working)
9. I this novel for three hours. It's really interesting.
(have been reading , have being read , has been reading , had been reading)
10. Nadia her homework for two hours .
(have done, have been doing, has been doing , had been done)

Answers :

1. has been working 2. has been looking for 3. have been painting 4. have been working
5. Has – been smoking 6. has been raining 7. has been thinking 8. has been working
9. have been reading 10. has been doing

اختبر نفسك

→ **Write the correct form of the verb between brackets :**

1. What you since the last two hours? (be, do)
2. you ever a camel ? (ride)
3. My father to work in his car every morning. (go)
4. He some money from the bank at this moment. (borrow)
5. A new school just in Amman. (open)
6. What time you breakfast ? (have)
7. Salem ill since Christmas. (be)
8. Khaled always his hands before eating. (wash)
9. she your room every morning ? (clean)
10. you the exercise now? (explain)
11. The cook anything yet. (not, prepare)
12. Ali his homework every day . (do)
13. Sameer ever Taj Mahal ? (see)
14. We for five hours. (be, study)
15. They each other since they were kids. (know)
16. Listen! Somebody at the door . (knock)
17. Everything is going well. We any problem so far. (not, have)
18. The secretary typing the report. (just, finish)
19. Hassan as a teacher since his graduation. (be, work)
20. Laila recently learning English . (start)
21. Maha looks exhausted! What she recently? (be, do)

- Answers :**
1. have – been doing 2. Have – ridden 3. goes 4. is borrowing 5. has – opened
 6. do – have 7. has been 8. washes 9. Does – clean 10. Are – explaining
 11. hasn't prepared 12. does 13. Has – seen 14. have been studying 15. have known
 16. is knocking 17. haven't had 18. has just finished 19. has been working
 20. has – started 21. has – been doing

→ The Past Simple Tense : الزمن الماضي البسيط

→ Uses (Functions): الاستخدامات

1. To talk about something that started and finished in the past. (for telling stories)

يستخدم زمن الماضي البسيط عند الحديث عن أحداث حصلت وانتهت في زمن محدد في الماضي، ولا علاقة للحاضر بها، ومن الجدير بالذكر أن هذا الزمن هو زمن السرد القصصي.

- Sami **arrived** late last night.
- The kids **went** to bed at 10 pm yesterday.
- The First World War **broke out** in 1914.

2. To describe a routine in the past.

يستخدم عند الحديث عن عادات وأمور تكررت في الماضي . (يوجد جزء من الجملة يدل على هذا التكرار في الماضي)

- I usually **went** to Aqaba on Fridays **when I was younger.**
- Samer always **studied** hard **when he was a student in the university.**

3. To talk about something that was true for an extended period of time in the past. In this case, we use it with a time phrase.

يستخدم للحديث عن شيء كان صحيحاً لفترة ممتدة في الماضي، وفي هذه الحالة لا بد من استخدام عبارة ظرف زمان.

- When I was a child , I **broke** my leg .

4. With If clause type 2 (If + V2 , would + base)

- If I **studied** harder, I would pass the exam.

→ Key words : الكلمات الدالة

yesterday, last (week, month,...etc), ago, in the past, in (1991), when I was a child, in my childhood, when I was younger , **before + (V2)** , **when + V2** , once ,

Just To Remember

Base	Present Simple	Past Simple	P.P
Be	Is / am / are	Was/ were	been
Do	Do / does	did	done
Have	Have / has	had	had

The Sentence structure : صيغة الجملة

Affirmative المثبتة

subject + past simple (V2) + comp.

- They worked very hard last week .
- Salma studied well for the last exam.
- I was hungry an hour ago. (

Negative النفي

subject + didn't (base v.) + comp.

Verb to (be

subject + wasn't / weren't + comp.

- We didn't move to our new apartment last Friday . (not, move)
- The woman wasn't happy at the party. (not , be)

Question السؤال

(Wh) Did + subject + base (v.) + comp. ?

Verb to (be

(Wh) Was / Were + subject + comp. ?

- Did you do your homework last night? Yes, I did / No, I didn't.
- What did she buy from the market ? She bought two dresses.
- Where were you yesterday? I was in the hospital.

Exercise:

1. I an interesting story last week. (read)
2. She her teacher in the mall yesterday. (see)
3. We all..... an explosion last night. (hear)
4. I my friend three weeks ago. (visit)
5. Where the boy last month? (swim)
6. Ali French when he was a child. (not / study)

7. A month ago, my friend Fadi his old car. (**sell**)
8. Hatim's father last year. He had worked for the same company all his life.
(**retire**)
9. Fatima her homework three hours ago. (**finish**)
10. Hatem had saved his document before viruses his computer. (**crash**)

Answers :

- | | | | | | |
|---------|------------|-------------|-------------|---------------|-----------------|
| 1. read | 2. saw | 3. heard | 4. visited | 5. did – swim | 6. didn't study |
| 7. sold | 8. retired | 9. finished | 10. crashed | | |

→ **Choose the correct form of the verbs between brackets :**

1. Sami there last lecture.
(**wasn't , weren't , isn't**)
2. Maher his homework last night.
(**doesn't finish , don't finish , didn't finish**)
3. The manager Ali yesterday.
(**promotes , promoted , is promoting**)
4. Fadi a good story three weeks ago.
(**has written , writes , wrote**)
5. the kids tired last night?
(**Have , Were , Have been**)
6. What the doctor about the last case?
(**do - say , is saying , said , did – say**)

Answers :

- | | | | | | |
|-----------|------------------|-------------|----------|---------|--------------|
| 1. wasn't | 2. didn't finish | 3. promoted | 4. wrote | 5. Were | 6. did – say |
|-----------|------------------|-------------|----------|---------|--------------|

→ The Past Continuous Tense : الزمن الماضي المستمر

Uses (Functions): الاستخدامات

1. To talk about something which was happening before and after another action in the past.

للحديث عن شيء كان يحدث قبل وبعد حدث آخر في الماضي

- I **was studying** when my father came.
- The kids **were sleeping** when their mom arrived .
- Sami fell down while he **was running**.

2. To show that something happened for a long time in the past.

لعرض شيء حدث في الماضي لفترة طويلة

- At this time last week, the students **were listening** to their teacher in the classroom.

يقترن الماضي المستمر (ذو الفترة الطويلة) مع زمن آخر يقاطعه (ذو فترة قصيرة) وهو الماضي البسيط .

ملحوظة :

▶ Key words : الكلمات الدالة

- ▶ V.2 + **while (as)** + (was / were + v-ing)
- ▶ was / were + v-ing + **when** + V.2
- ▶ at this time **yesterday** (last night , last week , ...)

The Sentence structure : صيغة الجملة

Affirmative المثبتة

subject + was/ were + v-ing

- The man **was crossing** the street when the car came across.
- While I **was doing** my final task, my friend called.

Negative النفي

subject + wasn't / weren't + v-ing

- Sam **wasn't going** home when my friend saw him.
- Saly and her friends **weren't dancing** at this time last night.

السؤال Question

(Wh) Was/ Were + subject + v-ing ...?

- What **were** you **doing** at this time last Monday?
- **Was** your teacher **explaining** the lesson when I arrived ?

Exercise:

1. The students an experiment when the principal entered the lab. (**do**)
2. I down the street when it began to rain. (**walk**)
3. At seven o'clock yesterday, they for the contest. (**prepare**)
4. Last year at this time, I school. (**attend**)
5. While I (**study**) in one room of our apartment last night , my roommate (**have**) a party in the other room.

Answers :

1. were doing 2. was walking 3. were preparing 4. was attending 5. was studying – was having

→ Choose the correct form of the verbs between brackets :

1. Someone knocked at the door as we our brunch.
(**was having** , **had** , **were having** , **are having**)
2. My mother called me while I
(**was praying** , **were praying** , **prayed** , **am praying**)
3. When my friend phoned me, I my car.
(**were repairing** , **was repairing** , **am repairing** , **was repaired**)
4. Nour her room when the movie started.
(**was cleaned** , **is cleaning** , **were cleaning** , **was cleaning**)
5. The students in my class about their achievements in science when the bell suddenly rang.
(**talk** , **are talking** , **have talked** , **were talking**)

Answers :

1. were having 2. was praying 3. was repairing 4. was cleaning 5. were talking

→ The Past Perfect Simple Tense : زمن الماضي التام البسيط

Uses (Functions): الاستخدامات

1. We use this structure to talk about actions that happened before a specific moment in the past.

يستخدم هذا الزمن للتحدث عن الأحداث التي حصلت قبل وقت معين في الماضي، ويكون الحدث الأول في حالة الماضي التام **had+v3** والحدث اللاحق (الذي يليه) في حالة الماضي البسيط **v2**

→ **After** I had taken English lessons, I travelled to London.
الحدث السابق الحدث اللاحق

→ I had finished my work **before** I went home .
الحدث السابق الحدث اللاحق

2. With If clause type 3 (If + had + P.P (V3) , would have + p.p (V3))

→ If Sam **had studied** well , he **would have passed** the exam.

→ **Key words :** الكلمات الدالة

before, after, (**by the time + V2**)..., by the end of last year, by (year) , until, as soon as, (realized), already (with V.2), (V.2 because never before), (If + **had + P.P(v3)** , **would have + p.p (v3)**)

The Sentence structure : صيغة الجملة

Affirmative ^{المثبتة}

After + Subject + had + (p.p) , Subject + past simple (V2)

Before + Subject + past simple(V2) , Subject + had + (p.p)

- **After** we **had finished** work, we went out.
- **Before** I called you, I **had done** my homework.
- The man **realized** that he **had lost** his wallet in the market.

Negative ^{النفي}

Subject + hadn't + (p.p)

- Sam **hadn't read** the lesson before he came to school. (not, read)
- She remembered that she **hadn't turned off** the lights before she left home. (not , turn off)

السؤال Question

(Wh) Had + subject + (p.p)...?

- **Had** Sami **done** his work before he left ?
- Where **had** the family **travelled** before they went to Paris ?

Exercise:

1. Ahmed some notes before he came to the classroom. (write)
2. After Reema her work, she phoned her mum. (finish)
3. She felt sad because she never an exam before. (fail)
4. By 2000, I my job as a translator. (leave)
5. Salem from university by the end of last term. (graduate)
6. After you me, I kept your books quickly. (tell)

Answers :

1. had written 2. had finished 3. had – failed 4. had left 5. had graduated 6. had told

→ Choose the correct form of the verbs between brackets :

1. Before we got there, the thief
(escape , has escaped , had escaped , had been escaped)
2. Muna hard before she went to the exam.
(had studied , has studied , have studied, have been studied)
3. The driver had checked his car before he the trip.
(started , has started , had started , was started)
4. By the time the lecturer arrived, the students a seat.
(had had , have had , had , were having)
5. I there for an hour until my friend arrived.
(is , was , have been , had been)
6. We cleared up as soon as our guests
(left , had left , have left , will leave)
7. Nawal didn't answer the bell because she home.
(wasn't , hasn't been , hadn't been , wouldn't be)

Answers :

1. had escaped 2. had studied 3. started 4. had had 5. had been 6. had left 7. hadn't been

8. ** Rewrite →

Tala took three English courses in the British Council and she went to Britain to study medicine.

1. **Before**
2. **After**
3. **before**
4. **after**

Answers :

1. Before Tala went to Britain to study medicine, she had taken three English courses in the British Council.
2. After Tala had taken three English courses in the British Council, she went to Britain to study medicine.
3. Tala had taken three English courses in the British Council before she went to Britain to study medicine.
4. Tala went to Britain to study medicine after she had taken three English courses in the British Council.

→ **The Past Perfect Continuous Tense : زمن الماضي التام المستمر**

Uses (Functions): الاستخدامات

We use this structure to talk about actions or situations that were happening up to a specific moment in the past.

نستخدم هذا الزمن للحديث عن أفعال أو حالات كانت تحدث ومستمرة حتى (لحظة) وقت معين ومحدد في الماضي . ويكون التركيز على العملية والاستمرارية عند استخدام الماضي التام المستمر. ويكون في الجملة عادة سبب (في زمن الماضي التام المستمر) ونتيجته (في زمن الماضي البسيط)

Keywords: by the time , for, since, (all + time)
When + (V2) + for

The Sentence structure : صيغة الجملة

Affirmative المثبتة

subject + had + been + v-ing

- By the time the bus **arrived**, we **had been waiting** for an hour.
- Her eyes **were** tired. She **had been working** on the computer for hours.
- I **was** really exhausted. I **had been working** hard all day.

Negative ^{النفى}

subject + hadn't + been + v-ing

- Rami went to the doctor last Friday. He hadn't been feeling well for some time.
- Ahmad was upset because he hadn't been participating in the contest.

Question ^{السؤال}

(Wh) had + subject + been + v-ing ...?

- Had Sam been swimming for two hours?
- What had she been doing all night?

Exercise:

- When Mr Mahmoud arrived, he was exhausted. He for five days.
(be, climb)
- The tailors finished making Laila's dress a week before the wedding. They it for over a month. (be, make)
- We had about the idea for a while when she made the suggestion.
(be, think)
- Omar passed all his exams. He had for a month. (be, revise)
- Ahmad was very tired at the end of the day. He had for over five hours.
(be, work)
- We had with each other for a long time. (be, communicate)
- Susan had about the idea for a while when she made the suggestion.
(be, think)
- Ali had to his friend when he received an email from him.
(be, talk)

Answers :

- | | | | |
|----------------------|-----------------------|------------------|------------------|
| 1. had been climbing | 2. had been making | 3. been thinking | 4. been revising |
| 5. been working | 6. been communicating | 7. been thinking | 8. been talking |

→ Choose the correct form of the verbs between brackets :

- The children were very happy . They in the yard for two hours.
(has been playing , is playing , had been playing)
- My mother was very tired; she all afternoon for a special family dinner.
(is cooking , has been cooking , cooks , had been cooking)
- The baby's eyes were red because he for 2 hours.
(had cried , has been crying , had been crying , cries)

4. Amjad got nervous because he _____ all morning.
(has studied , studied , had been studying , has been studying)
5. Sam _____ as a teacher by the time he was fifty.
(had worked , had been working , will be working , has been working)
6. The students had _____ for the competition before the principal came.
(prepare , been preparing , are preparing)
7. The ground was wet because it _____ all night.
(has been raining , had been raining , will be raining)

Answers :

- | | | | |
|---------------------|---------------------|---------------------|----------------------|
| 1. had been playing | 2. had been cooking | 3. had been crying | 4. had been studying |
| 5. had been working | 6. been preparing | 7. had been raining | |

اختبر نفسك

→ **Choose the correct form of the verbs between brackets :**

1. When I saw Ali yesterday , he for 5 minutes .
(runs , has been running , had been running , was running)
2. The tailor finished making Mona's dress a week before the wedding. He.....it for over a month. (made , have made , had been making , had been made)
3. I had seen Ali before heto London .
(travels , travelled , has travelled , had travelled)
4. Amman.....the capital of culture and art in the last decade.
(is , was , were , be)
5. After Rashedthe letter, he went to the post office and sent it.
(wrote , has written , had written , has been written)
6. Once, Ian old coin in this valley.
(have found , found , had found , find)
7. By the time my husband got home, Idinner.
(have cooked , had cooked , cooked , has cooked)
8.youa car yesterday? (Did-buy , Does-buy , Do-buy)
9. I suddenly realized that Imy passport. (lose , lost , had lost)
10. While the boys.....at school, it began to rain heavily.
(have been studying , was studying , were studying)
11. He was fired because he.....to work on time for a week .
(has not come , hadn't come , hadn't been coming)
12. I.....for a new job at 11 AM yesterday.
(was not applying , were not applying , didn't apply)

13. We arrived after the guests.....
(had left , have left , left , were leaving)
14. I.....my friend two hours ago at Irbid City Center.
(meet , met , had met , have met)
15. After we had finished our dinner, we.....to the garden and drank tea.
(went , had gone , have gone , were going)
16. At 10 AM last Sunday, the committee members.....to the new workers.
(was talking , were talking , are talking , had been talking)
17. Ahmad was very tired because he.....for hours without a break.
(has been working , has worked , had been working)
18. I was writing a letter when the bell.....
(ring , rang , was ringing , had rung)
19. Which booksto school yesterday?
(did you took , have you taken , did you take)
20. Their clothes were dirty because they.....the room all the day.
(painting , had been painting , have painted , have been painting)

Answers : 1. have – been doing 2. Have – ridden 3. goes 4. is borrowing 5. has – opened
6. do – have 7. has been 8. washes 9. Does – clean 10. Are – explaining
11. hasn't prepared 12. does 13. Has – seen 14. have been studying 15. have known
16. is knocking 17. haven't had 18. has just finished 19. has been working
20. has – started 21. has – been doing

→ Future simple with (will) المستقبل البسيط

Functions (uses / usages): الوظيفة اللغوية

1. To talk about the future if we are predicting it without EVIDENCE

للحديث عن المستقبل عند التنبؤ بدون وجود دليل

- I believe she **will pass** the next exam easily. → **believe**
- In my opinion , Ahmed **will win** the competition tomorrow. → **in my opinion**
- I don't think we **will solve** our pollution problems in the future. → **I don't think**

2. To express spontaneous decisions

للتعبير عن القرارات العفوية

- A : I need some money. B : I **will give** you some. (give)
- I'm bored. I **will go** to the supermarket to buy something. (go)

3. Offers

للعروض وتقديم شيء ما

- Do you want tea or coffee? I **will have** a cup of tea, please. (**have**)

→ **Key words :** الكلمات الدالة

perhaps , maybe , probably , likely, I think , I believe, in my opinion, I hope, I expect ..., tomorrow , next (week) , tonight , today , in the future , forever... etc.

The Sentence structure : صيغة الجملة

Affirmative المثبتة

Subject + will + v (base) + comp..... .

- It is probable that the market **will expand** in the future.
- I hope next year **will be** better .

Negative النفي

Subject + won't + v (base) + comp..... .

- Probably, there **won't be** any changes in future.
- I think that I **won't arrive** late tomorrow.

Question السؤال

(Wh) will + Subject + Base Verb + ...?

- Will** Salma **visit** us next Monday? Yes, she **will** / No, she **won't**.
- What **will** you **see** in Petra if you visit it?

Exercise:

- Probably, it heavily today. (rain)
- A: I need some money.
B: I you some (give)
- I hope that Ali to the festival tomorrow. (come)
- I think that Salma a high degree in the next English exam. (not, get)

5. A: Do you think that Sami may come?

B: Maybe, he late. **(arrive)**

6. A: What would you like to drink? (in a coffee shop)

B: I a cup of strong coffee. **(have)**

7. you better tomorrow? **(be)**

Answers :

1. will rain 2. will give 3. will come 4. won't get 5. will arrive 6. will have
7. will – be

→ **Choose the correct form of the verbs between brackets :**

1. I am bored. I to the supermarket.
(**go , will be going , has gone , will go**)
2. Probably, Anas the conference next week.
(**haven't attended , hadn't attended , won't attend, won't be attended**)
3. I don't think we all our pollution problems in the future.
(**will solve , will be solved , will have solved , will be solving**)
4. Hani hopes that his brother there on time tonight.
(**will have been , will be , have been , will be being**)
5. I think that my uncle us next weekend.
(**visits , will visit , will be visited , will have visit**)
6. I think humans to Mars in 2070 .
(**will travel, were going to travel, have travelled , had been travelled**)

Answers :

1. will go 2. won't attend 3. will solve 4. will be 5. will visit 6. will travel

→ Future simple with (be going to)

Functions (uses / usages): الوظيفة اللغوية

1. To talk about future plans, intentions and arrangements. It does not have to be for the near future.

للحديث عن الخطط المستقبلية أو النوايا أو الترتيبات، وليس بالضرورة أن تتعلق بالمستقبل القريب

- I **am going to learn** French next summer.
- He **is going to travel** to London next month.

2. To express predictions that are based on evidence.

للتعبير عن التنبؤات المبنية على دليل ليس مجرد تنبؤ مثل (will)

- The clouds are dark. It's **going to** rain.

→ Key words : الكلمات الدالة

plan , because , evidence (proof) , conclude , deduce , intend , arrange , tomorrow , next (week) , tonight , today , in the future , forever ... etc..

The Sentence structure : صيغة الجملة :

Affirmative المثبتة

Subject + is/am/are + going to + v (infinitive) + comp..... .

- Salma **is going to travel** to Lebanon next Friday.
- I **am going to watch** a movie tonight. This is my plan.

Negative النفي

Subject + is/am/are + not + going to + v (infinitive) + comp..... .

- We **are not going to visit** our uncle this weekend.

Question السؤال

(Wh) Is / Are / Am + Subject + going to + base (v) + ...?

- **Are** you **going to finish** your project tonight?
- What **is** Salma **going to do** tomorrow morning ?

Exercise:

1. It this afternoon. Look! It's cloudy. **(rain)**
2. I to Canada. This is my own plan. **(travel)**
3. I'm almost sure he He's phoned me. **(come)**
4. I can conclude that the researchers with their papers in the symposium. **(participate)**
5. Our team is playing very badly. We to win this game. **(not, win)**
6. Ahmed a high mark because he hasn't prepared very well. **(not , get)**

→ Choose the correct form of the verbs between brackets :

1. To conclude, the modern world many technological problems in the future. **(is going to encounter , will be encountered , had encountered)**
2. The criminals again to the house in the near future. I have a piece of evidence. **(come , will come , are going to come , have come)**
3. I Petra during my journey tomorrow. This is my plan. **(is going to visit , am going to visit , would visit , will have visited)**
4. The boy within few minutes. He looks drowsy. **(was going to sleep , have been sleeping , is going to sleep , will be slept)**
5. According to Kate's schedule, she her business partner next Tuesday. **(would be met , will be met , was going to meet , is going to meet)**

Answers :

1. is going to encounter 2. are going to come 3. am going to visit 4. is going to sleep 5. is going to meet

→ The Future Continuous المستقبل المستمر

Functions (uses / usages): الوظيفة اللغوية

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

يستخدم هذا الزمن للحديث عن حدث سيكون مستمراً في المستقبل.

→ **Key words :** الكلمات الدالة

At this time (tomorrow) , (thirty minutes from now) , (later in ...), (in June), (in five years' time), (on Friday afternoon), until + future time, when+ present simple, between (4) and (6) + future time ... etc.

Examples:

- This time next year, they **will be preparing** for their final exams.
- What **will** we **be doing** in ten years' time?
- At this time tomorrow, I **will be sitting** in class.
- I **will be studying** when you come. (I will begin to study at seven. You will come at eight.)

The Sentence structure : صيغة الجملة

Affirmative المثبتة

Subject + will + be + v-ing + comp.....

- At this time next week, I **will be attending** class.

Negative النفي

Subject + won't + be + v-ing + comp.....

- When you come back at this time tomorrow, I **won't be studying**.

Question السؤال

(Wh) Will + Subject + be + v-ing + ...?

- **Will** Dana **be sleeping** tomorrow at 10 am?
- What **will** the kids **be doing** between 4 pm and 6 pm this afternoon?

Exercise:

1. Next year at this time, I exactly what I am doing now. (be, do)
2. An hour from now, the researchers their tasks. (be, finish)
3. Call me tomorrow between 5 and 8. I (not, be, work)
4. Later in the programme, I to the Minister of Health. (be, talk)
5. Next weekend at this time, I to Canada. (be, travel)

Answers :

1. will be doing 2. will be finishing 3. won't be working 4. will be talking 5. will be travelling

→ Choose the correct form of the verbs between brackets :

1. This time next year, they for their final exams.
(will prepare , have prepared, were preparing , will be preparing)
2. Samia at seven o'clock tomorrow.
(won't be reading , won't be read , isn't going to read)
3. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4: 30, so at 4 o'clock we tennis .
(will play , are playing , will be playing , is going to play)
4. We won't be home tomorrow night. We the football match at the stadium. (were watching , will be watching , have watched , had been watching)
5. I can't call my father right now. He the plane. It takes off in an hour.
(was boarding , would be boarded , was boarded , will be boarding)

Answers :

1. will be preparing 2. won't be reading 3. will be playing 4. will be watching 5. will be boarding

→ The Future Perfect المستقبل التام

Functions (uses / usages): الوظيفة اللغوية

To talk about an action that will be completed by a particular time in the future.

للحديث عن حدث سيكون مكتملا بحلول وقت آخر محدد في المستقبل.

→ **Key words :** الكلمات الدالة

by the time, by + time (2020) , next , tomorrow, until + time , tonight ,

by the time + V1 , after (two) days / weeks

Examples:

- **By 2024**, the new motorway **will have opened**.
- **Three hours from now**, the event **will have finished**.

The Sentence structure : صيغة الجملة

Affirmative المثبتة

Subject + will + have + p.p + comp..... .

- We're late. The contest **will already have started** by the time we get to the cinema.

Negative ^{النفى}

Subject + won't + have + p.p + comp..... .

- We're not late ! **By the time** we get to the station, the train won't have gone.

Question ^{السؤال}

(Wh) Will + Subject + have + p.p + ...?

- Will the teacher have completed the exam by tomorrow?
- What will you have achieved by 2030 ?

Exercise:

1. By the time I arrive at the airport, the plane (take off)
2. After three days, students their reports to the professor. (submit)
3. By 2026 CE, I my job. (leave)
4. **** Twenty minutes from now, the students the task. (finish)
5. By the next time I see you, I (graduate)
6. Muna her job by 5:00 tomorrow?
(are - finishing , will – have finished , had - finished)
7. I by the end of this year.
(won't graduate , won't have graduated , wouldn't graduate)
8. Sally always leaves for work at 8.30 in the morning. She won't be at home at 9 o'clock.
she to work.
(will go , is leaving , was gone , will have gone)
9. **** In thirty years' time, scientists a cure for cancer .
(found , find , will have found , were finding)

Answers :

1. will have taken off 2. will have submitted 3. will have left 4. will have finished 5. will have graduated
6. will – have finished 7. will have graduated 8. will have gone 9. will have found

المبنى للمجهول Passive Voice

في جمل المبنى للمجهول ، يكون الفاعل قد حدث شيء له أو قد تأثر بالحدث المتعلق بالفعل. عكسها هو الجملة المبنية للمعلوم حينها يكون الفاعل هو الذي يقوم بالفعل. في المبنى للمجهول ليس من الضرورة ذكر الفاعل ، لكن في حالة ذكره فيجب أن يسبق بـ **by** .

الجدول الآتي يبين كيفية تغيير صيغة الفعل عند التحويل للمبنى للمجهول (سيتم شرح الجزء المطلوب من التوجيهي فقط) :

• ملاحظة : يعتمد الفعل في المبنى للمجهول على حالة المفعول به من حيث الافراد أو الجمع وليس على الفاعل .

Tense الزمن	Active المبنى للمعلوم	Passive المبنى للمجهول
→ Present Simple	<p>S. + V1 + O.</p> <p>Salma writes a story every year.</p> <p>Ahmed buys many pens .</p>	<p>O. + is / am / are + V3</p> <p>A story is written every year (by Salma)</p> <p>Many pens are bought (by Ahmed)</p>
→ Present Perfect	<p>S. + has/ have + V3 + O.</p> <p>A boy has broken the window.</p> <p>They have stolen the money.</p>	<p>O. + has/ have + been + V3</p> <p>The window has been broken (by the boy)</p> <p>The money has been stolen (by them)</p>
→ Past Simple	<p>S. + V2 + O.</p> <p>The woman turned off the lights.</p> <p>The baby drank the milk.</p>	<p>O. + was / were + V3</p> <p>The lights were turned off (by the woman)</p> <p>The milk was drunk (by the baby)</p>
→ Modal Verbs	<p>S. + must, have to, will , shall, can + base verb + O.</p> <p>You have to pay attention to the teacher.</p> <p>I will read this novel soon.</p>	<p>O. + Modal (must, ...) + be + V.3</p> <p>Attention has to be payed to the teacher (by you)</p> <p>This novel will be read soon (by me)</p>

Examples:

1. The boy has done the homework. ► **Active**
The homework has been done (by the boy). ► **Passive**
2. The government must solve the problem of unemployment. ► **Active**
The problem of unemployment must be solved (by the government). ► **Passive**
3. My friends visited the library. ► **Active**
The library was visited (by my friends). ► **Passive**
4. Mr. Salem will complete the project before the deadline. ► **Active**
The project will be completed before the deadline. ► **Passive**
5. Many young people eat junk food these days. ► **Active**
Junk food is eaten these days by many young people. ► **Passive**

Exercise :

Rewrite the following sentences / questions using the passive voice.

1. The candidates must do some practice.
Some practice
2. The professor has divided the students into groups.
The students
3. I will visit my uncle tomorrow.
My uncle
4. I delete your messages from my phone every day.
Your messages
5. She gave me some books.
I

Answers :

1. must be done (by the candidates) .
2. have been divided into groups (by the professor) .
3. will be visited tomorrow.
4. are deleted from my phone every day.
5. was given some books.

→ Choose the correct form of the verbs between brackets :

1. Different types of books by people every week .
(is read , read , are read , was read)
2. In 2007, the first smartphone by the Apple Company.
(produce , was produced , is produced , produced)
3. You by the doctor in few minutes later.
(will examine , is examined , will be examined , was examined)

Answers :

1. are read 2. was produced 3. will be examined

→ Choose the correct passive sentence :

- 1. Someone has turned off the air conditioner.
 - a. The air conditioner have been turned off.
 - b. The air conditioner has been turned off.
 - c. The air conditioner was turned off.
 - d. The air conditioner turned off .
- 2. The man keeps his pets in a shelter when he travels.
 - a. The pets have been kept in a shelter when the man travels.
 - b. The pets is kept in a shelter when the man travels.
 - c. The pets are kept in a shelter when the man travels.
 - d. The pets are been kept in a shelter when the man travels.

Answers :

1. b. The air conditioner has been turned off.
2. c. The pets are kept in a shelter when the man travels.

أسئلة وزارية سابقة :

1. People saw smoke coming out of the forest. ► 2011

Smoke

2. The government must save the historical sites. ► 2011

The historical sites

3. The farmer must water the plants in order to grow. ► 2012

The plants

4. Hatem should send the car to the garage. ► 2012

The car

5. The patient must take the medicine on time. ► 2013

The medicine

6. Samer must fill in the job application form. ► 2013

The job application form by Samer.

7. Everyone must save the natural resources. ► 2014

The natural resources

8. Children mustn't leave bicycles in the driveway. ► 2014

Bicycles

9. Parents must not give their children everything they want. ► 2015

Children

10. A new vocational school has recently in my area. (build) ► 2016

11. Our final science project has as the best project. (be , choose) ► 2017

12. The ruins by thousands of tourists every day. (view) → 2018

13. Three of my articles last month in the local newspaper. → 2019

(have published , has been published , will be published, were published)

Answers :

1. was seen coming out of the forest.
2. must be saved (by the government) .
3. must be watered in order to grow (by the farmer)
4. should be sent to the garage.
5. must be taken on time (by the patient) .
6. must be filled in (by Samer) .
7. must be saved.
8. mustn't be left in the driveway.
9. mustn't be given everything they want.
10. been built
11. been chosen
12. are viewed
13. were published

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الكلام المنقول Reported Speech

* 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

الجدول الآتي يبين كيفية تغيير زمن الفعل عند التحويل إلى الكلام غير المباشر (مرتب بطريقة تسهل الحفظ)

Direct Speech الكلام المباشر	Reported Speech الكلام المنقول
Simple present (v1) " I am a teacher. "	Simple past (v2) She <i>said</i> she was a teacher.
Present continuous (is/ am / are + v-ing) " The kids are sleeping . "	Past continuous (was / were + v – ing) Mum <i>told me</i> the kids were sleeping
Simple past (v2) " Sahar saw a flying cat. "	Past perfect (had + v3) Doa'a <i>claimed</i> that Suha had seen a flying cat .
Present perfect (have / has + v3) " I have done my homework "	Past perfect (had + v3) Salma <i>said</i> she had done her homework.
Past perfect (had + v3) " They hadn't closed the door "	Past perfect (had + v3) Dad <i>said</i> they hadn't closed the door.
Present perfect continuous (have / has + been + v-ing) " We have been walking for 3 hours "	Past perfect continuous (had + been + v-ing) The girls <i>claimed</i> they had been walking for 3 hours .
Past continuous (was / were + v-ing) " I was sleeping when my father arrived "	Past perfect continuous (had + been + v-ing) Sam <i>said</i> he had been sleeping when his father had arrived .

Modals

(will / can / shall / may / must / have to)

" She **will arrive** soon "

(would / could / should / might / had to)

" She **could tell** the truth "

Past modals (would / could / should / might / had to)


Salem *told* me she **would arrive** soon "

(would / could / should / might / had to) +
have + P.P

Tala said that she **could have told** the truth.

عند تحويل الجمل من الكلام المباشر إلى الكلام المنقول علينا تحويل بعض الكلمات الدالة على الزمن أو المكان كما في الجدول التالي :

No.	Direct speech	Indirect speech
1	now	then
2	at this moment	at that moment
3	today	that day
4	yesterday	the day before / the previous day
5	last (week)	the (week) before / the previous (week)
6	tomorrow	the following day / the day after
7	next (week)	the following (week)/ the week after
8	here	there
9	this	that
10	these	those
11	ago	before
12	tonight	that night

Subject Pronoun	Object Pronoun	Possessive
I → he / she	me → him / her	my → his / her
you → he / she / I / they / we	You → him / her / me / them / us	your → his / her / my / their / our
we → they	us → them	our → their
		Mine → his / hers
		Ours → theirs
		Yours → his / hers / theirs / mine / ours

Examples:

- " My brothers spend every day of their lives together."
- He said (that) his brothers spent every day of their lives together.
- " I have lost my bag."
- She said (that) she had lost her bag.
- " I'll meet my brother here tomorrow."
- He said he would meet his brother there the following day.
- " These careless young people don't respect the old," Ali said.
- Ali said that those careless young people didn't respect the old.
- She said, " We were thinking of selling our house. "
- She said that they had been thinking of selling their house.
- " The group would visit Petra, " the guide claimed.
- The guide claimed that the group would have visited Petra.

Exercise:

1. " Samya visited my uncle yesterday."
Mum said that
2. "We're playing football now."
He said that
3. "I may do an experiment tonight."
Susan said that
4. "I've been repairing my car."
I said that
5. "I received a message from an old friend last night."
She told me that
6. "The play had started when I arrived."
Ali said that
7. "I've already been living in London for five years."
Muna told Rasha that
8. " She could submit the proposal on time, " he said.
.....
9. " I shall be 28 on Monday, " Laila said.
.....
10. " I've been waiting for ages, " he said.
.....
11. " I am the richest man in the town. "
The old man boasted
12. " We should go to the theatre. "
She suggested
13. " There is a fly in my cup of tea. "
She complained
14. " I killed five rats last week. "
The kid claimed
15. " Schools provide children with basic education "
Safwan said

Answers :

- | | |
|--|---|
| 1. Samya had visited her uncle the day before. | 10. He said he had been waiting for ages. |
| 2. they were playing football then. | 11. he was the richest man in the town. |
| 3. she might do an experiment that night. | 12. they should have gone to the theatre. |
| 4. I had been repairing my car. | 13. there was a fly in her cup of tea. |
| 5. she had received a message from an old friend the night before. | |
| 6. the play had started when he had arrived / arrived . | 14. he had killed five rats the week before. |
| 7. she had already been living in London for five years. | 15. schools provided children with basic education. |
| 8. He said she could have submitted the proposal on time. | |
| 9. Laila said she would be 28 on Monday. | |

Derivations الاشتقاقات

The Noun

المقاطع الدالة على الاسم :

educationtion , punishment , message , childhood , optimist , nationality
idealism , conclusion , kingdom , experience , mixture , kindness , lengthth ,
archeology , relationship , player , visitor

مواقع الاسم:

Rule : S + V + O

يقع الاسم فاعلا للجملة :

Prevention is better than cure.

Archaeologists are working against the clock to explore sites.

Rule : S + V + O

يقع الاسم مفعولا به :

We all should fight violence.

You must send her a message.

Rule: adj. + n / adj. + (and / or) adj. + n

يستخدم بعد الصفة :

Criminals should be punished harshly by strict laws.

Vienna has a great musical tradition.

يستخدم بعد حروف الجر

(from, of, in, on, with, without, at, (to), into, for, above, by, across, among, inside, below,...)

Our country has been turning from development to development.

They suffered from exhaustion

يستخدم بعد أداة التعريف (the) وأدوات التنكير (a / an) :

Migrants help with **the development** of the Gulf countries.

The appearance of television in home was in the 1950s.

• ملحوظة : إذا فصل بين الأداة والاسم فراغ، فإننا نضع صفة

Rule : the , a , an + **adj.** + n

- **The great** economy of China is noticed.

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

No one accepts **this chaos**.

I am still thinking about **this decision**.

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

The criminal's **guilt** should be proved before any legal action.

Samia's **illness** has kept her away from school for a week.

• بعد المحددات والمشددات

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

The man has suffered from **many infections**.

There is **a little difference** in the price since last year.

• في الاسم المركب (بعد اسم آخر) :

Rule : n + n = a compound noun

The **rainforest destruction** is ascribed to many reasons.

• بعد like , such as , as

Anas works **as** a surgeon.

The Adjective

المقاطع الدالة على الصفة :

dangerous , historic , beautiful , active , different , busy , final ,
important , flexible , helpless , selfish , smaller , organized

مواقع الصفة:

• تأتي الصفة قبل الاسم :

The criminal's guilt should be proved before any **legal** **action**.

Environmental **organizations** are trying to persuade people to use **public** **transport**.

• تستخدم الصفة بعد الأفعال الآتية :

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

The boy **became** **violent** after he had watched that movie.

• تستخدم الصفة بعد فعل الـ (to be) وقبل الظرف عندما يكون فعلا رئيسيا :

Rule : be (main verb)+ adv. + adj.

The storm **was** **terribly** **disastrous** last night.

تأتي الصفة بعد محددات ومؤكدات وظروف معينة :

very , too , so , quite , extremely , absolutely

Ahmed wants to be a **very successful** man.

لا تنسى موقع الصفات في صيغة المقارنة والتفضيل

Laila is **as beautiful as** Salma.

The Verb

المقاطع الدالة على الفعل :

advertise , recognize , separate , intensify , believe , strengthen

مواقع الفعل:

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

Online criminals try **to destroy** their victims' computers.

I want **to go** home.

يستخدم الفعل المجرد بعد الأفعال الشكلية (modals) :

(must, may, might, will, would, shall, should, can, could,...etc)

Everyone **must act** well in hard circumstances.

You **should visit** a doctor soon.

يستخدم الفعل المجرد بعد الأفعال المساعدة (do, does, did) :

This disease **doesn't infect** others. Don't be afraid !

لا تقوم الجملة إلا بفعل بعد الفاعل :

These viruses threaten our operating systems miserably.

• يستخدم الفعل المجرد كفعل أمر في بداية الجملة :

Develop your language!

Do your homework!

The Adverb

مواقع الظرف (الحال) : (-ly)

• يستخدم الظرف (الحال) في بداية الجملة مباشرة ويتبع بفاصلة (,)

Economically, we should use public transport.

Finally, we met the new doctor.

• قبل الصفة :

This website is **legally** distinguished.

• يستخدم الحال قبل الفعل المتعدي في الجملة مباشرة :

Sami **violently** hit the man.

• بعد الفعل اللازم مباشرة :

The boy **was behaving** **violently**.

Suzan **was crying** **badly**.

• بعد المفعول به إذا كان الفعل متعدياً ونختم الجملة به (يصف الفعل)

Khaled **has done** the task **chaotically**.

Sami **did** his work **perfectly**.

• بين أجزاء الفعل :

It can **be** **skillfully** **done** without consulting a specialist.

* Rule : helping verb + adv. + main verb

Noun	Verb	Adjective	Adverb
access	access	accessible	accessibly
academy	x	academic	academically
Advisor / advice	advise	x	x
adaption	adapt	adaptable	x
agriculture	x	agricultural	x
allergy	x	allergic	x
ambition	x	ambitious	
appendage	append	x	x
arthritis	x	arthritic	x
artifice	x	artificial	artificially
algebra	x	algebraic	x
appreciation	appreciate	appreciative	appreciatively
attraction	attract	attractive	attractively
attribution / attribute	attribute	x	x
archaeology	x	archaeological	archaeologically
blog	blog	x	x
blowing	blow	x	x
X	break	Ground-breaking	x
belief	believe	believable	believably
ceramics	x	ceramic	x
circulation	circulate	x	x
calculation	calculate	calculated	x
culture	x	cultural	culturally
cancer	x	cancerous	x
commitment	commit	committed	x
complementary	complement	complementary	x
convention	x	conventional	conventionally
composition	compose	x	x
critic / criticism	criticise	critical	critically
collection	collect	collective	collectively
concentration	concentrate	x	x
conclusion	conclude	conclusive	conclusively
conscience	x	conscientious	x
creation	create	creative	creatively
decline	decline	x	x
demonstration	demonstrate	demonstrative	demonstrably
desalination	desalinate	desalinated	x
discovery	discover	discovered	x
diagnosis	diagnose	diagnosed	x
dominance	dominate	dominate	x
education	educate	educational	educationally

enthusiasm	x	enthusiastic	enthusiastically
email	email	x	x
expansion	expand	expandable	x
expectancy	expect	expected	expectantly
Exportation / export	export	x	x
extraction	extract	x	x
X	extend	extensive	extensively
filter	filter	x	x
focus	focus	focused	x
furnishings	furnish	x	x
geometry	x	geometric	geometrically
hanging	hang	x	x
harmony	harmonise	harmonious	x
invention	invent	inventive	inventively
influence	influence	influential	influentially
immunisation	immunise	immune	x
implant	implant	implanted	x
import / importation	import	imported	x
inheritance	inherit	inherent	inherently
inoculation	inoculate	inoculable	x
installation	install	x	x
irrigation	irrigate	x	x
inflection	inflect	inflective	x
intention	intend	intended	x
internship / intern	intern	x	x
interpretation / interpreter	interpret	x	x
management	manage	managerial	x
medicine	x	medical	medically
majority	x	major	majorly
mineral	x	mineral	x
mortality / mortal	x	mortal	mortally
Mathematics / mathematician	x	mathematical	x
negotiation	negotiate	negotiable	x
neutrality	neutralise	neutral	x
nine	x	ninth	ninthly
operation	operate	operational	operationally
X	x	ongoing	x
obesity	x	obese	x
optimism / optimist	x	optimistic	x
option	x	optional	optionally
paediatrics /	x	paediatric	x

paediatrician			
payment	pay	paid / payable	x
practitioner	practise	practical	practically
publicity	publicise	x	x
pedestrian	x	pedestrian	x
philosopher / philosophy	philosophise	philosophical	x
post	post	x	x
qualification	qualify	x	x
origin	originate	original	originally
remedy	x	remedial	x
X	rely	reliable	x
production / product	produce	productive	productively
region	x	regional	x
replicate	replicate	x	x
reputation	repute	x	x
restoration	restore	x	x
revolution	revolutionise	revolutionary	x
scanner	scan	x	x
sceptic / scepticism	x	sceptical	x
security	secure	secure	x
sponsor	sponsor	sponsored	x
prescription	prescribe	prescriptive	prescriptively
showcase	showcase	x	x
surgeon / surgery	x	surgical	surgically
sustainability	sustain	sustainable	x
survey / surveyor	survey	x	x
success	succeed	successful	successfully
translation / translator	translate	x	x
tradition	x	traditional	traditionally
variation	vary	variable	x
viability	x	viable	x
vision	visualise	visual	visually
volunteer	volunteer	voluntary	x
ward	ward	x	x
weaving / weaver	weave	woven	x

→ **Choose the most suitable derivative in the following:**

1. Have you the parcel I sent for you?
(**receive , received , receiver**)
2. Suha was in the first level of the course.
(**successfully , success , successful**)
3. I did the work last month but I haven't had any yet.
(**pay , payment , payable**)
4. I shall with the lessons after the exams.
(**continue , continuity , continuous**)
5. The menu was in Chinese and none could give us a
(**translate , translator , translation**)
6. Laila is more than her younger sister.
(**beauty , beautiful , beautifully**)
7. , women wear long white dress in their wedding day.
(**traditional , traditionally , tradition**)
8. Don't place too much on her promises.(**reliance , reliably , reliable**)
9. We're all very at the thought of moving into our new house.
(**excite , excited , excitement**)
10. She stopped on the stage and started to sing .
(**confidence , confident , confidently**)
11. I'll never forget the I felt on my first day at school.
(**excited , excitement , excite**)
12. the picture was drawn by the artist.
(**skill , skillful , skillfully**)
13. To my I got a high score in the exam.
(**amazing , amaze , amazement**)
14. Petra is one of the most important sites in Jordan.
(**historical , history , historically**)
15. Storms cause the of most of the crops.
(**destructive , destruction , destruct**)
16. In my city, there is a wide of entertainment to choose from.
(**vary , various , variety**)
17. Only certain kinds of people have brains.
(**mathematics , mathematical , mathematically**)
18. The Earth suffers from the of global warming.
(**threaten , threateningly , threat**)
19. The bedrooms of the hotel in size from medium to very large.
(**vary , various , variety**)
20. Our heating system is very old and extremely
(**inefficiency , inefficiently , inefficient**)
21. We received a that we hadn't paid the electricity bill.
(**reminder , remind**)

22. What do you consider to be the main to the future peace and security of the world ? (**threaten** , **threat** , **threateningly**)
23. Another way of saying that something could be successful is to say it is (**viable** , **viably** , **viability**)
24. Artists usually meet to discuss ideas and each other's work . (**criticise** , **criticism** , **critic** , **critical**)
25. The prices of certain items are not in some shops. (**negotiate** , **negotiable** , **negotiablely** , **negotiation**)
26. This training course will you for a better job. (**qualify** , **qualification** , **qualifying** , **qualified**)
27. The recycling project has been carried out in my school. (**success** , **successful** , **successfully** , **succeed**)
28. The of the internet has changed the world. (**invent** , **invention** , **invented** , **inventive**)
29. Bank customers can their checking accounts instantly through the electronic system. (**access** , **accessible** , **accessibly**)
30. Hospitals have a to provide the best medical care. (**commit** , **committed** , **commitment**)
31. , the process of producing rugs, bags and other beautiful items is done by hand. (**Tradition** , **Traditional** , **Traditionally**)

Answers :

1. received	2. successful	3. payment	4. continue	5. translation	6. beautiful	7. traditionally
8. reliance	9. excited	10. confidently	11. excitement	12. skillfully	13. amazement	
14. historical	15. destruction	16. variety	17. mathematical	18. threat	19. vary	
20. inefficient	21. reminder	22. threat	23. viable	24. criticise	25. negotiable	
26. qualify	27. successfully	28. invention	29. access	30. commitment	31. Traditionally	

Appendix 3: Irregular verbs

Base Form	Past Simple	Past Participle	Base Form	Past Simple	Past Participle
be	was/were	been	lie	lay	lain
become	became	become	lose	lost	lost
begin	began	begun	make	made	made
bend	bent	bent	mean	meant	meant
bite	bit	bitten	meet	met	met
blow	blew	blown	pay	paid	paid
break	broke	broken	prove	proved	proven/proved
bring	brought	brought	put	put	put
build	built	built	read	read	read
burn	burnt	burnt	ride	rode	ridden
buy	bought	bought	ring	rang	rung
catch	caught	caught	rise	rose	risen
choose	chose	chosen	run	ran	run
come	came	come	say	said	said
cost	cost	cost	see	saw	seen
cut	cut	cut	seek	sought	sought
deal	dealt	dealt	sell	sold	sold
do	did	done	send	sent	sent
draw	drew	drawn	sew	sewed	sewn/sewed
dream	dreamt	dreamt	shake	shook	shaken
drink	drank	drunk	shine	shone	shone
drive	drove	driven	show	showed	shown
eat	ate	eaten	shut	shut	shut
fall	fell	fallen	sing	sang	sung
feed	fed	fed	sit	sat	sat
feel	felt	felt	sleep	slept	slept
find	found	found	smell	smelt	smelt
fly	flew	flown	speak	spoke	spoken
forget	forgot	forgotten	spell	spelt	spelt
forgive	forgave	forgiven	spend	spent	spent
get	got	got	spill	spilt	spilt
give	gave	given	stand	stood	stood
go	went	gone	steal	stole	stolen
grow	grew	grown	stick	stuck	stuck
have	had	had	swim	swam	swum
hear	heard	heard	take	took	taken
hide	hid	hidden	teach	taught	taught
hit	hit	hit	tear	tore	torn
hold	held	held	tell	told	told
hurt	hurt	hurt	think	thought	thought
keep	kept	kept	throw	threw	thrown
know	knew	known	understand	understood	understood
lay	laid	laid	wake up	woke up	woken up
lead	led	led	wear	wore	worn
learn	learnt	learnt	weave	wove/weaved	woven/weaved
leave	left	left	win	won	won
lend	lent	lent	write	wrote	written
let	let	let			