

*New*

**TOP**

*Updated*

series

A Reference To  
**English  
Grammar**

For  
All Learners Of English

لجميع دارسي اللغة الانجليزية



By  
*Edwar Nagi Sedra*

EX . Senior master of English

New **TOP** Updated

A Reference To English

**GRAMMAR**

For  
All Learners of English

لجميع دارسي اللغة الإنجليزية

By  
Edwar Nagi Sedra

0122 344 34 23

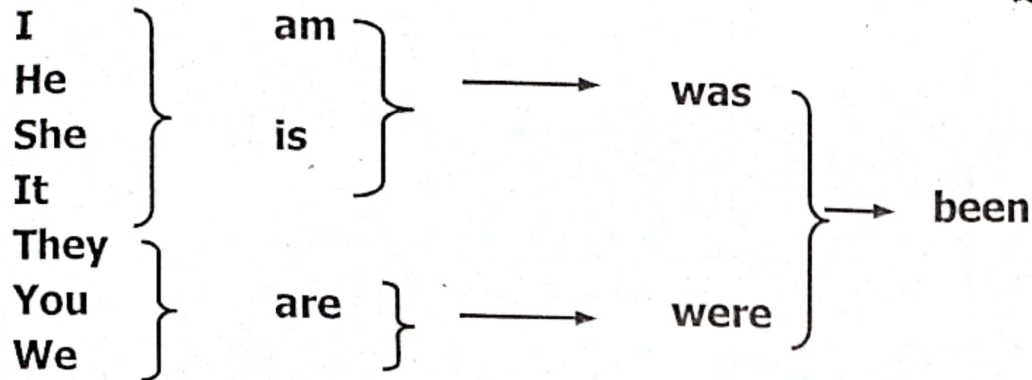
حقوق الطبع والنشر محفوظة للمؤلف

## CONTENTS

1. Tenses .....	4
2. Sequence of Tenses .....	31
3. Negation .....	39
4. How to make a question .....	44
5. Question Tags .....	49
6. Pronouns .....	54
7. Articles .....	72
8. Modal Verbs .....	89
9. Active & Passive Voice .....	108
10. The Causative Form .....	112
11. Direct & indirect speech .....	131
12. Infinitive and Gerund .....	145
13. Nouns .....	153
14. Adjectives .....	163
15. Adverbs .....	173
16. Inversion of subject and verb after certain adverbs .....	175
17. Word order .....	176
18. Additions to remarks, using auxiliary verbs .....	178
19. Kinds of sentences .....	181
20. The compound sentence .....	185
21. The relative pronouns .....	190
22. The complex sentence the adjective clause .....	194
23. Adverbial clauses 1. Clause of purpose .....	199
24. Clause of result .....	203
25. Clause of Cause .....	205
26. Clause of contrast .....	208
27. Clause of time .....	213
28. The conditional clause .....	216
29. Clause of manner .....	217
30. Clause of comparison .....	219
31. Noun clauses .....	224
32. The use of capital letters & punctuation marks .....	226
33. Prepositions .....	230
34. Phrasal verbs .....	237
35. Verb + preposition + ing .....	239
36. On time / in time / at the end / in the end .....	241
37. Noun + preposition (reason for, cause of) .....	244
38. Verb + preposition .....	250
39. Verb + object + preposition .....	254
40. Adjective + preposition .....	258
41. Preposition + noun (by mistake, on television) .....	263
42. Language functions .....	278
43. General Rewrite .....	287
44. Ganeral objectives .....	286
45. Advanced Exercises .....	297
46. Conjugation of Irregular Verbs .....	316
47. Find the mistake .....	<b>331</b>

# Verb To Be

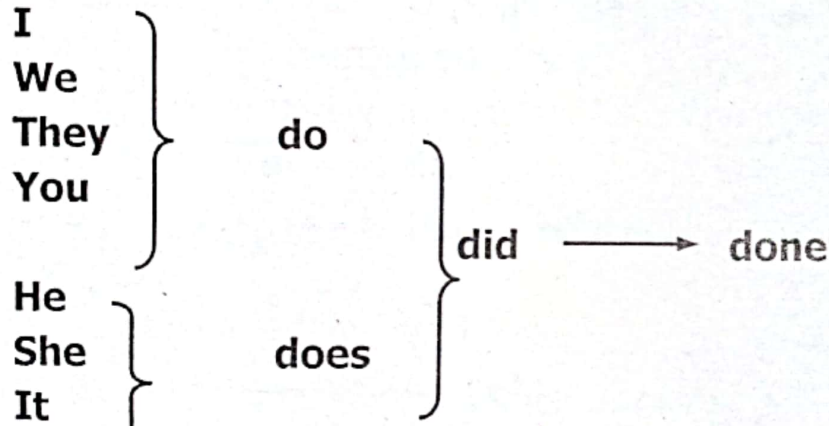
التصريف الثالث  
 Present المضارع    Past الماضي    Past Participle



I **am** a boy.                      She **is** clever. They **are** in class  
 I **was** in Alexandria yesterday.  
 We **were** in Alexandria yesterday.  
 We **were** in the garden last week.  
 Next year I **shall be** in the university.

# VERB To Do

يفعل - يعمل - يؤدي عمل    Present    Past    Past participle



I **do** my work.                      (1) (do) بمعنى يعمل - يؤدي عمل  
 I **did** my work yesterday.  
 I **shall** do this exercise tomorrow.  
 (2) فعل (do) يأتي مع الفعل في المصدر ليعبر عن تأكيد.  
 I **do believe** the truth. (for emphasis) للتأكيد.  
 I **did see** the accident yesterday. (for emphasis).

## VERB TO HAVE فعل يملك

الضمائر

I

We

You

They

He

She

It

Present

Past

Past Participle

have

has

had

had

I **have** a car.

أملك سيارة

I **have** my breakfast at seven o'clock.

أتناول الأفاطار

I **have** to work hard to succeed.

هنا **must = have to** في المضارع و بعدها الفعل يوضع في المصدر.

## TENSES

### The Simple Present Tense المضارع البسيط

١- المضارع البسيط هو نفس شكل الفعل في المصدر و لكنه يتميز بإضافة حرف (s) أو (es) له إذا كان الفاعل أو أسم يحل محل الضمير

He - She - It - Aly - Mary - the sky

٢- عندما ينتهي الفعل بـ **ss, sh, ch, x, o** يضاف (es)

I cross, he crosses.

I rush, he rushes.

I box, he boxes.

I watch, she watches.

I go, It goes.

I reach, she reaches.

٣- الأفعال التي تنتهي بحرف (y) يسبقها حرف ساكن تحول إلى (I) ثم نضيف (es)

I carry, he carries.

I hurry, she hurries.

٤- الأفعال التي تنتهي بحرف (y) قبلها حرف متحرك (a, e, o, u, u, i) نتبع القاعدة العادية مثل ذلك :

I obey, He obeys.

I say, she says.

٥- يستعمل المضارع البسيط للأتي: ١- للتعبير عن الحقائق و العادات

### Facts & Habits

#### a) Facts

1. The earth **is** round.

2. Birds **do not build** nests in autumn.

3. It **rains** in winter.

4. It **gets** hot in summer.

## b) Habits

الكلمات التي تدل على العادات: **usually** عادة, **rarely** نادراً, **always** دائماً, **sometimes** أحياناً, **often** غالباً, **every** كل, **Frequently** مراراً, **generally** عموماً, **scarcely** نادراً, **on Sundays, on Fridays (etc.)**, **Twice a week (a year, a day, a month)**.

1. Mr. Helmi **always wears** a dark suit.
2. Pupils **come** to school **every day**.
3. The cat often **sits** there.

## When, till (until)

٣ - يستعمل بعد

1. I shall stay **until (till)** you **get** back.
2. **When he arrives**, he will tell us all about it.

## The Simple Present Negative & Interrogative

1. I speak English.

### Negative

I **do not (don't)** speak English.

(don't + المصدر)

(do + الفاعل + المصدر)

### Interrogative

**Do I** speak English ?

إذا كان الفعل بدون (s) للنفي تستعمل

للاستفهام تستعمل

## The Simple Present in Answer :

1. Do you speak English ? **Yes, I speak English.**

**Yes, I do.** إجابة مختصرة

**No, I don't speak English.** **No, I don't.** إجابة مختصرة

إذا كان السؤال به (do) في الإجابة بالإثبات يوضع الفعل كما هو للنفي و نستعمل المصدر + don't .

2. **He speaks** English. He **does not (doesn't)** speak English.

**No, he doesn't** speak English. **No, he doesn't.**

إذا كان السؤال به (does) يضاف فعل (s) أو (es) عند الإجابة بالإثبات و للنفي نستعمل المصدر + doesn't

## Ex. 1 (A) Put the verbs in brackets into the correct form:

1. The policeman often (**direct**) the traffic.
2. Butchers (**sell**) meat.
3. He generally (**wear**) a brown suit.
4. The boys and girls (**go**) to the seaside Everyday.
5. The earth (**move**) round itself.
6. Cats (**eat**) mice.
7. A teacher (**work**) hard.

8. We (**speak**) English in the English lessons.

**Ex.1(B) Put the following in: a) Negative & b) Interrogative**

1. He teaches English. 2. The men drink tea.  
3. They speak a little English. 4. Janet likes chocolate.  
5. He works at his desk. 6. It costs a pound.

### **The Present Continuous Tense** المضارع المستمر

١- يتكون من (am-is- are (to be Present) + infinitive + ing)

٢- عندما يتكون الفعل من مقطع واحد و ينتهي بحرف ساكن a, e, o, u, i يسبقه حرف متحرك نضاعف الحرف الأخير مثال ذلك :  
hit, hitting - run, running - stop, stopping - cut, cutting - put, putting - sit, sitting.

٣- عندما يكون الفعل من مقطعين و ينتهي بحرف ساكن يسبقه حرف متحرك نضاعف هذا الحرف الأخير إذا كان الضغط يقع عليه عند النطق مثال ذلك :  
a, e, o, u, i

begin, beginning - prefer, preferring - admit, admitting.

أما الفعل enter لا نضغط على الحرف الأخير عند النطق لذلك لا يضاعف الحرف الأخير و يصبح entering .

٤- إذا كان الفعل ينتهي بحرف (I) يسبقه حرف متحرك a, e, o, u, i نضاعف (I) مثال ذلك :

travel, travelling - signal, signalling.

٥- لا يستعمل المضارع المستمر مع الأفعال الآتية:

**I) Verbs of senses** أفعال الشعور : see, hear, smell, notice.

**II) Verbs of thinking** أفعال التفكير : think, feel, realize, know, understand, mean, suppose, believe, expect, remember, recollect, forget, recall, trust, mind.

**III) Verbs of emotion** أفعال العاطفة : want, desire, refuse, forgive, wish, care, live, hate, love, like, dislike.

**IV) Verbs of possessing** أفعال الملكية : own, owe, belong, possess.

**V) The auxiliaries** ما عدا be & have الأفعال المساعدة

**VI) Signify** يدل على : appear (seem) يبدو , contain, consist, keep (continue), concern, matter.

يستعمل المضارع المستمر للتعبير عن حدث مستمر الآن و تعبر عنه الكلمات الآتية :

**Now, at this moment, at present, still, look, listen.**

أو إذا فهمنا من معنى الجملة أن الحدث مستمر الآن مثال ذلك :

1. It **is raining** now. 2. Look, the car **is running** madly.
3. I am not **wearing** a coat as it isn't raining.
4. Listen, birds are **singing**. 5. She is still **making** the beds.
- 6-At this moment the boys **are playing**.

١- يستعمل للتعبير عن حدث يقع و ليس بالضرورة أن يقع لحظة الكلام.

I **am reading** a book by Taha Hussain.

هذه الجملة تعني أنني أقرأ كتاباً لطفه حسين و ليس بالضرورة أنني أقرأ في هذه اللحظة بالضبط.

٢- يستعمل لحدث سوف يحدث في المستقبل خطط له مستقبلاً.

I **am going** to the theatre tonight.

هذه الجملة تعني أنني حجزت التذاكر للمسرح هذه الليلة.

٣- يستعمل مع بعض أفعال الحواس و هي **listen, look, watch, see** عندما تدل على حدث متعمد مثال ذلك:

1. Don't disturb him, **he is listening** to a radio play.
2. Why **are you looking** at the car.
3. The police **are watching** the house.
4. **I'm seeing** the doctor tomorrow at 11.00.

**The Present Continuous Negative & Interrogative.**

**Negative** نفي **Interrogative** استفهام

She is working. She is not (**isn't**) working. Is she working ?

They are playing. They are not (**aren't**) playing. Are they playing?

**Ex.2(A) Put the verbs in brackets into the correct form.**

1. She (**not work**) now, she (**swim**) in the sea.
2. Why Mary (**not wear**) her new dress ?
3. It (**rain**) ? Yes, it (**rain**) very hard, we can't go out.
4. Who (**make**) that terrible noise ? It's Janet, she (**practise**) the violin.
5. What you (**read**) now ?
6. It's a lovely day, the sun (**shine**) and the birds (**sing**).
7. Now the fireman (**come**) down again. He (**carry**) a baby.

**Ex. 2 (B) Put the verbs in brackets in the Simple Present or the Present Continuous.**

1. You can't see Nagi now, he (**have**) a bath.
2. He usually (**drink**) coffee, but today he (**drink**) tea.



3. What she **(do)** in the evening ? She usually **(study)** her lessons or **(listen)** to music.
4. I won't go out as it **(rain)** and I **(not have)** an umbrella.
5. In Spain Women usually **(not wear)** hats.
6. I **(wear)** a hat today because the sun **(be)** very hot.
7. You always **(write)** with your left hand ?
8. You **(love)** him ? No, I **(like)** him very much. I **(not love)** him.
9. He always **(say)** that he will mend the window, but he never **(do)** it.
10. This car (make) a very strange noise. You (think) it's all right ?
11. Mary usually **(learn)** language very quickly, but she **(not seem)** able to learn modern Greek.
12. The kettle **(boil)** now. Shall I make tea?
13. What this one **(cost)** ? It **(cost)** forty pence.
14. He always **(borrow)** from me and never **(remember)** to pay me back.
15. What he **(do)** to his car now ? I think he **(polish)** it.

---

**Ex.2 ( C ) Choose the correct answer.**

---

1. This roast chicken (**tastes – is tasting – tasted – taste**) delicious
2. She usually (**sit – sits – is sitting**) at the back of the class, but today she (**sit – sits – is sitting**) in the first row.
3. A : When (**does – is – has – will**) she leaving for London? B : On the 6<sup>th</sup> of July.
4. Mr. Ali usually (**sell – sells – is selling**) newspaper but this week he (**is selling – sells – sell**) magazines.
5. (**Is – Do – Does – Are**) you seeing Nagi tomorrow ?
6. He generally (**comes – come – is coming**) to my office, everyday but today he (**visits – visit – is visiting**) his parents in the country.

7. Mary usually (**wears – wear – is wearing**) a hat to go shopping, but today as the sun (**shines – shine – is shining**), she (**does not wear – is not wearing – do not wear**) one.
8. (**Do you listen – Are you listening – Do listen**) to what I (**say – says – am saying**) ?
9. He generally (**speaks – speak – is speaking**) Greek, but he (**speaks – speak – is speaking**) English now.
- 10- Janet (**do – does – is doing**) her homework now. She usually (**do – does – is doing**) it in the evening.

## The Simple Future Tense المستقبل البسيط

**will / shall + infinitive**

١- يتكون من

**I - we & shall + infinitive**

**he – she – it – they – you – will + infinitive**

**Will is** contracted to **will** تختصر إلى

**Will not is** contracted to **won't** تختصر إلى

**Shall not is** contracted to **shan't** تختصر إلى

ملحوظة لا تستعمل **shall** عندما يكون المصدر محذوفاً.

Who **will go** ? I will.

I **shall know** tomorrow.

We **shall have** to rebuild that wall.

١- يستعمل المستقبل البسيط للتعبير عن حدث في المستقبل - الكلمات التي تدل على المستقبل هي :

**tomorrow – next – in future – soon – shortly.**

In a few days (**minutes – months – weeks**) tonight.

1. Next week **we shall visit** the museum.

2. They **will soon speak** English well.

٢- يستعمل المستقبل البسيط للتعبير عن الآراء و الافتراضات و الآمال بالنسبة للمستقبل و هذه يمكن أن يسبقها أفعال مثل :

**think – know – believe – doubt – suppose – assume – expect – hope – be afraid.**

**probably – possibly – perhaps – surely** أو يأتي معها ظروف مثل

**I'm sure**, he will come back.

1. **I suppose**, they will sell the house.

٣- يستعمل المستقبل للتعبير عن أحداث ما يتكرر حدوثها في المستقبل مثال ذلك :

1. Spring **will come** again. 2. Birds **will build** nests.
2. People **will make** plans.

٤- لا يستعمل المستقبل البسيط بعد **the moment, as soon as, till when,**  
**When it gets** warmer, the snow **will start** to melt.

٥- يأتي المستقبل البسيط مع الجمل الشرطية **if – unless** في الحالة الأولى :  
**If I drop** this glass, **it will** break.

٦- يستعمل المستقبل البسيط في الصحف و نشرات الأخبار في الإعلان عن خطط المستقبل  
The President **will open** the new project tomorrow.

### am – is – are + going to + infinitive.

تستعمل للتعبير عن قصد أو هدف في المستقبل خطط له مسبقاً مثال ذلك :

**I have bought** some bricks and **I am going to** build a house.

معنى هذه الجملة أنني اشتريت الطوب و لذلك سوف أقوم ببناء المنزل.

### shall – will + infinitive أما

فهي تعبر عن قصد في المستقبل دون تخطيط سابق .

كذلك يستعمل للتنبؤات المبنية على مآرأه أو نعرفه بمعنى أن يكون لدينا دليل على هذا التنبؤ .

The sky is **very cloudy** . It's **going to** rain.

إليك أمثلة توضح الفرق بين المصدر **am – is – are + going to +**

### Shall – will + infinitive.

1. Nagi **has just borrowed** the axe, he **is going to** chop some wood.
2. She has bought some cloth, she **is going to** make herself a dress.
3. Why are you taking down all the pictures ?  
I **am going to** repaper the room.
4. What are you going to do this weekend ?  
I **am going to** the cinema.

II. Father : I've left my watch upstairs.

Son **I'll go** and get it to you.

3. Mother : Who will post the letter ? Son : **I will.**

1. You don't normally use **"going to"** with the verb **"go"** you usually just say **"I'm going rather than I'm going to go."**

٧- استعمالات أخرى للمستقبل البسيط:

أ- عندما تدعو شخصاً للجلوس أو لتبادل بعض المشروبات.

1. Will you sit down ? 2. Will you have some tea ?

ب- عندما تطلب من أحد (Please) will you tell me your name ?

ج- عندما تعرض مساعدة Shall I help you with your work ?

### The Simple Future Negative & Interrogative.

#### Negative Interrogative

I shall go I shan't go Shall I go ?

He will leave He won't leave Will he leave ?

#### Ex.4 (A) Put the verbs in brackets in the correct form.

1. I am sure that I (**recognize**) him.
2. I (**see**) her tomorrow.
3. I (**go**) again next year.
4. He (**leave**) in a few days.
5. If he works well, I (**pay**) him five pounds.
6. I (**believe**) it when, I (**see**) it.
7. When you (**meet**) them ? I (**meet**) them at 8.30.
8. You (**understand**) when you (**be**) older.
9. I (**see**) my grandparents tomorrow.

#### Ex.4(B) Put the verbs in brackets in the correct form. Use will + infinitive or going to + infinitive.

1. They (**play**) golf this afternoon.
2. I'm bored, I think I (**do**) a crossword puzzle.
3. They are making a lot of noise. They (**wake**) the baby.
4. You've got a bad cold. I (**make**) you some soup.
5. A: Would you like something to drink?  
B: I (**have**) a cup of tea, please.
6. We hope the dog (**find**) his way back home.
7. A: Look at that man on the ladder.  
B: Oh, no! he (**fall**).
8. A: I don't understand this Maths problem.  
B: That's ok. I (**help you**).
9. A: Why are you wearing those old clothes?  
B: Because I (**paint**) the kitchen today.
10. A: Do you want to know what she told me?  
B: Oh yes! I promise I (**not tell**) anyone else.

## The Future Continuous Tense المستقبل المستمر

١- يتكون من shall – will + be + verb + ing

I shall be working.

You will be working.

I'll be working.

He'll be working.

٢- الاستعمال الأساسي للمستقبل المستمر هو التعبير عن المستقبل دون قصد أما المستقبل البسيط فيعبر عن قصد مثال ذلك :

I shall come to your house tomorrow.

هذه الجملة تعني أنني أتوي أو أقصد الحضور إلى منزلك غداً.

I shall be coming to your house tomorrow.

هذه الجملة تعني أنني سأحضر إلى منزلك و لكن دون قصد أو عمد .

مثال آخر I'll write to Nagi and tell him about Mary's arrival  
هذا الزمن I'll write يعبر عن قصد فالمتكلم يتحدث عن حدث سوف يقع متعمداً (سوف أكتب لناجي و بناء عن رغبتى) و ذلك بهدف أن أخبره عن وصول ماري.

I'll be writing to Nagi and I'll tell him about Mary's arrival.

مستقبل لا يعبر عن قصد أنه مجرد عبارة I'll be writing علي أن الخطاب سوف يكتب إلى ناجي بطريقة روتينية لا علاقة لها بوصول ماري.

٣- يمكن أن يستخدم المستقبل المستمر مثل الأزمنة المستمرة الأخرى ليعبر عن حدث سوف يستمر في المستقبل لبعض الوقت دون تحديد و عندما يستخدم بهذه الطريقة (بعبارة تدل علي الزمن) فإنه يدل علي أن الحدث سوف يبدأ قبل الوقت المذكور و ربما يستمر بعدة مثال ذلك :

When I reach London, it will be raining.

This time next year, I shall be driving to Alexandria.

*Ex. 4c) Put the verbs in the brackets in the Future Continuous Tense.*

1. This time in the next month I (sit) on the beach.
2. When you arrive, I probably (pick) the fruit.
3. I'll call at her at eight.
4. No, don't she still (have) breakfast now.
5. I (wait) you when you come back.
6. When you next see me, I (wear) my new suit.
7. We have to do night duty here, I (do) mine next week.
8. In a hundred years' time, people (go) to Mars for their holiday.
9. It's a serious injury, but he (walk) again in six weeks.
10. Stand there, they (change) the guard in a minute.

11. It won't be easy to get out of the country, the police (watch) all the parts.

### The Future Perfect Tense المستقبل التام

shall / will have + P.P

يتكون من .

He will have worked. I shall have worked

١- يعبر المستقبل التام عن حدث سوف يكتمل وقوعه في وقت محدد في المستقبل.

They will have finished the bridge in a year's time.

هذه الجملة تعني أنهم في خلال سنة سوف ينتهون من بناء الكوبري (حدث سوف يكتمل في زمن معين في المستقبل).

He will have moved into a new flat in two months' time.

سوف يكون قد أنتقل إلي شقة جديدة في خلال شهرين.

الفرق بين المستقبل البسيط و المستقبل التام .

1. I shall complete the novel next June.

2. I shall have completed the novel by next June.

في الجملة الأولى سوف أكمل القصة في يونيو القادم (مستقبل بسيط).

في الجملة الثانية سوف أكون قد أكملت القصة في يونيو القادم (مستقبل تام).

٢- يأتي المستقبل التام مع العبارات الآتية :

In + period of time e.g. in a month's time—in a year's time.

This time + exact time e.g. this time tomorrow –  
this time next week.

By ( = before) + exact time e.g. by next Friday, by  
this time tomorrow.

1. I shall have completed the project by the end of this year.
2. In two year's time, I shall have taken my degree.
3. I shall have received a reply by this time tomorrow.
4. You will have learnt the results of the examination by then.

#### Ex.5 (A) Put the verbs in brackets in the correct form.

1. In a fortnight's time, we (take) our exam.
2. I (finish) this book by tomorrow morning.
3. By next winter, they (build) four hospitals.

4. If I continue with my diet, I **(lose)** 10 kilos by the end of the month.
5. By the time we get to the party, everything **(be)** eaten.
6. By this time next year I **(save)** five hundred pounds.
7. I hope we **(sell)** all the tickets before the end of the week.
8. The train **(leave)** before we reach this station.
9. When you come back I **(finished)** all the housework.
10. By April 1990 I **(pay)** 5 thousand pounds in taxes.

---

**EX. 5(B) Choose the correct answer:**

---

1. By the end of the term I **(will read – will be reading – will have read)** twelve novels.
2. I **(shall see – shall be seeing – shall have seen)** her tomorrow.
3. The football club had lost some its best players. They **(will look–will be looking–will have looked)** out for new men.
4. I **(will remember – will be remembering – will have remembered)** this day all my life.
5. By the end of my university course, I **(will attend – will be attending – will have attended)** 1,200 lectures.
6. You **(will need – will be needing – will have needed)** a visa if you are going to Spain.
7. I am sure you **(will like – will be liking – will have liked)** our new house.
8. In fifty years time, we **(will live – will be living – will have lived)** on pills.
9. The police **(will hear – will be hearing – will have heard)** the theft by this time tomorrow.
10. He **(will believe – will be believing – will have believed)** whatever you tell him.
11. They are pulling down all the old houses in this street, I expect they **(will pull down – will be pulling down – will have pulled down)** mine in a few years' time.

12. The treasurer أمين الصندوق said "By the end of the year all the debts **(will be paid – will be paying – will have been paid)** off".
13. I'll come at three o'clock. Good ! Father **(will expect – will be expecting – will have expected)** you.
14. By midnight, he **(will be – will being – will have been)** unconscious for twelve hours.
15. The garden **(will look – will be looking – will have looked)** its best next month.

### The Simple Past Tense الماضي البسيط

١- يتكون الماضي البسيط بإضافة (ed) الفعل الذي لا ينتهي بحرف (e) و بإضافة (d) فقط للفعل الذي ينتهي بـ (e) ما عدا الأفعال الشاذة التي لها تصريفات خاصة.

1. I worked – He worked – They worked.

٢- نفي الماضي البسيط يتكون من (المصدر + did not / didn't) مثال ذلك:

I did not (didn't) work. They did not (didn't) work.

He did not (didn't) work. You did not (didn't) work.

٣- صيغة الاستفهام للماضي البسيط (المصدر + الفاعل + did) .

**Did I work ? Did you work ?**

٤- أنظر قواعد مضاعفة الحرف الأخير في زمن المضارع المستمر و طبق نفس هذه القواعد على الماضي البسيط.

- يستعمل الماضي البسيط :

١- للتعبير عن حدث في الماضي اكتمل في وقت محدد مثل I met him yesterday

٢- يستعمل للسؤال عن وقت وقوع الحدث ? When did you meet him ?

٣- عندما يكون من الواضح أن الحدث وقع في وقت محدد مع أن هذا الوقت غير مذكور مثال ذلك :

1. The train **was** ten minutes late.

2. I **bought** this car in Paris.

How **did you get** your present job?

٤- يعبر عن حدث لا نعرف وقته بالضبط و لكن هذا الحدث قد شغل فترة من الزمن انتهت الآن.

3. She **worked** in that bank **for four years (but she doesn't work there now).**



4. She **lived** in Rome **for a long time (but she is not living there now)**.

5. Once he **was** a good player **(but now he is not)**.

٥- يعبر الماضي البسيط عن عادة في الماضي مثال ذلك:

1. He **always carried** an umbrella.

He used **to travel** by air. ( اعتاد أن used to)

٦- يأتي الماضي البسيط في الجملة الشرطية ( بعد if ) .

If I **knew** his address, I **would** visit him.

٧- يستعمل الماضي البسيط مع الكلمات الآتية :

**yesterday – last night (week – year) ago – just now – a few minutes ago – three days ago – a long time ago.**

***Ex. 6 (A) Put the verbs in brackets in the correct form:***

1. They (**get back**) very late last night.
2. Last month the cost of living (**rise**) to a new high point.
3. Yesterday afternoon the police (**catch**) a thief.
4. He (**ring**) me up just now.
5. It is exactly five years ago today that we (**get**) married.
6. I (**see**) the bus pass a few minutes ago.
7. They (**not visit**) us after we had quarrelled.
8. When you last (**see**) your father ?
9. I (**lie**) in bed and (**watch**) the television yesterday.
10. Once there (**be**) a volcano here.

***Ex.6(B) Make the following a) Negative b) Interrogative.***

1. He dried his hands.
2. They understood the story.
3. The artist drew a picture.
4. Mary drank tea.
5. They worked hard.
6. They had a good meal.

**Used to / Be used to / Get used to**

1) We use "**used to + infinitive**" to refer to **past habits or states**.

**In such cases "used to"** can be replaced by the past simple with no difference in meaning.

**eg.** He used to go out when he was younger. ( He doesn't any more)

**We use the past simple and not (used to) for actions which happened at a definite time in the past.**

He visited Paris last month.

He **went out** a lot when he was younger / He **used to go** out when he was younger. (He doesn't any more).

**Did she spend / Did she use to spend** a lot of money when she was single?

*Look at the following examples of how we can use (be / get used to + noun / pronoun +ing form*

- a) They are **used to** hot water. (They **are accustomed to** *معتاد على* hot weather. **Present**).
- b) I'm **used to** getting up early (**I'm accustomed to** getting up early)
- c) She **wasn't used to** working at night. (**She wasn't accustomed to work at night**)
- d) Mary is **getting used to** life in the city. (Mary **is becoming accustomed to** life in the city – **present**)
- e) Nagy had never lived in a tropical country but he quickly **got used to** it. (**He became accustomed to it - past**)
- f) They **will soon get used to** cooking their own meals. (**They will become accustomed to cooking** their own meals – **future**)

**Choose the correct answer:**

- 1) A: "I find it hard to get up early."  
B: "You ..... to getting up early once you start working."  
a) are used                                      b) will get used  
c) were used                                     d) used
- 2) A: "Do you exercise now?"  
B: "No, but I ..... to exercise a lot when I was at school."  
a) used     b) am used  
c) will get used                                 d) was used

- A: "Aren't you bothered by all that noise?"  
 B: "No, we ..... to noise. We live in the city centre."  
 a) were used                      b) will get used  
 c) used                              d) are used
- 4) A: "Does your sister travel a lot?"  
 B: "No, but she ..... to before she got married."  
 a) didn't use                      b) wasn't used  
 c) used                              d) will get used
- 5) A: "I don't like wearing a suit everyday."  
 B: "Don't worry, you ..... to it very soon."  
 a) will get used                      b) are used  
 c) were used                      d) used
- 6) Julie ..... to using the computer, but now she enjoys it. It's a lot easier to her now.  
 a) isn't used                      b) wasn't used  
 c) will get used                      d) used
- 7) A: "Do you remember the things we... to do when we were kids."  
 B: "Of course I do. How could I forget what fun we had."  
 a) used                              b) are used  
 c) will get used                      d) got used
- 8) A: "Do you like living in the city?"  
 B: "Well, I ..... to it yet, but it's okay."  
 a) am not used                      b) wasn't used  
 c) will get used                      d) am used

### The Past Continuous Tense الماضي المستمر

١- يتكون من {was – were (To Be Past) + verb + ing}

٢- يستعمل أساساً للتعبير عن حدث أستمر في الماضي لبعض الوقت مثال ذلك :

He **was working** in the garden yesterday.

٣- يعبر عن حدث أستمر في الماضي قبل وقوع حدث آخر (ماضي بسيط) أو أستمر بعده مثال ذلك:

**When I arrived, Nagi was talking on the phone.**

٤- يستعمل بعد **While** أو **As** بمعنى (بينما) و أحياناً مع **When** .

1. As **I was coming** to school this morning, **I saw** a car run into a bus.
2. **While we were having** supper, all **lights went out**.
3. The **teacher was giving** us a lesson, when a little dog walked into the room.
4. The fire **was still burning** when I passed the house.

٥ - يستعمل للتعبير عن حدثين كانا يحدثان في نفس الوقت

Mother **was cooking** the food while father **was reading** the papers

٦ - صيغة النفي و الاستفهام في الماضي المستمر.

### Negative

### Interrogative

I was working. I **was not** working. **Was** I working ?

They were working. They **were not** working. **Were** they working?

### Ex.7 (A) Put the verbs in brackets into the Simple Past or the Past Continuous.

1. When I (**see**) him, he (**paint**) a portrait of his wife.
2. As we (**come**) here, a policeman (**stop**) us.
3. As he (**make**) his speech, the minister suddenly (**feel**) faint.
4. He (**say**) he (**look**) for some stolen property and (**ask**) if he could search the car.
5. As they (**walk**) along the road, they (**hear**) a car coming from behind them, Nagi (**turn**) round and (**hold**) up his hand.
6. While I (**water**) the flowers, it (**begin**) to rain.
7. While I (**swim**), someone (**steal**) my clothes and I (**have to**) walk home in my bathing dress.
8. He (**sit**) on the bank fishing when he (**see**) a man's hat floating down the river.
9. As the goalkeeper (**run**) forward to seize the ball, a bottle (**strike**) him on the shoulder.
10. "What you (**do**) between 9.0 and 10.0 yesterday?" said Mary " I (**clean**) my house." said Janet.

### Ex. 7 (B) Choose the correct answer:

1. I (**find – found – was finding**) this ring as I (**dig – dug – was digging**) in the garden.
2. It (**rained – was raining – raining**) when we (**were going – went – going**) out.
3. Nagi (**was getting – getting – got**) off the train while it (**was going – going – went**).
4. He (**hurt – hurting – was hurting**) his foot while he (**climbed – climb – was climbing**) the tree.
5. She (**lived – was living – living**) in England when war (**began – beginning – was beginning**).
6. When I (**arriving – arrived – was arriving**) at the house he (**still sleeping – still slept – was still sleeping**).
7. She (**was talking – talked – talking**) to her neighbour when the baby (**begin – began – was beginning**) to cry.
8. Nagi (**was working – worked – working**) on a new project when his manager (**was coming – came – coming**) in.
9. My aunt (**walking – walked – was walking**) in the garden when I (**meeting – met – was meeting**) her.
10. She (**cooked – cooking – was cooking**) the food when the door bell (**rang – ringing – was ringing**).

### المضارع التام The Present Perfect Tense

١- يتكون من (التصريف الثالث للفعل **have – has + P.P**)

**I have worked. I haven't worked. Have I worked?**

**He has worked. He hasn't worked. Has he worked?**

١- يستعمل المضارع التام مع **just** ليعبر عن حدث أكتمل الآن.

**He has just gone out = He went out a few minutes ago.**

٢- يستعمل للتعبير عن حدث في الماضي لم يحدد زمنه.

**I have read** the instructions but I don't understand them.

٣- يعبر عن أحداث وقعت في الماضي و لا يزال لها علاقة بالحاضر.

**I have seen** statues in the museum.

هذه الجملة تعني أنني شاهدت تماثيل ذلك المتحف و لا يزال من الممكن مشاهدة التماثيل الآن.

٤- يستعمل المضارع التام مع **already, lately, recently, yet**

1. There **has been** a lot of changes **recently**.
2. He **hasn't finished yet**.

هـ - يستعمل المضارع التام مع **since**

أ - إذا جاءت **since** في جملة بها فعل واحد يوضع في زمن المضارع التام.

We **have not seen him since** his arrival.

ب - إذا جاءت **since** في جملة بها فعلا يوضع الفعل بعد **since** مباشرة في زمن الماضي البسيط و الفعل الآخر مضارع تام.

I **have smoked** since I left school ( **I still smoke**).

ت - يستعمل المضارع التام مع **never** في النفي و مع **ever** في الاستفهام.

1. He has **never** learned English.
2. Have you **ever** seen an English film?

### For & Since

أ - تستعمل **for** لفترة من الزمن مثل : **for six days, for a long time**

و عندما تستعمل **for** مع الماضي البسيط فإنها تدل على فترة زمنية منتهية.

We lived there **for ten years**. مدة عشر سنوات انتهت الآن

نستعمل **for** مع المضارع التام لتدل على فترة زمنية تمتد إلى الوقت الحاضر.

We have lived in London **for ten years**. (and still live there)

لفترة عشر سنوات ( و لا تزال نعيش هناك )

We've **been here an hour**. يمكن أحيانا حذف **for** مثال ذلك :

ب - نستعمل **since** مع توقيت زمني منذ ذلك الوقت حتى وقت الكلام.

نستعمل **since** مع زمن المضارع التام.

She has been here **since six o'clock** (and still here)

**Ex.(8) Put the verbs in brackets into the correct form.**

1. She just (**wash**) the floor.
2. I (**not pay**) the telephone bill yet.
3. You ever (**ride**) a camel?
4. I (**attend, not**) any parties since I (**come**) here.
5. I (**not see**) him for three years. I wonder where he is.
6. He (**not smoke**) for two weeks. He is trying to give it up.
7. He (**be**) very ill since last month.
8. The play just (**begin**), you are a little late.
9. We (**have**) a terrible weather for the last month.
10. This book (**appear**) recently.
11. This very moment I (**receive**) a letter from my brother.
12. Things (**change**) since I (**be**) a boy.

13. Mary ; Where else you **(be)** since you came to Cairo?  
Janet Oh, I **(be)** to Zamalek, Heliopolis and Shoubra.
14. So far this week I **(have)** two tests.

## have / has gone to / have / has been to / in

**Study the following examples:**

- 1- They **have gone to** the theatre.  
→ **(this means they have not come back)**
- 2- He **has been to** Japan.  
→ **(this means that he has visited Japan. He is not there now)**
- 3- He **has been in** Alexandria now.  
→ **(this means he lives in Alexandria now.)**

**Ex 9: Fill in the gaps with "have / has gone to or have / has been to / in:**

- 1- Mum ..... the supermarket. She'll be home soon.
- 2- ..... you ever ..... the opera?
- 3- We ... New York for very long but we don't know it very well yet.
- 4- Julie isn't here now. She ..... the library to get some books.
- 5- My sister ..... the cinema. She left an hour ago.
- 6- We ..... Marsa Matrouh for long so far but we want to go there again.
- 7- He ..... school. It's his first day.
- 8- My son ..... the USA now and he contacts me every week.
- 9- My brother ..... never ..... an art gallery.
- 10- Usama ... Aswan for a few days. He's returning tomorrow.

### The Present Perfect Continuous Tense

المضارع التام المستمر

١- يتكون من (have been – has been + infinitive + ing)

يستعمل للتعبير عن حدث بدأ في الماضي و لا يزال مستمراً أو أنتهي تـوأ كذلك مع نفس الكلمات السابقة للمضارع التام.

**I've been waiting** for an hour, and **he hasn't turned** up.

I'm so sorry I'm late. **Have you been waiting** long?

٢- يستعمل هذا الزمن مع الأفعال التي يدل معناها علي حدث مستمر مثل.

**Live, wait, stay, work, read, sleep, study**

و مع الأفعال التي تدل على أن الحدث متكرر.

٣ - الكلمات المستخدمة في هذا الزمن دائماً يسبقها كلمة (all)

All this morning, all this week, all day, all this year.

1. They have been living here since 1970.
2. I have been waiting for you all morning.
3. She has been sleeping for three hours now.

٤ لا يستخدم المضارع التام المستمر مع الأفعال التي لا تستخدم في المضارع المستمر ما عدا **want, wish**.

٥ لا يستخدم المضارع التام في المبني للمجهول و يستخدم بدلاً منه المضارع التام البسيط .

٦ المقارنة بين المضارع التام و المضارع التام المستمر .

1. a) It hasn't rained for six weeks.  
b) It has been raining hard since yesterday and it is still raining.
2. a) He has rung up five times since 12 o'clock.  
b) He has been ringing me up all morning.
3. a) He has never stayed at this hotel before.  
b) He has been staying at the hotel for the last three weeks.
4. a) I have read "El Ayem" five times.  
b) I have been reading all afternoon.

---

**Ex. 10 (A) Supply the correct form of Present Perfect Continuous or Present Perfect Simple or Past Simple in the place of the verbs in brackets.**

---

1. We already (**have**) breakfast.
2. They (**live**) here since January.
3. We (**wait**) on the platform since three o'clock.
4. She (**write**) letters all morning, but I (**not start**) to write any yet.
5. How long you (**stay**) in that old hotel ?
6. They (**work**) in the same hotel for 20 years now.
7. I (**shop**) all the morning, but I (**not buy**) anything yet.
8. He (**write**) a book for the last six months but (**make**) very little progress so far.
9. He (**be**) in prison for a year.



10. They just **(arrive)** from Tanta.
11. You ever **(read)** "El Ayam" ?
12. We **(fish)** for two hours now.
13. How many times you **(be)** to the cinema this week ?
14. I **(not see)** him today, but he **(tell)** Mary that he'd be in for dinner.
15. He **(not stop)** eating since he **(arrive)**.
16. He **(sleep)** since 10 o'clock. It's time he woke up.
17. I **(teach)** hundreds of students, but I never **(meet)** such a hopeful class as this.
18. I only **(hear)** from him twice since he **(go)** away.
19. I **(study)** your proposals for hours now and I can't accept them.
20. It **(rain)** all day, I wonder when it stop.

**"Since for"**

---

**Ex. 10 (B) Fill in the spaces using for or since:**

---

1. I've been working in his office ..... a month.
2. They've been living in France ..... 1970.
3. I've known that ..... a long time.
4. She has worn the same hat ..... 1975.
5. I've been using this medicine ..... twelve years
6. Mr. Hassan has been in hospital ..... his accident.
7. We've been waiting ..... half an hour.
8. The wireless has been on ..... 7 a.m.
9. They've been on strike ..... November.
10. The strike has lasted ..... six months.

---

**Ex. 10 (C) Choose the correct answer.**

---

1. They **(have built – have been building – are building)** that bridge for over a year and it still isn't finished.
2. He **(has gone – has been going – is going)** to the dentist off and on for six months.
3. She **(has just spent – has just been spending – just spent)** three weeks at her grandmothers'.
4. Nobody has seen him **(for – since – from)** last week.

5. He has been Minister of Education (**for – since – from**) 1975.
6. He (**has taught – has been teaching – taught**) in this school for five years.
7. The driver of that car (**has blown – has been blowing – is blowing**) his horn for the last ten minutes.
8. I (**have tried – have been trying – tried**) to open the door since I came.
9. No one (**has come – has been coming – came**) to see us since we bought that house.
10. The police has been looking for him (**since – for – from**) 4 days.
11. He (**hasn't eaten – hasn't been eating – is not eating**) for 24 hours.
12. I (**have used – have been using – used**) this machine for twelve years.

### الماضي التام The Past Perfect Tense

. (had + P.P)

١- يتكون من

I **had worked (I'd worked)**. He had not (**hadn't**) worked.

Had **they worked ? Hadn't you worked ?**

٢- يستعمل للتعبير عن حدث تام في الماضي قبل حدث آخر (ماضي بسيط).

٣- يستعمل بعد **When** عندما نريد أن نؤكد أن الحدث الأول (ماضي تام) وقع واكتمل وقوعه قبل أن يبدأ الحدث الثاني (ماضي بسيط) مثال ذلك :

1- **When he had shut** the window, we opened the door of the cage.

2- We waited for the window to be quite shut before opening the cage.

2- **When he had seen** all the pictures, he said he was ready to leave.

٣- يستعمل بعد **After** وقبل **Before** في الجمل التي تعبر عن الماضي.

He **returned** home **after he had left** the house.

I **had already finished** my work before my friends arrived.

٤- يستعمل في التعبير عن حدثين في الماضي (حدث يسبق الآخر) مع أدوات الربط .

**till (until) as soon as.**

He didn't agree to go **until he had seen** all the papers.

As soon as his guests **had eaten their meal**, they left his house.

ملاحظة: قبل **till / until** يستعمل غالباً ماضي منفي و بعدها ماضي تام .  
عندما نريد أن نؤكد أن الحدث الأول (ماضي تام) وقع و اكتمل وقوعه قبل أن يبدأ الحدث الثاني (ماضي بسيط) و مثال ذلك :

He **didn't write** his report **till (until)** he **had read** the book.  
She **didn't cook** the food **till (until)** she **had cleaned** the kitchen.

**Ex. 11. Put the verbs in brackets in the correct tenses, Simple Past or Past Perfect.**

1. Class (**begin already**) by the time I (**get**) there, so I (**take, quietly**) a seat to the back.
2. She (**burst**) into tears the moment he (**shut**) the door.
3. His fingers (**begin**) to bleed as soon as he (**cut**) himself.
4. He (**lose**) his new knife shortly after he (**buy**) it.
5. I (**see, never**) any of Picasso's paintings before I (**visit**) the art museum.
6. He (**begin**) to read as soon as he (**find**) a place.
7. It already (**rain**) for half an hour when he (**step**) out into the street.
8. The patient (**die**) already by the time the doctor (**arrive**).
9. When Emad (**enter**) the room, the thief already (**escape**).
10. When we (**get**) home, night already (**fall**).
11. Until he (**explain**) the lesson, students (**not understand**).
12. Until the aeroplane (**take off**), we (**can**) not hear ourselves.
13. Until the gardener (**water**) the plants, they (**not grow**).
14. His neighbors (**will**) not speak to him until he (**apologize**).
15. They (**be**) not able to make the pudding until the maid (**bring**) the eggs.

**The Past Perfect Continuous Tense**

الماضي التام المستمر

(**had been + Verb + ing**)

١- يتكون من

I **had been working**. They **had not (hadn't)** been working.

**Had they been working ?**

٢- لا يستعمل مع الأفعال التي لا تستعمل مع المضارع المستمر ما عدا **want - wish**

The boy was delighted with his new bicycle, **he had been wanting** one for a long time.

٣- هذا الزمن لا يأتي في صيغة المبني للمجهول و يستعمل بدلاً من أقرب زمن إليه و هو الماضي التام .

They **had been picking** apples.

**Active**

Apples **had been picked**.

**Passive**

٤- عندما يبدأ الحدث قبل وقت الكلام و يستمر حتى ذلك الوقت أو توقف قبلة يمكن استعمال الماضي التام أو الماضي التام المستمر.

It was now six and he was tired because he **had worked since** dawn.

It was now six and he was tired because he **had been working since** dawn.

٥- حدث متكرر في الماضي التام يمكن التعبير عنه بالماضي التام المستمر .

He **had tried** five times to get here on the phone.

He **had been trying** to get here on the phone.

**Ex. (12) Put the verbs in brackets into the correct form.**

**Use Simple Past and Past Perfect, Simple and Continuous:**

1. He **(give)** me back the book, and **(thank)** me for lending it to him and **(say)** that he **(enjoy)** it very much, but I **(know)** that he **(not read)** it because the pages **(be)** still uncut.
2. I **(put)** that five pound note into one of my books, but next day it **(take)** me long to find it because I **(forget)** which book I **(put)** into.
3. A woman **(come)** in with a baby, who she **(say)** just **(swallow)** a safety pin.
4. He **(keep)** looking at her, wondering where he **(see)** her before.
5. I **(think)** my train **(leave)** at 4.30 and **(be)** very disappointed when I **(arrive)** at 4.30 and **(learn)** that it just **(leave)**. I **(find)** later that I **(use)** an out-of-date time table.
6. I **(look)** out before I **(go)** to bed and **(see)** a man standing on the opposite pavement watching the house.

7. When I **(get)** up the following morning he **(be)** still there and I **(wonder)** whether he **(stay)** there all night or if he **(go)** away and **(come)** back.
8. He **(park)** his car under a No Parking sign and **(rush)** into the shop. When he **(come)** out of the shop ten minutes later, the car no longer **(be)** there. He **(wonder)** if someone **(steal)** it or if the police **(drive)** it away.
9. It **(be)** 6 p.m., and Nagi **(be)** tired because he **(work)** hard all day yesterday.
- 10- When I **(open)** the door I **(see)** a man on his knees. He clearly **(listen)** to our conversation and I **(wonder)** how much he **(hear)**. When I **(ask)** him what he **(do)**, he **(say)** that he **(drop)** a 50 piece outside the door and **(look)** for it.

**Study these examples. The second sentence has a similar meaning to the first sentence:**

- 1) **I've never heard such a sad story.**  
**ever** It's the saddest story I have ever heard.
- 2) **He started painting fifteen years ago.**  
**been** He has been painting for fifteen years.
- 3) **She hasn't finished decorating the flat.**  
**still** She is still decorating the flat.
- 4) **I've never eaten Chinese food before.**  
**first** It's the first time I have ever eaten Chinese food.
- 5) **When did they graduate from college?**  
**since** How long is it since they graduated from college?  
**ago** How long ago did they graduate from college?
- 6) **He didn't begin talking until everyone had sat down.**  
**before** He waited until everyone had sat down before he began talking.
- 7) **We haven't been to the theatre for a year.**  
**time** The last time we went to the theatre was a year ago.

- last** We last went to the theatre a year ago.
- 8) **It's two years since I went on holiday.**  
**have** I have not been on holiday for two years.
- 9) **It was the first time they had travelled by boat.**  
**never** They had never travelled by boat before.
- 10) **Jack was about to have dinner when his boss called.**  
**point** Jack was on the point of having dinner when his boss called.

**Ex 13 - Complete each sentence with two to five words, including the word in bold:**

She began to play tennis when she was 10.

**since** She ..... she was 10.

1- I bought this coat three years ago.

**for** I ..... three years.

2- I haven't finished writing the report yet.

**still** I ..... the report.

3- We've never seen such a funny film.

**ever** It's the ..... seen.

4- He's never played football before.

**time** It's the first ..... football.

5- John hasn't played golf for years.

**time** The ..... golf was years ago.

6- When did Mary move to Liverpool?

**since** How long is it ..... to Liverpool?

7- It was the first time I had met a film star.

**never** I ..... a film star before.

8- We didn't start tidying up until after the guests had left.

**before** We waited until the guests ..... tidying up.

9- Kate was about to leave the house when the postman came.

**point** Kate was ... the house when the postman came.

10- It's four weeks since I spoke to Paul.

have I ..... for four weeks.

11- When did they announce their engagement?

ago How long ..... their engagement?

12- We haven't played squash for six months.

last We ..... six months ago.

13- Kim was on the point of closing the shop when a customer walked in.

about Kim ..... the shop when a customer walked in.

14- He is the kindest man I've ever met.

never I have ..... man before.

15- They are still discussing the problem.

finished They ..... the problem yet.

16- Mike started studying medicine four years ago.

been Mike ..... four years.

17- The waiter didn't take our order until everyone had decided what they wanted.

before The waiter waited until everyone had decided what they wanted ..... our order.

### The Unreal Past الماضي الغير حقيقي

- ١ - يستعمل الماضي البسيط للافتراض او الرغبة التي تحدث الان .  
٢ - يستعمل الماضي التام للافتراض أو الرغبة التي حدثت في الماضي .

#### Examples:

1. I wish you **weren't present** at these meetings.
2. I wish you **hadn't been present** at yesterday's meetings.
3. Suppose you **could solve** this problem now.
4. Suppose he **got** there late.
5. He appeared as if he **had been** in prison.
6. I wish I **were sitting** quietly at home.
7. I wish I **could go** home now.
8. If only I **were** rich.
9. I'd rather you **didn't do** that.
10. It's high time you **washed** your hands.

**Ex. (14) A Correct the verbs between brackets.**

1. It's just struck midnight. It's time we **(leave)**.
2. He walks as if he **(have)** a wooden leg.
3. I wish I **(know)** what is wrong with my car.
4. It's time we **(do)** something to stop road accidents.
5. Suppose I **(solve)** the problem now.
6. I'd rather you **(not mention)** it to them just yet.
7. We all wished we **(not stay)** to see the end of the film.
8. She says she'd rather he **(leave)** tomorrow instead of today.
9. He looked as if he **(not wash)** for years.
10. Suppose I **(do)** what you ask "What would become of me"?
11. Suppose I **(do)** What you asked "What would have become of me" ?
12. If only we **(do)** as we were told ! This would never have happened.

**Ex. 14(B) Choose the correct answer:**

1. I wish I **(know – knew – will know)** his name.
2. It's time we all **(go – went – would go)** home.
3. It's about time you **(get – got - will get)** the tea ready.
4. Suppose I **(solve-solved – will solve)** the problem now.
5. I wish you **(will pay – paid – would pay)** me now.
6. Suppose he **(asked – would ask – will ask)** me for the money tomorrow.
7. You looked as if you **(did – had done – would do)** with a drink.
8. I wish I **(did not break – had not broken – will not break)** it just now.
9. I'd rather you **(gave–will give-had given)** me a new one.
10. Don't you wish you **(come – came – will come)** earlier ?

**Sequence Of Tenses تتابع الأحداث**

١ - إذا كان الفعل الرئيسي في الجملة مضارع أو مستقبل يوضع الفعل الذي يليه في أي زمن يناسب المعنى مثال ذلك :

1. I **know** that he **arrived** yesterday.
- or, I **know** that he **will arrive** tomorrow.



2. He **will tell** you what he **does** everyday.
- or, He **will tell** you what he **did** yesterday.
  - Or, He **will tell** you what he **will do** tomorrow.

٢- إذا كانت الجملة الفرعية تعبر عن الزمن أو الشرط يستعمل زمن المضارع بدلاً من المستقبل مثال ذلك:

1. I **shall receive** him when he **arrives** next week.
2. He **will visit** me if he **comes** next week.

٣- إذا كان الفعل الرئيسي في الجملة ماضي لابد أن يأتي بعده ماضي مثال ذلك :

1. I **asked** him why he **neglected** his work.
2. I **saw** him yesterday while he **was crossing** the road.
3. He **told** me that he **was** very ill yesterday.

٤- إذا كان الفعل الرئيسي للجملة ماضي يوضع الفعل الذي يليه في المضارع البسيط إذا كان يعبر عن حقيقة مثال ذلك :

1. I **was taught** that the earth **is round**.
2. He **told me** that his father **is dead**.

٥- إذا كان الفعل في الجملة يحتوي على مقارنة يمكن استعمال أي زمن يناسب المعنى مثال ذلك :

1. Life was **harder** in olden times than it is now.
2. My friend **worked** as hard last year as I have worked this year.
3. Travelling in the past **was not** so easy as it **is** today.  
Or as it **will be** in the future.

٦- إذا كان الفعل في الماضي يمكن استعمال أي زمن في الجملة الوصفية.

1. **The boy who is sitting** in the front lines, **was absent yesterday**. جملة وصفية.
2. **The house which my father** has just bought, **was built 20 years ago**.

٧- إذا كان الفعل الرئيسي في الزمن الماضي يوضع في الجملة الظرفية في أي زمن مناسب مثال ذلك :

- 3a Salah Edin **won** so many battles that he **is remembered today**.
- 3b Salah Edin **won** so many battles that he **will always be remembered**.
- 4- His hand **was** so badly injured that he **will never be able** to use it again.

## General Exercise On Tenses

*Ex. (15 A) Correct the verbs between brackets.*

1. I never (**see**) so beautiful a garden.
2. The people (**put**) out the fire before the fireman (**arrive**).
3. My friend just (**telephone**) me to say that he (**not come**) tonight.
4. The pupils (**learn**) English grammar now.
5. I already (**remember**) the old story.
6. Mary (**write**) an exercise now.
7. He (**live**) in England since 1960.
8. I (**see**) you yesterday, you (**sit**) in a café.
9. He (**take**) the money after I (**ask**) him not to do so.
10. He usually (**write**) in green ink.
11. The train (**leave**), before I (**arrive**).
12. I (**not see**) my friend since his absence.
13. Two months ago I (**meet**) a very interesting gentleman while I (**travel**) to Aswan.
14. I am sorry I (**not know**) that you (**leave**) your book when you (**call**) on me last Friday.
15. I (**not hear**) yet whether he (**pass**) the examination which (**be**) held a month ago.
16. My brother (**not feel**) well lately, so yesterday he (**go**) to the doctor who (**advise**) him to take a few days' rest.
17. Since I (**come**) back from my holiday, I (**work**) hard as I (**want**) to make up for *أعوض* the time I (**lose**).
18. While I (**write**) a letter, my brother (**telephone**) me.
19. He (**promise**) a week ago that he (**return**) the books he (**borrow**) last month, but he (**not do**) so yet.
20. When they (**finish**) talking, they shook hands and were out separately.
21. It's high time they (**mend**) this road.
22. It (**rain**) for two days now, there'll be a flood soon.
23. I (**wait**) here till he comes back.
24. I (**lend**) you my bicycle whenever you want it.

... (never see) him in my life, so of course I could not recognize him.

**Ex. (15 B) Choose the correct answer:**

- 1-The Suez Canal (**joins – is joining – will join – joined**) the East to the West.
- 2-I wish I (**know – will know – knew – have known**) English well.
- 3-My father (**lived – has been living – was living – had lived**) in Aswan since 1960.
- 4-I have not seen my uncle (**for – ago – since – from**) the last two weeks.
- 5-Don't get off the bus till it (**stopped – will stop – stops – was stopping**).
- 6-I haven't seen the cinema (**from – since – for – ago**) over a month.
- 7-I (**didn't speak – not spoke – never spoken – have never spoken**) to a foreigner since I started learning English.
- 8-After they (**left – leaving – had left**), I (**go – went – had gone**) home.
- 9-The light (**goes out – was going – went out**) while we (**watched – watching – were watching**) television.
- 10-While he (**repaired – had repaired – was repairing – has been repairing**) his roof, he had a bad fall.
- 11- He has been here (**for – since - ago – from**) last month.
- 12-Her phone (**has been ringing – is ringing – rings – was ringing**) for ten minutes. I wonder why she doesn't answer it.
- 13-After I (**have had – had had – had – have**) some biscuits, I had a drink.
- 14-This telegram has just arrived and the boy (**waits – shall wait – waiting – is waiting**) in case you want to send a reply.
- 15-If only I (**be – were – am – will be**) insured.
- 16- I wish I (**am – be – will be - were**) younger.

- 17-By the end of this month 5000 people,I (**will see – have seen – will be seeing – will have seen**) the exhibition.
- 18-By this time next year I (**shall save – shall be saving – have saved – shall have saved**) two hundred pounds.
- 19-By the end of the week, his illness (**will cost – will have cost – cost – will be costing**) him five hundred pounds.
- 20-I'll wait until he (**write – writes – wrote – will write**) his next novel.
- 21-I've just remembered that I left the bathroom tapes on, and expect the water (**will be flowing – was flowing – is flowing – flowing**) down the stairs.
- 22-I wish I (**was – am – were – had been**) at he party yesterday.
- 23-He hasn't been here (**three weeks – for three weeks – since three weeks – three weeks**) now.
- 24-I guessed that he wouldn't return until he (**spent – has spent – would have spent – had spent**) all his money.
- 25-I didn't know that he (**had finished – has finished – finishes – finished**) already.
- 26-Since 1975 he (**was working – has worked – has been working**) at Tanta and he is still there.
- 27-I wonder what we (**do – were doing – will be doing – will do**) this time next year.
- 28-.He hasn't finished his homework (**already–still–yet–ever**).
- 29-.Have you (**almost – ever – never – already**) climbed a mountain?
- 30-.We've (**almost – already – ever – yet**) visited the mountain.
- 31-.Yasser has (**just–ever– almost – still**) broken the chair.
- 32-.I was playing tennis (**when – while – during – still**) suddenly the sky went grey.
- 33-.(**During – When – While – Before**) I was doing my homework, the light went out.

- 34- He didn't join the football team because he was **(already – still – ever – almost)** young.
- 35- The weather **(was – is being – has been – had been)** nice lately.
- 36- My telephone is working now. They repaired it a week **(ago – before – still – yet)**.
- 37- My family went back to live in Alexandria. They had lived there ten years **(ago – before – since – for)**.
- 38- I **(think – will think – have been thinking – thinking)** about buying a new car recently.
- 39- **A: Farid doesn't study enough.**  
 B: I know I'm afraid he **(won't pass – won't be passing – won't have passed)** the exam.
- 40- **A: I want to visit Marwa.**  
 B: Well, don't visit her before five o'clock. She **(is working – will be working – will work – will have worked)**.
- 41- The play had started **(while – until – just – by the time)** we got to the theatre.
- 42- **(How long ago – How far – How long – How much)** did you move to Tanta?
- 43- She **(ever – still – never – always)** eats beans because they make her ill.
- 44- I'm tired. I have been working very hard **(so far – just – lately – before)**,
- 45- **A: (When – How long – Since – While)** have you been playing flute?  
 B: **Since 1992**
- 46- **A: Where is Bill?**  
 B: He's **(been going – been – be going – gone)** to the basketball game.
- 47- **A: Why is Mary tired?**  
 B: Well, she **(is studying – has been studying – has studied – studied)** in the library for hours.
- 48- **A: Does Mr. Fawzy mow the lawn every Saturday?**  
 B: Yes, he **(always – never – ever – still)** does.
- 49- I've only **(been going – been – gone – going)** to the opera once.

---

**Ex. (15) Rewrite the following sentences using the word(s) in brackets.**

---

1. Nagi started his business a short time ago. (just)
2. They have decided to buy a new car. (going)
3. He can drive a car. (soon)
4. We are sitting down to eat. At that moment someone knocked at the door. (when)
5. I saw this film not long before. (already)
6. Engy is still asleep. (yet)
7. It's ages since Hanan visited her parents. (for)
8. We planned to meet at 10 o'clock tonight. (we're)
9. He learned to drive when he was eighteen. (since)
10. He washed his feet carefully. Then he put his shoes on. (before)
11. I last went there five years ago. (I haven't)
12. I came here to wait for my friend an hour ago. (for)
13. By tomorrow morning, they'll be in New York. (arrived)
14. The volcano hasn't erupted for 50 years. (It's)
15. They started watching television three hours ago. (for)
16. I'm going to buy a new bicycle. (decided)
17. I'm sorry Mr. Johnson went out a moment ago. (just)
18. I was dreaming when the alarm-clock rang. (while)
19. Nader didn't travel by train long ago. (for)
20. We intend to do gardening tomorrow. (going)
21. He can swim like a fish. (soon)
22. I started running my own business four years ago. (since)
23. I haven't seen her since we left school. (I last)
24. It's ages since we went out together. (for)
25. He has a tendency to use formal English. (tends)
26. Yasser began painting this picture two hours ago. (for)
27. For the first time he knew the meaning of happiness. (before)
28. He completed the letter. Then he had a cup of coffee. (until)
29. They didn't discover a cure for cancer. (yet)

30. I last went there eight years ago. (for)
31. First they ate chicken. Then they fell ill. (As soon as)
32. She wrote the letter. Then she went to the post office. (after)
33. They corrected the mistakes a few seconds ago. (just)
34. I haven't enjoyed myself so much for years. (It's years)
35. It's two days since I started reading this book. (for)
36. I last went to the cinema six months ago (been)
37. When did he start working for this company? (How long)
38. We have never experienced such a cold weather in Egypt before. (ever)
39. She locked the front door, then she went to bed. (after)
40. We've arranged to leave by train tomorrow morning. (are)
41. I've never ridden a camel yet. (first)
42. How long is it since you tidied your room? (How long ago)
43. They haven't won a competition for years. (since)
44. I was born in this city and still live here. (been)
45. I have never read a better book by that author. (best)
46. He can't stand the traffic, now he avoids going to the city centre. (never)
47. Robert is still decorating his flat. (finished)
48. I've never met such an interesting person. (ever)
49. Reda doesn't mind travelling by bus. (used)
50. They finished cleaning the kitchen then they got home. (By the time)
51. She first finished cooking then she sat to watch television. (until)
52. When I saw the accident, I was working in the garden (while)
53. When he was younger, he went to the cinema every week. (used)

## NEGATION النفي

(١) عند نفي **to be - to have** أو الأفعال الناقصة نضع بعدهم **not**

am - is - are - was - were  
have - has - had  
will - shall - would - should  
can - could - may - might - must

} → + not

**affirmative** إثبات

1. He is clever.
2. Ali may come.
3. She can play music.

**negative** نفي

- He **is not** clever.  
Ali **may not** come.  
She **cannot play** music.

**affirmative**

used to اعتاد أن  
need to يحتاج  
ought to يجب  
dare to يجرو

**negative**

**used not to / didn't use to**  
**need not to**  
**ought not to**  
**dare not to**

1. They **used to** ride animals.  
They **used not to** ride animals.  
They **didn't use** to ride animals.

**affirm**  
**neg**

2. They **dare to** speak openly  
They **dare not to** speak openly

**affirm**  
**neg**

(٣) نفي المضارع والماضي والمستقبل (شرح في الأزمنة)

1. She **sleeps** early.  
She **does not sleep** early.
2. They **play** football.  
They **do not play** football
3. They **walked** a long road  
They **did not walk** a long road.
4. They **will come** early  
They **will not come** early

**affirm**  
**neg**  
**affirm**  
**neg**  
**affirm**  
**neg**  
**affirm**  
**neg**

(٤) عند نفي **some** تستعمل **no** أو **not - any**

1. He **gave me** some books  
He **gave me no** books  
or, He **did not give me any** books.

**affirm** إثبات  
**neg** نفي



**affirmative**

Something

Every one

Each one

somewhere

**negative**

nothing

no body

no one

nowhere

some one any one

somebody everybody

1. Everybody/Everyone/Eachone  
is asleep.

2. There is somebody/someone  
at home.

3. There is something here.  
Did you go somewhere  
/ anywhere yesterday?

**Nobody/No one/Not any  
body/Not anyone is asleep.**

**There is nobody/no one  
at home.**

**There isn't any thing/is  
nothing here**

**I went nowhere yesterday.**

(٥) عند نفى **all** تستعمل **not all** أو **none of** التي تعتبر مفرد أو جمع .

**affirmative**

All pupils are present.

**negative**

Not all pupils are present.

or **None of** the pupils **is / are** present.

يلاحظ عند استعمال **(none of)** يكون الفعل مفرد أو جمع

(٦) عند نفى **and** تستعمل **or** إذا كانت تعطف أفعالاً .

1. We went to the cinema **and enjoyed** the film. **affirm**

We **did not go** to the cinema **or enjoy** the film. **neg**

تتغير **and** إلى **or** إذا كانت تعطف أفعالاً وعندما تستعمل **or** بدلا من **and** يستعمل مصدر الفعل الثاني كما في المثال السابق.

(٧) عند نفى **both-and** تستعمل **neither - nor**

**Both Ali and Ahmed are** late.

**affirm.**

**Neither Ali nor Ahmed is/** late.

**neg**

يلاحظ في الجملة السابقة أن الفعل مع **neither - or** يوضع في المفرد

(٨) **either - or** عند النفي تستعمل **neither - nor**

1. **Either he or his sister must** go.

**affirm**

**Neither he nor his sister must** go.

**neg**

(٩) كلمة **never** تنفي الكلمات الآتية :

**always - often - sometimes - usually - generally**

1. She **always** helps in the kitchen.

**affirm**

She **never** helps in the kitchen.

**neg**

- |                                      |               |
|--------------------------------------|---------------|
| 2. We <b>often</b> visit the museum. | <b>affirm</b> |
| We <b>never</b> visit the museum     | <b>neg</b>    |
| 3. We <b>sometimes</b> play football | <b>affirm</b> |
| We <b>never</b> play football        | <b>neg</b>    |

**not - either** عند النفي تستعمل **too** أو **also** (١٠)

They will go to the theatre **too**.

They will **not** go to the theatre **either**.

ينفي الفعل بالطريقة العادية وتستبدل كلمة **too** أو **also** بكلمة **either**

(١١) **and so** عند النفي تتحول إلى **and neither** مثال ذلك

She went to Aswan **and so** did her friend. **affirm**

She did not go to Aswan **and neither** did her friend. **neg**

(١٢) **as - as** عند النفي تتحول إلى **not as - as** أو **not so - as**

1. He is **as** clever **as** his friend. **affirm**

He is **not as** clever **as** his friend **neg**

or He is **not so** clever **as** his friend **neg**

(١٣) عند نفي الأمر نستعمل (المصدر + **Don't**) مثال ذلك :

**Leave** your book. **affirm**

**Don't leave** your book. **neg**

(١٤) عند نفي جملة المضارع التام التي تحتوى على

**Just, recently, already, presently**

تستعمل **not yet** بعد حذف الكلمات السابقة

1. I have **already** seen this film. I **have not seen** this film **yet**.

2. He **has just arrived**. He **has not arrived yet**.

**15. We can make a statement negative by using a broad negative.**

Broad negatives are adverbs like "**rarely**" and "**seldom**" which are used to make a statement almost totally negative.

1. The estimated sales **will hardly cover** the cost of making the film.

2. We **were scarcely** able to move.

**16. When you use a broad negative with a verb group which contains an auxiliary verb, you put it after the first word in the verb group and in front of the main verb.**

1. I could scarcely believe my eyes.

2. Mr. Al-Fayed **is rarely photographed** with his family.

3. His eyes **had hardly closed**.

**17. If you want to say that a past situation does not exist in the present you can use "no longer" or a negative with "any longer" or "any more".**

**Examples:**

1. She was **no longer** content with a handful of coins.

2. They didn't know **any longer** what was funny and what was entertaining.

3. They **don't live** together **any more**.

---

**Ex. (16 A) Change into negative :**

---

1. She went to the market and bought some vegetables.

2. I want some sugar and tea.    3. He was both rich and clever.

4. Play and waste your time.    5. Somebody told him the answer.

6. He always pays attention and learns his lessons.

7. I asked him to lend me some money.

8. Both Azmi and Ahmed are late.    9. Sami felt ill and so did I.

10. He does his best to succeed.    11. All men are honest

12. Everyone has good health.

13. I can swim across the river and so can my brother.

14. He likes to play football and so does his brother.

15. Have you ever seen the Pyramids ?

16. Father bought a car.    17. He spends his time foolishly.

18. Bring me your book.    19. He put the book on the desk.

20. He laid his book on the table.

---

**Ex. (16B) Choose the correct answer :**

---

1. I can't find the book.....

a) **nowhere**

b) **everywhere**

c) **anywhere**

d) **somewhere**

2. She hardly ever eats.....potatoes.

a) **neither bread or**

b) **bread or**

c) **either bread**

d) **neither bread nor.**

3. Janet doesn't like oranges and.....Mary.

a) **neither does**

b) **so doesn't**

c) **so does**

d) **so either**



## كيفية تكوين السؤال How to make a question

١ - يوضع المضارع أو الماضي للأفعال **to be - to have** أو الأفعال الناقصة قبل الفعل لتحويل الجملة إلى صيغة السؤال.

### جملة خبرية Statement

1. Animals are useful to man.
2. Samy has a motor car.
3. He was clever.
4. He can speak English.
5. He must work hard.
6. He ought to be careful.
7. He used to stay here.

### سؤال Question

- Are animals useful to man ?
- Has Samy a motor car ?
- Was he clever ?
- Can he speak English ?
- Must he work hard ?
- Ought he to be careful ?
- Did he use to stay here ?

(٢) إذا كان الفعل في الجملة في زمن المضارع المستمر أو الماضي المستمر أو المضارع التام أو المستقبل البسيط عند تحويل الجملة إلى سؤال يوضع الفعل المساعد قبل الفعل.

### جملة خبرية Statement

1. He is writing a letter.
2. He has written a letter.
3. He will come tomorrow.
4. He had completed the project.

### سؤال Question

- Is he writing a letter ?
- Has he written a letter ?
- Will he come tomorrow ?
- Had he completed the project ?

(٣) في المضارع البسيط نستعمل **do** أو **does** قبل الفاعل مع الفعل في المصدر أما في الماضي البسيط نستعمل **did** قبل الفاعل مع الفعل في المصدر.

### جملة خبرية Statement

1. Ali writes a letter.
2. Ali wrote a letter.
3. They play football.

### سؤال Question

- Does Ali write a letter ?
- Did Ali write a letter ?
- Do they play football ?

(٤) تحول **some** إلى **any** في صيغة الاستفهام.

### Statement

1. Ali bought **some** books.
2. You have **some** money.

### Question

- Did Ali buy **any** books ?
- Have you **any** money ?

## أدوات الاستفهام Interrogative Words

(١) السؤال عن الفاعل العاقل نستعمل (من **who**) مثل ذلك :

1. **Who** discovered America ? **Columbus** discovered America.

2. **Who** led Egypt to victory ? **President El Sadat** led Egypt to victory

(٢) للسؤال عن المفعول به العاقل نستعمل (من **whom**) مثال ذلك :

1. **Whom** did you meet yesterday? I met **my friend** yesterday.

2. **Whom** will you see tomorrow ? I shall see **my teacher** tomorrow

(٣) للسؤال عن الملكية نستعمل (من **Whose**) مثال ذلك :

1. **Whose** car is this ? It is **my** car.

2. **Whose** house is this ? It's **my uncle's** house.

(٤) للسؤال عن الأشياء نستعمل (ما - ماذا **What**) مثال ذلك :

1. **What** is the time now ? It is **half past ten**.

2. **What** is your age ? I am **30 years old**.

3. **What** is the height of the room? It is **three metres high**.

4. **What** is your name ? My name is **Samir**.

5. **What** is your father ? He is **a teacher**.

6. **What** else has he read ? He's read **another book**.

7. **What** else will the sofa serve? It will serve as **a bed**.

8. **What** else does he study? He also studies **German**.

(٥) نستعمل (أي **Which**) للأشخاص والأشياء مثال ذلك :

1. **Which** present do you like ?

2. **Which** boy came late ?

3. **Which** do you prefer, English or French ?

ملحوظة : حرف الجر يمكن وضعه قبل أداة الاستفهام أو بعد الفعل مثال ذلك :

1. **About whom** were you speaking ?

2. Whom were you speaking **about** ?

3. **Of what** did you complain ?

4. What did you complain **of** ?

(٦) نستعمل (أين **Where**) للسؤال عن المكان مثال ذلك :

1. **Where** did you spend last summer ? I spent it **at Ras El Bar**.

2. **Where** do you live ? I live **in Aswan**.

3. **From where** have you come ? I have come **from Tanta**.

(٧) نستعمل (متى **When**) للسؤال عن الوقت (الزمن) مثال ذلك :

1. **When** will you travel abroad ?

I will travel abroad **next spring**.

2. When do you usually get up ? I usually get up at seven.

(٨) نستعمل (لماذا Why) للسؤال عن السبب مثال ذلك :

1. **Why** were you late today ?  
I was late **because I was rather tired.**
2. **Why** did you stay at home ?  
I stayed at home **because I was ill.**
3. **Why** do you go to school?  
I go to school **to learn.**

(٩) نستعمل (كيف How) للسؤال عن الطريقة أو الحالة مثال ذلك :

1. **How** do you come to school ? I come to school **by bus.**
2. **How** do you feel today ? I feel **better.**

يمكن استعمال (How) مع بعض الصفات مثال ذلك :

1. **How many** (كم عدد) books do you have ? للسؤال عن العدد  
I have **twenty books.**
2. **How much** (كم للثمن) did you pay for this book ?  
I paid **one pound** for it. للسؤال عن القيمة
1. **How often** do you go to the cinema ? للسؤال عن عدد المرات  
**Once a week.**
2. **How old** are you ? I am **eighteen years old.**
4. **How far** (كم للمسافة) is it from Cairo to Alexandria?  
It is **200 kilometers from Cairo.**
5. **How long** (طول المدة) have you been studying?  
**Three weeks.**
6. **How high** (كم للارتفاع) is the Pyramid ?  
It is **two hundred meters high.**
7. **How tall** (لطول الأشخاص) is Ali ? He is **five feet tall.**
8. **How deep** (كم للعمق) is the sea ? It is **forty feet deep.**
9. **How heavy** (كم للوزن) is this fruit ? It is **five pounds.**
10. **How wide** (كم للعرض) is this street ?  
It is **twenty metres wide.**
11. **How big** (كم حجم أو مساحة) is the room ? It is **rather small.**

**Exercise (17A) : Form the questions to which the words black typed are the answer. The correct interrogative words are given :**

- |   |             |
|---|-------------|
| 1. <b>Last week</b> I met my cousin.                  | (When)      |
| 2. We remained <b>three</b> hours in the cinema.      | (How long)  |
| 3. The street is <b>40 metres</b> wide.               | (How wide)  |
| 4. She died <b>on this very spot</b> .                | (Where)     |
| 5. He goes to the cinema <b>twice a week</b> .        | (How often) |
| 6. He is looking for <b>his dictionary</b> .          | (What)      |
| 7. Magdy is <b>five feet tall</b> .                   | (How tall)  |
| 8. The girl <b>with the red Jacket</b> answered well. | (which)     |
| 9. The Sea is <b>80 feet deep</b> .                   | (How deep)  |
| 10. <b>Your wife</b> telephoned you.                  | (Who)       |
| 11. I have <b>four suits</b> .                        | (How many)  |
| 12. It cost <b>three pounds</b> .                     | (How much)  |
| 13. It was <b>my fault</b>                            | (Whose).    |
| 14. The tower is <b>sixty metres</b> high.            | (How high)  |
| 15. He could not come <b>because he was ill</b> .     | (why)       |
| 16. It is <b>80 kilometres</b> to Fayoum.             | (How far)   |

**Ex.(17B) Make questions for which the following would be reasonable answers. Ask about the words in black type.**

1. They went to **New York**.
2. It takes **four hours** to get there.
3. He earns **twenty five pounds** a week.
4. He comes to Cairo **once** a month.
5. My room is **five metres by four**.
6. They left the country **ten years ago**.
7. I've been here **for two months**.
8. They went to **the museum** yesterday.
9. The clerk made him **fill up a form**.
10. I bought **another** suit.
11. We got in **by climbing over the wall**.
12. I smoke **forty** cigarettes a day.
13. I've had this cough **since the beginning of October**.
14. I'd like to speak to **Mr. Kamal** please.
15. This is **Tom's**.





11. Do you know the .....from here to the nearest hospital ?  
a) **how far**   b) **distant**   c) **distance.**   d) **how long**
12. How ..... is this fruit ?  
a) **long**   b) **heavy**   c) **much.**   d) **far**
13. How..... do you go to the library ?  
a) **often**   b) **many**   c) **long**   d) **much**
14. .... looks after the baby ?  
a) **What**   b) **Who**   c) **When**   d) **Whom**
15. How..... is the lake ?  
a) **heavy**   b) **far**   c) **deep**   d) **long**
16. .... do you usually get up ?  
a) **Where**   b) **What**   c) **When**   d) **Which**
17. .... do you prefer orange or apples ?  
a) **Which**   b) **What**   c) **Who**   d) **When**
18. .... the boys listening to music now ?  
a) **Are**   b) **Have**   c) **Do**   d) **Does.**
19. .... did you meet a few minutes ago.  
a) **Which**   b) **What**   c) **Whom**   d) **Whose**
20. .... is Janet ?  
a) **How long**   b) **How high**   c) **How far**   d) **How tall.**
21. From..... house did the thief steal the money ?  
a) **who**   b) **whose**   c) **whom**   d) **which**
22. .... is your father ?  
a) **What**   b) **Who**   c) **Which**   d) **Whom**
23. .... is the mountain ?  
a) **How long**   b) **How high**  
c) **How far**   c) **How fall**
24. .... does this suit cost ?  
a) **How much**   b) **How many**  
c) **How far**   d) **How often**
25. .... could he not go ?  
a) **When**   b) **Why**   c) **What**   d) **Where**

### **Question Tags**

A question tag is a short phrase that is added to the end of a statement to turn it into "Yes / No" . You use question tags when

you want to ask someone to confirm يؤكد or disagree with what you are saying, or when you want to sound more polite. Question tags are rarely used in formal written English.

### There are three single rules for question Tags in English

#### 1. Affirmative Statement, Negative Tag :

Negative statement, Affirmative Tag.  
Laila is here, isn't she ? Laila isn't here, is she ?

#### 2. Helping verbs are repeated in the tag.

الأفعال المساعدة تتكرر عند تكوين السؤال مثال ذلك :

You will come, won't you ? You won't come, will you ?

#### 3. Other Verbs have, do, does or did in the tag.

تستخدم بعض الأفعال مثل do أو does أو did لتكوين السؤال مثال ذلك :

1. He left yesterday, didn't he ?
2. They listen well, don't they?
3. He did not leave yesterday, did he ?

#### Special forms of questions:

1. "I am" usually has the tag, aren't I ?
2. Need and dare do not occur in the affirmative with question tags. When they do, they behave as full verbs

a) We need to ask first, don't we ?

b) We needn't ask first, need we?

3. "Used to" normally takes "did" in spoken English.

They used to play together, didn't they ?

4. You'd better go, hadn't you ?

had better = 'd + better

لاحظ أن

5. You'd rather stay, wouldn't you ?

would = 'd + rather + infinitive

لاحظ أن

You'd stay long, wouldn't you ?

6. He'd finished the work, hadn't he ?

had = 'd + p.p

لاحظ أن

7. They have a car, don't they ?

have فعل رئيسي نستعمل don't

8. He had an accident, didn't he ?

had فعل رئيسي الماضي لـ have

9. They've been busy, haven't they ?

10. He's bought a car, hasn't he ?

has + p.p. تعني 's + p.p

He's busy, isn't he?

11. When you use the imperative الأمر, you can be more polite by adding one of the following question tags :

will you                      won't you                      should you

See that she gets safely back, won't you ?

Look at that, would you ?

12. When you use a negative imperative, نفى الأمر, you can only use "will you" as a question tag.

Don't tell Mary, will you ?

"will you" and "won't you" can also be used to emphasize ليؤكد anger الغضب or impatience عدم الصبر "can't you" is also used in this way Oh, hurry up, will you ?

For goodness sake, be quick, can't you ?

13. You use the question tag "shall we" when you make a suggestion اقتراح using "let's".

Let's forget it, shall we ?

You use the question tag "shall I" after "I'll".

- I'll tell you, shall I ?

Let / me / him = allow يسمح

Let him come with us, will you / won't you?

14. You use "they" in question tags after "any body" "

Everybody "" everyone "" somebody "" nobody ""no one"or" someone"

1- Everyone will be leaving, won't they ?

2- Nobody had bothered to plant new ones, had they ?

15. You use "it" in question tags after "anything"

"everything" "nothing" or "something".

1- Nothing matters now, does it ?

2- Something should be done, shouldn't it ?

16. You use "there" in question tags after "there is" "there are" "there was" "there were".

**Example :** There's a new course out now, **isn't there ?**

17. You can use affirmative tag if your statement contain a broad negative such us "scarcely, hardly, barely, rarely and seldom" or a negative adverb or a negative pronoun.

**Examples:**

1- I could **scarcely** believe my eyes, **could I ?**

2- Examiners were **seldom** unkind, **were they ?**

3- You've **never** been to London, **have you ?**

4- **Nobody** had bothered to plant new ones, **had they ?**

5- It happens so **rarely**, **does it ?**

6- The bonds show **barely** any interest, **do they ?**

---

**Ex. 18 A Add question Tags to the following sentences:**

---

- |  |  |
|--|--|
| 1. Everyone was there,                 | 16. Somebody had made a mistake,                 |
| 2. Nobody was watching,                | 17. The office was hardly empty,                 |
| 3. Everybody knew,                     | 18. You didn't do it                             |
| 4. Nothing really matters,             | 19. Nagi rarely felt hungry,                     |
| 5. Something really happened,          | 20. I'll see you tomorrow,                       |
| 6. There was nobody there,             | 21. Don't do it again,                           |
| 7. There's no time to spare,           | 22. They seldom met,                             |
| 8. Nobody understands,                 | 23. She's hardly the right person for the job,   |
| 9. Every thing is all right,           | 24. You should drive slowly,                     |
| 10. Everyone has arrived,              | 25. They needn't worry,                          |
| 11. You've met Nagi,                   | 26. He'd rather stay here,                       |
| 12. They won't be late,                | 27. We'd better go,                              |
| 13. Janet left a mango for me,         | 28. Let's go for a walk,                         |
| 14. There isn't time for another game. | 29. She used to live here,                       |
| 15. Something is wrong,                | 30. You seldom see that sort of thing these days |

---

**Ex. (18 B) Choose the correct answer :**

---

1. You've met Fady, (**did you - didn't you - haven't you - have you**) ?
2. They won't be late, (**will they - would they - won't they - wouldn't they**) ?

3. Mary left a message, (**did she - didn't she - hadn't she - had she**) ?
4. There isn't time for another game, (**is there - isn't there - was there - wasn't there**) ?
5. Nobody saw what happened, (**did he - didn't he - didn't they - did they**) ?
6. Something's wrong, (**does it - is it. isn't it - doesn't it**) ?
7. Don't do it again, (**will you - don't you - haven't you - did you**) ?
8. Everybody is in agreement, (**isn't he - aren't they - don't they - doesn't he**) ?
9. I'll see you tomorrow, (**will I - won't I - shall I - wouldn't I**) ?
10. It's impossible to park here, (**is it - isn't it - is there - isn't there**) ?
11. They'd better leave early, (**hadn't they - wouldn't they - had they - would they**) ?
12. It rarely rains in summer, (**doesn't it - does it - did it - didn't it**) ?
13. He hadn't enough money, (**had he - didn't he - would he - did he**) ?
14. He's always busy, (**is he - isn't he - has he - hasn't he**) ?
15. She's no longer happy, (**isn't she - is she - hasn't she - did she**) ?
16. The results were scarcely encouraging, (**were they - weren't they - wasn't it - was it**) ?
17. They'd hardly recovered from the shock, (**would they - hadn't they - had they - wouldn't they**) ?
18. Nobody heard the news, (**did he - didn't they - did they - did anybody**) ?
19. Everybody enjoyed the match, (**did he - didn't they - did they - didn't anyone**) ?
20. He hardly read anything, (**does he - did he - didn't he - does he**) ?

## Pronouns الضمائر

1. **We** - ضمير المتكلم ويمكن أن يكون فاعل ومفعول به

1. **I** am a teacher فاعل مفعول به **Listen to me**

2. **We** learn English فاعل مفعول به **He teaches us**

**You** - ضمير المخاطب ويمكن أن يكون فاعل ومفعول به

**You** are a pupil فاعل مفعول به **I saw you yesterday**

**He, She, It, They** - ضمير الغائب ويمكن أن يكون فاعل ومفعول به

1. **He** works hard فاعل مفعول به **The teacher helps him**

2. **They** are pupils فاعل مفعول به **The teacher teaches them**

3. **She** is clever فاعل مفعول به **Her father helps her.**

**It** - ضمير غائب لغير العاقل وهو فاعل ومفعول به

**It is** أما الملكية بالنسبة لـ **It** فهي **Its** وهي تختلف عن **It's** التي هي اختصار

4. Look at the **bird**, **it** always comes to this window. فاعل

Do you give **it** anything to eat? Yes I always feed **it** مفعول به

5. The mouse has gone back to **its** hole. الملكية

استعمالات أخرى لـ **It**

**"It"** is used in expressions of time, distance, weather, temperature.

1 - تستعمل في عبارات الوقت "المسافة والطقس ودرجة الحرارة".

1. **It is hot / cold / quiet / noisy** in this room.

2. **What time is it? It is** six o'clock.

3. **How far is it** to Alexandria. **It is** 200 kilometres.

4. **It is raining. It is fine** today. **What day is it?**

**It is Monday.**

5. **What is the date? It is** the third of March.

6. **It is** better to be early. **It is** easy to understand.

7. **It will be** possible to reach the planets.

2 - تستعمل في جمل معينة مثل :

**It is strange** that he hasn't returned yet.

**It is hoped** that he will pass the exam.

**It is time** to go لقد حان الوقت **It is useless** to deny.

**It seems. It appears.**

## Kinds of Pronouns أنواع الضمائر

1. **Reflexive Pronouns** الضمائر الشخصية العاكسة التي تعود على المتكلم أو المخاطب أو الغائب والتي تنتهي بـ **self** مثل ذلك :

**myself – yourself – yourselves – himself – herself – itself – oneself - themselves**

**Examples :**

2. Be careful or **you** will hurt **yourself**.
3. **Salah (He)** helped **himself** to cakes.
4. **Mary (She)** dressed **herself** carefully for the party.
5. **One** must be allowed to please **oneself**.
6. The **kitton (It)** القطعة الصغيرة can now feed **itself** تطعم.
7. We taught **ourselves** to swim.
8. **The boys** hurt **themselves**.

**Ex. (19 A) Put reflexive pronouns into the spaces :**

1. Father cut ..... when he was shaving.
2. Mary saw ..... in the mirror.
3. We saw ..... in the mirror.
4. The kitten tried to bite me, and bit ..... by mistake.
5. One can easily lose ..... in the woods.
6. I taught ..... to play the piano.
7. We lost .....when we were walking there.
8. The boys helped ..... to cakes.
9. If you would like some cakes, help.....
10. There are plenty of cakes here Sami, help .....

## II- Emphasizing Pronouns ضمائر التأكيد

**Study the following examples**

أدرس الأمثلة الآتية

**Ali** washed **himself** (I know he did).

**I** saw him **myself**. "you" **yourself** said "he looked clean and **Ali himself** said he had a wash.

**himself** الأولى من الواضح أنها تعود على **(Ali)** والضمير **himself** نفس الشيء ولكن الضمائر الأخرى مختلفة ويمكن خذفهم وتؤدي الجملة معنى ولكن هذه الضمائر وضعت لكي تؤكد الحدث لذلك تسمى ضمائر التأكيد.



ضمائر التأكيد أحيانا تعنى (alone) بمفرده وأحيانا نأخذ by معها.

1. I went there all **by myself (alone)**.
2. This is the engine that goes **by itself**.
3. Samy made that model aeroplane all **by himself (alone)**.

### Reflexive & Emphasizing Pronouns

	Singular	Plural
1 <sup>st</sup> person (I, we)	myself	ourselves
2 <sup>nd</sup> person (you)	yourself	yourselves
3 <sup>rd</sup> person (he, she, it, one)	himself-herself itself-oneself	themselves

### Ex. 19 B) Put Emphasizing Pronouns into the blank spaces

1. He did the work all by .....
2. I saw him do it .....
3. Mary sewed those women dresses.....
4. One cannot see a tree like that by .....
5. You, children must tidy that room.....I am not going to help you.
6. The children tidied the room.....(يرتب tidy).
7. Do you think Mary, that you can cook the dinner by .....
8. We cooked the dinner entirely تماما by .....
9. This machine works by .....
10. You and Ali can do that job.....

### III- Possessive pronouns ضمائر الملكية

1. That seat مقعد is not **yours**. It is **mine**.
2. Lend me your bicycle دراجة **hers** is no good.
3. He is wearing a hat يرتدى قبعة It is **his**.
4. That cat is **ours**.

هذه الكلمات لا تضاف الأشياء ولكنها توضع الملكية Yours, mine, ours, hers, his

- |                 |       |      |                    |         |
|-----------------|-------|------|--------------------|---------|
| 1. <b>yours</b> | means | تعنى | <b>your seat</b>   | مقعدك   |
| 2. <b>mine</b>  | means |      | <b>my seat</b>     | مقعدي   |
| 3. <b>hers</b>  | means |      | <b>her bicycle</b> | دراجتها |
| 4. <b>ours</b>  | means |      | <b>our cat</b>     | قطتنا   |

ملحوظة : دائما نجد ضمائر الملكية تستعمل مع of

1. He is a friend **of mine** (not a friend of me).
2. The dog **of yours** has been fighting again.

3. There is Azmi, and a friend **of his**, is going to play tennis.

جدول يبين صفات الملكية وضمائر الملكية

No	Possessive Adjectives صفات الملكية	Possessive Pronouns ضمائر الملكية
1	This is my book.	This book is mine.
2	This is your book.	This book is yours.
3	This is his book.	This book is his.
4	This is her book.	This book is hers.
5	This is our book.	This book is ours.
6	This is their book.	This book is theirs.

### Study these idioms:

- 1- **Enjoy yourself** = have a good time.
- 2- **Behave yourself** = be good.
- 3- **I like being by myself** = I like being alone.
- 4- **She lives by herself** = she lives on her own / alone.
- 5- **By myself, by yourself, by himself** = on my own, on your own, on his own = alone.
- 6- **Help yourself to coffee** = you're welcome to take some coffee if you want some.
- 7- **Do it yourself** = do it without being helped.
- 8- **Make yourself at home** = feel comfortable.
- 9- **Make yourself heard** = speak loudly enough to be heard by others.
- 10- **Make yourself understood** = make your meaning clear.

**Possessive adjectives / pronouns express possessions.**

**Possessive adjectives go before nouns. whereas possessive pronouns do not go before nouns.**

eg: This is **my** diary. **It's** mine.

Sometimes possessive pronouns go at the beginning of a sentence.

**Theirs** is the blue car.

- 1) We use **the** rather than a possessive adjective with parts of the body after prepositions. **Verbs used in this**

**pattern:** include, hit, kiss, punch, slap, bite, touch, pat, sting etc.

→ She kissed **the** baby on the cheek.

→ He punched me on **the** nose.

2) **Own** is used with possessive adjectives to emphasise the fact that something belongs to one person and no one else.

→ **She's got her own** chauffeur or she's got a chauffeur of her own.

**Fill in the blanks with a possessive adjective or a possessive pronoun. The first sentence is done for you**

1- This is (**I**) bag but that one over there is (you).

→ This is **my** bag but that one over there is yours.

2- (**She**) score was better than (**I**).

3- (**They**) holiday starts the week after (**we**).

4- Can we have (**you**) suggestion first and then we'll hear (**he**)?

5- I didn't bother going to (**he**) party and he won't be coming to (**I**).

6- (**We**) flight was delayed but (**they**) took off on time.

7- I wish (**I**) voice was as good as (**she**).

8- Unfortunately (**they**) team played better than (**we**) so we lost the match.

9- If you're a friend of (**he**), then you're a friend of (**I**) too.

10- We'll leave (**she**) house after dinner, so we should be at (**you**) before 10.00.

---

**Ex. (19 c) In the following sentences use the verb (to be) instead of the verb (belong to) يخص (Make any necessary change) follow the example.**

---

That house **belongs to** me. That **house is** mine.

1. These gloves belong to her.
2. That new house belongs to him.
3. These gloves belong to you.

4. That picture belongs to me.
  5. That motor car belongs to us.
  6. Those flowers belong to them.
  7. Does that toy belong to you ?
  8. Does that toy belong to her ?
  9. Do these chocolates belong to them ?
  10. Did these chocolates belong to them ?
- 

***Ex. (19 d) Choose the correct answers :***

---

1. That manner of **(you-yourself-yours)** is not as good as it should be.
2. That book which you are reading is **(mine-me-myself)** not **(him-his-himself)**.
3. **(My-mine-myself)** horse is not so strong as **(yourself-your-yours)** or **(he-him-his)**.
4. The poet prefers **(him-his-himself)** own poem to **(yourself-yours-your)** or **(herself-her-hers)**.
5. He did the exercises all by **(him-his-himself)**.
6. I saw **(myself-me-mine)** in the mirror.
7. I met **(themselves-them-theirs)** by chance.
8. What he calls **(him-himself-his)** property is not **(his-him-himself)**.
9. That face of **(herself-her-hers)** looks more wrinkled than **(my-myself-mine)**.
10. One must be honest with **(himself-him-oneself)**.
11. I wish I had seen that letter of **(you-yourself-yours)** I posted **(my-me-mine)**.
12. You boys, must answer these exercises all by **(yourself-yourselves-yours)**.
13. We tidied that room **(our-ourselves-ours)**.
14. They made that camp all by **(them-their-themselves)**.
15. We taught **(ours-ourselves-our)** to fight.

## IV. Indefinite Pronouns الضمائر غير المحددة

Indefinite pronouns refer to **إلى تشير people or things without saying exactly who or what they are. The indefinite pronouns are:**

anybody	everybody	nobody	somebody
anyone	everyone	no one	someone
anything	everything	nothing	something

**Note that "no one" is written as two words or sometimes with a hyphen "no-one".**

1. You use indefinite pronouns when you want to refer to people or things without saying exactly who / what they are. The pronouns ending in **"body"** and **"one"** refer to people, and those ending in **"thing"** refer to **"things"**.

1. I was there for over an hour before **anyone** came.
2. It had to be **someone** with a car. Janet said nothing for a moment.
3. When an indefinite pronoun is the subject, it always takes a singular verb, even when **حتى عندما** it refers to more than one person or thing.

1. **Everyone** knows the truth.
2. **Everything** was fine.

**When you refer back to indefinite pronouns, you use plural pronouns or possessive and a plural verb.**

Ask **anyone**, **they'll** tell you.

Has **anyone** eaten as much as they want ? You can't tell **somebody** why they have failed.

**4. You can add apostrophe's ('s) to indefinite pronouns that refer to people.**

She was given a room in **someone's** studio.

That was **nobody's** business but mine.

**5. You use indefinite pronouns beginning with "some" in affirmative clauses and in questions expecting answer "yes".**

- a) I want to introduce you to **someone**.
- b) Would you like **something** to drink ?

c) Can you get **someone** to do it ?

**6. You use indefinite pronouns beginning with "any" as the subject or object in statements.**

1. **Anyone** knows that you need a licence.
2. You still haven't told me **anything**.
3. I haven't given **anyone** their presents.

**In both affirmative and negative questions :**

1. Does **anybody** agree with me ? 2. Won't **anyone** help me?

**7. If you use an indefinite pronoun beginning with "no" you must not use another negative word in the same clause. You don't say "There wasn't nothing."**

1. There was **nothing** you could do.
2. **Nobody** left, **nobody** went away.

**8. You use the indefinite adverbs "anywhere" "everywhere" "nowhere" and "somewhere" to talk about places in a general way. "Nowhere" makes a clause negative.**

1. I thought I had seen you **somewhere**.
2. **No – one** can find Hisham or Fady **anywhere**.
3. There was **nowhere** to hide.

**9. You can use "else" after indefinite pronouns and adverbs to refer to people, things or places other than those that have been mentioned.**

1. **Everyone else** is downstairs.
2. I don't like it here. Let's go **somewhere else**.

---

**Ex. 20A : Complete the following sentences by using one of the indefinite pronouns given in brackets.**

---

1. The box was completely empty. There was ..... in it. **nothing – anything**).
2. I heard a noise, but I didn't see ..... **(anyone – no one)**
3. I'm sorry, but there's ..... at home. **(anybody – nobody)**
4. It's too late. We can't do ... to help. **(anything – othing)**
5. No, I don't want ..... , thanks. I'm not hungry. **(nothing – anything)**

6. It was very disappointing. Absolutely ... happened. (**anything – nothing**)
7. I don't meet ..... new. (**anybody – nobody**)
8. He claimed to be an expert, but he knew almost ..... about it. (**anything – nothing**).
9. .... knew what to do next. (**Anybody – Nobody**)

---

**Ex. 20B : Choose the correct answer:**

---

1. (**Everybody – Anybody – Somebody – Nobody**) arrived in good time and the meeting started promptly at 3,30.
2. (**Everyone – No one – Someone – Anybody**) in the village went to the party but they didn't enjoy it.
3. When the show finished, there was complete silence. (**Everyone – Anyone – No one – Someone**) clapped.
4. Mohamed Ali is (**everybody – nobody – somebody – no one**) I have always admired.
5. Who shall I give this one to ? You can give it to (**somebody – someone – anybody – nobody**). It doesn't matter.
6. That's a very easy job (**nobody – somebody – someone – anybody**) can do it.
7. Excuse me, you've dropped (**nothing – everything – something – anything**), Yes, look, it's your passport.
8. I agree with most of what he said, but I don't agree to (**something – nothing – everything – anything**).
9. It's all finished. I'm afraid there's (**something – nothing – anything – everything**) left.
10. Did you turn the oven off ? I think I can smell (**anything – nothing – something – everything**) burning.
11. Is there ( **nothing – anything- something- everything**)I can do to help you.
12. There is (**anybody – nobody- somebody – someone** ) in the office today. It's Friday .
13. I can hear (**anyone- no one- everyone – someone**) knocking at the door.

## It is / There is

### The use of it is

1. **Distance** المسافة How far **is** it to Alexandria ?  
It is 200 Kilometres.
2. **Price** الثمن How much **is it** ? (What does it cost ? )  
**It is** two pounds.
3. **Weather** الطقس **It is** hot / cold / wet / windy.
4. **Time and Date.** What time **is it** ? **It is** eleven o'clock.  
What is **the date.** **It is** December 8.

### It is / was + adjective :

**It is lovely to** see so much open country. It is easy to criticize. ينقد

**It was dreadful for him to** find himself alone in such a place.

**It is / was + adjective + of you / him + to +** مصدر

**It's a pity** the weather is not better for our outing today.

**It is good of you to help me. It was clever of him to find his way.**

**It is easy for you to talk,** you haven't got to make a decision.

**It was too hot to do anything,** he couldn't do anything.

**It was brave** of the policeman to tackle the armed man.

### There is / was + noun

1. There was **a storm / a lot** of rain last night.
2. There was **a hard frost** last winter.
3. There is **a policeman** at the door.
4. There is **time** for you to go home and come back.
5. There is **a long way** to go still.
6. There is **enough** for everyone.

---

**Ex. (21A) Use there is / are, or it is in an appropriate tense and form :**

---

1. How far.....to Benha ? ..... 30 Kilometres.
2. .... very stormy last night. Yes ... storms all over the country.
3. As.....sunny she decided to take the children to the sea.
4. Why don't you go for a walk ? ..... a pity to stay in when ..... so nice outside.



5. .... not any glass in the windows, that is why .... so cold in the room.
6. .... a lot of rain last week, ..... floods everywhere.
7. .... a thick fog last night, .....several accidents on the way.
8. .... foolish to drive fast, .....foggy.
9. Come on children, ..... time to get up ! ..... nearly breakfast time.
10. ... all sorts of stories about Robin Hood, but ..... **(not)** known exactly who he was and what he did.
11. .... said that if you break a mirror you'll be unlucky for 7years.
12. .... a guard outside the door and ..... on the windows ..... impossible to escape.
13. We've done all we can, ..... nothing to do but wait.
14. Just cross out that word and go on, ..... **(not)** necessary to begin again **(or ..... no need to begin again)**.
15. He thought that .... better to say nothing about his change of plan.

---

**Ex. (21B) Choose the correct answer :**

---

1. **(It is - There is - There are)** nothing in this medicine that can hurt you.
2. **(It is - There is - There are)** dangerous to play with fire.
3. **(It is - There is - There are)** much danger in playing with fire.
4. **(It is - There is - There are)** a gentleman wanting you on the phone.
5. If **(it is - there is - there are)** any difficulty, let me know.
6. Last night **(it was - there was - there were)** a big fire.
7. If **(it is - there is - there are)** time to go, let us go !.
8. **(It is - There is - There are)** a little pleasure in observing the foolishness of man.
9. Who ? **(It is - there is - there are)** Mr. Kamal who wants to speak to you.
10. **(It is - There is - There are)** many things in the universe we don't understand.

## Articles

أدوات النكرة والمعرفة a / an / the

a man, a table, a boy

تستعمل **a** قبل الاسم الذي يبدأ بحرف ساكن.

كذلك تستعمل **a** قبل أسماء تبدأ بحرف متحرك **a, e, o, u, i**

لكنها تنطق كحرف ساكن **a university**

تستعمل **an** قبل الأسماء التي تبدأ بحرف متحرك **(a, e, o, u, i)**

an egg, an apple, an elephant

أو أسماء تبدأ بحرف ساكن لكنها تنطق كحرف متحرك مثل :

an hour, an honorable man

تستعمل **a** قبل الأسماء في الحالات الآتية :

1. Before a singular countable noun اسم مفرد يمكن أن يعد

1. A dog is an animal 2. A cat can catch a mouse.

2. Before a singular countable noun which is used as an example of a class of things.

1. A cow has horns (i,e, all cows have horns).

2. An elephant never forgets.

3. Before names of professions المهنة and a noun complement

1. He is a doctor.

2. She is a teacher.

3. He became a great man. 4. She is a good girl.

4. In certain numerical expressions عبارات عددية معينة

a couple زوج, a dozen دسنة half a dozen, a score (20)

a gross (144) a hundred, a thousand, a million, a lot of, a great deal of.

5. In expressions of price والسرعة speed , عبارات الثمن ratio

النسبة five pence, a kilo, ten pence, a dozen, sixty kilometres, an hour, four times a day.

6. With few and little :

a few = a small number of. a little = a small amount of

7. An exclamation تعجب before singular countable nouns

What a hot day ! What a pretty girl ! Such a pity !

8. A can be placed before, Mr./Mrs./Miss surname اسم العائلة

a Mr. Smith, a Mrs. Smith, a Miss. Smith.

Mr. Smith means **a man called Smith** and implies that he is a stranger to the speaker.

### The indefinite article a or an is not used :

1. Before plural nouns. e.g - a dog - dogs

The following nouns are singular and uncountable. English, advice, information, news, luggage, furniture. They are preceded by some, any, a little, a lot of, a piece of, e.g.

1. I will give you a piece of advice.

2. There isn't any news. They need some more furniture.

"Knowledge" is also considered uncountable, but when used in a particular sense it takes an article.

a. A knowledge of languages is always useful.

b. He has a good knowledge of mathematics.

3. Materials glass, wood, iron, stone, paper, cloth, coffee, tea, etc. are considered uncountable.

But many of these nouns can also denote one particular thing and then take an article.

a. Windows are made of glass, but. Have a glass of Coca cola.

b. We write on paper. but I bought a paper.

Iron is metal but I use an electric iron

4. Before abstract nouns e.g. beauty, happiness, fear, hope, death - etc

except when they are used in a particular sense.

He was pale with fear. Some children suffer from a fear of the dark.

5. Before names of meals except when preceded by an adjective

We have breakfast at eight. He gave us a good breakfast.

I was invited to a dinner at their house.

I was invited to a dinner given to welcome the new ambassador

6. With uncountable nouns or plural countable nouns we use (some) instead of a / an.

We need **some flour** and **some sugar**.

They bought **some stamps** .

### The definite article "The".

تستعمل قبل الأسماء المفرد والجمع للمذكر والمؤنث ولغير العاقل

The boy, the boys, the girl, the girls, the book, the books.

1. Before nouns of which there is only one or which are considered one.

قبل الأسماء التي منها واحد فقط أو التي تعتبر واحد.

The earth, the sea, the sky, the weather, the north pole. القطب الشمالي.

2. Before a noun which has become definite as a result of being mentioned a second time بسبب ذكره مرة ثانية

His car struck a tree, you can still see the mark on the tree.

3. Before a noun made definite by the addition of a phrase or clause. أسم أصبح معروفا بإضافة عبارة أو جملة

The boy that I met, the place where I met him.

The girl in blue, the man on the horseback.

4. Before adjectives of quality used as plural nouns. good/bad/poor/rich, healthy/sick, young/old, living / dead.

1. The poor الفقراء are usually generous to each other.

2. After the battle, they buried the dead الموتى.

3. The old الكبار receive pensions. معاشات

5. Before Superlatives صفات التفضيل القصوى and first / second and used as adjectives or pronouns :

Mont Blanc is the highest mountain in Europe.

August is the hottest month of the year.

6. Before names of seas, rivers, chains of mountains, group of islands and plural names of countries. The Atlantic ocean.

The Thames. The Alps. The U.S.A. The Sudan.

7. Before musical instruments : الآلات الموسيقية

She learnt to play **the piano, the violin الكمان, the drum, the guitar.**

### 8. With the type of meal.

**The dinner** given to celebrate their victory cost 200 pounds.

لا تستعمل **the** في الحالات الآتية :

#### 1. Before countries, towns and proper nouns.

Mr. Nabeel returned to Cairo and bought a house in Alexandria exceptions باستثناء The U.S.A. The Sudan, The U.S.S.A.

The Strand (in London) the High Street, the Smiths = Mr. and Mrs. Smith and family.

#### 2. Before names of meals :

The Egyptians have meat for dinner, but **the wedding dinner** was held in her father's house.

#### 3. Before parts of the body and articles of clothing, as these normally prefer a possessive adjective:

Raise you hand, Take off your clothes.

عندما تستعمل كلمة **home** بمفردها أي لا تسبقها صفة أو تتبعها جملة وصفية

تحذف **the** مثال ذلك :

He **went home**, They **left home**. They **got home** late.

ولكنه عندما تسبقها صفة أو تتبعها عبارة وصفية فأنها تعامل كأنه أسم.

We went to **the bride's home**.

A mud hut was **the only home** he had ever known.

#### 5. Chapel, Church, market, college, school, hospital, court, prison, work, sea and bed. These words are used without "The" when they are visited or used for their primary purposes.

People go to **church** to pray, to **market** to buy and sell.

People go to **school** to study, to **hospital** as patients.

People go to **college** to study, to **prison** as prisoners.

People go to **bed** to sleep, to **court** as litigants. مدعى ومدعى عليه

People go to **sea** as sailors, to **work** as workers.

٦- هناك مجموعة من الكلمات لابد أن تأخذ **The**.

**Cathedral, office, cinema, theatre.**

He is at **the office**. She is going to **the theatre**.

**Ex. (22A) Insert a / an/ some or the when necessary :**

1. She is ..... Indian but her husband is ..... European.
2. Take ..... chair and make yourself at ..... home. I shall be back in ..... minute and we'll have ..... chat.
3. .... supper is ..... last meal of ..... day.
4. In ..... England ..... traffic keeps to ..... left, but in Egypt it keeps to ..... right.
5. .... little thought may save ..... lot of time.
6. .... Alps are ..... highest mountains in ..... Europe.
7. .... poor man we met yesterday had ..... little food and ..... few clothes.
8. They charge three pounds ..... day for ..... good room in ..... hotel that mentioned.
9. .... dictionary is ..... great help to ..... students with ..... bad memories.
10. He asked for ..... bread and ..... butter, ..... loaf of ..... former and ..... pound of ..... latter.
11. I saw ..... nice trousers and ..... lovely dress in a shop today .
12. Would you like ..... fruit? Yes please I'll have .... orange.
13. Can you give me ..... advice? You should take .... holiday
14. That's ..... unusual ring . I know It's ..... antique.

**Ex. (22B) Choose the correct answer :**

1. I dislike (**the - a - no article**) towns, but I love (**a - the - an**) countryside.
2. Where is (**a - an - the**) hat that I bought yesterday.
3. Nagi, (**a - the - an**) man you met yesterday is (**a - an - the**) honest man.
4. He crossed (**a-the-an**) Atlantic in (**a - an - the**) record time.
5. It's (**an - a - the**) shame ! There won't be another train for at least (**an - a - the**) hour.
6. Take (**a - an - no article**) little tea. It will do you (**a - an - the**) lot of good.

7. What (a - an - no article) nonsense! What (a - an - no article) pity, you can't write (a - an - no article) essay.
8. (A - An - No article) help came at (the - a - no article) last and (the - a - an) unfortunate bathers were rescued.
9. He works all (a - an - the) day and every day from (a - an - the) early morning till late at (a - no article - the) night.
10. "(A - The - No article) democracy", said President Lincoln, means (a - the - an) government of (a - an - the) people by (an - the - a) people, for (a - an - the) people.
11. There was (a - an - the) knock at (a - an - the) door. I opened it and found (a - an - the) small dark man in (a - an - the) check overcoat and (a - an - the) soft hat.
12. (A - No article - An) rest and (a - an - no article) sleep in (a - the - no - article) moderation are good for (a - the - no article) health.
13. (A-An-The) more I looked at it, (a - the - an) stranger it seemed.
14. He is (a - an - the) man for (a - an - the) job ! None other can do it so well.
15. I like (a - an - the) lot of milk in my tea, and (a - an - the) few lumps of (a - an - no article) sugar.

### A - An - One

١ - الصفة one لا يمكن دائما استبدالها بأدوات النكرة a/an

Any handkerchief

a handkerchief

no more than one

one handkerchief

A shotgun is no good. (i.e. It is the wrong sort of thing).

One shotgun is no good. (i.e. I need two or three).

٢ - حيث أنه لا يمكن استعمال a /an كضمائر لذلك يمكن استعمال one بدلا منهما.

One of my friends. Reserve a table and try to get near the door.

٣ - تستعمل one قبل الكلمات day/week/month etc. لتدل على زمن معين

عندما يحدث شيء.

One day a telegram arrived. One night there was a terrible storm.

ولكن a/an تدل على شيء عام.

A rainy day is very common in England. We spent a night in Paris.

---

**Ex. (23A) Insert a / an or one if necessary:**

---

1. Mary wants ..... doll with ..... blue eyes
2. Most people like..... rest after ..... hard day's work, but Salah seemed to have ..... inexhaustible supply of energy.
3. I've told you ..... hundred times not to come into room with ..... hat on.
4. .... plate is no good, we need.....dozen.
5. You've been.....great help to me, ..... day I will repay you.
6. He took....quick look at my car said, "Buy ..... new....."
7. There was.....woman there. The rest were men.
8. Could you lend me .... dictionary, please ? I'm trying to do ..... crossword puzzle, I'm afraid I've got.....dictionary and Tom's borrowed it.

---

**Ex. (23B) Choose the correct answer :**

---

1. I have (**a - an - one**) lovely flat on the top floor. You get (**an - a - one**) lovely view from there.
2. (**A - An - One**) day a new director arrived. He was (**a - an - one**) ambitious, bad-tempered man and the staff took (**a - an - one**) dislike to him.
3. He says (**a - an - one**) caravan is no good, he needs (**a - an - one**) cottage.
4. You are making (**a - an - one**) mistake after another.
5. I had (**a - an - one**) bad night last night - the people next door were having (**a - an - one**) party.
6. (**A - An - One**) day - it was (**a - an - one**) dry day with (**a - one - no article**) visibility. Nagi was driving along (**a - an - one**) country road in (**a - an - one**) borrowed car.
7. "I want volunteers for (**a - an - one**) dangerous job", said the captain. There was (**a - an - one**) long silence. "Isn't there even (**a - an - one**) man who will take risk ? "Will there be (**a - an - one**) reward" ? (**a - an - the**) voice called out.
8. (**A - An - One**) chop won't be enough for Nagi, he'll want two, he's (**a - an - one**) small man but he's got (**a - an - one**) big appetite.



## Modal Verbs

The verbs *must, can, could, may, might, will, would, shall, should and ought (to)* are modal verbs. They express meanings such as **obligation, necessity, certainty, ability, possibility, lack of necessity, offers, suggestions, requests, logical assumptions, permission, prohibition, advice and criticism.**

→ **Modal verbs:**

- **do not take an -s, -ing or -ed suffix**, e.g. She **must** study. (NOT: ~~She musts study.~~)
- **are followed by a bare infinitive except for ought** which is **followed by a to - infinitive.**

e.g. He **may** be ill. (NOT: ~~He may to be ill~~) She **ought to** listen to you.

- **go before the subject in questions and are followed by not** in negations.

e.g. **Can I talk** to you? He **couldn't speak.**

- **do not usually have tenses.** They can refer to the present or the future.

e.g. You **can** call now. (present) You **can** call tomorrow, (future)

### Must

#### obligation - necessity - duty

*must = It is your duty to do sth/you are obliged to do sth.*

You **must stop** when the traffic light is red. (= You **are obliged** to stop when the traffic light is red.)

### Prohibition

*mustn't/can't = It's forbidden to do sth/you are not allowed to do sth/It is against the rules / law*

You **mustn't/can't park** here. (= You **are not allowed** to park here. It's against the law.)

strong advice

*must = I strongly advise you to do sth*

You **must behave** yourself at school.

(= You really **should behave yourself at school**, or you'll get into trouble.)

### Logical assumptions

a) Positive logical assumptions must = I am sure/certain

b) For negative logical assumptions we usually use can't.

a) They **must** be the boy's parents.

(**I'm sure** they **are the** boy's parents.)

b) They **can't be the boy's** grandparents.

(I'm **sure they are not** the boy's grandparents.)

- Must can only be used to talk about the present or near future.

We use have to when we need to use other tenses.

e.g. He **had to work** late yesterday, so he didn't go to the party.

present simple = must/have to

past simple = had to

present perfect = have/has had to

future simple = must/will have to

### Must – Have to / Have got to

must = It is necessary to do sth

We use **must** when the speaker **decides that something is necessary**.

I **must** find a hotel to stay at tonight.

(The **young man has made the decision himself**.)

have to = it is necessary to do sth

We use **have to** when somebody else other than the speaker has made the decision.

I **have to wear a uniform** at work.

(**Somebody else has made the decision**.)

Questions and negations with **have to** are formed with **do, does or did**.

- Must and have to have different meanings in questions.

Compare the following examples:

Must I do my homework now?

The boy wants to know whether his mother insists on his doing his homework right away.)

### **Do I have to type these letters now?**

(The secretary wants to know whether it is necessary for her to type the letters right away.)

**Have got to** has the same meaning as have to, and it is usually used in everyday speech.

e.g. 'Sorry! **I've got to go** now. My bus leaves in a few minutes.'

**mustn't** = **it is forbidden to do** sth/you are not allowed to do sth

**We use mustn't to express prohibition.**

He **mustn't skateboard** in the street.

(Skating in the street is **forbidden**.)

**needn't** = **it isn't necessary to do** sth

**We use needn't to express lack of necessity.**

We can also use **don't/doesn't need to** or **don't/doesn't have to** for the same purpose.

The farmer **needn't/ doesn't need to/ doesn't have to** buy any eggs. (= **It isn't necessary** for the farmer to buy any eggs.)

**Ex 24 A) Fill in the gaps with mustn't or needn't/don't have to. The first sentence is done for you**

- 1) A: Shall I help you with your shopping?  
B: No, you **needn't/don't have to**. I can manage by myself.
- 2) A: You ..... play football inside the house.  
B: I'm sorry. I'll go outside.
- 3) A: Do you want anything from the supermarket?  
B: No, you ..... get me anything today, thank you. I'm going out myself later.
- 4) A: You ..... be late for work tomorrow morning.  
B: I know. I'll try to arrive early.
- 5) A: You ..... take these books out of the library.  
B: I know. It's forbidden.

6) A: Shall I make an appointment for you at the dentist's?

B: No, you ..... I'll do it myself next week.

*Ex 24 B) Rewrite the following sentences using must, mustn't, needn't, has to or doesn't have to. The first sentence is done for you*

1- You **aren't allowed to park your car** in the college car park.

→ You **mustn't park** your car in the college car park.

2- I strongly advise you to speak to your parents about your decision.

3- It isn't necessary for Mary to attend tomorrow's staff meeting.

4- Jack is obliged to wear a suit and a tie at work because the manager says so.

5- I'm sure Antonio is from Milan.

6- It's necessary for Roger to find a job soon.

7- It's forbidden to use mobile phones inside the hospital.

8- Susan is obliged to work overtime because her boss says so.

Didn't need to – Needn't have done

- **didn't need to + Infinitive = It was not necessary to do sth**

It shows that an action did not happen in the past because we knew It was not necessary.

- **needn't have + past participle = it was not necessary to do sth, but It was done**

It shows that an action happened in the past, even though It was not necessary.

You **needn't have bought me flowers.**

= It wasn't necessary for someone to buy her flowers, but they did.

*Ex 24 c) Rewrite the following sentences using must, mustn't,*

*needn't, has to or doesn't have to. The first sentence is done for you*

1- It wasn't necessary for him to wash the car. It wasn't dirty.

→ ...He didn't need to wash the car.....

2- It wasn't necessary for her to buy so many oranges, but she did.

- 3- It wasn't necessary for us to take an umbrella. It wasn't raining.
- 4- It wasn't necessary for us to turn on the light. It wasn't dark.
- 5- It wasn't necessary for him to call me today, but he did.
- 6- It wasn't necessary for you to make sandwiches for me, but you did.
- 7- It wasn't necessary for them to make reservations at the restaurant, but they did.

**Ex 24 d) Rewrite the sentences using the word in bold follow the example:**

1- It **isn't necessary** for Nagi to buy new clothes for the reception.

Nagi **doesn't need** to / needn't buy new clothes for the reception.

2- You aren't allowed to pick these flowers. ( **must** )

3- Sarah is obliged to type her compositions at university. ( **has** )

4- It wasn't necessary for Janette to make the beds. ( **need** )

5- It is your duty to obey the law. ( **must** )

6- It wasn't necessary for Usama to wait for me, but he did.

( **need** )

7- It is forbidden to throw litter on the beach. ( **must** )

8- I'm sure Ashraf is at home. ( **must** )

9- It wasn't necessary for Julie to bake a cake for the party.

( **need** )

10- \* It **wasn't necessary** for George to stay at work late last night, but he did.

( **have** )

### **Can / Could**

- **ability in the present**

*can = I am able to (He can fly a helicopter.)*

- **ability in the past**

*could = used to be able to (past repeated action)*

I could ski very well when I was young.

## asking permission

**Can / Could / May / Might I ? = Do you / Would you mind if ?**

We use these structures to ask permission to do something.

Could and may are more polite than can. Might is formal.

- a) (informal) Can **I go swimming?** No, **you can't.**
- b) (more formal) **Could / May / Might I have** a look at this report?

We normally reply with '**Certainly / Of course / Why not / No, I'm afraid you can't.**'

## -Giving/refusing permission

**can / may = you are allowed** to do sth.

May is more formal than can.

**Can't / mustn't / may not = you are not allowed** to do sth.

**May not is formal and is usually used in written notices.**

Dad, can we go to the park today?

No, I'm afraid you can't but you can go tomorrow.

**YOU MAY NOT LEAVE YOUR LUGGAGE HERE.**

## Offers

**Can / Could / Shall I ...? = Would you like to ...?**

We use these structures when we offer to do something.

**Can / Could / Shall I call a taxi for you?**

## Suggestions

**We can / could ... / Shall we ...? = Let's / How about ... ?  
/ What about ...? / Why don't we ...?**

What shall we do today?

**We can / could go fishing.**

## Requests

**Can / Could / Will / Would you ...?**

*We use these structures when we ask somebody to do something for us. Would and could are more polite than can and will.*

**Can/Could/Will/Would you** help me with my French homework, please?

*We normally reply with 'Certainly' / 'Of course' / 'I'm sorry, but I can't.'*

### Possibility

a) **could/may/might + present infinitive = It is possible/It is likely/ perhaps**

John is late. He could be stuck in traffic.

b) **could/might + perfect infinitive possible, but It didn't happen.**

e.g. Yesterday, there was a terrible accident.

**The driver could have been killed. (Luckily, he wasn't.)**

**Can is used in the present. Could is the past tense of can. We use be able to form all the other tenses.**

e.g. **I will be able to get a job when I finish school.**

**present simple: can, am/is/are able to**

**past simple: could, was/were able to**

**present perfect: have/has been able to**

**past perfect: had been able to**

**future simple: will be able to**

**future perfect: will have been able to**

**Ex 25 A ) Fill in the gaps with an appropriate modal verb. The first sentence is done for you**

1) A: **...May/Can/Could I borrow** your pen, please?

B: No, you ..... I'm using it.

2) A: I'm bored. What shall we do?

B: We ..... go for a walk.

A: No, we ..... because it's raining.

B: Let's watch a video, then.

3) A: My parents told me 1 ..... go to the party tonight.

B: Never mind, I ..... go either. We .... stay at home together, though.

4) A: Sir, ..... I speak to you for a moment please?

B: Certainly, but later today; I'm busy now.

5) A: Excuse me?

B: Yes?

A: ..... you tell me where the post office is, please?

B: Certainly. It's on the main road, next to the school.

6) A: Is anyone sitting on that chair?

B: No, you ..... take it if you want to.

### Could – Was able to ability in the past

*We use was/were able to (= managed to do) to show that someone had the ability to do something in a particular situation in the past (past single action).*

**e.g. She was able to climb to the top of the mountain.**

(= She managed to climb to the top of the mountain.)

*We use could to show that someone had the ability to do something repeatedly in the past (past repeated action).*

**e.g. He could run very fast when he was young.**

(He had the ability to do this repeatedly in the past.)

- *We use could rather than was/were able to with the verbs see, hear, feel, smell, taste, understand, remember and guess.*

e.g. They **could see** the storm coming.

(NOT: ~~They were able to see~~ )

- *We use the negative form couldn't for both cases.*

e.g. My little sister **couldn't wash** herself when she was two.

(past repeated action)

Mark tried, but he couldn't find out what was wrong with the computer, (past single action)

**Ex 25 B) Choose the correct answer from a, b, c or d :**

1- John was a very talented child.

'I know. He ..... play the piano well when he was seven.'

a) couldn't                      b) could                      c) can                      d) will

2- 'I've just taken a loaf out of the oven.'

'Oh, that's why I ..... smell fresh bread when I came home.'



a) was able to      b) can't      c) could      d) would

3- 'How was the test?' 'Easy. All the children ..... pass it.'

a) were able to      b) could      c) can't      d) couldn't

4- 'What are you doing this summer?'

'I hope I'll ..... go on holiday with my friends.'

a) could      b) be able to      c) can      d) may

**Ex 25 c) Rewrite the sentences using the words in brackets to give the same meaning. The first sentence is done for you.**

1- Do you mind if I leave the door open for a while?

***Can I leave the door open for a while?***

2- You're obliged to take notes during the lecture. (have)

3- I'm sorry, but you aren't allowed to enter this room. (must)

4- Jack managed to unlock the door. (able)

5- It wasn't necessary for Ann to cook dinner, but she did.

(need)

6- Let's play a game of chess.

(could)

7- I'm certain Sarah is bored with her work.

(must)

8- I strongly advise you to take up sport.

(must)

9- I'm certain Julie isn't interested in your ideas.

(can't)

10- You may take the car tonight if you want.

(can)

***Ex 25d) Study the situations and respond to each one using an appropriate modal verb. The first sentence is done for you.***

1- You want to go on holiday with your friends this year. Ask your parents for permission.

***... Can I go on holiday with my friends this year? ...***

2- You are at a job interview. You type fast, you use computers and you speak two foreign languages. Tell the interviewer about your abilities.

- 3- Your brother is trying to decide what to buy your mother for her birthday. You suggest a box of chocolates.
- 4- Your jacket is dirty and you want to wear it next week, It is necessary to take it to the dry cleaner's.
- 5- You want to have a day off work next week. Ask for our boss's permission.
- 6- You are in the car with your uncle, it's hot and you want him to open the window. Make a request.
- 7- Your mother is going to the shops. She asks you if you want anything, you tell her it isn't necessary to get anything for you.

Present inf.	I'm sure he is Spanish. I'm sure you aren't a doctor.	He must be Spanish. You can't be a doctor.
Present cont. inf.	I'm certain they're hiding. I'm sure they won't be leaving tomorrow.	They must be hiding. They can't be leaving tomorrow.
Perfect inf.	I'm certain she has left. I'm sure she didn't lie. I'm certain he hadn't phoned.	She must have left. She can't have lied. He can't have phoned.
Perfect cont. inf.	I'm sure they were waiting. I'm certain she has been crying. I'm certain he hadn't been trying hard.	They must have been waiting. She must have been crying. He can't have been trying hard.

**Ex 26 A) Complete the sentences using must or can't, follow the example.**

- 1- I'm certain they go to bed early on Sunday nights. They **must go to bed early on Sunday nights.**

2- I'm sure John didn't stay late at the office. John **can't have stayed late at the office ...**

3- I'm certain he hasn't arrived yet. He .....

4- I'm certain they are working together. They .....

5- I'm sure Haidy hasn't finished her homework. Haidy .....

6- I'm certain she was having a bath when I rang. She .....

7- I'm sure he hasn't won the prize. He .....

8- I'm sure she is looking for a new house. She .....

9- I'm certain Nagi didn't invite Mervat to the party. Nagi .....

10- I'm certain you have been planning the project. You .....

11- I'm sure she was writing a letter. She .....

12- I'm certain they hadn't paid the bill. They .....

13- I'm sure he had been fixing the pipe. He .....

### **May / Might possibility (present/future)**

**may/might/could + present infinitive**

= **It is possible/It is likely/perhaps**

e.g. a) Where's Aunt Julia?

b) She **may / might / could still** be at work.

= **It's possible that** she's still at work

**possibility (past) may/might/could + perfect infinitive**

= **It was possible, perhaps**

a) We use these structures to refer to a past action which was possibly true.

e.g. 'The lights are still on.'

**Engy may/might/could have/forgotten** to turn them off.'

(**Perhaps** Engy **forgot/has forgotten** to turn them off

b) We also use them to refer to things which were possible but did not happen. May is not normally used in this case.

e.g. Why did you run across the road?

You **might/could have been** killed, (Luckily, you weren't killed.)

→ **Study the following negative sentences:**

a) She may/might not know about these changes.

(Perhaps she doesn't know about changes – expresses possibility.)

She can't/couldn't know about these changes.

(It is certain that she doesn't know - expresses certainty.)

b) He may/might not have left yet.

(Perhaps he hasn't left yet - expresses possibility.)

He can't/couldn't have left yet.

(I'm certain that he hasn't left yet (expresses certainty.)

### Asking permission

**May/Might I...? =; Would you mind if I...?**

We use these structures to ask permission when we do not know the other person very well.

e.g. **May/Might I ask** you another question? Of course.

**Study the following examples:**

e.g. 'Can I take this book?'

**Yes, of course.** (informal)

'Could I talk to you for a minute?'

**'Certainly.'** (more polite than can)

Giving/refusing permission

a) may/can = you are allowed to do sth.

We use may and can, but not might or could, to give permission. May is very formal and is not used in everyday speech.

e.g. You can sit here if you like. (everyday speech)

Passengers may take only one item of hand luggage on board, (written notice)

**Note** We use **Could /...?** to ask permission, and **can or may, but not could, to reply.**

e.g. 'Could I leave a little earlier?'

'Yes, you can. '/'Yes, you may.'

b) **can't/may not == you are not allowed to do sth**

We use **can't and may not, but not couldn't,** to refuse permission.

e.g. Students **may not wear outdoor** shoes on the basketball court. (= **Students aren't allowed to...**)

I'm sorry, but you can't park here.

(NOT: ~~I'm sorry, but you couldn't park here.~~)

**Request**

**May/Might/Can/Could I ...?**

We use these structures to ask for something politely. **Might** /...? Is more formal than **May** /...? and is not often used.

**May/Can/Could** I have a pen and some paper, please?

Here you are.

**Study these examples:**

present inf.	Perhaps she is a nurse. It's possible he will come early.	She may be a nurse. He might come early.
present cont. inf.	Perhaps they are having a break. It's likely we will be moving house soon.	They could be having a break. We may be moving house soon.
perfect inf.	Perhaps he left yesterday. It's possible she has locked the door. It's likely he had gone out.	He might have left yesterday. She could have locked the door. He may have gone out.
perfect cont. inf.	It's possible they were sleeping. Perhaps it has been raining there.	They might have been sleeping. It could have been raining there.

**Ex 26 B) Rephrase the following sentences in as many ways as possible, follow the example:**

1- **Perhaps** they are at work.

**They may/might/could be at work.**

2- Perhaps he is waiting outside.

He .....

3- It's possible she will work late tonight.

She .....

4- It's likely he was driving too fast.

- He .....
- 5- It's possible they made a mistake.  
They .....
- 6- Perhaps he has missed the bus.  
He .....
- 7- It's possible she has been playing in the snow.  
She .....
- 8- It's likely we will be leaving tomorrow.  
We .....
- 9- It's likely he will stay there.  
He .....
- 10- Perhaps she had been trying to call you.  
She .....
- 11- It's likely they had seen the film already.  
They .....
- 12- It's possible he is studying in the library.  
He .....

### Shall

**Shall / Can / Could I ...? = Would you like me to ...?**

We use these structures when we offer to do something.

e.g. **Can/Could/Shall I help you** choose Mary's present?

**That's would be great.**

### suggestions:

**Shall/Can/Could we ...? = Why don't we ...? / How about ...? / What about ...? / Let's ...**

We use these structures to make a suggestion.

e.g. **Shall/Can/Could we go to the beach today?**

I'd rather not.

- asking for suggestions or instructions:

**We use shall when we ask for suggestions or instructions.**

e.g. Where shall we go next?

**We can/could go to the centre.**

### Will / Would

**Will/Would/Can/Could you ...?**

**We use these structures when we ask somebody else to do something for us.**

**Would and could** are more polite than will and can.

e.g. Will/Can you do me a favour, please?

Of course.

Compare the following examples:

e.g. Can/Will you post this letter? (informal, less polite than could or would)

Could / Would you post this letter? (more polite than can or will)

We often reply with: 'Yes, I'd (would) be happy / glad to.' Or 'Certainly.'

e.g. Can you call Jack for me?

Certainly.

### Should / Ought to

should / ought to = I advise you to / you had better do sth.

e.g. You should / ought to be more careful.

(= I advise you to / You had better be more careful.)

Must expresses strong advice.

### Compare

You should talk to your lawyer. (= It would be a good idea to ...)

You must talk to your lawyer. (= I strongly advise you to ...)

ought to / should + perfect infinitive = it would have been better if you had ...

*We use these structures to show that somebody did the wrong thing in the past.*

e.g. You all should / ought to have tried harder.

(... but you didn't, so your team lost.)

**Ex 26 c) Fill in shall or will:**

- 1- Shall I help you with the washing-up?
- 2- ..... we have pizza for dinner tonight?
- 3- ..... you carry this for me, please?
- 4- What ..... we buy for Bob's birthday?
- 5- ..... you answer the phone, please?
- 6- Where ..... we sit in the classroom?
- 7- ..... you take the rubbish out for me, please?
- 8- ..... we have a barbecue next weekend?

**Ex 27A) Rephrase the following sentences in as many ways as possible, follow the example:**

1- You had better book your flight early.

... You ought to/should/must book your flight early. ...

2- Would you like me to draw the curtains for you?

.....  
3- Why don't we go to a Japanese restaurant for a change?

.....  
4- I strongly advise you to see a doctor as soon as possible.

Can you call Greg for me, please?

6- You ought to have checked the battery before you left.

7- Everybody is obliged to pay taxes.

8- You don't need to go to the supermarket today.

9- It wasn't necessary for Betty to call a taxi because I gave her a lift.

10- They managed to get to the theatre in time, despite the heavy traffic.

11- You aren't allowed to keep pets in the building.

12- Do you mind if I take the rest of the day off?

**Ex 27 B) Choose the correct answer from a, b, c, or d.**

1- 'You ..... be late for work.

'I know, I'm leaving now.'

a) needn't      b) must      c) mustn't      d) won't

2- 'Jim ..... lose some weight. His doctor said so'

'Then he must go on a diet.'

a) mustn't      b) can      c) has to      d) will

3- 'I ..... go to the bank today. I have enough money.'

'Well, I'll go alone, then.'

a) needn't      b) have to      c) must      d) can't

4- 'Did you deliver that parcel to me?'

'No, I ..... find the house, so I've come back to get a map

a) can      b) could      c) couldn't      d) will

5- 'I ..... clean the house, today. It's dirty.' 'I'll help you.'

a) needn't      b) must      c) mustn't      d) could

6- 'I... feed the dog at lunchtime. My brother did it in the morning.'

'You can do it this evening, then.'

a) didn't need to      b) needn't have  
c) need      d) should

7- 'Do you need any help?'

'Yes, I ..... open the window. It's stuck.'

a) could      b) am able to      c) can't      d) won't

8- 'I ..... swim until I was ten.'



'Well, I didn't learn until I was eleven.'

a) can            b) can't            c) couldn't            d) may

9- 'Can I talk to you, please?'

'Sorry, I ..... go now. I'm late for a meeting.'

a) mustn't    b) has to    c) must    d) will

10- 'Is Tom good at languages?'

'Yes, he ..... already speak French, German and Italian.'

a) can't            b) can            c) could            d) may

11- 'The test was too difficult for me.'

'Oh dear, I ..... do it quite easily.'

a) was able to    b) can't            c) can            d) would

12- 'Where's Tom?'

'He's not at work, so he ..... be at the library.'

a) must            b) can't            c) can            d) will

13- '..... we go shopping today?'

'No. I'd prefer to go tomorrow.'

a) Ought            b) Shall            c) Will            d) May

14- 'Sorry, Mum. I've broken a plate.'

'You ..... be more careful.'

a) may            b) should            c) might            d) ought

15- 'Where's your father?'

'He ..... be in the garage.'

a) might            b) can            c) mustn't            d) will

## المبنى للمعلوم والمبنى للمجهول Active & Passive Voice

### جملة خبرية Statement

لتحويل جملة خبرية إلى **Passive** نتبع الآتي :

- ١ - يوضع المفعول به (بعد الفعل مباشرة) في أول الجملة.
- ٢ - نحدد زمن الفعل ونضع (**to be**) في هذا الزمن بما يلائم الفاعل الجديد + التصريف الثالث
- ٣ - نضع **by** بعد التصريف الثالث عند الضرورة.
- ٤ - يوضع الفاعل بعد **by** (ضمائر الفاعل تتحول إلى ضمائر المفعول) عند الضرورة.
- ٥ - إذا كان الفعل في الجملة في زمن المضارع البسيط عند تحويل الجملة إلى **Passive** نستعمل (التصريف الثالث للفعل **are+past participle** أو **is** أو **am**)

- |  |                |
|--|----------------|
| 1. She <b>cleans</b> the room.         | <b>Active</b>  |
| The room <b>is cleaned</b> by her      | <b>Passive</b> |
| 2. He <b>prepares</b> the lessons      | <b>Active</b>  |
| The lessons <b>are prepared</b> by him | <b>Passive</b> |
| 3. I <b>have</b> a car.                | <b>Active</b>  |
| A car <b>is had</b> by me.             | خطأ ×××        |

عند تحويل **to have** بمعنى يملك كفعل رئيسي إلى **Passive** نستعمل **P.P** للفعل **possess** أو **own**

A car **is owned** by me فنقول

Or, A car **is possessed** by me.

A car **belongs** to me. ويمكن نفس الجملة تقال بطريقة أخرى

**ملحوظة** : إذا كان الفعل في الجملة مضارع منفي يوضع **To Be** في النفي مثال ذلك.

He **does not break** the law. **Active**

The law **is not broken** by him **Passive**

٢- إذا كان الفعل في الجملة في زمن الماضي البسيط عند تحويل الجملة إلى **Passive** تستعمل (**w as or were + Past Participle**)

- |  |                |
|--|----------------|
| 1. They <b>took</b> the man to the hospital. | <b>Active.</b> |
| The man <b>was taken</b> to the hospital     | <b>Passive</b> |

**ملحوظة** : إذا كان فاعل الجملة معروف مثل كلمة **People** لا داعي لاستعمالها بعد **by**

2. The doctor **examined** the patients carefully. **Active**

The patients **were examined** carefully. **Passive**

**ملحوظة** : إذا كان الفعل ماضي منفي يوضع **To Be** ماضي منفي مثال ذلك.

They **did not carry** out the project.

Active

They project **was not carried** out.

Passive

٣ - إذا كان الفعل في الجملة معه أحد الأفعال الناقصة الآتية :

**Shall - should - will - would - can - could - may - might - must - ought to - have to - has to - had to.**

أو إحدى التركيبات الآتية : (am - is - are + going to) :

عند تحويل الجملة إلى **Passive** نضع الأفعال الناقصة أو التركيبات السابقة كما هي + **P.P + be**

1. They **will punish** him for his mistakes.

Active

He **will be punished** for his mistakes.

Passive

2. The pupil **could solve** the problem.

Active.

The problem **could be solved** by the pupil.

Passive

3. We **ought to defend** our country

Active.

Our country **ought to be defended.**

Passive

4. We **have to respect** the law

Active

The law **has to be respected.**

Passive

بلاحظ في الجملة السابقة أن **have to** تحولت إلى **has to** لأن المفعول به **the law** مفرد

5. Everyone **has to follow** the orders.

Active

The orders **have to be followed.**

Passive

بلاحظ أيضا في الجملة السابقة **has to** تحولت إلى **have to** لأن المفعول به **orders** جمع

6. They **are going to carry** out the new project.

Active

The new project **is going to be carried** out.

Passive

نلاحظ **are** تحولت إلى **is** لأن المفعول به **project** مفرد

7. I **am going to prepare** the new lessons. Active

The new lessons **are going to be prepared.**

Passive

٤ - إذا كان الفعل في الجملة في زمن المضارع المستمر الذي يتكون من

(am أو is أو are + infinitive المصدر + ing)

عند تحويل الجملة إلى **Passive** يستعمل (am-is - are + being + P.P.)

1. They **are building** a new house.

Active

A new house **is being built.**

Passive

2. She **is cleaning** the rooms.

Active

The rooms **are being cleaned.**

Passive

٥ - إذا كان الفعل في الجملة في زمن الماضي المستمر الذي يتكون من

(was أو were + infinitive المصدر + ing)

(was أو were + being + Past Participle) عند تحويل الجملة إلى **Passive** نستعمل

1. We **were attacking** the enemy. **Active**  
The enemy **was being attacked**. **Passive**
2. He **was making** arrangements ترتيبات for the trip **Active**  
Arrangements **were being made** for the trip. **Passive**

٦ - إذا كان الفعل في الجملة في زمن المضارع التام الذي يتكون من

(have أو has + Past Participle)

(have been أو has been + P.P.) عند تحويل الجملة إلى **Passive** تستعمل

1. We **have conquered** Israel. **Active**  
Israel **has been conquered**. **Passive**
2. Our army **has captured** many of the enemy soldiers. **Active.**  
Many of the enemy soldiers **have been captured**. **Passive**

٧ - إذا كان الفعل في الجملة في زمن الماضي التام الذي يتكون من (had + P.P.)

عند تحويل الجملة إلى **Passive** تستعمل (had been + P.P.)

1. The ancient people **had left** many monuments **Active**  
Many monuments **had been left** by the ancient people. **Passive**
2. The boys **had eaten** some of the cakes. **Active**  
Some of the cakes **had been eaten**. **Passive**

ملحوظات هامة :

١ - إذا كان فاعل الجملة مجهول الشخصية مثل كلمة **Somebody** أو **Someone** لا يستعمل عند تحويل الجملة إلى **Passive** مثال ذلك :

1. **Someone stole** her jewels yesterday. **Active**  
Her jewels **were stolen** yesterday **Passive**

كذلك إذا كان فاعل الجملة ضمير لا يتحتم استعمالها عند التحويل.

٢ - إذا كان الفاعل يأخذ مفعولين يمكن تحويل الجملة بطريقتين مثال ذلك :

1. They **gave me a present**. **Active**  
I **was given** a present. **Passive**  
or A present **was given** to me. **Passive**

يلاحظ عند استعمال المفعول به المباشر توضع **to** قبل المفعول به غير المباشر.

٣ - إذا كان فاعل الجملة **no body** لا تستعمل بعد **by** عند التحويل ولا بد من نفي الفعل مثال ذلك :

- Nobody **has attacked** him yet. **Active**

He **has not been attacked** yet.

**Passive**

٤ - إذا استعمل في الجملة ظرف حالة **Adverb of Manner**

يكتب هذا الظرف قبل التصريف الثالث وإذا كان هناك حرف جر يوضع بعد التصريف الثالث مثال ذلك :

1. Mother **cooks** the food excellently.

**Active**

The food **is excellently cooked**.

**Passive**

2. People **speak** well of her.

**Active**

She **is well spoken of**.

**Passive**

٥ - أحيانا من الضروري كتابة الفاعل لتوضيح معنى الجملة مثال ذلك :

An earthquake **destroyed** the town.

The town **was destroyed** by an earthquake.

٦ - عندما تبدأ الجملة بـ **People say** عند تحويلها إلى **Passive** نقول **It is**

**said** مثال ذلك :

**People say** that peace will prevail soon.

**Active**

**It is said** that peace will prevail soon.

**Passive**

3. People **said** that he **was** jealous of her.

**Active**

**It was said** that he was jealous of her.

**Passive**

Or **He was said** to be jealous of her.

**Passive**

4. People think, consider, know that he is clever.

**Active**

**It is thought, considered, known** that he is clever.

**Passive**

Or **He is thought, considered, known** to be clever.

5. People **knew** that he was miser

**Active**

**It was known** that he was miser.

**Passive**

Or **He was known** to be miser.

6. People **believed** that he was strong

**Active**

**It was believed** that he was strong

**Passive**

Or **He was believed** to be strong.

People **say** that elephants have good memories.

**Active**

**It is said** that elephants have good memories.

**Passive**

**Elephants are said** to have good memories.

**Passive**

أفعال تتبع هذه القاعدة :

declare – estimate – consider – think – know – believe –  
expect – say – reveal – suppose – report – assume يدعي أو يؤكد

٧- إذا كان الفعل في الجملة معه هذه التركيبات الآتية :

could have – would have – will have – must have – should  
have – may have + PP.

للتحويل إلي **passive** نضع **been** قبل التصريف الثالث للفعل.

- They **may have given** him the car. Active

He **may have been given** the car. Passive

- They **could have done** the work. Active

The work **could have been done**. Passive

- He **shouldn't have given** them permission. Active

They **shouldn't have been** given permission. Passive

٨- الأفعال **make, hear, help, see** تتبع بـ المصدر + to

- They **helped him tidy** the garage. Active

- He **was helped to tidy** the garage. Passive

**It + passive verb + to infinitive** -٩

- The committee **agreed to support** the idea. Active

It **was agreed to support** the idea. Passive

- I **wanted them to play** the match. Active

I **wanted the match to be played**. Passive

**Perfect to + infinitive** -١٠

They expect to **have played** the match. Active

They expect the match to **have been played** by them. Passive

**Gerund** -١١

They left **without playing** the match. Active

They left without the match **being played**. Passive

**Perfect Gerund** -١٢

They left without **having played** the match. Active

They left without the match **having been played**. Passive

١٣ - عندما يكون الفاعل والمفعول واحد وهذا شائع مع أفعال مثل **Like – hate**

**Let** - نستعمل ضمير عاكس يعود على الفاعل مثال :

1. **Don't let people hear you.** Active

Don't let **yourself be heard.** Passive

2. He let people cheat him.

He let himself be cheated.

3. He likes people to praise him.

He likes himself to be praised.

Active  
Passive  
Active  
Passive

***Ex. (28A) Put the following into the Passive Voice :***

1. They gave my little sister a ticket, too.
2. People will show the visitors the new buildings.
3. Someone has already paid the electrician for his work.
4. They promise us higher wages.
5. Someone ordered the prisoners to stand up.
6. Somebody recommended me to another doctor.
7. Someone taught him French and gave him a dictionary.
8. They will ask us all several questions.
9. They pay me by the hour.
10. Someone will read another chapter next time.
11. They requested the stranger to leave the meeting.
12. They still deny women the right to vote in some countries.
13. Someone is showing Mary how to bathe a baby.
14. No one has heard of this surgeon.
15. Our soldiers were bravely driving the enemy away.
16. Some readers don't like these books.
17. A clever burglar has stolen the jewels.
18. The baker will send us some bread this evening.
19. The police are questioning several people.
20. They may have to cancel the meeting.
21. They could have prevented the disaster.
22. Someone should water the plants once a day.
23. They were making good progress.
24. They have forgotten the incident.
25. Warships are shelling the harbour.
26. The cook was roasting the meat.
27. The fog ought to have delayed the plane.
28. I shall supervise the whole thing personally.

29. They ought to fry the fish.
30. They decided to postpone the meeting.
31. They have to deliver the letter by hand.
33. He would have received the parcel.
34. People must leave bicycles in the hall.
35. Members may keep books for three weeks.
36. People are spending far more money on food now.
37. The government has called out the troops.
38. You ought to have paid this bill weeks ago.
39. No one has taken out the cork.
40. Someone seems to have made a terrible mistake.
41. People know that he is armed.
42. You needn't have done this.
43. He likes people to call him "Sir"
44. I'd like someone to clear this rubbish.
45. Don't let the others see you.
46. People generally assume that money brings happiness.
47. People no longer say that anyone inhabits Mars any more than the moon.
48. No one has ever taken me for an Englishman.
49. They gave the thief fair trial and sent him to prison.
50. They can't put you in prison if they haven't tried you.

### Questions

عند تحويل سؤال إلى **Passive** يتبع الآتي :

- ١ - يحول السؤال إلى جملة خبرية بمعنى أن يوضع الفاعل قبل الفعل وتحذف علامة الاستفهام.
- ٢ - تحول الجملة الخبرية إلى **Passive** بالطرق السابقة.
- ٣ - توضع الجملة الخيرية المحولة إلى **Passive** في صيغة الاستفهام بمعنى أن يوضع الفعل المساعد قبل الفاعل.

#### 1. Do people speak English all over the world? (Active)

- a) People speak English all over the world.
- b) English is spoken all over the world.



- c) Is English spoken all over the world ? (Passive)
2. Does she break the plates? (Active)
- a) She breaks the plates. b) The plates are broken.
- c) Are the plates broken ? (Passive)
3. Did someone print **يطبع** this book in London? (Active)
- a) Someone printed this book in London.
- b) This book was printed in London.
- c) Was this book printed in London. (Passive)
4. Can anyone answer this question? (Active)
- a) Anyone can answer this question ?
- b) This question can be answered.
- c) Can this question be answered ? (Passive)
5. Were they attacking the enemy fiercely? (Active)
- a) They were attacking the enemy fiercely.
- b) The enemy was being attacked fiercely.
- c) Was the enemy being attacked fiercely ? (Passive)
6. Has anybody broken the window? (Active)
- a) Anybody has broken the window.
- b) The window has been broken.
- c) Has the window been broken ? (Passive)

### Active & Passive voice with the Questions words

١ - إذا بدأ السؤال بأداة استفهام **who** تحول إلى **By whom** مع إتباع الخطوات السابقة.

1. Who killed the cat? (Active)
- a) The cat was killed. c) Was the cat killed.
- b) **By whom** was the cat killed ? (Passive)
2. Who will carry out the project? (Active)
- a) The project will be carried out.
- b) Will the project be carried out.
- c) **By whom** will the project be carried out ? (Passive)

٢ - إذا بدأ السؤال بأداة استفهام **Whom** تحول إلى **who** مع إتباع الخطوات السابقة.

1. Whom did the teacher punish yesterday? (Active)
- a) The teacher punished (the boy) yesterday.
- b) (The boy) was punished by the teacher yesterday.

c) Who was punished by the teacher yesterday ?  
2. Whom did the thief rob last week? (Active)

- a) The thief robbed (him) last week.  
b) (He) was robbed last week ?

c) Who was robbed last week ? (Passive)

جميع أدوات الاستفهام الأخرى تبقى كما هي دون تغيير مثال ذلك :

1. Where did they hide the treasure? (Active)

- a) They hid the treasure.      b) The treasure was hidden.

c) Where was the treasure hidden ? (Passive)

2. How could they overcome the problem? (Active)

- a) They could overcome the problem ?  
b) The problem could be overcome.

c) How could the problem be overcome ? (Passive)

### Order الأمر

(Let + المفعول به + be + P.P.) تستعمل Passive عند تحويل أمر إلى

- |                            |          |
|----------------------------|----------|
| 1. Open the door           | Active   |
| Let the door be opened     | Passive. |
| 2. Study this lesson.      | Active   |
| Let this lesson be studied | Passive  |
| 3. Clean the room          | Active   |
| Let the room be cleaned.   | Passive  |

**Ex. (28 B) Change into Passive :**

1. Do they teach you shorthand at college?
2. Has anyone sent you the details?
3. Where has he published the new book?
4. Why did they neglect the homework?
5. Who collected the examination papers?
6. Why must they keep these books?
7. Who has already paid the carpenter?
8. Whom did they give the best present?
9. Who asked both boys to leave?
10. Why did not they tell me the truth?

11. When did they fight the battle?
12. Who has cooked the food?
13. Did anyone carry the little boy to bed?
14. Has anybody answered your question?
15. Will they allow us five minutes break?
16. Did they offer you promotion?
17. Are they considering the new problem?
18. Who made that mistake?
19. What did he tell you?
20. What did he write it with?
21. Have they sold you a faulty one?
22. Did they follow the regulations?
23. Is Ali sending the telegram now?
24. Why does Nagi buy the book?
25. Have they promised you a prize?
26. Prepare this exercise.
27. Write this lesson in ink.
28. Carry this basket home.
29. Give this book to Emad.
30. Take this man to the police.

### Changing the Passive into Active

لتحويل جملة من **Passive** إلى **active** نتبع الخطوات الآتية :

- ١ - نضع الفاعل (**بعد by**) في أول الجملة وإذا كان محذوفاً عليك أن تستنتجيه أو تخمنه من معنى الجملة.
- ٢ - تحدد زمن **to be** وتضع الفعل الأصلي (الذي تجده في التصريف الثالث) في هذا الزمن بما يلائم الفاعل الجديد.
- ٣ - تحذف **by + to be** أن وجدت.
- ٤ - تضع المفعول به (أول الجملة) بعد الفعل مباشرة.

1. The lesson is written by Mary.

**Passive**

Mary writes the lesson.

**Active**

**to be** في الجملة السابقة مضارع بسيط لذلك يوضع (**Written**) الفعل الأصلي في

زمن المضارع البسيط ولأن الفاعل **Mary** مفرد يضاف (**s**)

2. The lesson is explained.

**Passive**

في هذه الجملة لا يوجد فاعل وبالاستنتاج نضع فاعل **the teacher** فنقول :

**The teacher explains** the lesson.

**Active**

3. The mirror **was broken**.

**Passive**

The servant <b>broke</b> the mirror.	<b>Active</b>
4. The books <b>will be</b> collected.	<b>Passive</b>
The teacher <b>will collect</b> the books.	<b>Active</b>
5. The difficulty <b>could be</b> overcome.	<b>Passive</b>
They <b>could overcome</b> the difficulty.	<b>Active</b>
6. The house <b>is being cleaned</b> .	<b>Passive</b>
The servant <b>is cleaning</b> the house.	<b>Active</b>
7. Many houses <b>have been built</b> .	<b>Passive</b>
The government <b>has built</b> many houses.	<b>Active</b>
8. They <b>had been conquered</b> forever.	<b>Passive</b>
We <b>had forever conquered</b> them.	<b>Active</b>

### Questions

عند تحويل سؤال من **Passive** إلى **Active** تتبع الآتي :

- ١ - يحول السؤال إلى جملة خبرية.
- ٢ - تحول الجملة الخبرية إلى **active** بالطرق السابقة.
- ٣ - الجملة الخبرية المحولة إلى **active** توضع في صيغة الاستفهام.

1. **Is the house cleaned?** (Passive)
  - a) The house is cleaned.
  - b) The servant cleans the house.
  - c) **Does the servant clean the house ?** (Active)
2. **Is the house built by the men?** (Passive)
  - a) The house is built by the men.
  - b) The men build the house.
  - c) **Do the men build the house ?** (Active)
3. **Was the enemy attacked yesterday?** (Passive)
  - a) The enemy was attacked yesterday.
  - b) Our army attacked the enemy yesterday.
  - c) **Did our army attack the enemy yesterday ?** (Active)
4. **Is a match being played now?** (Passive)
  - a) A match is being played now.
  - b) They are playing a match now.
  - c) **Are they playing a match now ?** (Active)

5. **Could the problem be solved?**

(Passive)

a) The problem could be solved.

b) They could solve the problem.

c) **Could they solve the problem ?**

(Active)

6. **The books have been collected.**

(Passive)

a) The books have been collected.

b) The teacher has collected the books.

c) **Has the teacher collected the books ?**

(Active)

1. **By whom was the dog killed ?**

(Passive)

**Who killed the dog?**

(Active)

في الجملة السابقة **by whom** يتحول إلى **who** و **to be** في الماضي **was** لذلك وضعنا **killed** في زمن الماضي البسيط ثم وضعنا المفعول به **the dog** بعد الفعل مباشرة بعد حذف **To be**.

2. **By whom will the lecture be given?**

(Passive)

**Who will give the lecture?**

(Active)

3. **Who was punished by the headmaster ?**

The headmaster punished. (Ali).

**Whom did the headmaster punish?**

(Active)

4. **Who was caught by the police ?**

(Passive)

The police caught. (**the thief**). **Whom** did the police catch?

5. **Why was the work neglected ?**

(Passive)

a) The work was neglected (by the boys).

b) The boys neglected the work ?

c) **Why did the boys neglect the work ?**

(Active)

6. **When will the patient be examined?**

(Passive)

a) The patient will be examined (by the doctor).

b) The doctor will examine the patient.

(Active)

c) **When will the doctor examine the patient ?**

### Order الأمر

عند تحويل الأمر من **Active** إلى **Passive**

تُحذف **Let + be** وتبدأ الجملة بالفعل في المصدر مثال ذلك :

1. **Let my mistakes be forgotten. Forget my mistakes.**

2. Let my shoes **be** polished. **Polish** my shoes
3. Let the fire **be** put out. **Put** out the fire

**Ex. (28 c) Change from Passive to Active :**

1. This signpost has been tampered — يعبثُ with.
2. The damaged ship was drawn to harbour.
3. Last year a profit of two million pounds was made.
4. Evening dress will be worn.
5. Someone will have to be found to take her place.
6. This rumour must have been started by our enemies.
7. This scientific theory has now been proved to be false.
8. Were the police informed ?
9. Your money could be put to good use.
10. For a long time the earth was believed to be flat.
11. Is service included ?
12. This copy hasn't been read. The pages haven't been cut.
13. The spare parts are made by a company.
14. Why were cars being stopped at road blocks ?
15. The picture was painted by a famous artist.
16. It can be understood by any student.
17. The exhibition will be opened by the Minister of Art.
18. The plan has been approved of.
19. He will be given an injection.
20. I might be offered a job by an advertising agency.
21. We are shown photographs of the criminal.
22. Are you given a lot of homework?
23. Should all the questions be answered ?
24. We've been lent some money.
25. Was the shop opened yesterday?
26. Can it be changed now?
27. Where were the missing keys found?
28. Let the letter be copied quickly.
29. Let the table be laid.
30. Let the house be cleaned now.

**Ex. (28 d) Put the verbs in brackets into the right form :**

1. The storyteller (**ask**) to tell the story again.
2. English (**speak**) in many countries.
3. A game (**play**) now.
4. Laws (**must respect**) by everyone.
5. I sat down for a rest while the repairs (**do**).
6. While the tea (**pour**) out, the handle came off the pot.
7. Poor Laila (**run**) over by a bus yesterday.
8. Improvements (**recently, carry**) out.
9. Look, nothing (**do**) ! Everything is in confusion.
10. The poor boy (**kill**) by lightning.
11. No prizes (**win**) by bad pupils.
12. Nothing (**do**) before we came in.
13. These customs (**will do**) away with.
14. Today free meals (**give**) to poor people.
15. The patients (**examine**) just now.
16. This story (**recently hear**) of.
17. My new book (**publish**) next month.
18. At last the problem (**solve**) to everyone's satisfaction.
19. Yesterday all our fish (**steal**) by hungry cats.
20. What tune (**play**) when we came in?

**Ex. (29A) Choose the correct answer:**

1. Don't think the window.....yet ?  
a) was being repaired      b) was repaired  
c) is being repaired      d) has been repaired.
2. During the storm twelve houses.....  
a) destroyed      b) were destroyed  
c) were destroying      d) are being destroyed
3. . I noticed this morning that some new houses.....on the land next to my uncle's house.  
a) were being built      b) are being built  
c) are built      d) were built
4. . Don't sit on that seat, it.....

4. . Don't sit on that seat, it.....
- a) **has just painted**                      b) **just has been painted**  
c) **has just been painted.**      d) **have just been painted**
5. . Mount Everest.....to be the highest in the world.
- a) **was known**                                      b) **is being known**  
c) **is known**    d) **was being known**
6. Do you think the thieves.....soon?
- a) **are caught**                                      b) **will be caught**  
c) **were caught**                                      d) **are being caught**
7. . This room ..... for a fortnight.
- a) **was not cleaned**                              b) **has not cleaned**  
c) **is cleaned**    d) **has not been cleaned**
8. Students.....at the end of the year.
- a) **are going to examine**                      b) **will examine.**  
c) **are going to be examined.**              d) **will be examining**
9. The prisoner escaped but.....a few hours later.
- a) **was caught**                                      b) **caught**  
c) **is caught**    d) **was being caught.**
10. The thief.....before he left the country.
- a) **has been arrested**                              b) **was arresting**  
c) **had been arrested**                              d) **had arrested**
11. The whole idea.....since he travelled abroad.
- a) **was neglected.**                                      b) **has been neglected**  
c) **had been neglected**                              d) **was neglecting**
12. . The project ..... in three years' time
- a) **will be carried out**                              b) **is being carried out**  
c) **will have been carried out**              d) **was carried out**
13. . Many new schools.....since 1965.
- a) **were being built**                              b) **have been built**  
c) **were built**    d) **have built**
14. This letter.....three days ago.
- a) **was being written**                              b) **was written**  
c) **has been written**                              d) **is being written**







**Ex. (29B) Rewrite the following sentences using the word(s) in brackets to give the same meaning:**

1. I can't allow anyone to beat me. (myself)
2. Someone should have told us. (been)
3. I was sure someone was following me. (being)
4. We understand the minister is on his way to the airport. (The minister)
5. She doesn't mind people asking her awkward questions. (being)
6. Doctors believe that cigarettes cause cancer. (cigarettes)
7. They should never have allowed the plan to go ahead. (been)
8. Japan introduced the "Bullet train" service some years ago. (was)
9. Walt Disney created the cartoon character Mickey Mouse. (by)
10. We shouldn't give a child everything. (be)
11. The police have recaptured the escaped prisoner. (been)
12. People knew that aspirin help prevent heart disease. (known)
13. I hate people disturbing me. (being)
14. You can answer only four questions. (Only)
15. Your opinion wouldn't be accepted. (No one)
16. I wasn't surprised at the news. (The news)
17. A guide was showing the visitors round. (being)
18. People allege that the bridge is useful (to be)
19. Did they build the garage at the same time as the house? (was)
20. He was said to be the escaped criminal. (People)
21. People say a cigarette had caused the fire in the cinema. (to have)
22. You think that other people upset you. (thought)
23. We need to clean our seats before the interview. (be)
24. You have to answer three questions out of five. (be)
25. You shouldn't have done that. (been)
26. That traffic policeman is watching us. (being)
27. You think the owner of the house is abroad. (to be)

28. He was not allowed to see the contract. (No one)
29. It's necessary to educate children. (be)
30. I can't stand anyone laughing at me. (myself)
31. Please don't leave your car unlocked. (be)
32. Bad people ought to be punished. (The law)
33. Some people consider liberty as more important than anything else. (considered)
34. No one has signed this cheque. (been)
35. People think pollution is much worse. (to be)
36. No one has told my future. (been)
37. She hates people staring at her. (herself)
38. They presented the winners with gold medals. (were)
39. People won't obey the law unless you enforce them. (be)
40. He loves people taking his photograph. (being)
41. Someone has already thought of that idea. (been)
42. Let's wait, someone might offer us a lift. (be)
43. We have to pay for the seats in advance. (paid)
44. The police think the explosion was caused accidentally. (The explosion)
45. People believe that drinking water is contaminated. (to be)
46. You need to polish these boots. (be)
47. Your meals can be brought to your room. (The waiter)
48. Can this drug prolong human life? (be)
49. Your opinion wouldn't be accepted. (no one)
50. He was not allowed to see the contract. (no body)
51. Ali hates people interrupt him (him self)
52. They let me go to the rock concert last week (allowed)
53. Our boss insisted that we all wear a uniform (made)
54. No one knows whether there are any survivors (it)
55. The custom official made us empty our suitcases (were)

## The Causative Form

The Causative Form is used when we do not do something ourselves, but we arrange for someone else (usually an expert) to do it for us.

### Formation

Subject	+	Have/Get	+	Object	+	Past Participle
↓		↓		↓		↓
He		had		his car		serviced last week

### Verb forms in the Causative Form

Verb forms	Active Voice	Causative Form
<u>Present Simple</u>	We <u>paint the house</u> every year.	We <u>have the house painted</u> every year.
<u>Present Progressive</u>	Mary <u>is washing her car</u> .	Mary is <u>having her car washed</u> .
<u>Past Simple</u>	He <u>typed</u> three letters yesterday.	He <u>had three letters typed</u> yesterday.
<u>Past Progressive</u>	<u>She was cleaning the carpet</u> when I arrived.	She <u>was having the carpet cleaned</u> when I arrived.
<u>Future "Will"</u>	We <u>will install</u> the lights next week.	We <u>will have the lights installed</u> next week.
<u>Future Progressive</u>	<u>I'll be planting</u> some trees, in the garden tomorrow morning.	<u>I'll be having some trees planted</u> in the garden tomorrow morning.
<u>Present Perfect Simple</u>	The <u>girls have repaired</u> their bicycles.	The girls <u>have had their</u> bicycles repaired.
<u>Present Perfect Progressive</u>	We've <u>been importing</u> clothes from Italy since we opened the shop.	We've <u>been having clothes</u> imported from Italy since we opened the shop.
<u>Past Perfect Simple</u>	He <u>had organised the meeting</u> before I called.	He <u>had had the meeting</u> organised before I called.
<u>Past Perfect Progressive</u>	They <u>had been photocopying</u> a book	They <u>had been having a book photocopied</u>

**Present  
Infinitive  
-ing form**

when the manager  
arrived.  
He **managed to repair**  
**the roof.**  
I **remember taking**  
**my blood pressure.**

when the manager  
arrived.  
He **managed to have**  
**the roof repaired.**  
I **remember having**  
**my blood pressure**  
taken.

**Modal verbs**

You **should fix the**  
**leakage** in the tank.

You **should have the**  
leakage in the tank  
fixed.

**Imperative**

**Clean the** table,  
please.

**Have the table**  
**cleaned, please.**

**Attention**

Questions and negations are formed as in the Active Voice: with the auxiliaries **do/does** in the Present Simple and **did** in the Past Simple.

- When **did you last have** your eyes **tested?**
- We can use **get** instead of **have**, especially in informal style.
- I **have to get the house painted** this year.

**The Causative Form is often used instead of the Passive Voice to express an accident, a misfortune or something that had not been arranged:**

- **They had their house broken** into last week.
- Ahmed **had his leg broken** in the car crash.

**If we want to mention who performs the action, we can add by + agent at the end of the sentence.**

- She always **has her hair dyed by a hairdresser.**

**Note**

**have someone do something** = make someone do something, cause them to do it

Mrs. Smith **had her husband** do the shopping

**get someone to do something** = persuade someone to do something.

Mrs. Smith got **her husband to do** the shopping.

**Ex 30A) Choose the correct answer and complete:**

- 1) Brian will ..... by the dentist tomorrow.  
a) get his teeth polished                      b) polish his teeth  
c) have his teeth polish                      d) be polishing
- 2) When ..... your new carpet fitted?  
a) had you                                      b) did you have  
c) you had                                      d) have you
- 3) He often ..... at the dry cleaner's.  
a) has his suits cleaned                      b) has cleaned his suit  
c) cleans his suits                              d) is cleaning
- 4) Debbie knows how to sew and ..... herself.,  
a) has all her dresses made  
b) gets all her dresses made  
c) makes all her dresses  
d) is having dresses made
- 5) Please ..... the accounts checked by the accountant first thing tomorrow morning.  
a) you have                      b) have                      c) will have                      d) had
- 6) Nagi ..... his passport renewed last week.  
a) didn't have                                      b) hadn't  
c) doesn't have                                      d) not had
- 7) We postponed ..... because we didn't have enough money.  
a) having painted our house  
b) have painted our house  
c) having our house painted  
d) our house painted
- 8) She ..... while shopping yesterday.  
a) had stolen her wallet                      b) stole her wallet  
c) has her wallet stolen                      d) had her wallet stolen
- 9) The teacher ..... the board.  
a) had John clean                                      b) had John cleaned  
c) had John to clean                                      d) is John cleaning
- 10) If you feel dizzy, you should .....  
a) your blood pressure have checked  
b) have your blood pressure checked  
c) checked your blood pressure  
d) be having your blood pressure checked
- 11) I always ..... to my friends living abroad because I like to keep in touch with them.  
a) have letters wrote                      b) write letters  
c) have letters written                      d) having letters written

12) I would like to ..... for me, as I'm an awful cook.

- a) **having my cooking done**
- b) **have done my cooking**
- c) **have my cooking done**
- d) **be doing my cooking**

13) Janette ..... her organize a party at her house.

- a) **got me helping**
- b) **got me helped**
- c) **got my help**
- d) **got me to help**

14) .... your newspaper delivered to your house every morning?

- a) **Have**
- b) **Do you have**
- c) **Will have**
- d) **Do you**

15) Here are your photos. We ..... at the photographer's.

- a) **got them developed**
- b) **develop them**
- c) **got developed them**
- d) **got them develop**

16) We have had the roof of our house .....

- a) **to replace**
- b) **replace**
- c) **been replaced**
- d) **replaced**

**Ex 30 B) Rewrite the following sentences using the words in brackets to give the same meaning:**

1- Please arrange for these parcels to be posted as soon as possible. (*have*)

2- My car will need servicing before I go on holiday. (*having*)

3- They've asked a carpenter to build a woodshed in their backyard. (*They will*)

4- An optician must test your eyesight before you take your driving test. (*tested*)

5- Someone broke Gary's front teeth while he was playing football. (*had*)

6- A plumber is repairing my dishwasher this afternoon. (*repaired*)

7- Our trip was organized by a travel agency. (*had*)

8- Nagi hasn't visited the dentist since last year. (*checked*)

9- Someone has stolen my handbag and I'm very upset. (*had*)

10- Julie, does the cleaner clean your house twice a week? (*have*)

11- A bank clerk was cashing my cheque when the robbers entered the bank. (*cached*)

12- You should have someone paint your house this summer. (*ainted*)

13- Someone has stolen my bike. (*had*)

14- She is getting a friend to make the cake. (*made*)



## Direct & Indirect Speech

ينقسم المباشر والغير المباشر كالاتي :

- |                        |                   |
|------------------------|-------------------|
| 1. Statement           | ١- الجملة الخبرية |
| 2. Question            | ٢- السؤال         |
| 3. Command and request | ٣- الأمر والطلب   |
| 4. Exclamation         | ٤- التعجب         |

### الجملة الخبرية Statement

يوضع الكلام المباشر بين قوسين

ولتحويل جملة خبرية من **Direct** إلى **Indirect** تتبع الآتي :

- |   |   |
|---|---|
| <p><b>Direct</b> المباشر</p> <p>says</p> <p>says to</p> <p>shall say</p> <p>said</p> <p>said to</p> | <p><b>Indirect</b> غير المباشر</p> <p>says-declares</p> <p>tells-declares</p> <p>shall say-shall declare</p> <p>said-declared</p> <p>told-declared.</p> |
|---|---|
- ٢ - تحذف الأقواس وترتبط بـ **that**
- ٣ - الضمائر داخل الأقواس تستبدل بضمائر تعود على الفاعل والمفعول به خارج الأقواس.
- ٤ - إذا كان الزمن خارج الأقواس مضارع بسيط أو مضارع مستمر أو تام لا يتغير الزمن داخل الأقواس.
- ٥ - إذا كان الزمن خارج الأقواس ماضي بسيط أو ماضي مستمر أو ماضي تام يتغير الزمن داخل الأقواس حسب الجدول الآتي :

Direct	مضارع بسيط	Indirect
Present Simple	مضارع بسيط	Pas Simple ماضي بسيط
Past Simple	ماضي بسيط	Past Perfect ماضي تام
Present Prefect	مضارع تام	Past Perfect ماضي تام
Present continuous	مضارع مستمر	Past Continuous ماضي مستمر
will-shall-can-may		would-should-could-might
must-ought to		must(had to)-ought to

جدول الكلمات التي تتغير عند التحويل من **Direct** إلى **Indirect**

Direct	Indirect
now	then/immediately, at that time

this	that
these	those
here	there
thus	so
to day	that day/the same day
tomorrow	the next day or the following day
next week	the following week/the week after
tomorrow morning	the following morning
yesterday	the previous day or the day before
yesterday afternoon	the previous afternoon
last night	the previous night or the night before
a year ago	a year before or the previous year
the day before yesterday	two days before
the day after tomorrow	in two day's time
come	go
bring	take

هذه الكلمات لا تتغير إذا كان الزمن خارج الأقواس مضارع أو مستقبل.

### Examples:

1. He says "I am very happy today" **Direct**  
He says **that the is very happy today.** **Indirect**
  2. He said "I am very happy today" **Direct**  
He said **that he was very happy that day.** **Indirect**
- في الجملتين السابقتين لاحظ الفرق بين استعمال المضارع و الماضي خارج الأقواس كما نلاحظ تغير الضمائر داخل الأقواس حسب المعنى بما يعود على الفاعل خارج الأقواس.
3. He says to us "I am a student" **Direct**  
He tells us **that he is a student.** **Indirect**
  4. The boy said to me "I am in the class and am writing" **Direct**  
The boy told me **that he was in the class and was writing.** **Indirect**
  5. Mary said to me "Our train will arrive tomorrow" **Direct**  
Mary told me **that their train would arrive the next day.** **Indirect**
  6. She said, "I was at Port Said yesterday". **Direct**

- She said **that she had been at Port Said the day before.**  
Indirect
7. Ali said, "I am preparing the lesson now".  
Direct
- Ali said **that he was preparing the lesson then.** Indirect
8. I said to the boys, "You have neglected your duties"  
Direct  
I told the boys **that they had neglected their duties.**  
Indirect
9. He said to me, "This pupil can answer these questions"  
Direct
10. He told me that that pupil could answer those questions.  
Indirect

ملحوظة هامة :

١ - عند ربط جملتين بين الأقواس والفاعل واحد بالنسبة للجملتين تستعمل **and that** أو **and added that** مثال ذلك :

"I prepared my passport yesterday", Mary said.  
"Tomorrow I shall travel abroad".  
Direct

Mary said that she had prepared her passport the day before **and added that (and that)** the next day she would travel abroad.

Indirect

٢ - إذا وجدت جملتين خبريتين داخل الأقواس لكل منهما فاعل تربطهم بـ **and** ثم تضع كل فاعل أمام جملته ونضع **that** أمام كل جملة مثال ذلك :

He said, "I found this book". "It is my book" said Mary.  
Direct  
He said that he had found that book **and** Mary said that it was her book  
Indirect

٣ - إذا كان المخاطب داخل الأقواس عند التحويل يخرج من الجملة الرئيسية مثال ذلك  
I said, "I want to speak to you Ali"  
Direct

I told Ali that I wanted to speak to him.  
Indirect

٤ - الحقائق توضع في زمن المضارع البسيط مهما كان الزمن خارج الأقواس مثال ذلك :

He said, "The earth is round".  
Direct

He said that the earth is round.  
Indirect

**5. Would, should, ought, had better, might, used to, could and must.**

هذه الكلمات لا تتغير في التحويل من Direct إلى Indirect

1. He said, "I **might be** there".  
Direct

He said that he **might be** there.

**Indirect**

2. She said, "I **would help** him if I could.

**Direct**

She said that she **would help** him if she could. **Indirect**

الجملة الشرطية النوع الثاني تبقى كما هي :

**6. It is time, used to, wish, would rather.** كذلك الأفعال التي تأتي بعد.

1. He said, "If my children were older, I would emigrate".

He **said that if his children were older, he would emigrate.**

2. He said, "I **wish I knew.**

**Direct**

He **said that he wished he knew.**

**Indirect**

3. She said, "I'd **rather Ali went**".

**Direct**

She **said that she'd rather Ali went.**

**Indirect**

---

**Ex. (31 a ) Put the following into indirect (reported) speech.**

---

1. "I have something to show you", I said to her.

2. "He said, "My wife has just been made a judge".

3. "I'll come with you as soon as I am ready", she said to me.

4. "I've made a mistake that I must correct at once". he said.

5. "I'll bring you some tea when you have finished" he said to them.

6. "I'm going away to-morrow, mother", he said.

7. "It isn't so foggy today as it was yesterday", I remarked.

8. They said, "We have a lift but very often it doesn't work".

9. "I'll sit up till she comes in, but I hope she won't be late" she said.

10. "You've got my umbrella", I said to Samy. "Yours is in your bedroom".

11. "We like working on Sundays because we get double pay" they said.

12. "I can't live on my salary" , said Kamal, "I'll have to offer to do overtime".

13. " We were waiting for the school bus", said the children "It's late again".

14. "I'd like to come to the phone". said Mary "but I'm bathing the babies and they will drown if I leave them alone in the bath".

15. "I'm sure your son will do very well at the university Mrs.Laila"  
Said the headmaster. "He's done very well here".
- 16."I found an old Roman coin in the garden yesterday" , he said  
"and I'm going to the museum this afternoon".
17. He said, "My wife wants to take a job but I'd rather she  
concentrated on our home".
18. The captain said, "If it rains this afternoon it will be too  
wet to play the match to morrow".
19. My brother said, "You may take my car if you like, I shan't be  
needing it to morrow or the day after?".
20. I shall say to him, "There is no room for you in the house"
- 21 Everyone says, "This man did not steal the money".
22. He says, "Nagi has written me a long letter".
23. I said, "You sing nicely Mary".
24. My father said "I have been to my office today".
25. "I don't know what your father will say when he sees what a  
mess your puppies have made of this five pound note" said  
my mother.

في حالة التحويل من indirect إلى direct اتبع عكس الخطوات السابقة :

***Ex:(31 B) Change into direct speech :***

1. The newsboy said that he had sold all his papers.
2. The papers say that an earthquake has taken place in  
Japan.
3. The boy told me that he had been ill the day before.
4. He says that he may come tomorrow.
3. The father told his daughter that he had visited Paris long  
time before.
4. He said that the war was over and people could return to  
their home.
7. No one told me that I had to be present.
8. They said that that man was not guilty of theft.
9. He told me that he would return that day if he could.
5. The station master said that the train had gone and that  
there was not another until the next day.
11. Sherin told me that I should have a rest today.

## Questions

لتحويل سؤال إلي **Indirect** اتبع الآتي :

Direct	Indirect	-١ خارج الأقواس
say	ask-enquire, want to know	
shall say	shall ask, shall enquire,	
said (said to)	asked-enquired,	
asked	wanted to know	

-٢ إذا بدأ السؤال داخل الأقواس بـ : **verb to be – to do – to have**  
أو إحدى الأفعال الناقصة الآتية :

**shall - should - will-would - can - could - may - might - must - ought to.**

عند التحويل إلي **indirect** تحذف الأقواس وترتبط بـ **whether** أو **If**

-٣ إذا بدأ السؤال بأداة استفهام مثل :

**How - when - why - who - which - whom - whose - what - How many - How much , etc.**

عند التحويل إلي **indirect** تحذف الأقواس وتوضع آداة الاستفهام كما هي (تعتبر أداة ربط)

-٤ يحول السؤال إلي جملة خبرية بمعنى أن يوضع الفاعل قبل الفعل.

-٥ تستبدل الضمائر داخل الأقواس بضمائر أخرى تعود على الفاعل والمفعول به خارج الأقواس حسب معنى الجملة.

-٦ إذا كان الزمن خارج الأقواس مضارع بسيط أو مضارع تام أو مضارع مستمر أو مستقبل لا يتغير الزمن داخل الأقواس.

-٧ إذا كان الزمن خارج الأقواس ماضي بسيط أو تام يتغير الزمن داخل الأقواس حسب الجدول السابق

-٨ يتبع جدول الظروف والصفات السابق في الجملة الخبرية.

-٩ تحذف علامة الاستفهام.

- |   |                 |
|---|-----------------|
| 1. He says, "Is the weather good today?"          | <b>Direct</b>   |
| <b>He asks if the weather is good today.</b>      | <b>Indirect</b> |
| 2. He said, "Is the weather good today?"          | <b>Direct</b>   |
| <b>He asked if the weather was good that day?</b> | <b>Indirect</b> |
| 3. I said to Ali, "Do you believe this story?"    | <b>Direct</b>   |
| <b>I asked Ali if he believed that story.</b>     | <b>Indirect</b> |

لاحظ الفرق بين استعمال المضارع والماضي خارج الأقواس.

في المثال السابق لاحظ الفعل معه **(do)** كأداة استفهام لذلك يكون مضارع بسيط وفي التحويل إلي **indirect** يوضع في زمن الماضي البسيط وتحذف **do**

4. I said to Ali "Don't you believe this story?" **Direct**  
**I asked Ali if he did not believe that story.** **Indirect**  
 في المثال السابق لاحظ **Don't** أداة نفي للمضارع البسيط تحول إلي **did not** وهي نفي الماضي البسيط؟
5. I said to her "Did you believe this story?" **Direct**  
**I asked her if she had believed that story.** **Indirect**  
 في المثال السابق **did believe** في الماضي البسيط يحول إلي **had believed** ماضي تام عند التحويل إلي **Indirect**
6. I said to the boys, "Are you busy today?" **Direct**  
**I asked the boys, if they were busy that day.** **Indirect**
7. I said to the boys, "Were you busy yesterday?" **Direct**  
**I asked the boys if they had been busy the day before.** **Indirect**
8. He said to me, "Can you solve this problem?" **Direct**  
**He asked me if I could solve that problem.** **Indirect**
9. I said to him, "Where will you spend the holiday?" **Direct**  
**I asked him where he would spend the holiday.** **Indirect**
10. I said to him, "When do you go abroad?" **Direct**  
**I asked him when he went abroad.** **Indirect**

**ملحوظة:** إذا وجد سؤالين بين الأقواس أحدهما بأداة استفهام والآخر يبدأ بـ **verb to do – to be – to have** أو إحدى الأفعال الناقصة تستعمل أداة الاستفهام كأداة ربط وتستعمل **whether** أو **if** في الجملة الأخرى مثال ذلك:

- I said to the boys, "Where did you go yesterday?"  
**"Can you answer this exercise?"** **Direct**  
**I asked the boys where they had gone the day before and if they could answer that exercise.** **Indirect**
- ١- إذا وجد بين الأقواس سؤال وجملة خبرية يوضع قبل السؤال **asked** وقبل الجملة الخبرية **said** أو **told** ويحول السؤال بطريقة السؤال وتحول الجملة الخبرية بطريقة الجملة الخبرية.  
 I said to Ali "You can solve all your problem"  
**"Will you follow my advice?"**  
**I told Ali that he could solve all his problems and asked if he would follow my advice.** **Indirect.**

٢- **Yes** أو **No** توجد في الكلام المباشر ردا على سؤال بالنفي أو الإثبات عند التحويل إلي **indirect** تأتي هذه التعبيرات إلي الجملة الخبرية التي تمثلها مثال ذلك:

1. He said to me, "Did you answer this exercise?"

I replied, "Yes". or I replied, "No".

**Direct**

2. He asked me if I had answered that exercise.

I replied that I had answered it. or I replied that I had not answered it.

**Indirect**

-٣- هناك أسئلة تعبر عن الطلب مثال ذلك :

"What shall I say mother?" she said

She asked her mother what she would say.

**Indirect**

**(request for advice)**

Shall I bring you some tea?

He offered to bring me some tea.

-٤- أسئلة تعبر عن الغرض

**Direct**

**Indirect**

"Shall we meet at the theatre?"

He suggested meeting at the theatre.

-٥- أسئلة تعبر عن الاقتراح

**Direct**

**Indirect**

-٦- هناك أسئلة تبدأ بـ **will you / would you / could you** ولكنها تعبر عن الأمر والطلب .

1. He said, "Will you help me please?" **(request)**

**He asked me to help him.**

**Direct**

**Indirect**

2. He said, "Will you have lunch with me tomorrow?" **Direct**

**He invited me / asked me to have lunch with him the following day.**

**Indirect**

3. "Will you post the letter?" he said.

**He asked if I would post the letter.**

**Direct**

**Indirect**

**Or He told me to post the letter.**

4. "Could / would you wait a moment?" he said.

**He asked me to wait a moment.**

**Direct**

**Indirect**

5. He said "Could you come to dinner to morrow?" **(invitation)**

**He asked her to dinner the next day.**

**Indirect**

6. "Could I have a drink?" he said

**He asked for a drink.**

**Direct**

**Indirect**

7. "Would you mind waiting?" he said

**He asked me to wait.**

**Direct**

**Indirect**



**Ex. (32 A ) Put the following into indirect (reported) speech :**

1. "Why are you looking through the keyhole?" I said to him.
2. "Why did you travel first class?" I asked him.
3. . He said "Where am I supposed to go now?"
4. "Can you read the last line on the chart?" the oculist asked her.
5. "Did they understand what you said to them?" He inquired.
6. "Who left the banana skin on the front doorstep?" said my mother.
7. "Have you gone completely mad?" I asked "Do you want to blow us all up?"
8. "Have you been to the British Museum?" ,he said.
9. "Could I speak to Mrs. Pitt?" said the caller.
10. "Where were you last night, Mr. Jone?" he said.
11. "What else did you see?" I asked the boy.
12. "When will you decorate the kitchen ?" ,she said
13. Have you done this sort of work before?" said his employer.
14. "Could I have a cup of coffee?" he said.
15. "Would you mind looking inside your bag. Madam?" said the policeman.
16. "Are you going to see him at the station?" I asked her.
17. "Shall I help you?" he said to me.
18. "Could I have your name and address, please?" said the travel agent to my friend.
19. "Could I have five pence, please?" said the boy "I want to buy an ice-cream".
20. "Shall I send it round to your hotel, sir?" the shop assistant asked the tourist. "I'm not staying in the town" said the tourist "I'll take it with me".
21. "Would you like a lift?" Mary said. "Which way are you going?" I said.
22. "Could we see the manager, please?" said two men "Have you an appointment?" I said
23. Did any of you actually see the accident happen?" said the policeman.

24. "Why aren't you taking the exams?" said Nagi.
25. "Where can I park my car?" she asked the policeman.
26. Who do you want to speak to?" said the telephonist.
27. "How many sleeping pills have you taken?" He asked her.
28. "How much did you pay for your bicycle?" I said to Nagi.
29. The headmaster said "Were they present yesterday?"

**Ex. (32B) Change into direct :**

1. He asked me if I had a passport.
2. The policeman inquired if I knew my way.
3. They asked whether I had seen the thief.
4. The gardener asked me when he ought to sow the seeds.
5. I asked him if he would return as I had no money.
6. The tourist asked the policeman where the museum was.
5. The headmaster asked why so many boys were absent that day.
6. The teacher asked the student why he wanted to learn English.
9. They all inquired what the doctor had done to save his life.
10. The tourist inquired if there was room in the train for himself and his family.
11. The teacher asked me why I had not yet completed my composition.
12. I asked the builder when the house would be finished.
13. The people asked the speaker why he had wasted their time speaking about matters of no interest.
14. We asked him if he had brought the money or not.
15. The judge asked by whom he had been robbed and how much he had lost.

**الأمر والطلب Command and Request**

١- يبدأ الأمر والطلب بالفعل في المصدر.

٢- إذا كان الكلام بين الأقواس من شخص أعلى رتبة إلي شخص أقل تحول

**commanded أو ordered إلي said to**

٣- إذا كان الكلام بين الأقواس نصيحة تحول

**advised إلي said to**

٤- إذا كان الكلام بين الأقواس رجاء وعادة ما يبدأ بكلمة **please** تحول

**please إلي said to أو begged أو prayed ثم تحذف please**

٥- إذا كان الكلام بين الأقواس من شخص إلى آخر مساو له تحول

**said to** إلي **asked** أو **requested** أو **told**

٦- عند التحويل إلي **indirect** تحذف الأقواس ونستعمل (المصدر + **to**) الذي تبدأ به الجملة.

٧- إذا بدأ الأمر أو الطلب بالنفي **Don't** تحذف وترتبط بـ (المصدر + **not to**)

٨- تستبدل الضمائر داخل الأقواس حسب الفاعل والمفعول به خارج الأقواس.

٩- إذا وجدت جملة خبرية مع الأمر والطلب تحول بطريقة الجملة الخبرية أي يسبقها **that**.

وإذا وجد سؤال يحول بطريقة السؤال أي يسبقه **asked**

**Study the following examples.**

أدرس الأمثلة الآتية :-

1. I said to the servant. "Clean the room and shut the door"

**Direct**

**I ordered the servant to clean the room and shut the door.**

**Indirect.**

2. The teacher said to the boys, "Write your answers clearly"

**Direct**

**The teacher advised the boys to write their answers clearly.**

**Indirect**

2. The pupil said to the teacher, "Please explain this point again"

**Direct**

**The pupil begged the teacher to explain that point again.**

**Indirect.**

4. Ali said to his friend "Give me your bicycle for half an hour"

**Direct**

**Ali asked his friend to give him his bicycle for half an hour.**

**Indirect**

5. The mother said to the child, "Don't be afraid"

**Direct**

**The mother told the child not to be afraid.**

**Indirect**

6. The doctor said to me, "Stay in bed and take this medicine.

**I will visit you tomorrow"**

**Direct**

**The doctor advised me to stay in bed and take that medicine and said that he would visit me the next day.**

**Indirect**

في المثال السابق توجد نصيحة وتوجد جملة خبرية الأولى تسبقها **advised** وترتبط بـ **to** والثانية تسبقها **said** وترتبط بـ **that** وتحول بطريقة الجملة الخبرية.

6. The poor man said to me "Please give me some food to eat,

**Will you help me cross the road?"**

**Direct**

The poor man begged me to give him some food to eat and asked if I would help him cross the road. Indirect

في المثال السابق يوجد رجاء يبدأ بكلمة **please** ويوجد سؤال الجملة الأولى (رجاء) يسبقها. **begged** وتربطها بـ **to** والسؤال يسبقه **and asked** ويحول بطريقة السؤال.

يدعو **invite** يحذر **warn** يذكر **remind** يحث **urge** يوصى **recommend** تستعمل هذه الكلمات في الأمر أو الطلب. **boast** يتفاخر **of / about + verb + ing**

1. She said, "Remember to thank Mr.Samy when you are saying goodbye". Direct

- She reminded them to thank Mr. Samy when they were saying goodbye. Indirect

2. "Don't go near the water children" she said. Direct

- She warned the children not to go near the water. Indirect

3. "Go on, Nagi, hit him" She said. Direct

- She urged Nagi to hit the other boy. Indirect

Let's, Let him / them.

**Let's** عادة ما تعبر عن اقتراح وتحول إلى **Suggest**

1. He said, Let's leave the case at the station" Direct

He suggested that they / we should leave the case at the station.

or He suggested leaving the case at the station. Indirect

2. He said, "Let's not say anything about it till we hear more facts". Direct

He suggested not saying anything / saying nothing about it till they/ we heard more facts. Indirect

أحيانا تستعمل **Let's** ردا على اقتراح مثبت وعند التحويل تستعمل.

3. opposed the idea. or was against it. "Let's sell the house" said Samy. "Let's not" said Nagi. Direct

Samy suggested selling the house but Nagi was against it. Indirect

تستعمل **Let him / them** للاقتراح أيضا.

1. He said "Let them go to their consul" Direct

He suggested their going to their consul.

He suggested that they should go to their consul.

Indirect

permit & allow

Let أيضا تعنى

2. "Let him come with us, mother, I'll take care of him" I said.

**Direct**

I asked my mother to let him come with us and promised to take care of him.

**Indirect**

---

**Ex. (33 A ) Put the following into indirect (reported) speech.**

---

1. He said, "Get out of my way".
2. "Climb in through the window" he ordered him.
3. "Open your bag, please," said the store detective.
4. "Don't worry about anything, Mrs. Pitt", said her lawyer "Leave it all to me".
5. "Follow that car" the detective said to the taxi driver.
6. "Have confidence in me" urged the doctor.
7. "Take me up to the 3rd floor" I said to him.
8. "Don't argue with your father" I said to him.
9. "Don't make a sound" he said in a whisper.
10. "Wait for me at the bridge" said the young man.
11. "Make good use of your time. You won't get such an opportunity again" he said to us.
12. "Go and get me a paper, and come straight back" he said to me.
13. "Don't bathe when the red flag is flying" said the life guard to them.
14. "Don't shelter under a tree in a thunderstorm" he said to me.
15. "Read for yourself if you don't believe what I say", he told me
16. "Stand by the window and tell me if anyone goes into the house opposite", I said to her.
17. "Let's go to the cinema" Mary said to them.
18. The police officer said "Let's leave the wrecked car here for a bit. "It may remind other drivers to be more careful".
19. "Salah made this mess, Let him clear it up" said his father.
20. "Let me explain", she said, "Don't be in such a hurry".

---

**Ex. (33 B ) Change into direct :**

---

1. I ordered him to leave the place quickly.
2. He begged the headmaster to allow him enter the school the next day.
3. They advised me to travel by plane.

4. My friend told me to look carefully before I answered.
5. The doctor advised the patient to give up smoking.
6. The policeman ordered the driver to stop and to give him his licence.
7. He told me not to go away before I had permission.
8. He begged his father to forgive his mistake and that he would not do it again.
9. The servant begged his master to give him permission to visit his village.
10. He asked the guide to be ready at five o'clock.
11. I begged him to find the place of the thief.
12. He begged me to help him with some food.
13. He suggested giving her medicine.
14. He suggested that Ali and I should go ahead and get the tickets.
15. She told me to look where I was going as the road was full of holes and very badly lit.

### التعجب Exclamation

التعجب عبارة عن جملة خبرية ولكنها توضح الدهشة و الندم أو الأسف أو الفرحة ويطبق عليها تقريبا نفس قواعد الجملة الخبرية مع شئ من التغيير البسيط.

#### 1. Study the following examples carefully.

1. The girl said, "What a beautiful flower!" **Direct**

لاحظ في الجملة السابقة أن **what** هنا ليست للسؤال ولكن للتعجب والجملة بين الأقواس تعنى (يا لجمال الزهرة) وعند تحولها إلى **indirect** تقول

**The girl exclaimed that the flower was very beautiful.**

يلاحظ أننا نستعمل **that** للربط كذلك إذا لم يوجد فعل نضع من عندنا **To Be** في الزمن المناسب كما وضعنا **very** قبل الصفة لتوضح المعنى.

2. The tourist said, "What a great Pyramid!" **Direct**

The tourist exclaimed that the Pyramid is very great. **Indirect**

3. The boys said "Hurrah! We have taken a prize" **Direct**

They boys **said with joy** that they had taken a prize"

**Indirect**

يلاحظ أن كلمة **Hurrah** تعبير عن الفرح تتحول إلى **with joy** وبقية الجملة تحولت كالخبرية تماما.

4. The pupil shouted, "Hurrah! I have succeeded" **Direct**

The pupil **shouted with joy** that he had succeeded. **Indirect**

5. The man said, "**What a fool** I have been!" **Direct**  
 The man **said with regret** that he had been a fool. **Indirect**  
 لاحظ استعمال **with regret** (بندم) لان معنى الجملة يعطى الدليل على الندم
6. My friend said to me, "**What a wonderful suit you have!**" **Direct**  
 My friend **told me with admiration** that I had a wonderful suit. **Indirect**  
 نلاحظ في الجملة السابقة أن الكلام بين الأقواس يدل على الإعجاب لذلك استعملنا عبارة **with admiration** بإعجاب.

**Direct**

**Indirect**

- |   |   |
|---|---|
| 1. He said "Thank you".   | <b>He thanked me.</b>                       |
| 2. He said "Curse the wind"   | <b>He cursed the wind</b>                   |
| 3. He said "Good morning"   | <b>He greeted / wished me good morning.</b> |
| 4. He said :Happy Christmas"  | <b>He wished me a happy Christmas.</b>      |
| 5.He said "Congratulation"  | <b>He congratulated me</b>                  |
| 6. He said "Liar"   | <b>He called me a liar.</b>                 |
| 7. She said " <b>Ugh!</b> It's a <b>Snake.</b> Don't get near it children." |   |

**Direct**

She **exclaimed with disgust** باستياء that it was a snake and told the children not to get near it

**Indirect**

**Ex. (33c) Change the following into indirect (Reported) Speech :**

1. He shouted, "What a mistake I have made!"
2. My friend said to me , "How beautiful your flat is!".
3. One of the enemy soldiers said, "Alas ! there is no hope in resistance".
4. He shouted, "What a noise you are making!".
5. "What a wonderful idea you have". said my friend.
6. The tourist said, "What an astonishing monument you have!".
7. The girl said, "Hurrah! We have conquered our enemy".
8. The people said, "Hurrah ! We have won the battle."
9. The poor man said, "Alas! I have lost my only child".
10. The lazy boy said, "What a great chance I have missed!".

11. "Hurrah, I've passed my exam !" he cried "Congratulation" I said to him.
12. "Many returns of your birthday" we said "Thank you", said the boy.
13. "Welcome home, my dear" said his wife.
14. "Could you come to tea to night" he asked "Thanks very much "I'll love to.
15. "What a nuisance ! I'll have to do it all over again" he exclaimed.

---

**Ex. (34A) Choose the correct answer :**

---

1. He asked me ..... to stay.
 

a) how long I was going	b) how far I was going
c) how long was I going	d) how long I am going.
2. I want to know what .....
 

a) do those two boys do	b) are those two boys doing
c) those two boys are doing	d) those too boys do
3. I told him ..... about what had happened.
 

a) not to worry	b) not worrying
c) not to have worried	d) not worried
4. He promised that he ..... as soon as he could
 

a) will do	b) would do
c) would have done	d) will be doing
5. The pupils keep asking me if they ..... the examination.
 

a) can pass	b) could pass
c) could be passing	d) could have passed
6. They asked me whether I ..... the news.
 

a) was hearing	b) have heard
c) had heard	d) hear
7. My friend told me that I ..... rest that day.
 

a) would have	b) will have
c) shall have	d) can have
8. The teacher asked if they ..... there the next week.
 

a) will be	b) would be	c) can be	d) were
------------	-------------	-----------	---------





21. He ..... me to see a doctor.

- a) permitted
- b) suggested
- c) advised
- d) explained

22. She said she ... forward to the party the following weekend.

- a) would be looking
- b) has been looking
- c) was looking
- d) is looking

23. The policeman asked the driver .....

- a) whether he has been speeding
- b) if he had been speeding
- c) whether had he been speeding
- d) if he is speeding.

24. He ..... that the meal was very lovely.

- a) exclaimed
- b) complained
- c) apologized
- d) ordered

25. He ..... of being the strongest of all.

- a) apologized
- b) ordered
- c) boasted
- d) complained

---

**Ex34B)-Rewrite the following sentences using the word (s) in brackets to give the same meaning.**

---

- 1- "Are you going to the post office?" (asked)
- 2- She apologized she had wasted much time. (said)
- 3- He complained that he had lost his money the previous day. (said)
- 4- He wondered whether I had bought a new car. (said)
- 5- She wanted to know if I would help her with her homework (said)
- 6- Salwa felt sorry she didn't phone earlier. (apologized)
- 7- He said to me, "Did you have a good day at school"? (whether)
- 8- "How long have you been waiting?" (asked her)
- 9- I said to her, "You must talk to your parents about your problems." (advised)
- 10- "Let's play a game." Ali said . (suggested)
- 11- "Don't forget to come half an hour early tomorrow, Samy" (reminded)

- 12- "Please, don't make an official complaint." he said  
(persuaded)
- 13- "I don't think you should go to England in winter," my father  
said to me. (advised)
- 14- "You're late again Engy." I said (blamed)
- 15- He said he wouldn't lend her any money. (decided)
- 16- I'll bring the book back tomorrow. (promised)
- 17- Why don't we go to a restaurant for our dinner. (suggested)
- 18- He said he had made a terrible mistake. (apologized)
- 19- He said he wouldn't answer any question. (refused)
- 20- He said he would bring back the book the next day.  
(promised)
- 21- Why don't we put a better lock on the door? (suggested)
- 22- I wasn't there when the accident happened. (denied)
- 23- I'll carry your case for you. (offered)
- 24- I am very pleased that we shall meet again soon. (looking)
- 25- He felt sorry because he couldn't answer your letter.  
(apologized)
- 26- I told Samy not to forget to take his passport. (reminded)
- 27- Nagy made up his mind to leave the place quickly. (insisted)
- 28- The teacher said the pupils didn't pay attention to what he had  
said. (accused)
- 29- The teacher was angry that Omer neglected his work.  
(blamed)
- 30- My father expressed his pleasure when I passed my exams.  
(congratulated)
- 31- Sameh felt sorry he missed the chance for a prize. (regretted)
- 32- Mother told her kids that they shouldn't touch the electric  
wires. (warned)
- 33- He carried my suitcase, I thanked him. (carrying)
- 34- Can I borrow your camera? (mind)
- 35- They told him it was fascinating that he had won the first  
prize. (congratulated)
- 36- Mary says she is happy to work as a hostess. (mind)
- 37- I'm sorry, I didn't join the Faculty of Medicine. (regret)
- 38- I am very pleased that we shall spend the mid-year holiday in  
Aswan. (looking)
- 39- I'm sorry, I arrived late. (Excuse me)

- 40- Do you think you could possibly close the window? **(mind)**
- 41- He said he thought it would be a good idea to ask the tourist information center. **(suggested)**
- 42- You can choose where to go in Europe with this ticket. **(can go)**
- 43- Do you have any objection to my smoking? **(object)**
- 44- You ought to check the weather before driving to Alexandria. **(better)**
- 45- Really, I'll go with you to the dentist. **(She promised)**
- 46- My father says that he isn't angry to do this kind of work. **(mind)**
- 47- You shouldn't drive alone at night. **(better)**
- 48- We went to the movie, but it was a bad movie. We wasted our time and money. **(shouldn't have)**
- 49- Your father is upset because you didn't write him a letter. **(should have)**
- 50- It was my habit to get up early in the morning but now I get up late. **(used)**

## Infinitive And Gerund

### The Infinitive المصدر

الأفعال التي يأتي بعدها المصدر مع **to**

Learn, remember, forget ينسى promise يعد swear يقسم  
 consent يقبل agree يوافق neglect يهمل refuse يرفض propose  
 يفشل fail يحاول attempt يحاول ويسعى try endeavor  
 regret يندم regret يقترح  
 care, hope, hesitate يتردد prepare, decide, determine يتعهد  
 يتوقف cease ينظم-يرتب arrange يبدو seem يشرف على- يتمكن manage

1- He **promised** to obey me. 2- We **hope to** start to morrow.

١- الأفعال الناقصة يأتي بعدها المصدر بدون **to**

٢- أفعال يأتي بعدها المصدر أو المفعول + المصدر

want, wish, love, hate يكره like, prefer يفضل ask, help, expect

ينوى- يقصد intend يقصد ويعنى mean يبرجو beg يتوقع

1- I **want to** go I **want you to** go.

2- I **asked to speak** to the manager. I **asked her to speak**  
 to the manager

3. They **helped to push** the car. They **helped us to push** the car.

4. I **expect to be** there I **expect him to be** there.

٣- أفعال يأتي بعدها المفعول به + المصدر

يسمح، permit يسمح allow يدعو - يلزم compel يجبر tell, order  
urge يحث advise, tempt يغري encourage يشجع invite, oblige,  
teach, instruct يعلم warn يحذر request يطلب forbid يمنع show  
how, remind يذكر

1. He **told us to meet** him here.
2. She **showed them how to open** the safe.

كذلك المبني للمجهول.

1. We **were told to meet** him here.
2. They **were shown how to open** the safe.

٤- أفعال الشعور يأتي بعدها المفعول به + المصدر بدون to

see, feel, hear.

watch, make, let, bid يأمر - يطلب

كذلك الأفعال

1. I **heard her leave** the house.
2. I **saw him pick** it up.
3. They **made us work** all night.
4. He **let them go**.

٥- العبارات  
would rather, would sooner, rather than  
sooner than, had better. يأتي بعدها المصدر بدون to

Mary, **You had better tell** him that you have lost it.

Nagi, I **would rather / sooner wait** a few days, it may turn up.

you had **better not be** late

**Rather / sooner than** see it wasted, his mother ate it herself  
(= She didn't want to see it wasted so she ate it)

٦- حروف الجر **but - except** يأتي بعدها المصدر بدون to

1. There was nothing to do **but wait** till he came back.
2. He will do anything **except lend** you money.

٧- يستعمل المصدر للتعبير عن غرض.

1. He **went to London to learn** English.
2. They **came in quietly so as not to** wake the children.

٨- يستعمل المصدر بعد

**The first, the second, the third (etc.)**  
1. He loves parties, he is always **the first to come** and the  
**last to leave** (the first who comes and the last who leaves).

2. He is **the second man to be killed** in this way.
3. She was **the only one to survive** the crash.

٩- يمكن استعمال المصدر بعد الأسماء أو الضمانر ليوضح كيف تستخدم الأسماء أو الضمانر.

1. I have **letters to write** (= that I must write).
2. Would you like **something to drink**?

3. He said "I can't go to the party.

I haven't **anything to wear** (= that I can wear).

4. **A house to let** = a house that the owner wants to let.

١٠- المصدر يأتي بعد الصفة + اسم أو ضمير.

1. It is **good of you to help me**.

2. It was **clever of him to find** his way here.

3. That's **a stupid place to park** a car.

4. It **was a strange** time to choose.

١١- يستعمل المصدر بعد الصفة.

1. I was **delighted to see** him.

2. He'll be **angry to find** that nothing has been done.

3. I'm **sorry to say** I can't find your key anywhere.

**13. It is / was + adjective + infinitive.**

1. It is **lovely to see** so much open country.

2. It was **dreadful to find** oneself in such a place.

١٢- يستعمل المصدر مع **too + adjective / adverb + to + infinitive**

**adjective + enough to + infinitive.**

**so + adjective / adverb + as + infinitive.**

1. You are **too young to understand** (= you don't understand because you are too young).

2. It was **too late to do** anything (= he couldn't do anything).

3. You are **old enough to know** better.

4. He was **intelligent enough to turn** off the gas.

5. He was **so foolish as to leave** his car unlocked.

١٣- يستعمل المصدر كفاعل.

1. **To obey the law** is everyone's duty.

2. **To save money** is useful.

3. **To lean out of** the window is dangerous.

يمكن أن تستعمل **It** في أول الجملة بدلا من المصدر.

1. **It** is everyone's duty to obey the law.

2. **It** is useful to save money.

2. **It** is dangerous to lean out of the window.

### The gerund أسم الفاعل

verb + ing

يتكون من

e.g. running, working, speaking.

١- يستعمل كفاعل كما يستعمل للتحذير من شيء

Reading French is easier than speaking it.

No smoking, (= it's forbidden to smoke..)

No parking, (= you are not allowed to park here.)

٢- يستعمل بعد حرف جر عندما يوضع الفعل مباشرة بعد حرف جر يجب استعمال اسم الفاعل مثل.

1. He **insisted on seeing** the new film.
2. I have **no objection to hearing** your story.
3. Can you touch your toes **without bending** your knees?
4. He is **good at telling** lies.      5. She is **fond of climbing**.
6. He was **accused of smuggling**. التهريب
7. They were **charged with driving** متهم to the public danger.
8. He was **finned** وقعت عليه غرامة **for being** found drunk.
9. He **prefers reading to** watching T.V.
10. Do you **feel like going** for a swim?
11. His wife raised money **by selling** her jewellery.
12. He is **thinking of emigrating**.
13. I'm **sorry for keeping** you waiting.
14. We had a lot of **difficulty in finding** the house.
15. She's **keen on** riding horses.

٣- عندما تستعمل **to** بعد الفعل تصبح حرف جر ويتبعها اسم الفعل خاصة العبارات الآتية  
**look forward to - take to - be accustomed to - be used to.**

1. I am **looking forward to seeing** you.
2. I am **used to getting up** early.

لاحظ الفرق بين **used to** تدل على عادة في الماضي ولا بد أن تأتي بعدها المصدر.  
They **used to burn** coal. (Now they burn oil fuel).

أما **I am accustomed to** فأنها تعنى **I am accustomed to** بمعنى familiar  
**with** فإنه يأتي بعدما أما اسم الفعل أو اسم مثال ذلك :

1. I am **used to the cold**. (it doesn't worry me).
2. He is **used to working** at night (he doesn't mind it).

٤- يجب أن يستعمل اسم الفاعل بعد الأفعال آتية :  
يمنع **prevent**, يكره **detest**, يرعب - يفزع **stop, finish, dread**,  
ينكر **deny**, يعترف يسمح بالدخول **admit**, يخاطر **risk**, يتجنب **avoid**,  
يؤجل **postpone**, يعطل **delay**, يستاء من **resent**, يتذكر **recollect**

defer يؤجل يرجى , enjoy, fancy يتخيل , imagine يتخيل , forgive يعفو عن ,  
 pardon يصحح - يعفو , excuse (= pardon) suggest يقترح keep on  
 understand , mind (= object) يعترض consider, miss,  
 involve, , resist يقاوم (save oneself the trouble of) anticipate يتوقع  
 يدرك - can't stand (= endure) يتحمل can't help (= prevent avoid)

و بعد العبارات الآتية:

**It is no use, It is use, It is no good, be busy, it's worth**

1. He didn't want to **risk getting** wet as he had only one suit.
2. Try to **avoid travelling** in the rush hour. ساعة الذروة
3. He **denied having** been there.
4. He **resented being punished** (passive).
5. They tried to **prevent** the river (**from**) **flooding** the town.
6. Forgive **my interrupting** you/**Forgive me for interrupting** you.
7. She **suggested waiting** till dawn.
8. I **couldn't help laughing**.
9. It's **no use looking** through the keyhole.
10. I **couldn't resist buying** one.
11. **Fancy having** to get up at 5 a.m. every morning.
12. She **dreads getting** old.
13. Most women **enjoy shopping**.
14. **Would you mind waiting** a few minutes ?
15. I can't **understand his resigning** (= I can't understand why he resigned).
16. I don't **anticipate meeting** any opposition. معارضة
17. He **postponed making** a decision.

**Ex. (34A) Put the verbs in brackets into the correct form (Gerund or infinitive) :**

1. Would you mind **(lend)** me ten piastres. I want **(make)** a telephone call.
2. If you go on **(let)** your dog **(chase)** cars he'll end by **(be)** run over.
3. I advise you **(start)** **(look)** for a flat at once.
4. She likes her children **(go)** to the dentist every six months.



5. I suggest **(telephone)** the hospitals before **(ask)** the police **(look)** for him.
6. After **(hear)** the conditions, I decided **(not enter)** for the competition.
7. He postponed **(make)** a decision till it was too late **(do)** anything.
8. By **(offer)** enormous wages, he is persuading men **(leave)** their present job.
9. Imagine **(have)** **(get up)** at five a.m. everyday !
10. Try **(forget)** it, it isn't worth **(worry)** about.
11. At first I enjoyed **(listen)** to him but after a while I got tired of **(hear)** the same story again.
12. It is usually easier **(learn)** a subject by **(read)** books than by **(listen)** to lectures.
13. Please forgive me for **(interrupt)** you, but would you mind **(repeat)** that last sentence ?
14. Most people prefer **(spend)** money to **(earn)** it.
15. . Why do you keep **(look)** back? Are you afraid of **(be)** followed?
16. Do you feel like **(go)** to a film or would you rather **(stay)** at home?
17. The police accused him of **(set)** fire to the building.
18. The hill is low enough **(climb)**.
19. Please let him **(go)** now.
20. Can't you make him **(obey)** you?
21. The exercise is too difficult for us **(do)**.
22. I'm very sorry for **(be)** late. It was very good of you **(wait)** for me.
23. I liked **(listen)** to the wireless much better than **(watch)** television.
24. I'd hate **(be)** beside a volcano when it started **(erupt)**.
25. You don't need **(ask)** him permission every time want **(leave)** the room.

---

**Ex. (35B) Choose the correct answer :**

---

1. I am looking forward to **(see - seeing - to see)** you.

2. He urged us (**work - working - to work**).
3. I wish (**to see - see - seeing**) the manager.
4. It's no use (**to wait - wait - waiting**).
5. Don't forget (**to lock - lock - locking**) the door before (**go - going - to go**) to bed.
6. He was fined for (**exceeding - to exceed - exceed**) the speed limit.
7. He gave up (**smoking - smoke - to smoke**).
8. Try to avoid (**make - making - to make**) him angry.
9. I am prepared (**to wait - waiting - wait**) here all night if necessary.
10. They don't allow (**to smoke - smoking - smoke**) in this theatre.
11. I don't enjoy (**to go - going - go**) to the dentist.
12. I couldn't help (**to overhear - overhear - overhearing**) what you said.
13. He decided (**to disguising - disguising - to disguise**) himself.
14. I hate (**to borrow - borrow - borrowing**) money.
15. He urged us (**work - working - to work**).
16. I tried (**persuade - to persuade - persuading**) him (**agree - to agree - agreeing**) with your proposal.
17. People used(**to make-make-making**)fire by (**rub-rubbing - to rub**) two sticks together.
18. He wore dark glasses (**to avoid - avoid - avoiding**) being recognized.
19. She offered (**mend - mending - to mend**) his socks.
20. You'll never regret (**to do - do - doing**) a kind action.
21. Would you mind (**write - writing - to write**) your address on the back of the cheque?
22. Do you feel like (**to dine - dine - dining**) out or would you rather (**have - having - to have**) dinner in a restaurant?
23. I'd like (**to go - going - go**) out. I always enjoy (**to have - having - have**) dinner in a restaurant ?

24. We'd better (**start - to start - starting**) early. We don't want (**risk-risking - to risk**) (**get - to get - getting**) caught in a traffic jam.
25. It isn't good for children (**to eat - eat - eating**) too many sweets.
26. Can't you see I am busy (**write - to write - writing**)?
27. My daughter is keen on (**reading - read - to read**) stories.
28. We're really looking forward (**entering - enter - to entering**) the competition.
29. The girl admitted (**to lie - be lying - to have lied**) to her teacher.
30. The robber was made (**to confess - confessing - to confessing**) where he had hidden the money.
31. I have forgotten (**to operate-operating-how to operate**) this machine. Can you show me how?
32. It's difficult for me (**decide- to decide- to deciding**) whether I should accept the job offer or not.
33. We saw the girls (**play-playing-to play-**) football as we drove past the field.
34. I don't think the company can afford (**to employ-employing- to employing-**) any new staff this year.
35. He's a taxi driver, so he is accustomed to (**drive- driving- - to driving**) in the busy town.

### Infinitive or -ing form

1. The verbs **love, like, prefer, hate, begin, start, continue** can take a full infinitive or an -ing form with little or no difference in meaning.

\* Children **love to play** by the sea.

Children **love playing** by the sea.

\* I **began to** write.

I **began** writing.

2. The verbs **remember, forget, regret, stop and try** can take an -ing form or a full Infinitive, but the meaning is different.

• remember, forget, regret + ing form refer to an action that has already happened.

I remember visiting Berlin in 1981. تشير الى حدث وقع فعلاً

I'll never forget visiting the British Museum.

I regret saying that she was a liar.

3. • stop + ing form refers to an action that was stopped and not repeated. حدث توقف ولم يتكرر

I stopped smoking two years ago.

4. • try + ing form: do an experiment.

If you have a sore throat, try drinking some hot milk.

• remember, forget, regret + full infinitive: We remember / forget / regret something before doing it.

ننذكر شيئاً قبل وقوعه

I remembered to go to the supermarket.

Don't forget to visit the Egyptian museum.

I regret to say that I won't come to your party.

stop + full infinitive refers to an action that was interrupted but probably continued afterwards.

حدث توقف ومن المحتمل أن يستمر فيما بعد

I stopped to drink a cup of coffee on my way home.

7. try + full infinitive: make an effort.

He will try to come to the dance but he isn't sure if he will be able to.

8. • Need as a main verb can take an -ing form or a full infinitive, in the Active or Passive Voice.

I need to borrow some money.

My house needs painting.

My house needs to be painted.

### Note

• After the verbs see, hear, feel, smell, listen to, notice, find and watch we can use an -ing form when we witness part of an action which is taking place.

When **I looked out** of the window, I **saw him washing** his car.

• **These verbs take a bare Infinitive when we witness the whole action.**

I saw George **climb up** the tree and then come down again.

• **When these verbs are in the Passive Voice, they are followed by a full infinitive.**

George **was seen to climb up** the tree.

---

**Ex 36A ) Choose the correct answer from a, b, c or d and**

---

1- I'll never forget ... .. Tokyo in 1981.

a) to visit    b) visit    c) visiting    d) visited

2- As I drove past his house, I saw him ..... in his garden.

a) dig    b) to dig    c) digging    d) dug

3- She was heard ..... lies.

a) to telling    b) to tell    c) told    d) telling

4- I regret ..... that I can't cook for the party on Friday night. I'm busy.

a) say    b) to say    c) saying    d) said

5- She forgot ..... sugar. That's why she didn't make the pie.

a) to buy    b) buy    c) bought    d) buying

6- Before you leave the house, remember ..... the alarm system on.

a) to turn    b) turn    c) turning    d) turned

7- If you are absent all the time, you risk ..... your job.

a) to lose    b) lose    c) lost    d) losing

8- "You told me you would go to the movies with me." "I'm sorry, but I don't remember..... so.

a) saying    b) to say    c) say    d) said

9- After Jake finished ..... his coffee, he got in his car and left without saying anything.

a) to drink    b) drinking    c) drink    d) drank

10- He regrets not ..... a foreign language when he was younger.

- a) to learn    b) learn    c) learning    d) drank

11- I saw Jane ..... her bike and ride away.

- a) get on    b) getting on    c) to get on    d) got on

12- As I drove past the bus stop, I saw Nick ..... there.

- a) waiting    b) to wait    c) wait    d) waited

---

**Ex36 B) Rewrite the following sentences without changing the meaning. Start with the words given. The first sentence is done for you:**

---

1) Understanding other people's problems isn't always easy.

**It's not always easy** to understand other people's problems.

2) Travelling is necessary in my job.

**It's necessary for me** .....

3) He said that he had not broken the window.

**He denied** .....

4) I am accustomed to wearing a suit to work.

**I am used to** .....

5) I always cry when I see this film.

**I can't help** .....

6) Tony can't wait to visit Waltdisny land.

**Tony is looking forward to** .....

7) Don't miss seeing the Acropolis when you are in Athens.

**Don't forget** .....

8) Having a good relationship with their parents is important for children.

**It's important for children** .....

9) I hate listening to this song.

**I can't stand** .....

10) The girl made an effort to climb the fence but she couldn't.

**The girl tried** .....

11) Susan really loves to dance so she's going to join a dance school.

**Susan really enjoys** .....

12) It's not a good idea to argue with your friends.

**It's better to avoid** .....

13) "Let's go ice-skating this afternoon," Maria said

**Maria suggested** .....

14) You should work harder to pass the exams. It's worth it.

**It's worth** .....

---

**Ex37) Rewrite the following sentences using the words in brackets to give the same meaning:**

---

1- You are not obliged to come if you have something else to do. (have)

2- Shall I do the shopping for you? (like)

3- It's essential for the government to introduce new traffic restrictions. (must)

4- It wasn't necessary for you to wake up so early. (needn't)

5- I can't wait to tell Nagi the good news. (forward)

6- The boys said they hadn't broken the window. (denied)

7- It isn't necessary for her to pick us up from the airport. (needn't)

8- She never appeared on TV again after the scandal became known. (stopped)

9- He continued to interrupt me although I had told him to stop. (kept)

10- Julie didn't lock the door when she left her house. (without)

11- It was wrong of you to cheat in the exam. (should)

12- "Ashraf, is this wallet yours?" (belong)

13- It's likely to rain today. (I think)

14- It's possible that they don't know about the conference. (might)

15- "I'll carry your case for you." (offered)

- 16- "I'm very pleased that we shall meet again soon." (**looking**)
- 17- I wasn't there when the accident happened. (**denied**)
- 18- "I'm the best performer in the band." (**boasted**)
- 19- "I'll give you the money you want." (**agreed**)
- 20- I told Samy not to forget to take his passport. (**reminded**)
- 21- Nagi made up his mind to leave the place quickly.  
(**insisted**)
- 22- "Could you go to the shop for me?" (**mind**)
- 23- He is very intelligent. He can solve any problem. (**enough**)
- 24- The dress is very tight. She can't wear it. (**too**)
- 25- He called me. He wanted to say he would be late. (**only**)
- 26- He isn't tall. He can't reach the top shelf. (**enough**)
- 27- She went out. She wanted to buy some milk. (**to**)
- 28- Nagi goes to the beach every day to swim. (**swimming**)
- 29- You should go home now. It's going to rain. (**better**)
- 30- He ran all the way home. He didn't want to stop. (**without**)
- 31- It's dangerous to drive at high speed. (**Driving**)
- 32- Could you pass me the salt? (**mind**)
- 33- Writing the composition took her all night. (**spent**)
- 34- My mother made me apologize for my behaviour. (**was**)
- 35- Do you mind moving over a little? (**could**)
- 36- I needed some milk, so I went to the supermarket. (**get**)
- 37- Learning that no-one was hurt during the fire was a great relief. (**relieved**)
- 38- The kidnappers forced the woman to get into the car.  
(**made**)
- 39- Dr. Thompson studied the symptoms of the disease before anyone else. (**first**)
- 40- Neither of them was old enough to have a driving licence. (**Both**)
- 41- It wasn't easy for her to find a place to stay on the island. (**difficulty**)
- 42- The police will prevent his leaving the country. (**from**)



- 43- The taxi driver told me the accident was not his fault. (to blame)
- 44- Really, I'll go with you to the dentist. (promised)
- 45- Sameh felt sorry he missed the chance for a prize. (regretted)
- 46- Do you think you could possibly close the window? (mind)
- 47- You shouldn't drive alone at night. (better)
- 48- I don't think the old car is good enough to repair. (worth)
- 49- It was my habit to get up early in the morning but now I get up late. (used)
- 50- It's my habit to get up early every day. (enjoy)
- 51- It's my habit to get up early everyday. (used)
- 52- It would be a good idea to do your work now. (better)
- 53- Working long hours is nothing new to me. (used)
- 54- I feel happy when I see a comic film. (enjoy)
- 55- Mary wishes she hadn't lent him all her saving. (regretted)

# Nouns

## Countable Nouns

Countable nouns have two forms. The singular form refers to one thing or person. It takes a / an

الأسماء التي تعد لها شكلين المفرد يشير إلى شيء أو شخص و تأخذ a / an  
a book / an apple

The plural form refers to more than one thing or person. It doesn't take : a or an

الأسماء الجمع تشير إلى أكثر من شخص واحد أو شيء واحد و لا تأخذ a or an  
books – some teachers

You add "s" to form the plural of most nouns.

Book – books school – schools

1. Nouns ending in s , ss, ch, sh, x or o take es in the plural gas – gases / dish – dishes / fox – foxes / brush – brushes / inch – inches / church – churches

2. Some nouns ending in "o" add "s" and some add "es".

Photo – photos / piano – pianos / hero – heroes / potato – potatoes

3. Nouns ending in a consonant and "y" change to "ies".

Country – countries / lady – ladies / party – parties / victory – victories / baby – babies / fly – flies / army – armies / city – cities / body – bodies.

4. Noun that end in a vowel and "y" add an "s".

Boy – boys / day – days / key – keys / valley – valleys – toy – toys.

5. Nouns that end in "f" or "fe". Generally make the plural by changing the "f" or "fe" to "ves". Leaf ورقة - leaves / knife – knives / half – halves / wolf – wolves / thief – thieves.

6. Some common nouns have irregular plurals

بعض الأسماء الشائعة الجمع فيها غير عادي

child طفل - children / foot قدم - feet / man رجل - men / mouse فأر - mice / tooth سنّة - teeth / woman أمراه - women / ox ثور - oxen / goose أوزة - geese / sheep قطيع - sheep / deer غزال - deer.

7. Countable nouns can be used with numbers, one table – two cats, three hundred.

8. Singular count nouns cannot be used alone, but always with a determiner أداة تحديد such as "a" "an" "another" "every" or "the".

He was eating **another / an** apple.

She had read **every** book on the subject.

I parked **the** car over there.

9. Plural count nouns can be used with or without a determiner. They do not take determiner when they refer to things or people in general.

Does the hotel have **large** rooms?

The film is not suitable **for** children.

10. Plural count nouns do take a determiner when they refer precisely to particular محدد things or people.

**Our** computers are very expensive.

**These** cakes are delicious.

11. When a count noun is the subject of a verb, a singular count noun takes a singular verb.

My son **likes** playing football.

The address on the letter **was** wrong.

12. A plural count noun takes a plural verb.

Bigger cars **cost** more. I thought more people **were** coming.

A- "Damages" تعويض means money paid in compensation

He received **damages** for his injuries.

B- Knowledge and education can be singular when the meaning is less general.

I had a **good** education. A **knowledge** of English is essential.

C- A **help** means helpful. Thanks you have been a **great** help.

D- **Work** can mean "factory" . e.g: a **steal** work. A work of art.

The **works** of Nagaib Mahfouz.

13. Some nouns are the same in the singular and plural  
deer – جمع deer – مفرد series – series, species- species -  
aircraft- aircraft, sheep- sheep, fish- fish .

14. Nouns such as people, clothes, police, goods, and all nouns that consist of two parts such as jeans, trousers,

glasses, binoculars منظار scissors مقص pliers زردية always  
take a plural verb.

**Rewrite the sentences in the plural:**

1. A train is much quicker than a bus.
2. A lion is a dangerous animal.
3. A lawyer generally earns more than a teacher.
4. A computer is an expensive piece of equipment.
5. A student has to work hard.
6. The lady gave the child the key.
7. The leaf fell from the tree.
8. The ox pulled the branch of a tree.
9. The cat caught the mouse.
10. A woman tends to live longer than a man.

**Ex 38A) Rewrite these sentences in the singular.**

1. The cats catch the mice.
2. The children ride on donkeys.
3. The gentlemen fill the glasses.
4. The oxen eat the grass.
5. We saw geese and foxes.
5. The thieves stole the watches and boxes of jewels.
6. Wolves killed the sheep.
7. The boys have knives.

**Uncountable Nouns**

1. Uncountable nouns have only one form, and take a singular verb

الأسماء التي لاتجمع لها شكل واحد و تأخذ فعل مفرد.

2. They are not used with "a" or "an" with numbers/an, "a"

الأسماء التي لاتجمع لاتستعمل a / an

3. Some nouns can be uncount and count nouns .

Uncount noun often refer to :

a- Substances

المواد

coal قمع / food طعام / ice ثلج / iron حديد / water ماء

b- Human qualities

صفات الإنسان

courage شجاعة / cruelty قسوة / honesty أمانة / patience صبر

### c- Feelings

المشاعر

anger غضب / happiness سعادة / joy فرح / pride كبرياء / relief إحساس بالراحة  
respect احترام

d- Activities أنشطة aid/help مساعدة sleep نوم travel السفر work عمل

e- Abstract ideas أفكار مجردة beauty الجمال death الموت  
freedom الحرية fun الهزل luck الحظ .

### Examples :

1. The donkey needed **food** and water.
2. Soon, they lost **patience** and shouted at me .
3. I was greeted with shouts of **joy**.
4. All prices include **travel** to and from London.
5. We talked for hours about **freedom**.

**II. Uncount nouns have only one form. They do not have plural form.** الأسماء التي لا تجمع لها شكل واحد و ليس لها جمع

### Examples :

1. I needed **help** with my **homework** .
2. The children had great **fun** playing with the puppets.

**Warning** تحذير some nouns which are uncount in English have plurals in other languages.

بعض الأسماء التي لا تجمع في اللغة الإنجليزية لها جمع في اللغات الأخرى.....

accomodation نصيحة advice مكان للمعيشة machinery

equipment المال money معلومات information أمتعة baggage الآلات

أثاث furniture أخبار news معرفة knowledge معدات

bread سلوك behavior المرور traffic أمتعة سفر luggage

housework, أذى harm صحة health , clothing , خبز

أجر pay(=wages) رعد thunder progress, تلف damage

cash, housing, مجوهرات jewellery تلوث pollution

permission حظ luck البرق lightning leisure, laughter

rubbish, shopping, رعد thunder أرز rice مطر rain

luggage, transport, weather, violence عنف

**III. Some uncount nouns end in "s" and therefore look like plural count nouns. They usually refer to.**

**A. Subjects of study** مواد الدراسة Mathematics maths. physics

الفيزياء .politics economics chemistry literature

## B. Activities أنشطة

Athletics الألعاب الرياضية gymnastics الجمباز

## C. Games الألعاب كوتشينة cards رمي الرمح darts

D. Illnesses الأمراض measles الحصبة pumps التهاب الغدة النخامية

Mathematics is too difficult for me.

Measles is in most cases a harmless illness.

IV. When an uncount noun is the subject of a verb, it takes a singular verb.

Electricity is dangerous.

Intelligence develops very slowly in these children.

Food was very expensive in those days.

V. Uncount nouns are not used with "a"

1. They resent **having** to pay **money**.

2. My father started **work** when he was ten.

VI. Uncount nouns are used with "the" when they refer to something that is specified or known.

1. I am interested in **the education** of young children.

2. She buried **the money** that her father had given her.

3. I like **the music**, but the words were boring.

VII. Uncount nouns are not used with numbers. However you can often refer to a quantity of something which is expressed by an uncount noun by using a word like "some".

٤. لا تستعمل الأسماء التي لا تجمع مع الأعداد إلا أنك تستطيع الإشارة إلى كمية من الأشياء التي يعبر عنها الاسم الذي لا يجمع باستعمال كلمة مثل "some".

Please buy **some bread** when you go to town.

Let me give you **some advice**.

VIII. Uncount nouns are often used with expression such as "a loaf of" "packets of" or "a piece of" to talk about quantity of an item. "A bit of" is common in spoken English.

1. I bought **two loaves of bread** yesterday.

2. He gave me a **very good piece of advice**.

لاحظ أن **a piece of advice** تعني نصيحة.  
They own **a bit of land** near Alexandria.