

# English Grammar for Arabs

للمستوى فوق المتوسط

- قواعد اللغة
- الوظائف اللغوية
- القراءة والكتابة
- المحادثة والترجمة

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يهدف هذا الكتاب إلى رفع مستوى الطلاب وقدراتهم اللغوية من خلال تقديم عمل شامل وميسر ويتميز هذا الكتاب بالبساطة والسهولة في العرض كما يقدم عنصر الجذب بحيث يمكن للطلاب الاستمتاع بالكتاب وقضاء وقت طويل معه دون ملل. ويشتمل هذا الكتاب على العديد من التدريبات بما يضمن للطلاب الاستيعاب والفهم الكامل لمحتويات المنهج المختلفة.

### طريقة عرض الكتاب

يقوم هذا الكتاب بعرض كل قسم من أقسام المنهج المقرر في جزء مستقل ففي الفصل الأول يقوم بعرض عام لأهم قواعد اللغة الإنجليزية والأزمنة وفي الفصل الثاني يقوم باستعراض شامل للقواعد المقررة في الكتاب المدرسي بدءاً من وحدة ١ حتى وحدة ٢٠، وفي الفصل الثالث يقوم بعرض شامل للصعوبات الخاصة بدءاً من وحدة ١ حتى وحدة ٢٠، وفي الفصل الرابع يقوم بشرح الوظائف اللغوية مثل معاني الكلمات واستخداماتها المختلفة بدءاً من وحدة ١ وحتى وحدة ٢٠ ويقوم كذلك بشرح الحوار المصغر Mini-dialogue وكيفية التعامل مع قطعة الحوار Dialogue وفي الفصل الخامس يقوم الكتاب بشرح كيفية التعامل مع قطعة الإنشاء وكيفية كتابة الخطابات وكيفية التعامل مع قطعة القراءة والترجمة.

### الشخصية المصاحبة

في بداية كل درس في هذا الكتاب توجد مقدمة مبسطة وسهلة تبين للطلاب المفهوم الأساسي للدرس. وفي هذه المقدمة توجد شخصية كرتونية خفيفة Freddie لتقديم المثال التوضيحي. وعند شرح الأزمنة توجد ثلاث مربعات طولية تبين الأزمنة الثلاث الأساسية Past - Present - Future ويقوم Freddie بحدث معين داخل أو بين أحد هذه المربعات ليبين علاقة الحدث بالأزمنة المختلفة.

### المعالجة الجديدة

يقدم هذا الكتاب معالجة جديدة لأقسام الوظائف اللغوية وقطعة الإنشاء وكتابة الخطابات والقراءة والترجمة. وتعتمد هذه المعالجة على وضع القواعد السهلة والمبسطة التي تمكن الطالب من التعامل الأمثل مع كل من هذه الأقسام، كما تبين أهمية كل من هذه الأقسام والمهارات التي ينبغي على الطالب أن يحرص على تنميتها والقدرات التي يحتاجها لحل الأسئلة التي تتعلق بهذه الأقسام.

# Chapter I

## General Grammar

## قواعد عامة

# Present Simple


## المضارع البسيط

(He plays tennis)

### Form:

تكوينه



Past	Present	Future
		
	Look at these examples: Freddie <b>plays</b> table tennis every weekend. He <b>drives</b> to work everyday. The moon <b>goes</b> round the earth.	
	This is the <i>present simple</i> : I/we/you/they <b>play</b> he/she/it <b>plays</b>	

### Usage:

استخدامه



The present simple is used in the following cases:

- 1) To express a fact: للتعبير عن حقيقة  
– The earth **is** round.
- 2) To express a habit: للتعبير عن عادة  
– He **gets** up early everyday.
- 3) To express ability: للتعبير عن القدرة  
– He **speaks** English very well.
- 4) To describe people or things: لوصف الأشخاص أو الأشياء  
– These doctors **are** kind.  
– The weather **is** fine.
- 5) To indicate the future in conditional phrases with the following words:  
when, till, until, if, unless  
– When he **comes**, we shall meet him.

### Note the following

لاحظ التالي

- \* إذا كان الفعل ينتهي بـ y غير مسبوقه بحرف متحرك تقلب ies  
study => studies: He **studies** his lessons carefully.
- \* إذا كان الفعل ينتهي بـ (s - ss - sh - ch - o - x) يضاف es  
finish => finishes: He always **finishes** his work early.
- \* يستخدم Present Simple مع الكلمات التالية:  
always, usually, sometimes, often, rarely, frequently

### Remarks:

- The expression “Where do you come from?” means “Where are you from?” The reply الرد is “I’m from Egypt/Lebanon/etc.”
- The expression “What do you do?” means “What is your job?” The reply is “I’m a student/teacher/etc.”
- The expression “How do you do?” is a greeting تحية and the reply is the same “How do you do?”

## Exercises

### Put the following verbs in the correct forms:

1. Ali ..... (not / drink) coffee very often.
2. A butcher is a man who ..... (sell) meat.
3. She usually ..... (wear) heavy clothes even in the summer.
4. When .....(the banks / close) in Egypt?
5. Where ..... (Samir / come) from? He is Sudanese.
6. How long .....(it / take) you to go to the seaside.
7. I do not understand this sentence. What ..... (you / mean)?
8. I .... (not / like) arrogant men.
9. How ..... (you / go) to the university? By bus.
10. ....(it / rain) in winter in Egypt? Yes, it does.

### Choose the right word:

1. He (speak – speaking – speaks) English fluently.
2. How often (do – does – did) you go to the dentist?
3. No, thanks. I (don't – doesn't – not) smoke.
4. Vegetarians do not (eat – eating – eats) meat.
5. The River Nile (flow – flows – flowing) into the Mediterranean Sea.

### Do as shown in the brackets:

1. He plays tennis once a week. (ask a question)
2. The sun .... in the east. (insert a suitable verb)
3. We went to the theatre yesterday. (rewrite using “often”)
4. I teach English at a secondary school. (Rewrite using “He” and make any necessary changes)
5. He does any thing to help me. (negative)

# Past Simple


# الماضي البسيط

(He washed his car)

## Form:

تكوينه



Past	Present	Future
		

Study these examples:  
Freddie **washed** his car yesterday.  
He **visited** his aunt last year.

“Went” and “visited” are *past simple*:  
For most regular verbs, the past simple ends in -d or -ed (save => saved; visit => visited)  
For irregular verbs, the past simple has different forms (go => went, see => saw)

## Usage:

استخدامه



The past simple is used in the following cases:

1) To express a past action:

للتعبير عن حدث ماضي

- I **went** to London last summer.
- I **visited** my uncle yesterday.
- We **watched** an interesting film on TV last week.

2) To express a past habit:

للتعبير عن عادة في الماضي

- When he **was** a little boy, he **used** to help his father on the farm.

## Note the following

## لاحظ التالي

\* يستخدم Past Simple مع الكلمات التالية:

yesterday, last week/month/year, ago, in the past

\* التصريف الثاني لـ verb to be

I **am** => I **was**  
He/she/it **is** => He/she/it **was**  
We/you/they **are** => We/you/they **were**

\* إذا كان الفعل ينتهي بـ e يضاف له d فقط

wave => **waved**

move => **moved**

\* إذا كان الفعل ينتهي بـ y مسبوقه بحرف ساكن تحول إلى i ونضيف ed ولا نحولها إذا كانت مسبوقه بحرف متحرك

Study => **studied**

Play => **played**

\* ينفي Past Simple بوضع did not قبل الفعل مع تحويله إلى المصدر

He **played** => he **did not** (didn't) **play**

We **saw** => we **did not** (didn't) **see**

\* تستخدم Used to + infinitive للتعبير عن عادة في الماضي ولا وجود لها في المضارع

He **used to** smoke (he does not smoke now)

\* تستخدم How long ago للسؤال إذا اشتملت الجملة على ago

The bus **left** the station two hours **ago**.

**How long ago did** the bus **leave** the terminal?



## Remarks:

ملاحظات:

1. In questions and negatives we use (did/didn't + infinitive)
  - I **enjoyed** the sea.
  - **Did** you **enjoy** the sea?
  - I **did not enjoy** the sea.
2. We do not use (did/didn't) in negatives and questions with (was/were):
  - He **was** angry about the exam results.
  - **Was** he angry about the exam results?
  - He **was not** angry about the exam results.

## Exercises

### Put the following verbs in the correct forms:

1. Where ..... (you / go) yesterday?
2. We ..... (miss) you in yesterday's meeting.
3. She ..... (get hurt) with the knife this morning.
4. They ..... (not / were ) able to come because they were busy.
5. ....(How / come) back yesterday?

### Choose the right word:

1. He (ring – rings – rang) me up just now.
2. It was worm, so I (take – taking – took) off my coat.
3. (Was – were – Did) the weather fine when you were on holiday?
4. I went to the cinema but I (do not – did not – am not) enjoy the film.
5. Although he made many mistakes, people did not (laugh – laughing – laughed) at him.

### Do as shown in the brackets:

1. I usually get up at six o'clock but yesterday ..... (complete)
2. She (lie) in the bed and (watch) TV yesterday evening. (correct)
3. He was in Dublin twenty years ago. (ask a question using: How long ago..)
4. I usually walk at least five kilometres a day. (rewrite using: When I was as schoolboy....)
5. My father taught me how to drive. (ask a question with: How)


# Present Continuous

## المضارع المستمر

(He is playing)

### Form:

تكوينه

Past	Present	Future	
			Study the following examples: Freddie <b>is playing</b> baseball now. He <b>is wearing</b> a hat.
			This is the <i>present continuous</i> :
			I <b>am</b> <b>playing</b>
			We/you/they <b>are</b> <b>playing</b>
			He/she/it <b>is</b> <b>playing</b>

### Usage:

استخدامه

The present continuous is used in the following cases:

1) To express an action happening at the moment of speaking:

للتعبير عن حدث يقع وقت التكلم

- They **are watching** the TV now.
- Look! The children **are playing** football in the garden.

2) To express an action happening in a period around the time of speaking:

للتعبير عن حدث يقع في الزمن الحالي

- I'm **reading** an interesting book at present.

3) To express current changes:

للتعبير عن مواقف متغيرة

- The population of the world **is rising** rapidly.

4) To indicate the future when something is already decided.

للتعبير عن المستقبل عندما يكون الحدث قد تم التخطيط له بالفعل:

- We're **travelling** this weekend to Alexandria.
- She **is coming** tomorrow at 6 O'clock.

### Note the following

لاحظ التالي

\* إذا كان الفعل ينتهي بـ e تحذف عند إضافة ing:  
make => making: They **are making** a wall of stones.

\* إذا كان الفعل ينتهي بـ ee لا تحذف ولا يحدث أي تغيير عند إضافة ing:  
agree => agreeing: They **are agreeing** on the contract.

\* إذا كان الفعل مكون من مقطع واحد وفي منتصفه حرف متحرك يضعف الحرف الأخير عند إضافة ing:  
hit => hitting: He **is hitting** the tree.

put => putting: She **is putting** the books on the shelves.

stop=> stopping: They **are stopping** now.

\* إذا كان الفعل ينتهي بحرف I يسبقه حرف متحرك يضعف حرف I عند إضافة ing:  
signal => signalling: We **are signalling** the driver to proceed.

travel => travelling: The discoverers **are travelling** south.

\* لصياغة سؤال نضع verb to be قبل الفاعل:

What **are you doing** now?

\* يستخدم Present Continuous مع الكلمات التالية:

look, listen, smell, today, nowadays, currently, at the present time, this week, this evening ...etc.

\* لنفي Present Continuous نضع not بعد verb to be

I **am** playing => I am **not** playing

He **is** playing => He is **not** (isn't) playing

They **are** playing => They are **not** (aren't) playing

### Remarks:

ملاحظات:

- Do not use the present continuous with the following verbs:

لا يستخدم Present Continuous مع الأفعال الآتية:

1. Verbs of senses:

أفعال الحواس

hear, see, smell, notice

2. Verbs of thinking:

أفعال التفكير

think, realize, know, understand, suppose, believe, remember, forget, feel

3. Verbs of emotions:

أفعال العاطفة

want, desire, like, love, hate, wish.

4. Verbs of possession:

أفعال التملك

possess, own, belong.

5. Modal verbs and auxiliaries except "verb to be" and "to have".

الأفعال الناقصة

will, shall, can, must

6. The following verbs:

الأفعال التالية

matter, seem, appear, consist, contain.

### Exercises:

**Put the following verbs in the correct forms:**

1. He ..... (not / write) now. He (listen) to the cassette.
2. Don't put the dictionary away. I ..... (use) it.
3. What is that man? Why .... (he / look) at us?
4. She told me her name, but I ..... (not / remember) it now.
5. Currently, they ..... (prepare) for the summer vacation.

**Choose the right word:**

1. I can not understand why (he is – he's being – is he) so foolish.
2. My boss .... (is – being – is being) very nice with me at the moment. I wonder why.
3. I (am not – don't – not) believe this story.
4. We are enjoying our holiday. We (have – having – are having) a nice time.
5. It (rains – rained – is raining) so you can't go out now.

**Do as shown in the brackets:**

1. The kettle (boil) now. Shall I make the tea? (Correct)
2. I am polishing my shoes. (Ask a question)
3. He usually (sell) newspapers, but this week he (distribute) magazines. (Correct)
4. Why isn't Hoda at work today? ..... ill? (Complete)
5. (Do you listen – Are you listening – Did you listen) to me now? (Choose)

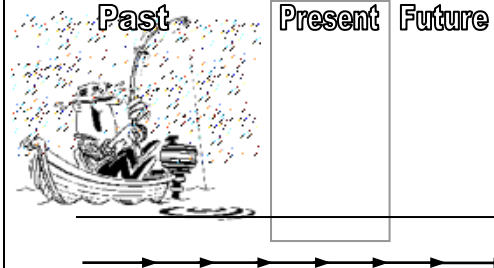
# Past Continuous

الماضي المستمر

(He was fishing)

## Form:

تكوينه



Study these examples:  
Freddie **was fishing** when it rained.  
While he **was fishing**, it rained.

This is the *past continuous*:  
I/he/she/it **was fishing**  
we/you/ they **were fishing**

## Usage:

استخدامه

The past continuous is used in the following cases:

1) To express an action which was going on at a certain time in the past:

يستخدم للتعبير عن حدث كان مستمر في الماضي

- This time last year I **was living** in Paris.
- Last night at 10 O'clock I **was studying** my lessons.

2) To say that something happened in the middle of something else:

يستخدم للتعبير عن حدث ماضي تم أثناء وقوع حدث آخر

- Salma burnt her hand when she **was cooking** the dinner.
- While I **was watering** the garden, it began to rain.

## Note the following

لاحظ التالي

\* يأتي Past Continuous بعد هذه الكلمات: when, just as, as

- When he **was studying**, his father came in.

\* يأتي مع while للتعبير عن حدثين مستمرين في نفس الوقت

- While Ali **was reading**, his wife **was watching** the TV.

\* تستعمل not لنفي الفعل

- was watching => was **not** (wasn't) watching

- were watching => were **not** (weren't) watching

\* لعمل سؤال نضع الفاعل بعد was/were

- (I/he/she/it) **was cooking** => **Was** (I/he/she/it) **cooking**?

- (we/you/they) **were cooking** => **Were** (we/you/ they) **cooking**?

\* الأفعال التي لا تستخدم في Present Continuous لا تستخدم هنا أيضا

Know, believe, want, suppose...etc.

## Remarks:

- Notice the difference:  
When Sami came, we **were having** dinner (= we had already started dinner before Sami arrived)  
When Sami came, we **had** dinner (=Sami came first, then we had dinner)

## Exercises:

**Put the following verbs in the correct forms:**

1. What ..... (you / do) this time yesterday? I was asleep.
2. We were in a very difficult position. We ..... (not / know) what to do.
3. I ..... (walk) along the street when suddenly I ..... (hear) footsteps behind me.
4. When I was young, I ..... (want) to be a bus driver.
5. How fast ..... (you/ drive) when the accident (happen)?

**Choose the right word:**

1. I (was walking – walk – walked) home yesterday when I met Hussein.
2. While I (work – working – was working) in the garden, I hurt myself.
3. What were you doing at that time? I (prepare – preparing – was preparing) my bag.
4. At two o' clock yesterday, I (waiting – was waiting – wait) for the train.
5. While he was playing football, he (fell – fall – felling) down.

**Do as shown in the brackets:**

1. I (see) Nabil in the market yesterday but he (look) the other way.
2. Last week, I dug in the garden. I found a precious jewel. (make one sentence using: as)
3. Ann watched television then she fell asleep. (Rewrite using: while...)
4. He was sitting on the bank when ..... (complete)
5. They were doing their homework when their mother came in. (ask a question)


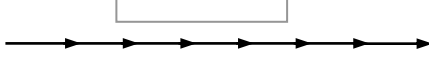
# Present Perfect

## المضارع التام

(He has succeeded)

### Form:

تكوينه

Past	Present	Future
		
Study this example: - Freddie is happy. He <b>has passed</b> the exam. - He <b>has got</b> high marks.		
This is the <i>present perfect</i> : He/she/it <b>has</b> <b>succeeded</b> I/we/you/they <b>have</b> <b>succeeded</b>		
		

### Usage:

استخدامه



The present perfect is used in the following cases:

1) To express an action completed a short time ago:

للتعبير عن حدث تم منذ وقت قريب

- They **have just arrived**.
- I **have lost** my keys.

2) To give new information:

للتصريح بمعلومة جديدة

- The police **have arrested** two thieves.
- Jim **has gone** to Canada.

3) To express something that happened sooner than expected:

للتعبير عن شيء وقع بالفعل (أسرع مما هو متوقع)

- When will you finish your homework? I **have already finished** it.

4) After superlatives:

بعد المقارنة

- She is the smartest girl I **have ever seen**.

5) After "It is the first time..."

بعد تعبير "It is the first time..."

- It is the first time he **has driven** a car.

### Note the following

لاحظ التالي

just, already, yet, recently, lately, still

\* يستخدم Present Perfect مع هذه الكلمات

- I **have lived** in Paris **since** 1990.

\* يأتي بعد since وقت بداية الحدث:

- The peace process **has continued for** nine years.

\* يأتي بعد for فترة محددة من الوقت

- She **has just cooked** the supper.

\* لاحظ موضع هذه الكلمات في الجملة:

- He **has lately been** offered this job.

- We **have not arrived** to the club **yet**.

\* ينفى Present Perfect بوضع not بعد verb to have

- Has played => has **not** (hasn't) played

- Have played => have **not** (haven't) played

**Remarks:**

Notice the difference:

- She **has gone to** the market (she is there now)
- She **has been to** the market (she was there, but now she is not there)

**Exercises****Put the following verbs in the correct forms:**

1. They are on holiday. They ..... (go) to Italy.
2. Would you like something to eat? Thanks, I ..... (just have) lunch.
3. What is in the newspaper today? I don't know. I ..... (not / read) it yet.
4. .... (you / hear) from Sayed recently?
5. It is the first time he (drive) a car.

**Choose the right word:**

1. I (didn't eat – do not eat – haven't eaten) anything since the breakfast.
2. My father is away on holiday. He (is - has gone – has been) to Rome.
3. I can't find my pen. (Do you see – Have you seen - Did you see) it?
4. Have you ever (eat – eating – ate) in a five stars restaurant?
5. What is the most beautiful place you have (ever – never – always) seen?

**Do as shown in the brackets:**

1. He was in the market two hours ago. (rewrite the sentence using: for)
2. Have you ever visited India? No.... (complete)
3. He has finished designing the project. (negative)
4. The car has broken down for three hours. (ask a question)
5. He travelled abroad five years ago. I haven't met him since then (make one sentence)

# Past Perfect


## الماضي التام

(He had finished his work)

### Form:

تكوينه



Past	Present	Future
		

Look at this example:  
Freddie went to play golf after he **had finished** his work.

This is the *past perfect*:

I/we/you/they	<b>had</b>	<b>( 'd)</b>	<b>finished</b>
he/she/it	<b>had</b>	<b>( 'd)</b>	<b>finished</b>
	<b>Had</b>	<b>+</b>	<b>P.P.</b>

### Usage:

استخدامه



The past perfect is used in the following cases:

1) To talk about things that was completed before a past action:

للتعبير عن فعل تم في الماضي قبل حدوث فعل ماضي آخر

- I **had done** my homework before I went to bed.
- No sooner **had** he **arrived** home than he received many telephone calls.

2) To describe a period of time leading up to a past time:

لوصف حدث اكتمل في نقطة زمنية في الماضي:

By 1995, Egypt **had achieved** a stable مستقر economy.

3) To replace Present Perfect and Past Simple in indirect speech:

يحل محل الماضي البسيط والمضارع التام عند تحويلهما إلى كلام غير مباشر:

- Direct: He **said**, "I **phoned** my mother yesterday."
- Indirect: He **said** that he **had phoned** his mother the day before.

### Note the following

لاحظ التالي

\* يستخدم Past Perfect مع هذه الكلمات:

Past Simple + **after** + Past Perfect

- He **went** home after he **had finished** watching the film.

Past Perfect + **before** + Past Simple

- The train **had left** before I **reached** the station.

Had + **no sooner** + P.P. + **than** + Past Simple

- He **had** no sooner **bought** the book than he **sold** it.

Had + **scarcely/hardly /rarely** + P.P. + **when** + Past Simple

- He **had** scarcely/hardly **travelled** when his mother **died**.

\* عند البدء بهذه الكلمات توضع had قبل الفاعل

No sooner/scarcely/hardly... + had + فاعل + P.P.

No sooner **had he returned** than he **was asked** to travel again.

Hardly **had he left** the office when the manager **asked** about him.

\* في حالة استخدام Past Perfect بعد till/until لابد أن يسبقها نفي

Did not + Inf. + till/until + Past Perfect



- We **did not move until** they **had arrived**.

had بعد not بوضع Past Perfect ينفى \*

Had + P.P. => Had not (hadn't) + P.P.

He **had not (hadn't) achieved** any progress.

had تقدم \* على الفاعل لعمل سؤال

Had + P.P. => Had he (she, it, ...etc) + P.P.

**Had he achieved** any progress?

### Remarks:

Notice the difference between the **Past Perfect** and the **Past Simple**:

- Was Sami at the party when you arrived? No, he **had** already **gone** home. (He had gone before I arrived)
- Was Sami at the party when you arrived? Yes, but he **went** home soon afterwards. (He was there then he left the party)

### Exercises:

**Put the following verbs in the correct forms:**

1. When he ..... (go) out already, he remembered that he ..... (forget) his wallet.
2. The mother ..... (do) all her duties before she (get) out for a walk.
3. She was a stranger to me. I ..... (never / see) her before.
4. He ..... (return) home after he had left the office.
5. It (already / rain) for an hour when we stepped into the street.

**Choose the right word:**

1. Until the train (leaves – left – had left) we could not meet each other.
2. Was Ahmed at the party when you arrived? No, he (went – had gone – has gone) home.
3. I (realize – realized – am realizing) I had made a serious mistake.
4. No sooner had he arrived at the party (that – when – than) his wife fainted.
5. As soon as they guests (have had – had had – had) cold drinks, they headed for the buffet.

**Do as shown in the brackets:**

1. They (be) not able to make the pudding until the servant (bring) the eggs. (correct the verbs)
2. The mother got out the door. The baby bust into tears. (Rewrite using: The moment....)
3. Before Egypt waged the 1973 War, ..... (Complete)
4. He went out after he had seen all the pictures. (Rewrite using: until)
5. "I have never seen her before." "I had never seen her before." (Show the difference)

# Present Perfect Continuous


## المضارع التام المستمر

(He has been skating)

### Form:

تكوينه



Past	Present	Future
		

Study this example:  
Freddie **has been skating** for three hours.

This is the *present perfect continuous*:  
I/we/you/they **have been skating**  
he/she/it **has been skating**  
**has/have + been + V-ing**

### Usage:

استخدامه



The present perfect continuous is used in the following cases:

- 1) To express an action which has begun in the past and is still going on:  
التعبير عن حدث بدأ في الماضي ولا زال مستمرا  
– It **has been raining** for two hours.  
– I **have been studying** English for six years.
- 2) To express an action that continued in the past and has just stopped.  
التعبير عن حدث بدأ في الماضي وانتهى حالا (وما زالت آثاره موجودة)  
– Why are your clothes so dirty? What **have you been doing**?  
– I'm very tired. I **have been running** for two hours.
- 3) To express actions repeated over a period of time:  
التعبير عن أحداث استمرت لفترة من الوقت في الماضي (وليس مستمرا في الوقت الحاضر)  
– They **have been meeting** at the same restaurant for three years.

### Note the following

لاحظ التالي

- \* يستخدم Present Perfect Continuous بكثرة مع الأفعال التي تستمر لفترة  
wait, live, stay, work, read, sleep, study  
I've **been waiting** here for a long time.
- \* لا يستخدم مع الأفعال التي لا تستخدم مع Present Continuous ما عدا want/wish  
For ages, he **has been wishing** to have a car.
- \* لا يستخدم في المبني للمجهول ويحل محله Present Perfect  
Active: They **have been discussing** the problem for ten hours.  
Passive: The problem **has been discussed** for ten hours.
- \* الكلمات المستخدمة معه غالبا ما يسبقها all  
all this morning, all this week, all day, all this year ...etc  
I **have been making** this exercise **all** this morning.
- \* لا يستخدم مع الأفعال التي يذكر مرات تكرارها ويستخدم Present Perfect بدلا منه:  
I **have been doing** exercises since eight o'clock.  
I **have done** five exercises since eight o'clock.

## Remarks:

1) Notice the difference between the *Present Continuous* (**I am doing**) and the *Present Perfect Continuous* (**I have been doing**):

- Don't disturb me. I **am working** (now)
- I am very tired. I **have been working** hard (before now).

2) Notice the difference between the *Present Perfect* (**I have done**) and the *Present Perfect Continuous* (**I have been doing**):

- She **has been painting** the ceiling. (painting is not complete. We are interested in the activity)
- She **has painted** the ceiling. (painting is complete. We are interested in the *result* of the activity)

3) The *Present Perfect Continuous* (**I have been doing**) is used to say "how long" for an activity that is still happening. The *Present Perfect* (**I have done**) is used to ask "how much", "how many" or "how many times" (completed action).

- How long **have you been reading** that book?
- How many pages of that book **have you read**?

## Exercises:

**Put the following verbs in the correct forms:**

1. You look sun burnt. ....(you / sit) in the sun?
2. How long (you / learn) English?
3. The canal (be dug) for nine month.
4. We (wait) on the platform since 8 o'clock.
5. He has been working in private sector since he (leave) the government job.

**Choose the right word:**

1. I have been working in the office ... this week. (fill in the space)
2. They (have been building – have built – are building) the bridge for over a year and it still is not finished.
3. Advanced countries (used – have used – were used) computers in business purposes for fifty years.
4. The horn of the car (is blown – was blown – has been blown) for the last five minutes.
5. No one has visited her since she (go – goes – went) to hospital.

**Do as shown in the brackets:**

1. He worked hard yesterday. (Insert "all yesterday" and make any necessary changes)
2. We have been waiting for the bus for about half an hour. (ask a question)
3. He has stayed in this hotel since we (leave) him. (correct)
4. We usually go to Aswan for holidays. We .... there for years. (complete)
5. They have been searching for the treasure for three months. (passive)


# Past Perfect Continuous

الماضي التام المستمر

(He had been driving)

## Form:

تكوينه

Past	Present	Future
		
Study this example: Freddie <b>had been driving</b> for hours before he realized his lights were not on.		
The <i>past perfect</i> : <b>Had + been + V-ing</b>		
I/we/you/they <b>had ('d) been driving</b>		
he/she/it <b>had ('d) been driving</b>		

## Usage:

استخدامه

The past perfect continuous is used in the following cases:

1) To express something that was happening in a period of time in the past.

للتعبير عن حدث كان مستمرا لفترة معينة في الماضي

- I was very tired yesterday because I **had been working** all day.
- The streets were wet yesterday morning. It **had been raining** the night before.

2) To say that something had been happening for a period of time before something else happened.

للتعبير عن حدث كان مستمرا لفترة من الوقت قبل حدوث أمر آخر.

- They **had been playing** football for half an hour when there was a terrible storm.

## Note the following

لاحظ التالي

\* لا يستعمل مع الأفعال التي لا تستخدم مع Present Continuous ما عدا want/wish

The girl was pleased with the new dress. She **had been wanting** one for a long time.

\* لا يستخدم في المبنى للمجهول وبحل محله Past Perfect

Active: He **had been collecting** samples.

Passive: Samples **had been collected**.

## Remarks:

1) Notice the difference between the **Present Perfect Continuous (have been + V-ing)** and the **Past Perfect Continuous (had been + V-ing)**:

I hope the bus comes soon. I **have been waiting** for an hour. (before now)

At last, the bus came. I **had been waiting** for an hour. (before the bus came)

2) Notice the difference between the **Past Continuous (was/were + V-ing)** and the **Past Perfect Continuous (had been + V-ing)**:

It **was not raining** when we went out. The sun **was shining**. But it **had been raining**, so the ground was wet.

## Exercises:

**Put the following verbs in the correct forms:**

1. I was very exhausted when I arrived home. I ..... (work) hard all day.
2. There was a smell of cigarettes. Somebody .....(smoke) in the room.
3. Ali was sitting on the ground out of breath. He ..... (run)
4. When I arrived she ..... (wait) for me.
5. She was annoyed because I was late and she ..... (wait) for a very long time.

**Choose the right word:**

1. The sun was shining. But it (was raining – will rain – had been raining), so the ground was wet.
2. The game was interrupted. We (had been playing – played – playing) when it started to rain heavily.
3. When I opened the door I (see – saw – was seeing) a man on his knee.
4. At last the bus came. I (was waiting – waiting – had been waiting) for twenty minutes.
5. Finally the guests come. We (have been waiting – waited – have waited) for them since the afternoon.

**Do as shown in the brackets:**

1. I (be) sad when we left our house. We (live) in it since my early childhood. (correct)
2. He arrived from Greece two hours ago. (ask a question)
3. I visited them yesterday. They were finalizing the plan. (Rewrite using: when)
4. They had been picking pebbles. (passive)
5. They were sitting around the table with their mouths full. They ... (complete)

# Future Simple


## المستقبل البسيط

(He will cut some wood)

### Form:

تكوينه



Past	Present	Future
		

Look at this example:  
Freddie **will cut** some wood tomorrow.

This is the *future simple*:  
I/we **shall/will ('ll) cut**  
He/she/it/you/they **will ('ll) cut**

→ → → → →

### Usage:

استخدامه



The future simple is used in the following cases:

- 1) To express a future action: للتعبير عن حدث في المستقبل
  - I **will travel** to Japan next year.
  - Perhaps it **will rain** tomorrow.
- 2) To decide to do something at the time of speaking: للتعبير عن قرار مفاجئ لعمل شيء ما
  - I have left the door open. I **will go** and shut it.
- 3) To offer to do something: عرض عمل شيء ما
  - I **will help** you with this heavy bag.
- 4) To agree to do something: الموافقة على عمل شيء ما
  - "Can I borrow your camera?" "Certainly, I **will give** it to you this evening."
- 5) To ask somebody to do something: طلب شيء ما من شخص
  - **Will** you please **stop** making so much noise?

### Note the following

لاحظ التالي

\* Will قد تحل محل shall مع I/we:

I/we **will spend** the night in the woods.

\* يتحتم استخدام shall مع I/we عند تقديم أو اقتراح شيء

**Shall** we go to the cinema?

\* يستخدم للتعبير عن الآراء والافتراضات والأمال المستقبلية ويأتي بعد الأفعال والأسماء، والتركيبات الآتية:

think, know, believe, doubt, suppose, assume, expect, hope, be afraid, probably, possibly, perhaps, surely.

I am sure, he **will win** the championship.

يستعمل Future Simple في جواب شرط الجمل الشرطية (if, unless):

If you come early, you **will catch** the bus.

\* ينفى Future Simple بوضع (not) بعد (shall) و (will):

shall not (shan't): We **shall not** leave our lands to the enemies.

will not (won't): They **will not** surrender.

\* تستخدم هذه التركيبية اللغوية للدلالة على قصد أو هدف في المستقبل خطط له في الماضي:

Am, is, are + infinitive + ing

They have bought a piece of land. They **are going to** build a new house.

\* تستخدم هذه التركيبة اللغوية للدلالة على حدث من المفروض أن يقع في المستقبل

Am, is, are + to + infinitive

She **is to meet** an employer for a job opportunity.

## Exercises

**Put the following verbs in the correct forms:**

1. I think he (pass) the test.
2. Unless you pay the money, you (not / be permitted) to participate.
3. He (finish) in a few minutes.
4. There are a lot of black clouds in the sky. It (rain)
5. Next year, he (is graduated) from the faculty of law.

**Choose the right word:**

1. I feel terrible. I think I (am – going to – am going to be) ill.
2. I suppose they (sell – will sell- sold) the house.
3. The man can't see where he is going. He (will – is to – is going to) fall into the hole.
4. I hear you won a lot of money. What (will you – are you going to – do you) do with it?
5. Did you phone Samira? Oh, I forgot. I (am going to – will – am) phone her now.

**Do as shown in the brackets:**

1. I have bought some blue linen and I (make) curtains for the living room.  
(put the verbs in the correct form)
2. I am ten years old. (rewrite using: next year)
3. The boss (come) tomorrow. (negative)
4. Unless you listen to the instructions carefully, ..... (complete)
5. When it gets warmer, the snow (start) to melt. (correct)


# Future Continuous

المستقبل المستمر

(He will be playing)

## Form:

تكوينه

Past	Present	Future
		

Study this example:  
Tomorrow at 5 p.m., Freddie **will be playing** tennis.

This is the *future continuous*:  
I/we **shall/will ('ll) be doing**  
he/she/it/you/they **will ('ll) be doing**  
**shall/will + be + V-ing**

## Usage:

استخدامه

The future continuous is used in the following cases:

- 1) To express an action in progress in the future: للتعبير عن حدث مستمر في المستقبل
  - Tomorrow evening I **will be studying** my lessons.
  - Tonight at 10 O'clock I'll **be watching** the TV.
- 2) To express an activity that covers the whole of a future period: للتعبير عن حدث سوف يستمر لفترة في المستقبل
  - We **will be travelling** all tomorrow morning.
- 3) To talk about things which are already decided or planned: للتعبير عن أحداث مستقبلية تم التخطيط لها بالفعل
  - I **will be seeing** the manager tomorrow, so I will tell him everything.
  - **Will you be playing** tennis this weekend?

## Remarks:

- 1) Notice the difference between the *Future Continuous (I will be doing)* and the *Future Simple (I will do)*:
  - Don't phone me between 2 and 4. I **will be having** lunch. (A routine future activity)
  - Let's wait for your father to come and then we **will have** lunch. (We stress upon the future intention.)

## Exercises:

Put the following verbs in the correct forms:

1. This time next summer, I ..... (sit) on the seaside.
2. Despite the serious injury, he ..... (walk) next week.
3. Don't call me between 5 and 6 o'clock. I .... (have) lunch.
4. .... (you / pass) the book store when you go out?
5. Tomorrow morning, she ..... (be) in her office. She ..... (work).

Choose the right word:



1. In a fifty years' time, people (use – will use – will be using) computers for nearly all their affairs.
2. If you need to contact me, I (am staying – will be staying – will have stayed) in the hotel until tomorrow evening.
3. (Will you be – You will be – Will you) using your bicycle this evening?
4. This time next summer I (will lie – will be lying – am lying) on the beach.
5. Tomorrow, we (will be meeting – will meet – will have met) again.

**Do as shown in the brackets:**

1. Next year he will complete his first novel. (Restructure the sentence using: By next year...)
2. By nine clock, he ..... to the school. (fill in the space)
3. My friends will arrive tomorrow evening. (ask a question)
4. When I reach London, it (rain). (correct)
5. I will have finished my education by next June. (negative)


# Future Perfect

## المستقبل التام

(It will have already started at that time)

### Form:

تكوينه

Past	Present	Future
		

Study this example:  
By next week, Freddie **will have come** back from his trip.

This is the *future perfect*:

I/we **shall/will ('ll) have come**  
he/she/it/you/they **will ('ll) have come**  
**shall/will + have + done**

### Usage:

استخدامه

- The future perfect is used to say that something will be completed in the future:
- للتعبير عن حدث سوف يكتمل وقوعه في وقت محدد في المستقبل
- She **will have arrived** in Paris by 9 o'clock tomorrow.
  - In a month's time I **will have finished** the project.

### Note the following

لاحظ التالي

\* يستخدم مع الظروف الزمنية التالية:

- \* In + a period of time (فترة من الزمن): in a year's time, in a month's time, etc.
  - They **will have constructed** the bridge in a year's time.
- \* This time + exact time (وقت محدد): this time next Friday, this time tomorrow, etc.
  - I **will have completed** thirty this time next year.
- \* By + exact time (وقت محدد): by next Friday, by this time tomorrow, etc.
  - You **will have learned** the result of the test by then.

### Remarks:

Notice the difference: between the *Future Continuous* (**I will be doing**) and the *Future Perfect* (**I will have done**):

- Tomorrow at 6 O'clock they **will be studying** their lessons.  
(Future Continuous: The action will not be fully completed)
- Tomorrow at 6 O'clock they **will have studied** their lessons.  
(Future perfect: The action will be fully completed next year)

### Exercises:

Put the following verbs in the correct forms:

1. Phone me after 8 o'clock. We ..... (finish) dinner by then.
2. By Friday, they ..... (reach) a work plan.
3. He ..... (complete) five years in Europe next month.
4. Four hospitals ..... (be built) by next winter.
5. The train ..... (leave) before we reach the station.

**Choose the right word:**

1. By the end of the year, I (have mastered – will have mastered – will master) English.
2. You will need a passport if you (travel – travelling – travelled) abroad.
3. In forty years' time, we (have explored – explore – will have explored) the space.
4. You will have known the exam results (in – with – by) then.
5. The film will have already started by the time we (reach – reached – are reaching) the cinema.

**Do as shown in the brackets:**

1. She saves five thousand pounds. (rewrite using: by this time next year...)
2. They receive a big number of messages from pen-friends. (rewrite using: before this time next summer, ...)
3. In a few years' time, man ..... (complete)
4. He will have been ill for twenty days ..... tomorrow. (insert a preposition)
5. I will phone Ali, then you can have dinner. (restructure the sentence using: when...)

# Negation

النفي

(He is not a teacher)

Study the following examples:

لاحظ الأمثلة التالية:



Compare the following sentences:



Freddie **is** a teacher. [This is affirmative]

Freddie **is not** a teacher. [This is negative]

Freddie **works** as a teacher. [This is affirmative]

Freddie **does not work** as a teacher. [This is negative]

To change a sentence from the affirmative into the negative case, do the following:

لتحويل الجملة من حالة الإثبات إلى حالة النفي، اتبع ما يلي:

## Auxiliary and Modal Verbs

الأفعال المساعدة والناقصة

To negate an auxiliary or modal verb, just add the word *not* after it.

لنفي الجملة التي تحتوي على فعل مساعد أو فعل ناقص، فقط ضع كلمة *not* بعد الفعل.

*Affirmative:* My father **will** give me money to buy the book.

*Negative:* My father **will not (won't)** give me money to buy the book.

*Affirmative:* The students **have** passed the first term exam.

*Negative:* The students **have not (haven't)** passed the first term exam.

*Affirmative:* My friend and I **are** in the same age.

*Negative:* My friend and I **are not (aren't)** in the same age.

*Affirmative:* The tennis team **could** win the competition.

*Negative:* The tennis team **could not (couldn't)** win the competition.

*Affirmative:* You **ought** to study physics tonight.

*Negative:* You **ought not (oughtn't)** to study physics tonight.

### Remember

**Auxiliary verbs are:**

Verb *to have*: have - has - had

Verb *to be*: am - is - are - was - were

**Modal verbs are:**

shall - should / can - could / may - might / must / ought to

تذكر

الأفعال المساعدة

الأفعال الناقصة

## Present and Past Tenses

الأفعال في الزمن الماضي والمضارع

a) To negate a verb in the present simple tense, just add *do not* before it, if it does not end with (s), but if it ends with (s), use *does not*.

does لنفي الجملة في المضارع البسيط، ضع do not قبل الفعل إذا لم يكن مبدوءاً بـ s أما إذا كان مبدوءاً بـ s فاستعمل .not

*Affirmative:* They **work** hard.  
*Negative:* They **do not work** hard.

*Affirmative:* The servant **cleans** the house.  
*Negative:* The servant **does not clean** the house.

a) To negate a verb in the past simple tense, just add *did not* before it.

لنفي الجملة في الماضي البسيط، ضع did not قبل الفعل.

*Affirmative:* The passengers **arrived** at the airport one hour earlier.  
*Negative:* The passengers **did not arrive** at the airport one hour earlier.

*Affirmative:* The servant **cleaned** the house yesterday.  
*Negative:* The servant **did not clean** the house yesterday.

## Imperative Sentences

## الجملة الأمرية

To negate an imperative sentence, just add *do not* before the verb.

لنفي الجملة في صيغة الأمر، فقط ضع do not قبل الفعل.

*Affirmative:* Close the door.  
*Negative:* **Do not (Don't)** close the door.

*Affirmative:* Get your car washed today.  
*Negative:* **Do not (Don't)** get your car washed today.

## Verb "to do" / "to have"

Verb "to do" / "to have" is negated the same way as normal verbs if it is the original verb of a sentence. To negate any of them use *do not*, *does not*, or *did not* according to the subject and the tense.

يعامل to do و to have معاملة الفعل الصحيح من حيث نفيه بـ do not ، does not ، did not إذا كان هو الفعل الرئيسي في الجملة، مع مراعاة حالة الفاعل وزمن الفعل.

*Affirmative:* I **have** a car.  
*Negative:* I **do not (don't)** have a car.

*Affirmative:* Sally **has** a red blouse.  
*Negative:* Sally **does not (doesn't)** have a red blouse.

*Affirmative:* Ann **did** the homework.  
*Negative:* Ann **did not (didn't)** do the homework.

## Some → Any

a) To negate *some*, replace it with *any* and change the verb into negative.

تنفي some بتحويلها إلى any ووضع الفعل في صيغة النفي.

*Affirmative:* I **bought some** books.  
*Negative:* I **did not buy any** books.

*Affirmative:* He **hit somebody** with his car.  
*Negative:* He **did not hit any body** with his car.

b) You can also negate *some* just by replacing it with *no* and leave the verb in the affirmative.

يمكنك أيضاً أن تنفي some بوضع no محلها وترك الفعل في صيغة الإثبات.

*Affirmative:* I **bought some** books.  
*Negative:* I **bought no** books.

*Affirmative:* He **hit somebody** with his car.  
*Negative:* He **hit no body** with his car.

### **always / usually / sometimes/ often / some day → never**

a) To negate any of these words, just replace it with *never* and leave the verb in the affirmative.

تنفي أي من هذه الكلمات بتحويلها إلى never وترك الفعل في صيغة الإثبات.

*Affirmative:* The boss **always gives** commands.  
*Negative:* The boss **never gives** commands.

*Affirmative:* I **usually go** to the cinema.  
*Negative:* I **never go** to the cinema.

*Affirmative:* **Some day I will be** a famous doctor.  
*Negative:* I **will never be** a famous doctor.

### **Remember**

### **تذكر**

\* إذا جاءت never في أول الجملة، ضع الفاعل بعد الفعل، وبوضع الفعل في صيغة الاستفهام

**Ann will never** be out of home so late.  
**Never will Ann** be out of home so late.

### **And → Or**

a) When *and* joins more than one verb with the same subject, it can be negated by replacing it with *or*, then change the first verb into negative and leave the second in the infinitive.

إذا عطفت and أفعال ذات فاعل واحد فإنها تنفي بوضع or محلها مع نفي فعل الجملة الأولى وتحويل الفعل الثاني إلى مصدر.

*Affirmative:* I played in the garden **and** watched the animals.  
*Negative:* I **did not** play in the garden **or watch** the animals.

*Affirmative:* The teacher explained the lessons **and** drew the maps.  
*Negative:* The teacher **did not** explain the lesson **or draw** the maps.

b) When *and* joins more than one verb with different subjects, it remains as it is and the verbs are negated normally.

تبقى and كما هي إذا كان فاعل الجملتين مختلف ونفي الجملتين بالطريقة المعتادة.

*Affirmative:* Samia listened to the radio **and** Hoda helped her mother.  
*Negative:* Samia **did not** listen to radio **and** Hoda **did not** help her mother.

### **both ... and → neither... nor**

*Both... and* is negated by *neither... nor*, and the verb remains in the singular affirmative case.

تنفي both ... and بـ neither ... nor مع معاملة الفعل بعدها معاملة المفرد في حالة الإثبات

*Affirmative:* **Both** the father **and** the mother **like** soft music.  
*Negative:* **Neither** the father **nor** the mother **likes** soft music.

*Affirmative:* **Both Ann and John passed** the first term exam.  
*Negative:* **Neither Ann nor John passed** the first term exam.

### also / too → either

Replace *also* or *too* with *either* and change the sentence into negative.

تستبدل *also* و *too* بـ *either* مع نفي فعل الجملة

*Affirmative:* He **is** married **too**.  
*Negative:* He **is not** married **either**.

*Affirmative:* She **knows** English **also**.  
*Negative:* She **does not** know English **either**.

### as ... as → not as ... as / not so ... as

Replace *as...as* with *not as ...as* or *not so ... as*.

تستبدل *as ... as* بـ *not as ...as* أو *not so ...as*

*Affirmative:* She behaves **as** politely **as** her mother.  
*Negative (1):* She does **not** behave **as** politely **as** her mother.  
*Negative (2):* She does **not** behave **so** politely **as** her mother.

### and so → and neither

Replace *and so* with *and neither* and change the sentence into negative.

تستبدل *and so* بـ *and neither* مع نفي الجملة الأولى

*Affirmative:* The workers declare rebellion **and so** do the engineers.  
*Negative:* The workers **do not** declare rebellion **and neither** do the engineers.

*Affirmative:* The football team won the prize **and so** the tennis team.  
*Negative:* The football team **did not** win the prize **and neither** did the tennis team.

### every / each / all → not every / not each / not all

a) To negate any of these words, just add *not* before it.

لنفي أي من هذه الكلمات ضع كلمة *not* قبلها

*Affirmative:* **Every** student got high marks.  
*Negative:* **Not every** student got high marks.

*Affirmative:* **Each** book of this group is interesting.  
*Negative:* **Not each** book of this group is interesting.

*Affirmative:* **All** rich people are happy.  
*Negative:* **Not all** rich people are happy.

b) If *every*, *each*, or *all* is part of an object, replace it with *no* and leave the verb in the affirmative.

إذا كانت *every* أو *each* أو *all* جزء من المفعول به تستبدل به *no* ويترك الفعل في الإثبات.

*Affirmative:* The father gave a present to **each child**.  
*Negative:* The father gave a present to **no child**

*Affirmative:* The judge gave penalty to **every accused person**.  
*Negative:* The judge gave penalty to **no accused person**.

## used to → not used to

To negate *used to*, just add *not* after *used*.

لنفي عبارة *used to*، ضع كلمة *not* بعد *used*

*Affirmative:* Tom **used to** come late to school.

*Negative:* Tom **used not to** come late to school.

*Affirmative:* My friend **used to** smoke in the past.

*Negative:* My friend **used not to** smoke in the past.

## must → needn't / can't

When *must* means obligation, it is negated with *needn't*; but if it means deduction, it is negated with *can't*.

إذا كانت *must* تفيد الإلزام فإنها تنفي بـ *needn't* أما إذا كانت تفيد الاستنتاج فتنتفي بـ *can't*

**Obligation**                      **الإلزام:**

*Affirmative:* You **must** listen to the tape

*Negative:* You **needn't** listen to the tape

**Deduction**                      **استنتاج:**

*Affirmative:* He **must** be the doctor.

*Negative:* He **can't** be the doctor.

## Exercises:

### Choose the correct answer in brackets

1. I (shall not - will not - had not) buy the book.
2. If all students study hard, the (will not - would not) get high marks.
3. Tom and Alice (have not - having not - has not) arrived yet.
4. This students (have not - has not - having not) succeeded.
5. I (was not - had not - has not) brought the books from the library.
6. John (has not - is not - was not) studying now.
7. Richard and Sally (is not - am not - are not) married.
8. The football team (would not - could not - have not) won the competition.
9. We (should - should not - would not) neglect our study.
10. The police (ought not - was not) to break in houses without a warrant.
11. You (should not - had not) treat your friends badly.

### Change the following into negative

1. I shall travel to Canada next Spring.
2. They will arrive at Cairo by next Wednesday.
3. We have to be there before 9:30.
4. The policeman had to wait outside the door.
5. Tom has won the game.
6. The problem could be solved easily.
7. We should prepare everything before the guests arrive.
8. Fred could find the lost keys.
9. He may tell you about the secret of that lady.
10. He might allow you in, if you go there early.
11. You must be tall to play tennis.
12. Alice ought to see a doctor.
13. I am a doctor.
14. Tom is there one hour ago.



15. They are first-year students.
16. I and Alice were on the road when his car was damaged.
17. Sally was frightened by the storm at night.
18. Aswan High Dam was affected by the earthquake of 1993.
19. Red Sea is deeper than the Mediterranean.
20. The Sahara of Africa is the greatest worldwide

### **Choose the correct answer in brackets**

1. I (shall not - had not) buy the book.
2. I (do not - does not) play football.
3. John (do not - does not) speak Spanish.
4. Marry (does not - do not) know how to cook.
5. We (does not - do not) travel by train very often.
6. They (does not - did not - do not) go to the movie yesterday.
7. Pupils (do not - are not - will not) playing football now.
8. The engineer (does not - is not) building a bridge nowadays.
9. Fishermen (are not - did not - were not) fishing when the storm blow.
10. I (did not - had not - have not) studies geography one week ago.
11. Gabriella (has not - have not - does not) arrive from New York yet.
12. Ancient Egyptians (have not - had not did not) discovered the moon.
13. Sally (do not - does not ) have a car.
14. I (does not - do not) have enough money to buy a motor-bike.
15. Ann (does not - do not - did not) do the homework last night.
16. (Do not - Does not) leave the window opened.
17. (Be not - is not - are not) late again.
18. (Does not - Do not) let people laugh at you.
19. (Do not - Did not - Does not) neglect your study for playing.
20. (Does not - Do not) get up late, or the school bus will leave you.

### **Change into negative**

1. Thomas likes to be a doctor.
2. Sally wants to be rich.
3. Pupils play football very often.
4. We always go to Luxor in winter.
5. They have a car to travel by.
6. Ann has enough money to buy whatever she likes.
7. We were having food when the telephone rang.
8. Ann was playing tennis with Tom when I saw her.
9. The servant cleaned the room last Friday.
10. David did his work very well.
11. Students listened to the teacher carefully.
12. I will fly to London next Tuesday to attend a conference.
13. When he was in America he made a lot of money.
14. The government encourage businessmen to invest their money in Egypt.
15. The passengers arrived late because bad weather conditions delayed the flight.
16. Open all doors and windows.
17. Play football two hours a day.
18. Change your clothes and follow me to the club.
19. Spend much time watching TV.

20. Treat all people friendly to live in peace.

### **Change into negative**

1. Tom has some books to read in the week end.
2. John hit some body with his car.
3. The manager always gives commands.
4. We usually go to the cinema once a month.
5. Sally sometimes reads detective stories.
6. They often play football in the garden.
7. Richard will some day be a famous pilot.
8. The children went to the zoo and watched the animals.
9. Rachel goes to the market and Sally helps her mother.
10. Both David and Tom play tennis well.
11. He is happy too.
12. Alice knows French also.
13. The student answers as perfectly as a teacher.
14. He behaves as politely as his father taught him.
15. The tennis team won the prize and so the handball team.
16. Every student passed the first term exam.
17. All pupils got high marks in English.
18. Each player wear the same uniform.
19. The officer rewarded all soldiers.
20. The mother gave a present to each child.
21. The teacher gave high marks to every student.
22. My friend used to smoke in the past.
23. You must listen to the tape.
24. Tom dealt with the patient quietly. He must be a doctor.
25. Both John and Isabella know how to drive a car.

### **Choose the correct answer from those in brackets**

1. I did not buy (no - any - some) books.
2. John hit (any body - no body) by his car.
3. The boss never (give - gives - gave) commands.
4. We never (visit - went - going) to the zoo.
5. He will never (should be - be - had been) a famous engineer)
6. Never will Tom (is - should - be) out of home so late.
7. She does not play in the garden (and - or - to) watch the animals.
8. Sally did not watch TV (or - and - and also) Tom did not eat banana.
9. Neither I (nor - or - and) my friend (like - likes - liked) detective stories.
10. Neither John nor Fred (passed - did not pass - pass) the exam.
11. Ann does not act (as - not - nor) perfectly as the trainer said.
12. They did not play (so courageously as - not courageously as) the coach instructed.
13. The employees do not declare rebellion (and so - and neither - and nor) the managers.
14. (Not - Never - Neither) each book of the group is interesting.
15. (None - Not - Never) all rich people are happy.
16. The police arrested (no suspected person - never suspected person).
17. Alice used (never - not - neither) to came late to school.
18. You (needn't - mustn't) go to the doctor tonight.

19. The policeman is walking peacefully with a person. He (can't - mustn't - needn't) be a thief.
20. He let her blood flow copiously بغزارة . He can't be a doctor.

**Do as shown in brackets**

1. Ann found some stories to read. (use: no)
2. Tom brought some papers to write on. (use: any)
3. He will never do that again. (begin with: Never)
4. They played as happily as they expected. (use: not so... as)
5. I gave a book to each student. (use: no)
6. My mother kissed every one of us. (use: no)
7. The father brought a present to all children. (change into negative)
8. He must be a policeman. (use: can't)
9. They must go to airport three hours early. (use: needn't)
10. Both Alice and Rachel went to the park. (change into negative)

# Asking Questions

## كيفية صياغة الأسئلة

(What does he do?)

Study the following example:

لاحظ المثال التالي:



Study the following questions:

- What is Freddie doing now?
- Is he a doctor?
- What is his job?
- How old is he?
- Where does he live?

### To change a statement into a question form, do the following:

لتحويل الجملة من الصيغة الخبرية إلى صيغة الاستفهام أو إلى سؤال، اتبع ما يلي:

1) Questions are usually made by changing the word order or putting the verb before the subject.

تتم صياغة الأسئلة عادة عن طريق تبديل ترتيب الكلمات أو وضع الفعل قبل الفاعل

*Statement:* Tom is an engineer.

*Question:* Is Tom an engineer?

*Statement:* Marry can speak French.

*Question:* Can Marry speak French?

*Statement:* Pupils are playing football.

*Question:* Are pupils playing football?

2) To ask for a sentence in *present simple*, start the question with *does* if the verb ends with (s) or *do* if the verb does not end with (s). (do / does + subject + verb)

للسؤال عن جملة في زمن المضارع البسيط، ابدأ الجملة بـ *does* إذا كان الفعل منتهياً بـ s أو *do* إذا كان الفعل غير منتهياً بـ s (do / does + الفاعل + الفعل)

*Statement:* Students **study** hard.

*Question:* **Do** the students **study** hard?

*Statement:* Tom **likes** playing tennis.

*Question:* **Does** Tom **like** playing tennis?

3) To ask for a sentence in *past simple*, start the question with *did*. (did + subject + infinitive).

للسؤال عن جملة في زمن الماضي البسيط، ابدأ الجملة بـ *did* (do / does + الفاعل + الفعل)

*Statement:* Ann **visited** the museum last week.

*Question:* **Did** Ann **visit** the museum last week?

*Statement:* Egyptian football team **won** the competition prize.

*Question:* **Did** the Egyptian football team **win** the competition prize?

## QUESTION WORDS أدوات الاستفهام

### WHO من (الفاعل)

It is used to ask for people when they are in the subject case.

تستخدم للسؤال عن الأشخاص في حالة الفاعل، ويبقى الفعل معها في الصيغة الخبرية.

*Statement:* **Ann** visited the museum last week.

*Question:* **Who** visited the museum last week?

*Statement:* The thief stole my car.

*Question:* **Who** stole my car?

### WHOM من (المفعول)

It is used to ask for people when they are in the object case.

تستخدم للسؤال عن الأشخاص في حالة المفعول، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* We visited **the family of Tom** last Friday.

*Question:* **Whom** did we visit last Friday?

*Statement:* The police arrested **the gang** last night.

*Question:* **Whom** did the police arrest last night?

### WHAT ما

It is used to ask for things and animals whether they are subjects or objects.

تستخدم للسؤال عن الأشياء والحيوان سواء في حالة الفاعل أو المفعول، ويبقى الفعل في الصيغة الخبرية مع الفاعل ويحول إلى صيغة الاستفهام مع المفعول.

*Subject Case:* حالة الفاعل

*Statement:* **English** is the language spoken all over the world.

*Question:* **What** is the language spoken all over the world?

*Object Case:* حالة المفعول

*Statement:* The earthquake destroyed **the whole city**.

*Question:* **What** did the earthquake destroy?

### WHOSE لمن

It is used to ask for ownership of things.

تستخدم للسؤال عن ملكية الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* These are **my books**.

*Question:* **Whose** books are these?

*Statement:* This is the car of **Sally's father**.

*Question:* **Whose** car is this?

### WHICH أي

It is used to ask for distinction between more than one thing.

تستخدم للسؤال عن التمييز والمقارنة بين الأشياء، ويبقى الفعل معها في الصيغة الخبرية.

*Statement:* The lion is stronger than the elephant.

*Question:* **Which** is stronger: the lion or the elephant?

*Statement:* The ocean is deeper and wider than the sea.

*Question:* **Which** is deeper and wider: the ocean or the sea?

## WHERE أين

It is used to ask for places of people and things.

تستخدم للسؤال عن الأماكن مع الأشياء والأشخاص، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* Cotton and sugar grow **in hot areas**.

*Question:* **Where** do cotton and sugar grow?

*Statement:* They live in Canada.

*Question:* **Where** do they live?

## WHEN متى

It is used to ask for the time of something.

تستخدم للسؤال عن زمن حدوث أي شيء ، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* They are travelling to Paris **next week**.

*Question:* **When** are they travelling to Paris?

*Statement:* The second term usually starts **on January**.

*Question:* **When** does the second term usually start?

## WHY لماذا

It is used to ask for the reason behind something.

تستخدم للسؤال عن سبب حدوث شيء ما، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* He did not pass the exam because he **did not study well**.

*Question:* **Why** did not he pass the exam?

*Statement:* Ann cannot go out because **she is busy studying**.

*Question:* **Why** cannot Ann go out?

## HOW كم

It is used to ask for the way something happens.

تستخدم للسؤال عن كيفية حدوث شيء ما، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The football team travelled to London **by plane**.

*Question:* **How** did the football team travel to London?

*Statement:* They came to school **quickly**.

*Question:* **How** did they come to school?

Some adjectives can be added to *How* to form other question words. Note the following:

يمكن أن تضاف بعض الصفات إلى *How* لتكوين أدوات استفهام أخرى، انظر ما يلي:

## HOW MANY كم (للعدد)

It is used to ask for the number of something.

تستخدم للسؤال عن عدد شيء ما، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* There are **twenty-five** new books in the library.

*Question:* **How many** new books are there in the library?

*Statement:* There are **eleven** players in a football team.

*Question:* **How many** players are there in a football team?

## HOW MUCH (للثمن أو الكمية) كم

It is used to ask for the price or quantity of something.

تستخدم للسؤال عن ثمن أو كمية شيء ما، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The new car cost me **twenty thousand pounds**.

*Question:* **How much** did the new car cost you?

*Statement:* We need a **gallon of oil** to fuel the car tank.

*Question:* **How much** oil do we need to fuel the car tank?

## HOW FAR (لطول المسافة) كم

It is used to ask for the length of a distance.

تستخدم للسؤال عن طول المسافة، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The pedestrian tunnel is **one mile** away from the school.

*Question:* **How far** is the pedestrian tunnel from the school?

*Statement:* The post office is a **hundred meters** away from the bank.

*Question:* **How far** is the distance between the post office and the bank?

## HOW LONG (للمدة أو طول الأشياء) كم

a) It is used to ask for the length of a period.

تستخدم للسؤال عن طول المدة، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* Last summer, we stayed **one month** in California.

*Question:* **How long** did we stay in California last summer?

*Statement:* The train takes **ten hours** to reach Luxor from Cairo.

*Question:* **How long** does a train take to reach Luxor from Cairo?

b) *How long* is also used to ask for the length of things.

تستخدم *How long* أيضاً للسؤال عن طول الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* In Port Said, the beach is **about 9 kilometres** long.

*Question:* **How long** is the beach in Port Said?

*Statement:* The River Nile is 5584 kilometres long.

*Question:* **How long** is the River Nile?

## HOW TALL (للطول) كم

It is used to ask for the height of people.

تستخدم للسؤال عن طول الأشخاص، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* Tom is 195 centimetres tall.

*Question:* **How tall** is Tom?

*Statement:* A basket player should at least be 2 meters tall.

*Question:* **How tall** should a basket player be?

## HOW HIGH (للطول) كم

It is used to ask for the height of things.

تستخدم للسؤال عن طول الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The Himalayas Mountains are **25,000 feet** high.

*Question:* **How high** are the Himalayas Mountains?

*Statement:* A mountain may be **two thousand feet** high.  
*Question:* **How high** may a mountain be?

## **HOW DEEP**      كم (للعمق)

It is used to ask for the depth of something.

تستخدم للسؤال عن عمق الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The depth of the Red Sea is **3040 metres**.  
*Question:* **How deep** is the Red Sea?

*Statement:* The depth of the Mediterranean Sea is **1500 metres**.  
*Question:* **How deep** is the Mediterranean Sea?

## **HOW WIDE**      كم (للمساحة)

It is used to ask for the width of things.

تستخدم للسؤال عن اتساع المساحات، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The Great Desert of Africa is **about 1610 kilometres** wide.  
*Question:* **How wide** is the great Desert of Africa?

*Statement:* Our house garden is **about thirty-five metres** wide.  
*Question:* **How wide** is your house garden?

## **HOW HEAVY**      كم (للوزن)

It is used to ask for the weight of people or things.

تستخدم للسؤال عن وزن الأشخاص أو الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* This sack of flour is **50 kilograms**.  
*Question:* **How heavy** is this case of flour?

*Statement:* This stone weighs **two tons**.  
*Question:* **How heavy** is this stone?

## **HOW OLD**      كم (للسن)

It is used to ask for the age of people and things.

تستخدم للسؤال عن عمر الأشخاص أو الأشياء، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* My grandfather is **seventy years old**.  
*Question:* **How old** is your grandfather?

*Statement:* This cat is **two years old**.  
*Question:* **How old** is this cat?

## **HOW FAST**      كم (للسرعة)

It is used to ask for the speed of something.

تستخدم للسؤال عن السرعة، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* The train can go at the speed of **200 kilometres per hour**.  
*Question:* **How fast** the train go per hour?

*Statement:* An airplane can fly at the speed of **1000 kilometres per hour**.  
*Question:* **How fast** can an airplane fly?



## HOW OFTEN (كم (عدد المرات)

It is used to ask for the frequency of something.

تستخدم للسؤال عن عدد مرات حدوث شيء ما، ويحول الفعل معها إلى صيغة الاستفهام.

*Statement:* Tom visits his friend **twice a month**.  
*Question:* **How often** does Tom visit his friend?

*Statement:* We play tennis **once a week**.  
*Question:* **How often** do you play tennis?

## Question Tags

1. Question tags are mini-questions that are often put on the end of a sentence. In question tags we use an auxiliary verb.

الأسئلة المزيلة عبارة عن أسئلة قصيرة تأتي في نهاية الجملة. وتستخدم الأفعال الناقصة في تكوين الأسئلة المزيلة.

1. Affirmative sentence + negative tag:

He **is** a teacher, **isn't** he?

Ali **will** travel tomorrow, **won't** he?

2. Negative sentence + affirmative tag:

They **haven't** finished their homework, **have** they?

We **don't** like bananas, **do** we?

## Irregular Cases

1. After "let's ...." the question tag is "shall we?"

بعد let's يتكون السؤال المزيل من shall we?

**Let's** go to the cinema, **shall we**?

2. After the imperative, the question tag is "will you?"

بعد الجملة الأمرية يتكون السؤال المزيل من will you?

Open the door, **won't** you?

**Don't** play with the matches, **do** you?

3. After "I'm", the question tag is "aren't I?"

بعد I'm يتكون السؤال المزيل من aren't I?

I'm late, **aren't** I?

4. "Dare" and "Need" do not occur in the affirmative with question tag. When they occur in the affirmative, they behave as full verbs.

"dare" و "need" لا يأتيان في السؤال المزيل المثبت، فإذا جاء في حالة الإثبات فإنهما يعاملان كفعالين صحيحين

They **need** to know your reply, **don't** they?

They **needn't** know your reply, **need** they?

5. After "'d better", use "had" to make the question tag.

بعد 'd better تستخدم had لعمل السؤال المزيل

I'd better leave the place, **hadn't** I?

6. After "'d rather", use "would" to make the question tag.

بعد 'd rather تستخدم would لعمل السؤال المزيل

He'd rather wash the car, **wouldn't** he?

## Exercises:

### Change the following sentences into questions

1. Alice is a teacher of English.
2. Rachel can do the job perfectly.

3. They are the journal reporters.
4. I am a banker at the National Bank of Egypt.
5. We will buy a new car next month.
6. Students make the homework ever day.
7. David goes to Alexandria every summer.
8. My brother plays tennis for the Ahli Sports Club.
9. We visited to oil factory last year.
10. Opera Aida 99 was totally managed by Egyptians.

**Choose the correct word from those in brackets**

1. (Is - Do - Are) Tom an engineer in the factory?
2. (Is - Can) you speak German.
3. (Does - Are - Will) the Flowers white?
4. (Do - Does - Did) Allan go to the movie last night?
5. (Does - Do - Are) you like to be a pilot?
6. (Is - Am - Do) I a banker?
7. (Do - Will - Have) you buy a motor bike like that of Ann?
8. (Is - Are- Can) Sally cook like her mother?
9. (Have - Could - Would) they won the match?
10. (Am - Should - Is) I see a doctor tonight?

**As questions about the words in black below**

1. **The teacher** explains the lessons in class.
2. **My father** gave me money to buy the book.
3. We visited **our friends** last night.
4. The policeman arrested **the thief** at my apartment.
5. **The cat** drank the whole pot of milk.
6. The thief stole **my wallet** المحفظة while I was in the bus.
7. This is **our garden**.
8. I took **the book of Alice** to read it tonight.
9. **The mouse** is faster than **the cat**.
10. **The sea** is deeper than **the river**.
11. You can the books you want **on the third shelf from the top**.
12. We met Alice in **the mall**.
13. Students can travel to Alexandria **after the exams**.
14. My father bought this car from Paris **last year**.
15. I could not go to work because **it was raining heavily**.
16. Tom stayed in bed for a complete week because **he was ill**.
17. Every day I go to work **by the company bus**.
18. We visited Alice and she was **well**.
19. The teacher brought **ten presents** for the first ten students.
20. You need to score **five points** to win the match.
21. The new car costs **30,000** Egyptian pounds.
22. He likes tea with **two spoons of sugar**.
23. Alexandria is about **200 kilometres from** Cairo.
24. The school is **one mile away** from my house.
25. The journey takes **10 hours** by train.
26. This road is **three miles long**.
27. John is **205 centimetres tall**.
28. The mountain is **200 feet high**.
29. The canal is **twenty-five feet deep**.

30. The hall is **ten meters wide**.
31. This cement case **weighs fifty kilograms**.
32. My grandfather is **seventy years old**.
33. The plane can go at the speed of **500 kilometres per hour**.
34. We play tennis **twice a month**.
35. Allan travels to Canada **once every year**.

**Fill in the spaces with the suitable word**

1. How ..... students are there in the class?
2. How ..... did this motor bike cost you?
3. How ..... is the distance between Aswan and Alexandria?
4. How ..... will you stay in America this time?
5. How ..... is the road from your house to school?
6. How ..... should a basketball player be?
7. How ..... are the Himalayas series of mountains?
8. How ..... is that well of water?
9. How ..... is your house garden?
10. How ..... was the luggage which you could not carry?
11. How ..... was the old man you met in the station?
12. How ..... can a train go per hour?
13. How ..... do they go to the movie?

**Choose the correct word from those in brackets**

1. (Who - Whom - Where) killed the man?
2. (Where - Who - Whom) did the policeman arrest?
3. (Why - Whom - What) did the cat drank?
4. (Which - What - Who) is the language spoken all over the world?
5. (Who - Whose - Where) pens are these?
6. (What - Whom - Which) is stronger: the lion or the elephant?
7. (Which - Where - Whom) did you see the old man with a stick?
8. (How - What - When) will you visit me at home?
9. (Why - What - Who) does Allan go to the club very often?
10. (How - Where - What) shall they travel to Florida?

# Chapter II

## Grammar Study

### القواعد

## Unit-by-unit Survey

## Unit 1

# Degrees of Certainty

## درجات التيقن

(He must be rich)



Look how you can express different degrees of certainty:

Freddie **is** rich.

He **must be** rich.

He **may be** rich.

He **might be** rich.

\* *Degrees of Certainty: is/must/may be/might be*

أنظر إلى الجدول التالي:

هناك كلمات (key words) تدل على درجة التوكيد (degree of certainty) والتي يختلف شكلها في المضارع عنها في الماضي.

Degree of Certainty	Key Word/Phrase	Present	Past
Certain	Sure	Present verb	Past verb
Near certain (استنتاج deduction)	Almost certain, almost sure, think	Must + Inf.	Must have + P.P.
Uncertain	Not sure, perhaps, maybe, don't/doesn't think, probably	May + Inf.	May have + P.P.
Very uncertain	Possibly, not really think	Might + Inf.	Might have + P.P.

Examples:

- Ali **is** mistaken (certainty in the present).
- This house **must have been** built in 1921 (deduction in the past)
- He **may be** the man we are looking for. (uncertainty in the present)
- Tom is too late, I **don't really think** he **might come**. (high degree of uncertainty in the present)

### Notice the following

لاحظ التالي:

1) Must + Inf. => Present deduction

يكون الاستنتاج بـ must + Inf. إذا كان فعل الجملة مضارع

- He **has** a car. He **is** rich. (make a deduction)  
He has a car. He **must be** rich.

2) Must + have + P.P. => Past deduction

\* يكون الاستنتاج بـ must have + P.P. إذا كان الفعل ماضي

- He succeeded last year. He **studied** hard. (must)  
He succeeded last year. He **must have studied** hard.

3) Must + Inf. => can not (can't) + Inf.

عند النفي تحول must التي تفيد الاستنتاج في المضارع إلى can't

- He **must be** ill. (negative)  
He **can not be** ill

4) Must have + P.P. => can not (can't) have + P.P.

عند النفي تحول must have التي تفيد الاستنتاج في الماضي إلى can't have

- They **must have found** the treasure.

They **can not have found** the treasure.

5) Must not (mustn't) = Prohibition Mustn't تفيد الحظر أو المنع

- You **must not park** here = **Don't** park here.

:Prohibition محل هذه التعبيرات وتفيد المنع

Must not = It is prohibited/ forbidden/ banned/not allowed to + Inf.

Must not = No + V-ing ممنوع

Must not = Don't + Inf. لا/ممنوع

\* **No smoking** (use a suitable modal verb)

- You **must not** smoke

\* There is a "**No Parking**" sign. (use: must)

- You **must not** park her.

\* We **must not** look at others' answers in exams.

(rewrite using: Not allowed...)

- **It is (You are) not allowed** to look at others' answers in exams.

6) Must + Inf. = It is necessary + for + object + to + Inf.

تحل must + Inf. محل هذه التعبير للدلالة على الضرورة والإلزام necessity and obligation في المضارع

- You **must take** a taxi = **It is necessary for you to take** a taxi.

7) Past Necessity: Must + Inf. => had to + Inf.

Future Necessity: Must + Inf. => Will have to + Inf.

لاحظ كيف تأتي بالماضي والمستقبل من must عندما تدل على الضرورة والإلزام

- He **must come** to station a little bit earlier. (Rewrite using: Yesterday)

- Yesterday, he **had to come** to station a little bit earlier.

- They **must be** at the airport at six o'clock. (Rewrite using: Tomorrow at six o'clock...)

- Tomorrow at six o'clock they **will have to be** at the airport.

8) Had to + Inf. = It was necessary + for + object + to + Inf.

تحل had to + Inf. محل هذه التعبير للدلالة على الضرورة والإلزام necessity and obligation في الماضي

- It was raining hard so **it was necessary** for him to take a taxi. (Rewrite using: had to...)

It was raining hard so he **had to** take a taxi.

9) Will have to + Inf. = It will be necessary + for + object + to + Inf.

تحل will have to + Inf. محل هذه التعبير للدلالة على الضرورة والإلزام necessity and obligation في المستقبل

- Computer will dominate all world activities and **it will be necessary for** everyone to learn how to use it.

- Computer will dominate all world activities and **everyone will have to** learn how to use it.

10) Must + Inf. => needn't/don't need to + Inf.

إذا دلت must على الضرورة أو الإلزام فإنها تنفي بـ needn't أو don't need to

- You **must take** a taxi (negative)

You **need not/don't need to** take a taxi.

11) Needn't = It is not necessary to + Inf.

تحل needn't/don't need to + Inf. محل هذه التعبير للدلالة على انعدام الضرورة lack of necessity في المضارع

- The weather is fine today so **it is not necessary for us to wear** heavy clothes.  
(use a suitable modal verb)  
The weather is fine today so **we needn't wear** heavy clothes.

- 12) Had to => need not have + P.P.  
 عند النفي تحل need not have + P.P. محل had to التي تدل على الضرورة في الماضي
- He **had to get up** early yesterday to catch the 5 o'clock train. (negative)  
He **needn't have got up** early yesterday to catch the 5 o'clock train.

- 13) Need not have + P.P. = It was not necessary to + Inf.  
 تحل need not have to + Inf. محل هذه التعبير للدلالة على انعدام الضرورة lack of necessity في الماضي
- It **was not necessary for her** to bring the child with her. (Rewrite using: needn't)  
She **needn't have brought** the child with her.

## Remarks:

هذه التراكيب يجوز أن تستبدل بالأفعال الناقصة التي تقابلها

- \* **had better + Inf.** = **should + Inf.**  
- You had better go = You should go
- \* **advise you to** = **should + Inf.**  
- I advise you to study hard = You should study hard
- \* **It's important to** = **have to + Inf.**  
- It is important for you to stop smoking = You have to stop smoking
- \* **was obliged to** = **had to + Inf.**  
- I was obliged to stop smoking = I had to stop smoking.
- \* **It's advisable for you to** = **should + Inf.**  
- It's advisable for you to work hard = You should work hard.
- \* **It was advisable for you to** = **should have + P.P.**  
- It was advisable for you to wait = You should have waited.

## Exercises

Choose the correct answer from a, b, c, or d:

- I do not want anyone to know. You ..... tell anyone.  
a) mustn't    b) shouldn't    c) mayn't    d) mightn't
- We haven't got much time. We ..... hurry.  
a) must    b) should    c) may    d) might
- We have enough food at home, so, we ..... go shopping today.  
a) mustn't    b) shouldn't    c) needn't    d) mightn't
- I can manage the shopping alone. You needn't ..... with me.  
a) come    b) coming    c) to come    d) came
- Most surgical operations ..... nowadays because of the existence of advanced equipment.  
a) succeed    b) may succeed    c) might succeed    d) must succeed
- He ..... Ali. He always comes in time.  
a) must be    b) may be    c) can't be    d) should be
- You can't park here. It is ....  
a) prohibition    d) prohibited    c) prohibiting    d) prohibit
- It was not raining yesterday, so he ..... an umbrella.  
a) needn't take    d) needn't have taken    c) need to take    d) took

9. He ..... have gone to the theatre yesterday because I spent all the day with him.  
a) mustn't      b) can't      c) mayn't      d) mightn't
10. Congratulations on passing the exam. You.... be pleased.  
a) must      b) can't      c) may      d) might

**Do as shown in brackets:**

1. It is not necessary to know English in order to get a good job. (Use: need)
2. It is advisable to give up smoking. (Restructure using a suitable modal verb)
3. He has to work on Friday. (negative)
4. She had to find a second job to increase her income. (Rewrite using: It was necessary... )
5. You must go out now. (negative)
6. We must do our best to raise our incomes. (rewrite using: Next century)
7. He probably was the man who had broken into the flat. (use suitable modal verb)
8. It was necessary for him to negotiate the matter with the witnesses. (restructure the sentence using: had to)
9. Ali passed without looking at me. I think he did not see me. (use: can't)
10. He studied all day yesterday, he..... (complete)



## Unit 2

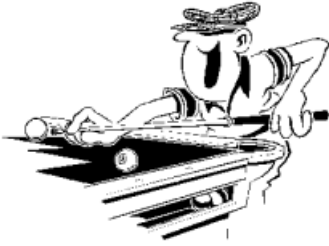
# Conditional Sentences

## الجملة الشرطية

(If he plays well, he will win the game)

### Form:

### تكوينه



Look how conditional sentences can be made with 'if'.

**If Freddie plays well, he will win the game.**

**If he played well, he would win the game.**

**If he had played well, he would have won the game.**

\* *Conditional If* has three types:

If + present simple, future simple.

If + past simple, would + Infinitive.

If + past perfect, would have + P.P.

### Notice the following:

### لاحظ التالي:

- 1) Type 1 (Probable Condition):  
تعبّر عن موقف واقع حالياً أو محتمل الوقوع  
If + present simple, will/can/may + Inf.  
- **If they play well, they will ('ll) win the match.**
- 2) Type 2 (Improbable Condition):  
حالة غير محتملة أو متعذرة الوقوع أو مجرد تمنى  
If + past simple, would/could/should + Inf.  
**If I found a wallet in the street, I would ('d) take it to the police.**  
- **If I was/were a king, I would ('d) offer much help to the poor.**
- 3) Type 3 (Impossible Condition):  
يعبر عن فعل شرط لم يقع وبالتالي امتنعنت نتيجته  
If + had + P.P., would/could/should have + P.P.  
- **If he had studied, he would ('d) have succeeded.**
- 4) If ...not = Unless  
if not وينطبق عليها قواعد if  
Unless لها نفس معني if  
If he didn't go = Unless he went  
If you do not come, I will leave. (Use unless)  
**Unless you come, I will leave.**  
**If he did not waste his time, he would ('d) collect much information. (Use: unless)**  
- **Unless he wasted his time, he would ('d) collect much information.**  
If we had not helped them, they would not have been rescued.  
- **Unless we had helped them, they would not have been rescued.**
- 5) "If" can be replaced with "should"  
تحل should محل if في الحالة الأولى والثانية والفعل بعدها لايد أن يكون مصدر  
**If he arrives on time, you will see him. (use: should)**  
- **Should he arrive on time, you will see him.**
- 6) "If" can be omitted from "If I were .."  
يمكن أن تحذف if من if I were... وتقدم were على الفاعل  
**If I were rich, I would buy a car. (omit: if)**  
- **Were I rich, I would buy a car.**
- 7) "If" can be omitted from the third conditional case.  
يمكن أن تحذف if من الحالة الثالثة وتقدم had على الفاعل:  
**If he had gone to the party, he would have amused himself. (omit: if)**

**Had he gone** to the party, he would have amused himself.

8) "If + Present Simple" can be replaced by:

تحذف if والجمل الشرطية التي تأتي بعدها مع الكلمات التالية

in case of/in the event of (في حالة حدوث) + Noun or V-ing

If one **is** ill, we will send for the ambulance. (in case of)

**In case of illness**, we will send for the ambulance.

9) "whether ... or not" can be replaced by "with or without"

يمكن أن تحذف whether ... or not وتحل محلها with or without

**Whether you assisted** me or not, I will do it. (Rewrite using: with or without"

**With or without** your assistance, I will do it.

10) But for, without + noun

تحذف unless (if ...not) ونضع بدلها But for/without ويأتي بعدها اسم

If there was **not** a proper plan, it would be hard to achieve good results. (Use: But for...)

**But for** a proper plan, it would be hard to achieve good results.

11) If => so, because, when

تحل if محل الروابط التالية (so, because, when) بشرط:

(1) نعكس المعنى (المنفي يثبت والمثبت ينفي) (2) نحول الزمن المضارع إلى ماضي والماضي إلى ماضي تام

He does not smoke **so** he can run. (use: if)

If he **smoked**, he **could not** run.

He came late **because** he came on foot. (use: if)

If he had not come on foot, he would not have come.

## Exercises

Choose the correct answer from a, b, c, or d:

- If I found a wallet in the street, I ..... it to the police.  
a) will take    b) would take    c) would have taken    d) take
- ..... he had been careful, he would have fallen into the hole.  
a) Even if    b) Unless    c) If    d) But for
- If he had enough money, he..... to a new house.  
a) would have move    b) would move    c) will move    d) would not have moved
- We would have won the game if we ..... well.  
a) played    b) play    c) had played    d) hadn't played
- Unless you hurry up, you ..... the train.  
a) will not catch    b) will catch    c) would not catch    d) would catch
- ..... now, he would arrive on time.  
a) Would he leave    b) If he leaves    c) Were he to leave    d) Unless he left
- Should I be there, I ..... prevent all this.  
a) will    b) would    c) would not    d) would have
- In case of ....., I will not go out.  
a) it rains    b) raining    c) it is not raining    d) it does not rain
- ..... her assistance, we would not have done the exercise properly.  
a) But for    b) Without    c) With or without    d) In the event of
- If it ..... water, it would be hard for us to live.  
a) is not for    b) hadn't been for    c) were not for    d) had been for

Correct the verbs between brackets:

- If he ..... (not be) ill, he would visit the construction site.
- If I had seen you, I ..... (say) hello.

3. I do not know you were in hospital. If I ..... (know), I ..... (go) to visit you.
4. The birthday party was nice but we ..... (enjoy) it more if the weather..... (be) better.
5. Unless he ..... (study) well, you would not have succeeded last year.

**Do as shown in brackets:**

1. I wish I had known the address, I would have sent her a postcard. (Use: If)
2. They must have received an invitation. (negative)
3. Without my brother's help, I would not have answered the exercises correctly. (use: If)
4. If he were in your place, he would refuse the offer. (omit "if")
5. Even if the light is off, I read the notice clearly. (use: With or without)

## Unit 3

# Reported Speech

# الكلام المباشر وغير مباشر

(He said (that) he was feeling better)

Study the following example:

لاحظ المثال التالي:



Compare the following sentences:

**Direct:** Freddie said, "I am reading the news."

**Reported:** Freddie said (that) he was reading the news.

*I'm reading the news*

To change from direct to reported speech do the following:

للتحويل من الكلام المباشر إلى الكلام غير المباشر، اتبع ما يلي:

## Reported Speech with Statements

## مع الجمل الخبرية

1) Change "said to" to "told" غير فعل القول said to إلى told

**Direct:** Tom **said to** me "I don't like Brian."

**Reported:** Tom **told** me (that) he didn't like Brian.

2) Delete quotations and start with *that* احذف علامات التنصيص وابدأ الجملة بـ *that*

**Direct:** Tom said to me, "I don't like Brian."

**Reported:** Tom told me **that** he didn't like Brian.

3) Change all verb tenses to the past:

Present simple to past simple: حول المضارع البسيط إلى الماضي البسيط

**Direct:** Tom said, "My parents **are** very well."

**Reported:** Tom said that his parents **were** very well.

Present continuous to past continuous: حول المضارع المستمر إلى الماضي المستمر

**Direct:** Tom said, "I **am going** to give up my job."

**Reported:** Tom said that he **was going** to give his job.

Present perfect to past perfect: حول المضارع التام إلى الماضي التام

**Direct:** Tom said, "Ann **has bought** a new car."

**Reported:** Tom said that Ann **had bought** a new car.

Past simple to past perfect: حول الماضي البسيط إلى الماضي التام

**Direct:** Tom said, "I **woke** up feeling ill and so I **stayed** in bed."

**Reported:** Tom said that he **had woken** up feeling ill and so he **had stayed** in bed.

Change modal verbs to their past forms: حول الأفعال الناقصة إلى صيغة الماضي

**Direct:** Tom said, "I **can** not come to the party on Friday."

**Reported:** Tom said that he **could** not come to the party on Friday.

**Direct:** Tom said, "I **will** phone you when I **get** back."

**Reported:** Tom said that he **would** phone me when he **got** back.

- 4) Change personal pronouns according to meaning. حول الضمائر الشخصية حسب المعنى  
*Direct:* Tom **said**, “I like to visit Egypt.”  
*Reported:* Tom **said** that **he** liked to visit Egypt.
- 5) Change adverbs and demonstrative pronouns as follows: حول الظروف وأسماء الإشارة كما يلي:

Direct	Reported	Direct	Reported
This	That	Next week	The following week
These	Those	Yesterday	The day before
Here	There	Last night	The night before
Today	That day	Ago	Before
Tonight	That night	Now	Then
Tomorrow	The next day	Thus	So

### Note the following

### لاحظ التالي

- \* إذا كان فعل القول هو said فقط فإنه يظل كما هو في صيغة الكلام غير المباشر
- Direct:* Tom **said**, “I am very happy.”  
*Reported:* Tom **said** that he was very happy.
- \* إذا كانت هناك جملتان خبريتان اربطهما بـ and that أو and added that
- Direct:* Tom **said**, “I am going away for two days. I’ll phone Sally when I get back.”  
*Reported:* Tom **said** that he was going away for two days **and that** he would phone Sally when he got back.
- \* الأفعال الناقصة must, might, could, would, ought في صيغة الكلام المباشر فإنها تظل كما هي في صيغة الكلام غير المباشر
- \* الفعل الناقص may يحول إلى might في صيغة الكلام غير المباشر
- Direct:* Ann said to John, “I **may** travel to America next month.”  
*Reported:* Ann told John that she **might** travel to America the following month.

## Exercises

### A. Change into Reported Speech

Yesterday, you met your friend Tom. Tom told you a lot of things. Here are some of the things he said to you:

- I’m thinking of going to live in Canada.
- My father is in the hospital.
- I have been playing tennis a lot recently.
- Margaret has had a baby last month.
- I’ll tell Jim I saw you.
- Jim had an accident last week but has wasn’t injured
- Bill passed his examination.
- I saw Jack at a party a few months ago and he seemed fine.
- I lost my car last night. It was given to me as a present long time ago.
- I can afford a holiday this year.

Later that day, you tell another friend what tom said. Use reported speech.

- Tom said that he was thinking of going to live in Canada.

2.

**B. Change into Direct Speech**

1. Ann told Jim that she had a nice weekend with her family.
2. Tamer said that he would leave for his village that day.
3. Tom said to Charlie that he had not seen Sally long time ago.
4. The headmaster said that the English book was prepared carefully.
5. The old man said that he had spent most of life reading books.
6. The policeman said that he caught a thief in the railway station.
7. Experts said that Egyptian economy was growing fast.
8. The teacher said that all students would pass the next term exam.
9. Geologists told the news agency that the earthquake was the strongest ever.
10. Economists said that Egypt would witness economic boom the following years.

**B. Choose the correct words**

1. The teacher said that many pupils (are - were) absent.
2. The man said that a thief (stole - had stolen) my money (the night before - last night.)
3. I (told him - said to him) "I (am doing - was doing) my best to help you now.
4. The girl told her friend that she (will - would) buy a new car (the next day - tomorrow).
5. John (said - told) that he (may - might) go to the zoo the next day.
6. Tom said that his father (will - would) arrive from America next day.

## Reported Speech with Commands

## مع الجمل الأمرية

To change the commands from direct speech to reported speech, do the following:

لتحويل الجمل الأمرية أو صيغة الأمر من الكلام المباشر إلى الكلام غير المباشر، اتبع الخطوات التالية:

1) Change “said “ to any other verb according to the sentence meaning as follows:

غير فعل القول said إلى أي فعل آخر حسب معنى الجملة كما يلي:

Use *ordered* for commands: **ordered** للتعبير عن لهجة الأمر استخدم الفعل

*Direct:* The officer **said to** his men, “Catch the thief anyway.”

*Reported:* The officer **ordered** his men to catch the thief anyway.

Use *asked* for requests: **asked** للتعبير عن لهجة الطلب استخدم الفعل

*Direct:* My friend **said to** me, “Ring me up at 7 o’clock this evening, please.”

*Reported:* My friend **asked** me to ring him up at 7 o’clock that evening.

Use *begged* for begging: **begged** للتعبير عن الاستعطاف استخدم الفعل

*Direct:* The servant **said to** his master, “Please give me a pound.”

*Reported:* The servant **begged** his master to give him a pound.

Use *advised* for advising: **advised** للتعبير عن النصيحة استخدم الفعل

*Direct:* The doctor **said to** the patient, “Stop eating fats.”

*Reported:* The doctor **advised** the patient stop eating fats.

*Direct:* The teacher **said to** the student, “Study hard to pass the exam.”

*Reported:* The teacher **advised** the student to study hard to pass the exam.

2) Replace punctuation marks with *to + infinitive* for affirmative sentence and *not to + infinitive* for negative sentences.

احذف علامات الترقيم واستبدلها بالمصدر مسبقاً بـ *to* في حالة الإثبات أو *not to* في حالة النفي

*Direct:* John **said to** Sally, “Please, stay until I come back.”

*Reported:* John **asked** Sally **to** stay until he came back.

*Direct:* The doctor **said to** Ann, “Do not smoke anymore.”

*Reported:* The doctor **advised** Ann **not to** smoke anymore.

### Note the following

### لاحظ التالي

\* يتم تغيير الضمائر الشخصية وأسماء الإشارة والظروف والأزمنة بما يناسب معنى الجمل التي يتم تحويلها

\* إذا كان هناك جملتان في حالة الأمر يتم ربطهما بـ *and*:

*Direct:* The teacher **said to** the student, “Study your lessons. Do not waste your time.”

*Reported:* The teacher **advised** the student **to** study his lessons **and** not to waste his time.

\* عند تحويل الأوامر من الكلام المباشر إلى صيغة الكلام غير المباشر تحذف عبارات أو كلمات الاستعطاف مثل

:Please, would you please

*Direct:* Ann **said to** Tom, “Please do not tell anyone what happened.”

*Reported:* Ann **asked** Tom **not to** tell anyone what had happened.

## Exercises

### Change into Reported Speech

1. My friend said to me, "Please, open the door."
2. Tom said to his colleague زميل John, "Lend me your pen, please."
3. David said to his servant, "Fetch sugar from the super market."
4. The beggar said to the businessman, "Give me money to buy food."
5. The servant said to his master, "Give me a pound to pay the bus fare."
6. The officer said to his soldiers, "Fire, when I give you the signal you know."
7. The doctor said to the patient, "Stop smoking, or you'll die soon."
8. The teacher said to his students, "Study hard to pass the exam."
9. The father said to his son, "Do not stay out of home so late again."
10. I said to Allan, "Meet me in the restaurant at 8:00."
11. The injured person said to Tom, "Please give me some water. Take me to the hospital."
12. The chief said to his men, "Work hard and you'll be rewarded."
13. The traveller said to the robber, "Please, don't kill me."
14. The captain said to his men, "Stay at your hiding places."
15. The policeman said to the driver, "Do not drive your car so fast."

### Choose the Correct Word from those in Brackets

1. I (said to - asked) my colleague to lend me his pen.
2. The board (asked - said to) the chairman not to travel (today - that day) because his presence (was - is) necessary to take a decision.
3. The doctor (said to - advised) the patient (to - not to) stop smoking.
4. The officer (asked - ordered) his men to fire when he (gives - gave) the signal.
5. I asked Tom to lend me (my - his) pen because I had forgotten mine.
6. The traveller (asked - begged) the robber (to - not to) kill him.
7. The students (asked - ordered) the teacher to raise his voice.
8. The servant (commanded - begged) his master to allow him to go home.
9. The boy (said to - asked) his father to give him money to buy a bike.
10. The teacher (asked - advised) his students to study hard to pass the exam.
11. Ann (ordered - asked) her friend to bring her his book (the next day - tomorrow).
12. The tourists (said to - asked) the guide to be ready at 7:00 in the morning.
13. The mother (asked - ordered) her son to go home and not to play in the street.
14. The officer (said to - asked) the man not to be afraid.
15. My friend (said to - told) me that he (was - is) sure of passing the exam.



## Reported Speech with Exclamation

## مع التعجب

Exclamation forms:

صيغ التعجب:

a) Hurrah!

للتعبير عن الابتهاج والفرح:

John said, "Hurrah! I've gained the top prize."

The boys said, "Hurrah! We have won the match."

b) Alas!

للتعبير عن الأسف:

Sally said, "Alas! I've failed in the examination."

Tom said, "Alas! I've lost my car in the accident."

c) For surprise, Ah! Aha! Oh! Whew!

للتعبير عن الدهشة:

Good heavens! Dear me!

d) How + adj. + subject + verb

How + صفة + فاعل + فعل:

Ann said, "How beautiful your car is!"

Charlie said, "How tall that man is!"

e) What + (adj.) noun + subject + verb

What + اسم (مسيبوق بصفة) + فاعل + فعل:

The tourist said, "What a wonderful city Cairo is!"

Julia said, "What a (beautiful) car this is!"

To change exclamations from direct speech to reported speech, do the following:

لتحويل عبارات أو صيغ التعجب من الكلام المباشر إلى الكلام غير المباشر، اتبع الخطوات التالية:

1) Change "said" to "exclaimed"

غير فعل القول said إلى exclaimed

*Direct:* He **said**, "Good heavens! The man has fallen down"

*Reported:* He **exclaimed** that the man had fallen down.

2) Delete punctuation marks and add *that*

احذف علامات الترقيم وأضف *that*

*Direct:* He said, "Good heavens! The man has fallen down"

*Reported:* He **exclaimed that** the man had fallen down.

3) Delete *how* or *what* and change the sentence order to: that + subject + verb + adjective:

احذف أدوات التعجب (*how* أو *what*) واعد ترتيب الجملة كالتالي: That + فاعل + فعل + صفة

*Direct:* Ali **said**, "How nice the picture is!"

*Reported:* Ali **exclaimed that** the picture was nice.

*Direct:* Alice **said**, "How great the pyramids are!"

*Reported:* Alice **exclaimed that** the pyramids were great.

### Note the following

### لاحظ التالي

\* يتم تغيير الضمائر الشخصية وأسماء الإشارة والظروف والأزمنة بنفس طريقة الجمل الخبرية

\* يمكن إضافة عبارة للتعبير عن حالة المتحدث في صيغة الكلام غير المباشر لتوضيح التعبير عن الأسف أو الندم أو الإعجاب أو الدهشة أو الغضب... إلخ

*Direct:* The man said, "How foolish I have been."

*Reported:* The man **exclaimed with regret** that he had been foolish.

*Direct:* Allan said to me, "What a nice picture I have drawn."

*Reported:* Allan **exclaimed with admiration** that she had drawn a nice picture.

\* إذا كان فعل القول في الجمل التعجبية متبوعاً بـ *to* فإنه يمكن تحويله إلى *told* كما في الجمل الخبرية

*Direct:* Allan **said to** me, "What a nice picture I have drawn."

*Reported:* Allan **told me with admiration** that she had drawn a nice picture.

## Exercises

### Change into reported speech

1. The man said, "How nice the picture is!"
2. The officer said to his soldier, "What a brave fighter you are!"
3. The tourist said, "How great is the Sphinx."
4. The boy said, "Hurrah! I have won the game."
5. Alice said, "Alas! I have lost my dear bike."
6. The teacher said to Jack, "What a careless boy you are!"
7. The reporter said, "What a good news this is!"
8. The police said to the thief, "What a damned devil you are!"
9. The boy shouted, "Good heavens! The man fell from the window."
10. Sally said to Ann, "How beautiful your skirt is!"

### Choose the correct word from those in brackets

1. He (said - asked - exclaimed) that the man had fallen down.
2. The boys exclaimed with (joy - surprise) that their careless friend (had answered - answers) a difficult question.
3. Tom (exclaimed - said) how (bad - beautiful) the picture is.
4. Sally said with (happiness - anger) that she (missed - had missed) the school bus.
5. The student exclaimed with (regret - joy) that he (makes - had made) a silly mistake.
6. Alice exclaimed with (pride - admiration) that she had drawn a nice picture.
7. Julia exclaimed (what a nice cat that is - what nice that cat is).
8. Diana (said to - exclaimed) that the sphinx was great.
9. John (said to - told -exclaimed) me with admiration that (made - had made) a nice cake.
10. The teacher (told - said) with (anger - admiration) that Tom was making noise.

## Unit 4

# The Gerund (V. +ing)

(He is fond of fishing)

Study the following examples



Look how the gerund takes different places in the sentence:

Freddie is fond of **fishing**.

**Fishing** is an interesting sport.

He likes **fishing** very much.

\* *Gerund* = (V+ing)

### Notice the Following:

لاحظ التالي:

Verbs come in the form of gerunds when they act the following roles in the sentence:

1. Subject of a sentence:

فاعل للجملة

- **Reading** enriches one's knowledge of the world around him.

2. Object of some transitive verbs. Here are some of these verbs:

avoid, enjoy, deny, finish, excuse, stop, consider, fancy, prefer, imagine, mind, can't help, feel like.

مفعول به لفعل متعدي

- The contractor has finished **building** our school.
- Fancy **seeing** you here!
- I can't help sleeping.

3. Object of prepositions following some adjectives. Following are some of these adjectives: capable of, interested in, good at, fed up with, happy about, proud of, In spite of

بعد حروف الجر التي تلي الصفات:

- Are you interested **in working** for us?
- He went to work in spite **of feeling** ill.

4. Object of prepositions following some verbs. Following are some of these verbs: Care about, dream about, object to, insist on, depend on, apologize for, look forward to

بعد حروف الجر التي تلي الأفعال:

- I always care **about brushing** my teeth before I go to bed.
- People object **to digging** oil wells in green areas.

5. Object of common expressions. Following are some of these expressions: It's no use, it's no good, it is worth, I am busy, there is no point in..., have difficulty ...

بعد التعبيرات الشائعة:

- I am busy **repairing** my car.
- It's no use **crying** over spilt milk.

## Remarks:

### 1. It (that) is + adjective + of + object pronoun + to + Inf.

- He always provides assistance to the needy: (begin with: It is kind...)  
It is kind of him to provide assistance to the needy.
- He can not solve the puzzle. (Rewrite beginning with: That is stupid...)  
That is stupid of him not to solve the puzzle.

### 1. Transitive Verbs Followed by Gerund:

avoid	يتجنب
consider	يعتبر
deny	ينكر
enjoy	يستمتع
escape	يهرب
excuse	يعذر
fancy	يتخيل
finish	يُنهي
forgive	يعفو
give up	يقطع
imagine	يتخيل
mention	يذكر
mind	يمنع
practise	يمارس
prefer	يفضل
risk	يخاطر
stop	يتوقف
suggest	يقترح

### 2. Phrasal verbs Followed by Gerund:

accuse of	يُتهم بـ
apologize for	يعتذر عن
believe in	يؤمن بـ
blame for	يلوم على
care about	يهتم بـ
congratulate on	يهنيئ على
contribute to	يساهم في
depend on	يعتمد على
dream about	يحلم بـ
dream of	يحلم بـ
excuse for	يعذر على
feel like	يشنق إلى
insist on	يصر على
listen to	يصغي إلى
look forward to	يتطلع لـ
object to	يعترض على
persist in	يصر على
rely on	ينكل على
succeed in	ينجح في
thank for	يشكر على

think about	يفكر في
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### 3. Adjectives Followed by Gerund:

bad at	سيئ في
be accustomed to	معتاد على
be used to	معتاد أن
capable of	قادر على
certain of	متأكد من
charged with	متهم بـ
clever at	ماهر في
disappointed at	محبط من
excellent at	ممتاز في
good at	ماهر في
happy about	سعيد بـ
jealous of	غيور من
proud of	فخور بـ
skilful at	بارع في
sorry about	أسف على
worried about	قلق على

### Exercises

#### Choose the correct answer from a, b, c, or d:

- We are looking forward to ..... the Eiffel tower.  
a) see      b) seeing      c) to see      d) saw
- He used to ..... early when he was young.  
a) get up      b) getting up      c) got up      d) gets up
- He is good ..... tennis.  
a) in playing      b) of playing      c) for playing      d) at playing
- They finished ..... the new school.  
a) constructing      b) construction      c) to construct      d) construct
- They apologized ..... not attending my wedding ceremony.  
a) for      b) of      c) in      d) at
- It is worthless ..... him.  
a) to convince      b) convincing      c) convince      d) convinced
- He dreams ..... winning the Noble prize in chemistry.  
a) in      b) of      c) for      d) with
- I think you are ..... of finding reasonable solution for the crisis.  
a) able      b) be able      c) capable      d) capability
- I will thank him ..... helping me.  
a) on      b) about      c) with      d) for

#### Correct the verbs between brackets:

- She insists on ..... (see) me.
- He had to ..... (working) hard to succeed.
- Programmers are capable of ..... (find) job offers at any time.
- He is accused of..... (steal) the wallet.
- He made her ..... (to write) a letter for him.

#### Do as shown in brackets:

- She must leave before my father's arrival. (begin with: Yesterday)

2. I can answer the most difficult questions in math. (rewrite using: able ...)
3. I am sorry. I didn't want to disturb you. (rewrite using: apologize...)
4. He likes swimming in the sea. (restructure using: fond...)
5. Sometimes, I feel like (quarrel) with taxi drivers. (correct)
6. I persist in learning English. (use: insist...)
7. Perhaps they came yesterday. (use a suitable modal verb)
8. Some parents do not care ..... their children. (insert a preposition)
9. She always helps her mother with the kitchen. (Begin with: It is thoughtful)
10. Archaeologists have difficulty ..... some monuments. (fill in the space with a suitable verb)

## Unit 5

# Verb + V-ing / to + Infinitive

(It has started raining/to rain)

Study the following examples



Some verbs can be followed by a verb plus -ing or infinitive with 'to'. Look at these examples:

Freddie intends **buying** a new car.

Freddie intends **to buy** a new car.

### Notice the following:

لاحظ التالي:

1) (*Begin, start, intend, continue, bother*) + verb + ing or to + Inf. with little or no difference in meaning:

هذه الأفعال يليها (to + Infinitive) أو (V + ing) دون أي تغيير في المعنى

- She **began screaming//to scream** after her mother had left her.
- Don't **bother locking/to lock** the door.

2) Don't use -ing when the verbs (*Begin, start, intend, continue, bother.*) end with -ing:

هذه الأفعال لا يليها (V + ing) إذا كان مضاف لها ing

- It's **starting to rain** (*not: raining*)

3) (*Like, dislike, hate, love, prefer, can't bear*) + verb -ing or to + Inf. with a difference in meaning:

- a. **Verb -ing** refers to a temporary action.
- b. **To + Inf.** refers to a permanent or repeated action.

يليها (To + inf.) للدلالة على عادة أو فعل متكرر يليها فعل مضاف له ing للدلالة على حدث طارئ

- I **hate to bother** people with my requests when they are busy. (I hate it only when they are busy)
- I **hate bothering** people with my requests. (this is a habit of mine.)

4) "I like doing" means "I enjoy it"

"I like to do" means "I think it is good or the right thing."

Like يمكن أن يليها (V + ing) للدلالة على الاستمتاع بالفعل الذي بعدها. ويمكن أن يليها (to + Inf.) للدلالة على أن هذا هو الجانب الصواب

- Do you **like cooking**? (do you enjoy cooking?)
- I **like to keep** my kitchen clean. (I believe it is the right thing but it does not mean that I enjoy it"

5) When "would" comes before the verbs "like, love, hate, prefer", to + Inf. should follow them.

إذا جاءت would قبل هذه الأفعال فيجب أن يتبعها to + Inf. ولا يجوز أن يليها V + ing

- Would you like **to come** to dinner on Friday? (*not: like coming...*)
- I'd love **to be** able to travel around the world. (*not: love being...*)

6) (*make, see, let, observe, help, had better, hear, would, watch*) + object + Inf.:

أفعال يأتي بعدها المصدر بدون to ، لاحظ أننا نأتي ب to وبعدها المصدر عندما تكون مبنية للمجهول:

- Active: I **helped** her **open** the can.
- Active: He **let** us **make** our own way home.
- Active: She **made** me **do** her exercise.
- Passive: I was **made to do** her exercise.

## Remarks:

- \* I **need to do** something = it is necessary for me to do it:
  - He **needs to drink** a glass of milk every night.
- \* Something **needs doing** = something needs to be done:
  - Our flat **needs painting**.
- \* I **Try to do** something = attempt to do:
  - I **tried to solve** the problem but I failed.
- \* I **Try doing** = I do something as a test:
  - **Try pressing** this button, it may be the right one.
- \* I **remember to do** something = first I remember, then I do it.
  - He **remembers to lock** the door.
- \* I **remember doing** something = I did something, then I remember it now.
  - They remember spending their honeymoon in Paris. (they spent it, now they remember it)
- \* I **remember to do** = first I remember so I do.
  - She remembered to take some sandwiches. (she remembered so she took them)
- \* I **stop to do** something = I stop what I am doing in order to do something
  - We stopped to have some water. (we stopped walking or driving to have some water)
- \* I **stop doing** = I do it no longer.
  - I **stopped smoking** when I was thirty years old. (I did not smoke)
- \* **Prefer <=> would rather**
  - Prefer something **to** something
  - Prefer **doing** something **to** **doing** something
  - Prefer **to do** something **rather than** **(do)** something
  - She prefers trains **to** planes
  - She prefers **travelling** by trains **to travelling** by planes
  - She prefers **to travel** by trains **rather than (travel)** by planes
- \* Would rather **do** something **than (do)** something.
  - She'd (would) rather **travel** in trains **than (travel)** by planes
- \* **would rather do = would prefer to do**
  - I'd rather **go** by car = I'd prefer **to go** by car.
- \* The negative of "would rather **do**" is "would rather **not do**"
  - I would rather **go** out this evening. (negative)
  - I would rather **not go** out this evening.

## Exercises

### Put the following verbs in the correct forms:

1. Would you mind ..... (lend) me five pounds?
2. I advise you to start ..... (learn) English now.
3. He enjoys ..... (cause) harm to others.
4. Would you like ..... (smoke) a cigarette?
5. I intends ..... (leave) now.

### Choose the correct answer from a, b, c, or d:

1. I am prepared ..... here all night if necessary.  
a) to wait    b) waiting    c) wait    d) waited
2. She is a thoughtful young woman. She hates..... people.  
a) disturbing    b) to disturb    c) disturbance    d) disturbed



3. I like to ..... short stories when I am upset.  
a) read            b) reading        c) to read                      d) reader
4. I prefer reading ..... watching TV.  
a) for            b) on            c) in            d) to
5. I'd rather listen to instructions than ..... punished.  
a) am punished            b) be punished            c) being punished        d) punished
6. She prefers ..... rather than study her lessons.  
a) to dance            b) danced            c) dances            d) dancing
7. Try ..... some English words daily as a way for increasing you vocabulary.  
a) memorize    b) memorizing        c) to memorize        d) memorized
8. Please remember ..... the door.  
a) locks            b) locked            c) to lock            d) locking
9. He went on ..... for three hours without feeling tired.  
a) walked            b) walks            c) walking            d) to walk
10. It is raining. I ..... out this evening.  
a) would rather go    b) would not rather go    c) would rather do not go  
d) would rather not go

## Unit 6

# Joining

# الربط

(He likes Japanese clothes and Japanese food)



Study these examples and notice how sentences can be joined:

Freddie likes Japanese food **and** Japanese clothes.

Freddie is not Japanese; **yet** he likes Japanese food.

**Although** Freddie is not Japanese, he likes Japan.

## Compound Sentences

## الجمل المركبة

الجملة المركبة هي جملتين بسيطتين تم ربطهما بواسطة أحد الروابط التالية:

### 1. and

تعبر **and** عن اشتراك شيئين أو شخصين في نفس المعنى أو الحدث. وتستخدم لربط فاعلين

Example: Mark plays tennis. Tom plays tennis.  
Mark **and** Tom **play** tennis.

يلاحظ عند الربط مع **and** في هذه الحالة: (١) حدد الكلمتين المختلفتين في كل جملة (Mark - Tom) (٢) نربط بين الكلمتين المختلفتين بوضع **and** (٣) يحذف التكرار (٤) يعامل الفعل في صيغة الجمع **play** وليس على أنه في صيغة المفرد **plays**. كما تستخدم لربط مفعولين

Example: She likes apples. She likes oranges.  
She likes apples **and** oranges.

وكذلك تستخدم لربط فاعلين

Example: He swims. He plays football.  
He swims **and** plays football.

كما تستخدم **and** لربط جملتين كاملتين

Example: I like this shirt. I'm going to buy it.  
I like this shirt **and** I'm going to buy it.

### 2. both ... and ... / both of

### كل من ... و ... / كلا من

تستخدم **both ... and ...** لربط فاعلين

Example: Ali is clever. Hassan is clever.  
**Both** Ali **and** Hassan **are** clever.

ويمكن هنا أن نستخدم **both of** ولكن بدلا من ذكر الأسماء نستخدم ضمير الجمع **them**:

**Both** of them **are** clever.

لاحظ أن الفعل يعامل في صيغة الجمع **are**.

كما تستخدم **both ... and ...** لربط مفعولين

Example: Jack speaks English. Jack speaks German.  
Jack speaks **both** English **and** German.

### 3. as well as

### وبالمثل

تستخدم لإضافة جملة إلى جملة لها نفس الفعل.

Example: Sami is fond of music. His brothers are fond of music.  
Sami, **as well as** his brothers, **is** fond of music.

لاحظ أن الفعل يتبع الفاعل الأول

#### 4. or / either ... or ... / either of

أو / أما ... أو ... / أيًا من

تستخدم هذه المجموعة للتخيير بين شيئين.

Example: Ahmed has broken the glass. Salma has broken the glass.  
Ahmed **or** Salma has broken the glass.  
**Either** Ahmed **or** Salma has broken the glass.

ويلاحظ هنا أن الفعل يتناسب مع الفاعل الثاني.

Example: Jack has turned the light off. The girls have turned the light off.  
Jack **or** the girls have turned the light off.  
**Either** Jack **or** the girls have turned the light off.

مع Either of يأتي الفعل في المفرد دائما

**Either of them has** broken the glass.

**Either of them has** turned the light off.

#### 5. neither ... nor ... / neither of

لا ... ولا ... / ليس أيًا

تستخدم هذه المجموعة لنفي الحدث عن شيئين. وقد تربط بين فاعلين.

Example: Tom is not clever. Ann is not clever.  
**Neither** Tom **nor** Ann **is** clever.

ويلاحظ هنا أن الفعل يتناسب مع الفاعل الثاني، لاحظ أيضا أنه يتم حذف not لأن Neither فيها معنى النفي:

Example: Sami hasn't played tennis. His brothers haven't played tennis.  
**Neither** Sami **nor** his brothers **have** played tennis.

مع Neither of يأتي الفعل في المفرد دائما

**Neither of them is** clever.

**Neither of them has** played tennis.

ويمكن لـ Neither... nor أيضا أن تربط بين مفعولين:

Example: He does not speak French. He does not speak German.  
He speaks **neither** French **nor** German.

لاحظ هنا أيضا أنه يتم تحويل صيغة النفي في الفعل إلى صيغة إثبات ويكتفي في التعبير عن النفي بكلمة Neither.  
ويمكن لـ Neither... nor أيضا أن تربط بين فعلين:

Example: He does not study. He does not play.  
He **neither** studies **nor** plays.

إذا كنا نربط بين مفعولين أو فعلين واستخدمنا Neither في أول الجملة فإنه يأتي بعدها صيغة استفهام:

Example: He doesn't play football. He doesn't play tennis.  
**Neither does he** play football **nor** tennis.

Example: He didn't come to school early. He didn't listen to the teacher.  
**Neither did he** come to school early **nor did he** listen to the teacher.

#### 6. Not only ..., but also ...

ليس فقط ... ولكن أيضا

تستخدم للربط بين جملتين والحدث في الجملة الثانية غير متوقع:

Example: He passed the exams. He got high marks.  
He **not only** passed the exam, **but he also** got high marks.

إذا استخدمنا Not only في أول الجملة فإنه يأتي بعدها صيغة استفهام:

**Not only** did he pass the exam, **but he also** got high marks.

#### 7. but, yet, still, nevertheless

ولكن / إلا أن / ومع هذا

تستخدم هذه المجموعة للربط بين جملتين متناقضتين:

- Example: He is rich. He is not happy.  
He is rich but he is not happy.
- Example: This chair is old. It is comfortable.  
This chair is old, yet it is comfortable.
- Example: Summer is hot. It is enjoyable.  
Summer is hot; still it is enjoyable.
- Example: He has a lot of money. He doesn't buy a new car.  
He has a lot of money; nevertheless he doesn't buy a new car.

## 8. However

كيفما – مهما كان

تستخدم للربط بين جملتين متناقضتين ويأتي بعدها صفة أو حال ثم فاعل وفعل:

However + adjective/adverb + Subject + Verb

- Example: He is careful. He makes many mistakes.  
**However careful he is**, he makes many mistakes.
- Example: He drives slowly. He arrives on time.  
**However slowly he drives**, he arrives on time.

## 9. so, thus, therefore, hence, and as a result, with the result that, consequently

ولذا / ولذلك / ومن ثم / ونتيجة لذلك

هذه الروابط تدل على النتيجة:

- Example: He was ill. He did not go to work.  
He was ill, **so** he did not go to work.  
He was ill, **and as a result** he did not go to work.

## 10. otherwise

وإلا

تستخدم للنصح أو التهديد:

- Example: Be careful. You will hurt yourself.  
Be careful; **otherwise** you will hurt yourself.

## Exercises:

Join the following sentences:

1. The girl finished her homework. She helped her mother.
2. Ali likes soft music. His sister likes soft music too.
3. He pays attention to the lecturer. He records all instructions.
4. Japanese are active. Germans are active too.
5. She did not pass the math test. He did not get high marks.
6. He has won the race. He has also scored a record.
7. He is very tired. He will go to bed.
8. He feels a severe toothache. He is going to see a dentist.
9. He could not spell the word. He could not write it.
10. The guide speaks English. He speaks Italian too.
11. He has very weak eyesight. He can make his way among cars.
12. Hassan scored a goal. Mohammed scored a goal too.
13. I exerted all possible effort. I tried all potential means.
14. The house lights are off. The street lights are off too.
15. He studied abroad. He got his Ph.D. الدكتوراه from abroad.

Do as shown in brackets:

1. He is rich. He is not happy. (join)
2. They returned from the vacation. They joined the university. (use: and)
3. She has a beautiful body. She has a beautiful face. (use: both ... and)
4. The farmers get up early. They work till late hours. (use: not only....)
5. He not only disobeyed his father but also he left the house. (begin with: Not only...)
6. Ahmed is familiar with computer. His brothers are familiar with computer too. (used: as well as...)
7. He studied hard. He passed the test successfully. (join using: so)
8. You mustn't park here. You will be fined *تدفع غرامة*. (make one sentence using: or)
9. Neither the guide nor the tourists (be) satisfied with the service provided by the hotel. (put the verb in the correct form)
10. We don't like Western films. We don't like Western music. (make one sentence beginning with: Neither ....)

## Complex Sentences

## الجملة المعقدة

A complex sentence consists of:

- Principal clause
- Joining word
- Subordinate clause

الجملة المعقدة تتكون من:  
أ- جزء أساسي: وهي الجملة الأصلية التي تتكون من فعل وفاعل وتعبّر عن زمن الجملة  
ب- أداة ربط غير حروف العطف السابقة  
ج- جزء تابع: ويكون إما من شبه جملة فعلية أو فعل وفاعل في زمن معين

Examples: Although he is rich he is unhappy.  
                  joining word                   Principal clause                   Subordinate clause  
He studies hard in order to succeed.  
                  Principal clause                   joining word                   Subordinate clause

## Adverbial Clauses

### 1. Clause of Purpose

### الغرض

تستخدم للربط بين جملتين بينهما علاقة غرض أو هدف

Joining Words:

**that / so that / in order that / in the hope that / for fear that / lest**

#### 1. that / so that / in order that / in the hope that

تعني "لكي" وتأتي بعدها الجملة في المضارع أو الماضي:  
المضارع: المصدر → may → أداة الربط  
الماضي: المصدر → might → أداة الربط

Examples:

*He studies hard. He wants to get high marks.*

He studies hard **so that** he **may** get high marks.

*They went to Alexandria. They wished to enjoy the good weather.*

They went to Alexandria **in order that** they **might** enjoy the good weather.

*He travelled abroad. He wished to be rich.*

He travelled abroad **in the hope that** he might be rich.

#### 2. for fear that

تعني "خشية أن" وتأتي بعدها الجملة في المضارع أو الماضي:  
المضارع: المصدر → may/should → أداة الربط  
الماضي: المصدر → might/should → أداة الربط

Examples: *He took a taxi. He doesn't want to be late.*

He took a taxi **for fear that** he might be late.

#### 3. lest

تعني "خشية أن" وتأتي بعدها الجملة في المضارع أو الماضي بنفس التركيبة:  
المصدر → should → أداة الربط

Examples: *He studies hard. He doesn't want to fail.*

He studies hard **lest** he should fail.

### Changing clauses into phrases:

### للتحويل إلى شبه جملة

so that → to / so as to  
in order that → in order to  
in the hope that → in the hope of

for fear that (lest) → for fear of  
 يلاحظ أنه بعد to يأتي المصدر أما بعد of فإنه يأتي v. + ing وتحول الجمل السابقة كالتالي:  
 He studies hard **so as to** get high marks.  
 They went to Alexandria **in order to** enjoy the good weather.  
 He travelled abroad **in the hope of** being rich.  
 He took a taxi **for fear of** being late.  
 He studies hard **for fear of** failing.

## 2. Clause of Result

## النتيجة

تستخدم للربط بين جملتين أحدهما تدل على صفة أو ظرف والأخرى تدل على نتيجة هذه الصفة.

Joining Words:

### so ... that / such ... that

مع "so ... that" يأتي صفة أو ظرف

so → صفة أو ظرف → that

The noise was **so** loud (صفة) **that** I couldn't study my lessons.

He played **so** skilfully (ظرف) **that** everyone admired him.

مع "such ... that" يأتي اسم أو (صفة + اسم)

such → اسم أو (صفة + اسم) → that

He was **such** a fool **that** he refused the job.

It was **such** a foolish idea **that** everyone rejected it.

ملحوظة: عندما تبدأ الجملة بـ so أو such تأتي بعدها بصيغة الاستفهام، تحول الأمثلة السابقة كالتالي:

**So** loud was the noise **that** I couldn't study my lessons.

**So** skilfully did he play **that** everyone admired him.

**Such** a fool was he **that** he refused the job.

**Such** a foolish idea was it **that** everyone rejected it.

### Changing clauses into phrases:

### للتحويل إلى شبه جملة

so (صفة أو ظرف) that	→	(صفة أو ظرف) enough to
such (صفة + اسم) that	→	(صفة) enough to
so (صفة أو ظرف) that + not	→	too (صفة) to
such (صفة + اسم) that + not	→	too (صفة) to

Examples: *He was so smart that he answered the difficult question.*

He was smart **enough to** answer the difficult question.

*He was such a foolish person that he rejected the offer.*

He was foolish **enough to** reject the offer.

*The tea was so hot that I couldn't drink.*

The tea was **too** hot for me **to** drink.

*It was such a difficult question that nobody could answer.*

The question was **too** difficult **to** answer.

## 3. Clause of Contrast

## التناقض

تستخدم للربط بين جملتين عندما يكون بينهما علاقة تناقض.

Joining Words:

**though / although / even if / even though / however / whatever / adj. + as**

### 1. though (although)

مع أن

يأتي معها التركيب التالي:

though (although) → فاعل → فعل

Example: Although he is clever, he cannot answer the question.

Though he is poor, he is happy.

## 2. even if / even though

حتى لو/ بالرغم من

تستخدم even if للربط بين جملتين عندما يكون معنى التناقض غير محقق، أما even though فتستخدم للربط بين جملتين عندما يكون معنى التناقض محقق، ويأتي معها التركيب التالي:  
even if (even though) → فاعل → فعل

Examples: *I'm going to buy this car. It may be expensive.*  
I'm going to buy this car **even if** it is expensive.  
(I don't know whether it is expensive or not)  
I'm going to buy this car **even though** it is expensive.  
(I know that it is expensive)

## 2. however

مهما

يأتي معها التركيب التالي:

however → فاعل → صفة أو ظرف

Examples: **However** easy the question is, he will not answer it.  
**However** skilfully he plays, he will not win the match.

## 3. whatever

مهما

يأتي معها التركيب التالي:

whatever → اسم → فاعل → فعل

whatever → فاعل → فعل

أو

Examples: **Whatever** books he has, he doesn't read.  
**Whatever** he writes, the teacher will correct it.

## 4. adj. + as

كما

يأتي معها التركيب التالي:

as → فاعل → صفة

Example: Smart **as** he is, he cannot answer the question.

## Changing clauses into phrases:

للتحويل إلى شبه جملة

All previous conjunctions can be replaced with:

despite / in spite of / regardless of / with all / for all + (noun) or (v. + ing)

Examples: **Despite** his cleverness, he cannot answer the question.

**In spite of being** poor, he is happy.

**Regardless of** the easiness of the question, he will not answer it.

**With all** his books, he doesn't read.

**For all** his money, he is unhappy.

## 4. Clause of Cause

السبب

تستخدم للربط بين جملتين عندما تكون إحدى الجملتين سبب في الجملة الأخرى.

Joining Words:

### because / as / since

Examples: He didn't buy the car **because** he had no money.  
**As (Since)** he is poor, he doesn't have a car.

## Changing clauses into phrases:

للتحويل إلى شبه جملة

because → because of / on account of → اسم

as / since → owing to / due to → اسم



Examples: He didn't buy the car **because of** having no money.  
**Due to** his poverty, he doesn't have a car.

## 5. Clause of Manner

الحالة

تستخدم لبيان الحالة أو الطريقة.

Joining Words:

**as / as if / as though**

كما / كما لو

Examples: She did **as** I ordered her.  
He behaves **as if** he is a king.  
He talks **as though** he is a leader.

### Changing clauses into phrases:

للتحويل إلى شبه جملة

as → according to / in accordance with  
as if / as though → like / in the manner of

→ اسم  
→ اسم

Examples: She did **according to** my orders.  
He behaves **like** a king.  
He talks **in the manner of** a leader.

## 6. Clause of Place

المكان

تستخدم لبيان المكان الذي يقع فيه الحدث.

Joining Words:

**where / wherever**

حيث / حيثما

Examples: The theatre was built **where** a factory once stood.  
You can go **wherever** you want.

### Changing clauses into phrases:

للتحويل إلى شبه جملة

where → in place of → اسم  
wherever → everywhere / anywhere

Examples: The theatre was built **in place of** a factory.  
You can go **anywhere**.

## 7. Clause of Comparison

المقارنة

تستخدم للمقارنة بين صفتين أو حدثين.

Joining Words:

**as ... as** مثل / **not so ... as** ليس مثل / **than** من / **the more ... the more**  
كلما ... كلما

Examples: He is **as** clever **as** his brother.  
She is not **so** beautiful **as** her sister.  
He is older **than** his friend.  
**The more** you work, **the more** you gain.

## 8. Clause of Time

الزمن

تستخدم للدلالة على الترتيب الزمني بين الأحداث.

Joining Words:

**since / when / while / till (until) / as soon as / after / before / no sooner ... than**  
**/ hardly (scarcely) ... when**

## 1. since

منذ

ويأتي معها التركيب الزمني التالي:

Present Perfect → since → Past Simple

Example: I haven't received any letters from him **since** he travelled to London.

## 2. when

عندما

ويأتي معها التركيب الزمني التالي:

Past Continuous → when → Past Simple

Example: The children were playing football in the garden **when** it rained.

## 3. while

بينما

ويأتي معها التركيب الزمني التالي:

while → Past Continuous → Past Simple

Example: **While** he was studying his lessons, he heard a loud cry.

## 4. till / until

حتى

ويأتي معها التركيب الزمني التالي:

Future Simple → till / until → Present Simple

Example: I'll wait here **till / until** the doctor comes.

## 5. as soon as

بمجرد أن

ويأتي معها التركيب الزمني التالي:

as soon as → Past Simple → Past Simple

Example: As soon as the police arrived, the thief ran away.

## 6. after

بعد أن

ويأتي معها التركيب الزمني التالي:

Past Simple → after → Past Perfect

Example: He went to bed **after** he had finished his homework.

## 7. before

قبل أن

ويأتي معها التركيب الزمني التالي:

Past Perfect → before → Past Simple

Example: He had finished his homework before he went to bed.

## 8. no sooner ... than

لم يكدا

ويأتي معها التركيب الزمني التالي:

Subject فاعل → had → no sooner → P.P. → than + Past Simple

Example: He had **no sooner** bought the car **than** he sold it.

وإذا بدأنا الجملة بـ **No sooner than** فنأتي بعدها بصيغة الاستفهام (نعكس ترتيب الفاعل والفعل):

Example: **No sooner** had he bought the car **than** he sold it.

## 9. hardly (scarcely) ... when

لم يكدا ... حتى

ويأتي معها التركيب الزمني التالي:

Subject فاعل → had → hardly (scarcely) → P.P. → when + Past Simple

Example: He had **hardly** travelled abroad **when** his mother fell ill.

وإذا بدأنا الجملة بـ **hardly** أو **scarcely** فنأتي بعدها بصيغة الاستفهام (نعكس ترتيب الفاعل والفعل):

Example: **Hardly** had he travelled abroad **when** his mother fell ill.

## Changing clauses into phrases:

		للتحويل إلى شبه جملة
when	→ on / at	→ اسم
while	→ during	→ اسم
as soon as / no sooner ... than	→ immediately on	→ اسم
hardly (scarcely) ... when	→ immediately after	→ اسم
since / before / after / till / until	→ since / before / after / till / until	→ اسم

Examples: *I was reading a novel **when** he entered.*  
**On** his entrance I was reading a novel.  
***While** he was playing, he fell down.*  
**During** playing he fell down.  
*As **soon as** he arrives, we shall meet him.*  
**Immediately on** his arrival, we shall meet him.  
***Scarcely** had he left the house, **when** his father came in.*  
**Immediately after** leaving the house, his father came in.  
*I haven't seen him **since** he travelled abroad.*  
I haven't seen him **since** his travel abroad.  
*He went to the cinema **after** he had finished his homework.*  
He went to the cinema **after** finishing his homework.

## Exercises

### Join the following sentences:

1. He got up early. He wanted to catch the 6 o'clock train.
2. He took a course in English. He wished to raise his level in English.
3. The secretary prepared herself well for the interview. She was afraid she might fail.
4. He left for America. He hoped to find a job opportunity there.
5. The thief can not approach the villa. He may be caught by the guards.
6. He is very strong. He can lift this heavy weight.
7. She is beautiful. Nearly all young men in the neighbourhood want to marry her.
8. The farmer is active. He can do all his work and return to home early.
9. The plane is so high. No one can see her.
10. I was fully. I could not have any thing more.
11. The boys do their best. They hope to succeed.
12. The secretary was busy. She could not answer the telephone.
13. It was cloudy. I could not see anything.
14. The family left for Alexandria. They aimed to spend the summer vacation there.
15. They are rich. They can send their children abroad for study.
16. He stayed in bed for 12 hours. He was extremely ill.
17. We did not study yesterday. The electricity was cut off.
18. I cannot hear you. You speak too quietly.
19. It was very dark. We got lost.
20. She is very influential. She managed to defeat all her opponents.
21. He has very limited resources. He is happy.
22. The mountain is high. He reached its peak in a record of time.
23. He has a technical background. He may not achieve success in the new job.
24. He has a large wealth. He does not take part in humane activities.

25. They were watching TV. I got in.
26. We waited for our father. He came back at 4 o'clock.
27. He was playing football. He fell down and got his leg injured.
28. I had arrived late at the station. The train left it.
29. They tried to persuade me. I adhered to my views.
30. He was clever. He did not get my point.

**Do as shown between brackets:**

1. The novel was attractive. I did sleep until I had finished it. (use: so...)
2. He is energetic. He can make more than one thing at the same time. (use: such...)
3. We reached the station early. We found empty seats in second-class carriages. (use: enough...)
4. The tea is very hot. I cannot drink it. (use: too.... to)
5. Egyptian companies should be powerful enough to compete with foreign companies. (use: so.... that)
6. She is very decent. All company staff respects her. (use: such...)
7. They went to the Red Sea to escape the hot weather of Cairo. (rewrite using: so that....)
8. He got up early lest he should miss the school bus. (rewrite using: so as ....)
9. The police chased the thieves to catch them. (rewrite using: in the hope that....)
10. She no sooner found the treasure than they informed the police. (begin with: No sooner....)
11. I was too tired to complete the task. (rewrite using: so....)
12. He finished the work quickly because he has a computer. (rewrite using: owing to....)
13. He is dismissed from work because he has ill manners. (Begin with: Having....).
14. Although he is courageous. He cannot walk in dark areas. (rewrite beginning with: For all .....
15. Regardless of his tiredness, he remained awake until the end of the film. (Rewrite using: Although....)
16. In spite of his richness, he gives nothing to his parents. (use: Although....)
17. While I was studying, the bell rang. (rewrite using: during...)
18. I waited for hours until he (come) at last. (correct)
19. Do not play with matches lest ..... (complete)
20. No sooner had he arrived at home than the telephone rang. (rewrite using: immediately ....)

## Unit 7

# The Present Simple after Joining Words

(As soon as he arrives, I will meet him)



Study these examples:

**As soon as** Freddie **arrives**, we **will see** him.  
He **will start** his holiday **when** he **finishes** his duties.

These are the *Time Conjunctions*:

When, after, before, as, while, as soon as, the moment, till, until.

### Notice the following:

### لاحظ التالي:

الروابط الزمنية يأتي بعدها المضارع البسيط أو التام سواء كانت في بداية أو وسط الجملة

Time conjunction => present simple/perfect, => future simple

future simple => Time conjunction => present simple/perfect

- The moment he **comes/has come** home, he **will study** his lessons.
- Soon after they **return/have returned**, they **will start** work.

يأتي المضارع بعد الروابط الزمنية مع وجود كلمات تدل على المضارع أو المستقبل

\* Words/Phrases indicating present:

The moment, every, now, at this moment, at present.

\* Words/Phrases indicating future:

next, tomorrow, the following, soon, shortly

- Shortly **after** he **arrives** home, he **takes** off his clothes.
- We **will have** some sandwiches **before** we **go** to the zoo tomorrow.

لا يمكن أن يأتي فعل مستقبل بعد أداة الربط الزمنية مباشرة ولكن يأتي بعدها المضارع البسيط/التام

\* Present simple/perfect (not the future) should come immediately after the conjunction word:

- o As wars **have come** to an end, people **will start** living in welfare.

هذه الكلمات تدل على الماضي:

\* Words/phrases indicating past:

Yesterday, ago, last, past, ancient, once

إذا جاءت الروابط في جملة تشتمل على كلمات تدل على الماضي فسيكون الوضع كالتالي:

إذا وقع حدثان متتاليات كانا في الماضي البسيط سواء كانت أداة الربط في بداية الجملة أو في وسطها

\* Past simple => time conjunction => past simple

- As the player **scored** a goal, the crowds **cheered**.

إذا بدأ حدث أثناء الآخر كان الأول ماضي مستمر والثاني ماضي بسيط سواء كانت أداة الربط في بداية الجملة أو في وسطها

\* Past simple => time conjunction => past continuous

- While she **was cooking**, she **got** her finger burnt.

إذا وقع حدثان سبق أحدهما الآخر كان الأول وقوعا ماضي تام والثاني ماضي بسيط سواء كانت أداة الربط في بداية الجملة أو في وسطها

\* Action 2 (Past simple) => time conjunction => Action 1 (past perfect)

- He **had no sooner come**, than he **left**.
- Before I **made** the interview, I **had prepared** for it.

## Remarks:

لتحويل هذه الروابط until إلى as soon as, after, when لابد من أن ننفي الماضي البسيط ونبدأ به الجملة  
When (as soon as, after, when) + past perfect + affirmative past simple

=> negative past simple + Until + past perfect

- After he **had finished** studying, he **watched** the TV. (rewrite using: until...)
- He **did not watch** the TV until he **had finished** studying.

لاحظ عند تحويل when إلى since نحذف كلمة last أو the last time ونحول الماضي إلى مضارع تام منفي .

I last did ...when I did ... => I haven't done ... since I did ...

- They **last met** me when we **were** in Alexandria. (Rewrite using: since...)
- They **haven't met** me since we **were** in Alexandria.

## Exercises

Choose the correct answer from a, b, c, or d:

1. I never go out without ..... the door.  
a) close      b) to close      c) closed      d) closing
2. I can hear you clearly. You ..... raise your voice.  
a) needn't      b) mustn't      c) can't      d) may not
3. She will call me as soon as she .....  
a) arrive      b) arrived      c) arrived      d) arrives
4. As it was too late, we ..... rush to home.  
a) must      b) must have      c) need to      d) had to
5. I ..... visited Aswan when I was ten years old.  
a) at last      b) at least      c) lest      d) last
6. Samir will inform me .... he arrives at the Cairo airport.  
a) while      b) for      c) as soon as      d) when
7. They had no sooner arrived at the station than the train .....  
a) leaves      b) left      c) will leave      d) would leave
8. I ..... hands with him when he comes tomorrow.  
a) shaking      b) shake      c) shaking      d) will shake
9. As I came in, she ..... out.  
a) get      b) gets      c) got      d) had got
10. Had he known English, he ..... fit for the job.  
a) would be      b) will be      c) would have been      d) is

Put the following verbs in the correct forms:

1. Before I called him, he ..... (make) everything for the meeting.
2. She ..... (see) me since were at primary school.
3. .... (Listen) to foreign news widens one's general information.
4. We will have lunch the moment my father (come) home.
5. He last (visit) Egypt was when he came on business five year ago.

Do as shown in brackets:

1. She is going to finish the dinner. Then, she will watch the TV. (Rewrite using: the moment)
2. She has not travelled by air since she was eight years old. (Begin with: The last time...)
3. After they had brought the equipment, they started digging. (rewrite using: until..)

4. Super powers have the ability to control the economy of most developing countries. (rewrite using a suitable modal verb)
5. But for his old age, no one would help him. (rewrite using: unless)

## Unit 8

# Certainty and Near Certainty

(He may be a good player)



Study the following examples:

Freddie **is** a good player.

He **must be** a good player.

He **may be** a good player.

He **might be** a good player.

\* *degrees of certainty:*

**are/must (may/might) be** are degrees of certainty.

### Notice the following:

لاحظ التالي:

الجدول التالي يشتمل على درجات التأكيد سواء في المضارع أو الماضي والفعل الناقص المستخدم للتعبير عن كل درجة:

Degree of Certainty	Modal Verb Used	Example
Certain in the present	-	This <b>is</b> a flower
Certain in the past	-	Ancients Egyptians <b>built</b> the Pyramids.
Near certain (deduction) in the present	Must + Inf.	The children <b>must be</b> there.
Near certain (deduction) in the past	Must have + P.P.	He <b>must have written</b> his homework yesterday.
Uncertain in the present	May + Inf.	She <b>may come</b> today.
Uncertain in the past	May have + P.P.	He <b>may have made</b> the same mistake he made last week.
Very uncertain in the present	Might/could + Inf.	I do not think he <b>could answer</b> the question.
Very uncertain in the past	Might/could have + P.P.	The little child <b>might have opened</b> the door.

Almost sure/certain, think ==> deduction (past & present)

تدل هذه الكلمات على الاستنتاج سواء في الماضي والمضارع

- **I am sure** he drives very well. (Rewrite using a suitable modal verb)  
He **must drive** very well.
- **She was certain** she was mistaken.  
She **must have been** mistaken.

Not sure, perhaps, maybe, not think, probably => uncertainty (past & present)

تدل هذه الكلمات على عدم اليقين سواء في الماضي والمضارع

- **Perhaps**, what you are saying is true. (Rewrite using a suitable modal verb)  
What you are saying **may be** true.

Possibly, not really think => very uncertain (past & present)



تدل هذه الكلمات على عدم اليقين سواء في الماضي والمضارع

- I **do not really think** he passes the exam. (rewrite using a suitable modal verb)
- He **could not** pass the exam.

## Exercises

Choose the correct answer from a, b, c, or d:

1. Surely, this ..... the right way.  
a) isn't            b) may not be            c) mightn't be            d) wouldn't be
2. They haven't visited the Pyramids for ages. They ..... abroad.  
a) might have been    b) must have been    c) may be    d) must be
3. She can't find her notebook. She ..... it at home.  
a) may have forgotten            b) might have forgotten            c) may forget  
d) must have forgotten
4. I am not sure. He ..... the one I met yesterday evening.  
a) may be    b) might be    c) will be    d) is
5. We failed to reach the final point in time. Perhaps, we ..... lost.  
a) will get    b) may have got    c) can't get    d) must get

Do as shown in brackets:

1. I am almost sure he robbed the bank. (use: must)
2. I do not think he ..... solve the question himself. (insert a suitable modal verb)
3. He inherits a large sum of money. He can buy a large house. (use: If)
4. If you did not listen to my instructions, you would get lost. (use: unless)
5. If I were a manager for this company, I would dismiss lazy employees. (Begin with: Were)

## Unit 9

# The Future Perfect

## المستقبل التام

(By next week, he will have finished his project)

### Form

### التكوين



Study the following examples:

By nine O'clock, Freddie **will have gone** to work.

By next week, he **will have finished** his project.

\* This is *Future Perfect*:

I/we **shall/will ('ll) have P.P.**

he/she/it/you/they **will ('ll) have P.P.**

**shall/will + have + done** certainty.

### Usage:

### استخدامه:

The future perfect is used in the following cases:

\* To say something will have already been completed.

حدث سيتم عند توقيت معين

- When you come tomorrow, I **will have made** your jacket.

\* The future perfect is replaced by present perfect after time conjunctions:

when, after, before, as soon as, as, the moment.

يحل المضارع التام محل المستقبل التام بعد الروابط الزمنية المذكورة.

- I **will tell** you when I **have finished** the task.

\* The future perfect is used with the following words:

يستخدم مع الظروف الزمنية التالية:

\* In + a period of time (فترة من الزمن): in a year's time, in a month's time ...etc.

in هنا تعني "في غضون" أو "خلال"

- She **will have swept** the flat bridge in an hour's time.

\* This time + exact time (وقت محدد): this time next Friday, this time tomorrow...etc.

هذا time تعني "في مثل هذا الوقت"

- The designers **will have ended** their work this time next Monday.

\* By + exact time (وقت محدد): by next Friday, by this time tomorrow ...etc.

by هنا تعني "بحلول ..."

-I **will have written three short stories** by then.

### Remarks:

1) Notice the difference: between the *Present Perfect* (**I have done**) and the *Future Perfect* (**I will have done**):

- They **have studied** English for 4 years. (action completed)

- They **will have studied** English for 5 years this time next year.  
(action will be completed next year)

## Exercises

### Put the following verbs in the correct forms:

1. By the end of the term, you ..... (be) master French.
2. All work will be finished when as soon as you ..... (arrive)
3. The moment it (get) hot, I will take off my jacket.
4. The teacher (not explain) the lesson until we all keep silent.
5. In a years' time, 100 space shuttles (be launched).
6. Water pipes (be installed) after the construction completes.
7. They will paint their flat as soon as their son (finish) his exams.
8. This time next moth, I (spent) all my money.
9. We (spread) the carpets the moment she sweeps the floor.
10. By the end of the autumn, all leaves (fall).

### Choose the correct answer from a, b, c, or d:

1. Had he arrived a little bit earlier, he ..... them.  
a) would see    b) would have seen    c) will see    d) sees
2. They ..... to a new apartment by the end of this year.  
a) will move    b) would have moved    c) would move    d) will have moved
3. All people ..... die.  
a) must    b) must be    c) had to    d) will have to
4. In ten years' time, more wars ..... out.  
a) will break    b) break    c) will have broken    d) have broken
5. .... time next Monday she will have bought the dress.  
a) In    b) this    c) that    d) by
6. I will inform you the moment I ..... the project.  
a) finalized    b) have finalized    c) finalizing    d) will finalize
7. For safety purposes, you ..... left then right when you cross roads.  
a) must be    b) had to    c) should    d) must
8. He ..... after we have finished.  
a) will phone    b) has phoned    c) phone    d) would phone
9. "I wanted somebody to fix the broken pipe" means  
a. I wanted the fixed pipe    b) I wanted to have the broken pipe fixed    c) I will fix the broken pipe    d) I wanted the pipe to be broken
10. It will have completed five hours of continuous rain..... midnight.  
a) In    b) on    c) at    d) by

## Unit 10

# The Past Perfect

## الماضي التام

(They had gone home)

### Form:

تكوينه



Study the following examples:

- **No sooner had** Freddie **arrived** home than he **received** a telephone call.
- When we **reached** the bank, it **had** already **closed**.

This is the *past perfect*:

I/we/you/they	<b>had</b> ('d)	<b>eaten</b>
he/she/it	<b>had</b> ('d)	<b>eaten</b>
	<b>Had</b> +	<b>P.P.</b>

### Usage:

استخدامه

The past perfect is used in the following cases:

- 1) To talk about things that happened before a past action:

للتعبير عن فعل تم في الماضي قبل حدوث فعل ماضي آخر

- He **had gone** away before I **reached** the station.

- 2) To replace Present Perfect and Past Simple in indirect speech:

يحل محل الماضي البسيط والمضارع التام عند تحويلهما إلى كلام غير مباشر:

- Direct: She **said**, "I **washed** the curtains."
- Indirect: She **said** she **had washed** the curtains.

- 3) To describe a period of time leading up to a past time:

لوصف مدة من الزمن تصل إلى زمن ماضي:

- **By** 1973, we **had prepared** ourselves for driving the occupying forces out.

### Note the following

لاحظ التالي

يستخدم الماضي التام مع هذه الكلمات:

Used with these words:

\* Past Simple + **after** + Past Perfect

- He **went** home after he **had finished** watching the film.

\* Past Perfect + **before** + Past Simple

- The train **had left** before I **reached** the station.

\* Had + **no sooner** + P.P. + **than** + Past Simple

- He **had** no sooner **bought** the book than he **sold** it.

\* Had + **scarcely/hardly/barely** + P.P. + **when** + Past Simple

- He **had** scarcely/hardly/barely **travelled** when his mother **died**.

عند البدء بهذه الكلمات توضع had قبل الفاعل

No sooner/scarcely/hardly/barely + had + فاعل + P.P.

- No sooner **had he returned** when he **was** asked to travel again

في حالة استخدام الماضي التام بعد till/until لابد أن يسبقها نفي

Did not + Inf. + till/until + Past Perfect

- We **did not move** until they **had arrived**.

Had + P.P. => Had **not** (hadn't) + P.P.

ينفي بوضع not بعد had

He had **not** played football.  
Had + P.P. => Had he (she, it, ...etc) + P.P.?  
Had he played football?

تقدم had على الفاعل لصياغة سؤال

### Remarks:

Notice the difference between the **Past Perfect** and the **Past Simple**

Was Sami at the party when you arrived? No, he **had** already **gone** home. (He had gone before I arrived)

Was Sami at the party when you arrived? Yes, but he **went** home soon afterwards. (He was there then he left the party)

### Exercises:

Choose the correct answer from a, b, c, or d:

1. I ..... breakfast before I went to school.  
a) have            b) had had            c) had            d) would have
2. He had scarcely visited Egypt when he ..... us.  
a) visited            b) visits            c) visiting            d) visited
3. Barely ..... to the park when they picked some flowers  
a) have the boys gone b) had the boys gone c) the boys had gone d) the boys went
4. She told me that they ..... the film.  
a) enjoying    b) enjoyed            c) had enjoyed            d) would enjoy
5. No sooner had the Internet appeared ..... it dominated the world of business.  
a) when            b) that            c) then            d) than
6. He had hardly found a job when he ..... it.  
a) leave            b) leaving            c) left            d) leaves
7. The murderer ..... from the site of the crime after the police came.  
a) rushed away    b) rushes away    c) will rushes away d) would rush away
8. Before I visited U.S.A. I ..... away from the home.  
a) have never gone    b) had never gone    c) went away    d) would never go away
9. When he comes tomorrow, I ..... him.  
a) meet            b) will meet    c) would meet            d) will have met
10. He apologized for what he.....  
a) had done    b) did    c) have done            d) would do

Do as shown in brackets:

1. He should take care otherwise the thieves will rob the house. (use: unless)
2. There was ..... enough money for the trip. (fill in the space)
3. I haven't seen him since he came back from abroad. (rewrite using: when)
4. They arrived at the airport. The plan took off. (Join using: as soon as)
5. He had no sooner learned English than he began French course. (Begin with: No sooner...)

## Unit 11

# The Passive

## المبني للمجهول

(Flowers are carried by him)

Study the following examples:

لاحظ المثال التالي:



Freddie **is carrying** flowers. [This is the active form]  
Flowers **are being carried by** Freddie. [This is the passive form]

Compare the following sentence: flowers.

Active: Freddie carries flowers.  
Flowers

To change a sentence from *active* into *passive* voice, do the following:

لتحويل الجملة من صيغة المبني للمعلوم إلى المبني للمجهول، اتبع ما يلي:

1) Replace the subject by the object

استبدل الفاعل بالمفعول أي ضع المفعول في أول الجملة

Active: We can solve **the problem**.

Passive: **The problem** can be solved.

### Note the following

لاحظ التالي

\* إذا كان المفعول به ضمير مفعول يجب تحويله إلى ضمير فاعل:

Me => I      Him => He      Her => She      Us => We      Them => They

2) Use the suitable form of *verb to be* before the *Past Participle* of the verb.

استخدم الصيغة المناسبة من فعل الكون to be قبل التصريف الثالث للفعل الأصلي بالجملة

Active: The teacher **explained** the lesson

Passive: The lesson **was explained**.

3) Put the verb in agreement with the new subject of the sentence.

ضع الفعل في الشكل الصحيح الذي يناسب الفاعل الجديد للجملة في المبني للمجهول

Active: **They won** the match.

Passive: **The match was won** by them.

4) Add the preposition *by* before the original subject at the end of the sentence, if the subject gives important information.

إذا كان ذكر الفاعل الأصلي يفيد معنى ضروريا ضعه في نهاية الجملة وضع حرف الجر by قبله مباشرة.

Active: **The policeman** caught the thief in the bus station.

Passive: The thief was caught in the bus station **by the policeman**.

### How to Make "Passive" with different tenses?

كيف تأتي بصيغة المبني للمجهول مع الأزمنة المختلفة؟

(1) Present Simple (am/is/are + Past Participle)

(am/is/are + P.P.) المضارع البسيط

*Active:* Somebody **cleans** this room every day.

*Passive:* This room **is cleaned** every day.

*Active:* Dangerous driving **causes** many accidents.

*Passive:* Many accidents **are caused** by dangerous driving.

*Active:* They do not often **invite** me to parties.

*Passive:* I **am** not often **invited** to parties.

(2) Past Simple (was/were + Past Participle)

(was/were + P.P.) الماضي البسيط

*Active:* Somebody **cleaned** this room yesterday.

*Passive:* This room **was cleaned** yesterday.

*Active:* The President **built** many factories.

*Passive:* Many factories **were built** by the President.

*Passive:* During the night a loud explosion **woke me up**.

*Passive:* During the night I **was waken up** by a loud explosion.

(3) Future Simple (shall/will + be + Past Participle)

(shall/will + be + P.P.) المستقبل البسيط

*Active:* The teacher **will correct** the exams tomorrow.

*Passive:* The exams **will be corrected** tomorrow by the teacher.

*Active:* We **shall visit** Luxor next winter.

*Passive:* Luxor **will be visited** next winter (by us).

(4) Present Continuous (am/is/are + being + Past Participle)

(am/is/are + being + P.P.) المضارع المستمر

*Active:* Somebody **is cleaning** the room at the moment.

*Passive:* The room **is being cleaned** at the moment.

*Active:* The servants **are washing** the dishes.

*Passive:* The dishes **are being washed** by the servants.

*Active:* My father **is encouraging** me.

*Passive:* I **am being encouraged** by my father.

(5) Past Continuous (was/were + being + Past Participle)

(was/were + being + P.P.) الماضي المستمر

*Active:* Somebody **was cleaning** the room when I arrived.

*Passive:* This room **was being cleaned** when I arrived.

*Active:* Somebody **was following** us.

*Passive:* We **were being followed**.

(6) Present Perfect (has/have + been + Past Participle)

(has/have + been + P.P.) المضارع التام

*Active:* We **have watched** a good movie.  
*Passive:* A good movie **has been watched** (by us).

*Active:* The teacher **has asked** many questions.  
*Passive:* Many questions **have been asked** by the teacher.

(7) Past Perfect (had + been + Past Participle)

(had + been + P.P.) الماضي التام

*Active:* I **had done** many mistakes.  
*Passive:* Many mistakes **had been done** (by me).

*Active:* Somebody **had cleaned** the room.  
*Passive:* The room **had been cleaned**.

(8) Future Perfect (will + have + been + Past Participle)

(will + have + been + P.P.) المستقبل التام

*Active:* He **will have read** the novel by tomorrow.  
*Passive:* The novel **will have been read** (by him) by tomorrow.

*Active:* He **will have finished** homework by evening.  
*Passive:* The homework **will have been finished** (by him) by evening.

(9) Modal verbs (would / should / can / could / may / might / must / ought to + be + Past Participle)

(Modal + be + P.P.) الأفعال الناقصة

*Active:* They **should answer** the questions.  
*Passive:* The questions **should be answered** (by them).

*Active:* We **can solve** the problem.  
*Passive:* The problem **can be solved** (by us).

*Active:* They **ought to finish** their work on time.  
*Passive:* Their work **ought to be finished** on time (by them).

*Active:* You **must read** the story.  
*Passive:* The story **must be read** (by you).

**Note the following**

لاحظ التالي

\* إذا كانت الجملة في المبني للمعلوم تحتوي على مفعولين فإنه يمكن استخدام أحد هذين المفعولين ليكون فاعلا للجملة في المبني للمجهول، ولذلك تكون هناك إجابتان لهذه الجمل:

*Active:* They did not offer **Ann (1) the job (2)**.  
*Passive (1):* **Ann was not offered** the job (by them).  
*Passive (2):* **The job was not offered** to Ann (by them).

ومن بين الأفعال التي يكون لها مفعولين:

ask tell give send show teach pay

\* عند تحويل have to / has to / had to إلى المبني للمجهول أضف إلى كل منها be + التصريف الثالث للفعل:

*Active:* We **have to win** the match.  
*Passive:* The match **has to be won** (by us).

*Active:* He **has to follow** all procedures.  
*Passive:* All procedures **have to be followed** (by him).



<i>Active:</i>	They <b>had to study</b> all lessons carefully.
<i>Passive:</i>	All lessons <b>had to be studied</b> carefully (by them).
	* إذا كانت الجملة التي تريد تحويلها من المبني للمعلوم إلى المبني للمجهول منفية بـ do not أو does not استبدل do أو does بـ am/is/are حسب الفاعل الجديد (am/is/are + not + P.P.)
<i>Active:</i>	They <b>do not play</b> football very often.
<i>Passive:</i>	Football <b>is not played</b> very often by them.
<i>Active:</i>	He <b>does not eat</b> potatoes.
<i>Passive:</i>	Potatoes <b>are not eaten</b> by him.
	* إذا كانت الجملة التي تريد تحويلها من المبني للمعلوم إلى المبني للمجهول منفية بـ did not أو was بـ did استبدل did أو was بـ were حسب الفاعل الجديد (was/were + not + P.P.)
<i>Active:</i>	She <b>did not finish</b> the homework.
<i>Passive:</i>	The homework <b>was not finished</b> by her.
<i>Active:</i>	Ann <b>did not find</b> the lost books.
<i>Passive:</i>	The lost books <b>were not found</b> by Ann.

## Exercises:

### Choose the correct answer in brackets

- The pupils (examined - were examining - were examined - have examined) last week.
- Yesterday's football match (win - was won - is won - had won) by the white team.
- The thief (was arrested - were arrested - arrested - had arrested) at the bus station.
- Ann and Tom got (marriage - marrying - married - marry) lat Thursday.
- The school (had built - was building - was built - built) in 1985.
- Dr. Ahmed Zoweil (gave - had given - was given - was giving) the Nobel Prize of Science.
- Our bicycle (had repaired - had been repaired - was repaired - was repairing) last night.
- Charles Dickens (born - was born - had born - bearing) in 1812.
- Aswan High Dam (established - was established - was establishing - had established) to protect Egypt from Nile annual flood.
- The message (had sent - sending - was sent - sends) by e-mail.
- The library (closed - will be closed - will have been closed - will close) by 10:00 p.m.
- In winter, the hall (is warmed - warms - is warming - warmed) by central air condition.
- This story (was printed - prints - is printed - printing) by Longman last summer.
- It rained suddenly, and so the match (were cancelled - was cancelled - cancelled - had cancelled).
- Laws (made - are made - were made - making) to protect the weak against the strong.
- Many people (will kill - will be killed - were killed - kills) if the war is waged.
- English (is easy - was easy - were easy - is being easy) for her to learn.

18. The house (is cleaned - is being cleaned - was cleaned - cleaning) at the moment.
19. A good movie (has been seen - was seen - is seeing - is seen) by the boys.
20. The homework (will finish - will be finished - will have been finished - is finished) by Tom by morning.

### **Change into passive**

1. Tom can solve the problem.
2. The pupils should take rest.
3. You must ask him that question.
4. The teacher explained the lesson.
5. The policeman caught the thief while he was stealing.
6. The housekeeper cleans this room every week.
7. Dangerous driving causes many accidents.
8. The previous cabinet made many positive changes all over Egypt.
9. My parents will make my birthday party at a 5 star hotel.
10. The headmaster is supervising the classes.
11. Alice and sally went quickly as somebody was following them.
12. The army officers have made a skilful attacking plan.
13. The Egyptian armed forces had achieved great victory on October 6,1973.
14. Contractors will have finished this big project by next summer.
15. They did not give the book to David.
16. The team has to everything possible to win the match.
17. We have to get up early to catch the first train to Alexandria.
18. The police had break in the flat to arrest the thieves red-handed. متلبسين
19. They ought to finish their work on time.
20. The pupils must study hard to pass the exam and get high marks.

### **Do As Shown in Brackets**

1. Bad weather conditions delayed the flight from New York. (Start with: the flight)
2. The team won the match although it was raining. (Change into passive)
3. Many people (killed - were killed - are killed - had killed) in the war. (choose)
4. The house is cleaned at the moment by the housekeeper. (Correct)
5. The President has recently changed the cabinet. (Change into passive)
6. Alan gave the books and papers to Ann. (Start with: Ann)
7. Alan gave the books and papers to Ann. (Start with: books and papers)
8. The work will had been finished by tomorrow evening. (Correct)
9. We should finish the entire work before morning. (Change into passive)
10. The boys are playing have played football in hot weather. (begin with: football)

## Passive with Commands

## المبني للمجهول مع الجمل الأمرية

To change the commands from active into passive voice, do the following:

لتحويل الجمل الأمرية أو صيغة الأمر من المبني للمعلوم إلى المبني للمجهول، اتبع الخطوات التالية:

1) Start the sentence with the verb *Let* and add the “object” and “be” and the “past participle” after it (Let + object + be + past participle):

ابدأ الجملة بالفعل *Let* ثم اتبعه بالمفعول ثم الفعل ثم التصريف الثالث للفعل (Let + المفعول + be + التصريف الثالث للفعل)

*Active:* **Deliver** this letter immediately.

*Passive:* **Let** this letter **be delivered** immediately.

*Active:* Bring the thief from the cell.

*Passive:* **Let** the thief **be brought** from the cell.

*Active:* **Open** all windows.

*Passive:* **Let** all windows **be opened**.

## Passive with Questions

## المبني للمجهول الجمل الاستفهامية

To change questions from active into passive voice, do the following:

لتحويل الجمل الاستفهامية أو الأسئلة من المبني للمعلوم إلى المبني للمجهول، اتبع الخطوات التالية:

1) Change the question into a statement:

حول صيغة السؤال إلى الصيغة الخبرية

Does Ann understand German?

Ann understands German.

2) Change the statement into passive voice:

حول الصيغة الخبرية إلى المبني للمجهول

*Active:* Ann understands German.

*Passive:* German is understood by Ann

3) Put the verb before the subject of the sentence and end the sentence with a question mark (?):

ضع الفعل قبل الفاعل في الجملة المبني للمجهول واختم الجملة بعلامة استفهام (?)

*Active:* **German is understood** by Ann.

*Passive:* **Is German** understood by Ann?

4) Question words remain as they are.

تظل أدوات الاستفهام كما هي بدون تغيير

*Active:* **When did** Tom **deliver** the letter?

a) Tom delivered the letter.

b) The letter was delivered by Tom.

*Passive:* **When was** the letter **delivered** by Tom?

*Active:* **Why has** the government **built** many new cities?

a) The government **has built** many new cities.

b) Many new cities **have been built** by the government.

*Passive:* **Why have** many new cities **been built** by the government?

5) *Who* must be changed to *by whom* and *whom* must be changed to *who*:

عند تحويل الأسئلة من المبني للمعلوم إلى المبني للمجهول تحول *who* إلى *by whom* وتحول *whom* إلى *who*

*Active:* **Who** broke the window?

a) Somebody **broke** the window.

b) The window **was broken** by somebody.

*Passive:* **By Whom** was the window **broken**?

- Active:* **Whom** did the teacher punish?  
 a) The teacher **punished** somebody.  
 b) Somebody **was punished** by the teacher.
- Passive:* **Who was punished** by the teacher?

## Changing Passive into Active

To change a sentence from *passive* into *active* voice, do the following:

لتحويل الجملة من صيغة المبني للمجهول إلى المبني للمعلوم، اتبع ما يلي:

- 1) Replace the subject by the object and delete the preposition *by*  
 استبدل الفاعل بالمفعول أي ضع المفعول في أول الجملة واحذف حرف الجر *by*
- Passive:* **The problem** was solved **by** the manager.  
*Active:* The manager solved **the problem**.
- 2) Put the verb in the same tense as the one in the original sentence  
 ضع الفعل في نفس زمن الفعل بالجملة الأصلية
- Passive:* Tennis **is being played** by Ann and Tom.  
*Active:* Ann and Tom **are playing** tennis.

### Note the following

### لاحظ التالي

\* إذا لم يكن هناك فاعلا في الجملة عند تحويلها من المبني للمجهول إلى المبني للمعلوم ضع فاعلا مناسباً:

- Passive:* The room **was cleaned**.  
*Active:* The servant **cleaned** the room.

## Questions

## الجملة الاستفهامية

To change questions from passive to active voice, do the following:

لتحويل الجملة الاستفهامية أو الأسئلة من المبني للمجهول إلى المبني للمعلوم، اتبع الخطوات التالية:

- 1) Change the question into a statement:  
 حول صيغة السؤال إلى الصيغة الخبرية
- Is German understood** by Ann?  
 German **is understood** by Ann.
- 2) Change the statement into passive voice:  
 حول الصيغة الخبرية إلى المبني للمعلوم
- Passive:* German **is understood** by Ann.  
*Active:* Ann **understands** German.
- 3) Change the *active* statement into a question.  
 حول الجملة المبنية للمعلوم إلى صيغة سؤال
- Passive:* Ann **understands** German.  
*Active:* **Does Ann understand** German?

## Exercises:

### Change into passive

- Listen to teacher well.
- Deliver this letter to the manager.
- Follow the doctor's instructions.
- Write a message to Ann.
- Fax these documents to the contractor.
- Give this amount of money to your father.
- Open all doors and windows.
- Study your lessons carefully.
- Be attention to what the teacher says.
- Finish this work today before you leave.

### **Do as shown in brackets**

1. Take the thief to prison. (change into passive)
2. Deliver this message by hand. (begin with: Let)
3. Let the message (is delivered - was delivered - be delivered) by hand. (Correct)
4. Bring the book from the car. (change into passive)
5. Let all windows and doors be opened. (correct)

### **Choose the correct answer in brackets**

1. Will the work (finish - be finished - is finished) by Tom today?
2. Can English (is understood - understands - be understood) by Ann?
3. Is football (played - been playing - played) by the boys?
4. Was a car (buying - be bought - bought) by David?
5. Should the exercise be (doing - did - done) today?
6. Why has the cabinet (was changed - is changing - been changed)?
7. By whom was the child (brought - bringing - had brought)?
8. Who (was - had - have) punished by the teacher?
9. How were the children (been brought - bringing - were brought) home?
10. When will the party (made - be made - making)?

### **Change into Passive**

1. Do you always read detective stories?
2. Does the travel to Alexandria in summer?
3. Did Ann phone you last night/
4. Is the student studying his lessons?
5. Can you finish this work by Monday?
6. Will Tom arrive today evening or tomorrow?
7. Has Alice got the car she wanted?
8. When shall we meet again?
9. Where can we find the books to buy?
10. Who killed the man and robbed his house?
11. Whom did the policeman arrest at the airport?
12. Why did you go out late at night?
13. How did Ann carry this heavy luggage?
14. When shall we travel to Canada?
15. Did you send the message as I told you?

### **Do as shown in brackets**

1. Do you eat bananas? (begin with: Are)
2. Should we respect our elders? (begin with: Would)
3. Who put the books on the table? (change into passive)
4. Whom did Ann meet at the airport? (change into passive)
5. How was the thief been arrested at the station? (correct)
6. Can Alice send and receive messages by the Internet? (begin with: Can messages)
7. Will you visit the doctor tomorrow or after tomorrow? (change into passive)
8. Where can we our friends at that late time? (change into passive)
9. Did Sally buy new toys? (begin with: Were)
10. Did the police arrest the murderer? (begin with: Was)

### **Change the following into active voice**

1. The problem was solved by the director.
2. The apartment is cleaned every Friday/
3. Many accidents are caused by dangerous driving.
4. Tom is not often invited to parties.
5. Many new cities were established by the last government.
6. The exams will be corrected to morrow by the teacher.
7. The food is being cooked by the servant.
8. This mouse was being followed by a stubborn cat.
9. A movie of terror has been seen by the group.
10. Many questions were have been asked in the meeting.
11. In the past, cotton growing had been affected by many wrong ways of irrigation.
12. The entire story will have been finished by next Sunday.
13. Lessons should be studied carefully.
14. The problem could be solved easily.
15. The homework must be finished tonight.
16. The job was not offered to Jack.
17. All procedures have to be followed.
18. This paper has to be ready by 10:00.
19. All reporters had to travel to cover that important event.
20. Tennis is not played by this team.
21. The work was not finished by Alice.
22. The lost keys were not found at the garden.
23. The patient will be attended by a nurse at home.
24. The Nobel Prize for Arts was given to Naguib Mahfouz.
25. Laws should be followed by all people to help peace prevail.
26. Let the message be delivered immediately.
27. Let the criminal be arrested red-handed.
28. Let all doors be opened.
29. Let the apartment be searched well.
30. Let these documents be faxed to the contractors now.
31. Is German understood by?
32. When was the letter received by Sally?
33. Why was the Aswan High Dam built?
34. Whom did the police arrest last night?
35. By whom was this food cooked?
36. When is cotton grown?
37. Why was the man rewarded by the governor?
38. How could this great thing be done by such young kids?
39. Can English and French be spoken by Rachel and Louisa?
40. Would the elders be respected?

## Unit 12

# Countable and Uncountable Nouns

(He has a eaten three apples)

Study the following examples



Notice the difference between countable and uncountable nouns:

Freddie has eaten **three apples**.

He eats **rice** every day.

\* “apple” is a countable noun. *Countable Nouns* are things we can count. It can be used in the plural.

\* “Rice” is uncountable noun. *Uncountable Nouns* are things we can not count. It is not used in the plural.

**Notice the following:**

لاحظ التالي:

\* “a” or “an” is used with singular countable nouns.

تأتي أدوات التنكير قبل الاسم المفرد المعدود

- This is **a boy** standing by **a car**.

\* “some, any, a lot of, a lack of” can be used with countable and uncountable nouns.

تأتي هذه الكلمات قبل المعدود وغير المعدود

- We sang **some songs**.

- They listened to **some music**.

\* “many, a number of, several of, one of” are used with countable nouns only.

هذه الكلمات لا تستخدم إلا مع الأسماء المعدودة

- There are many books in the library.

\* “much, a little of, an amount of, a piece of, a bit of” are used with uncountable nouns.

هذه الكلمات تستخدم قبل الأسماء الغير معدودة

- We did not do much shopping.

\* “a bit of, a piece of, a slice of, a bar of, an item of, a sheet of, a box of, a bottle of, a glass of, a jar of, a packet of” are used to refer to items of uncountable nouns.

تستخدم هذه الكلمات قبل الأسماء الغير معدودة للدلالة على مفردات أو جزئيات منها:

- a jar of jam

a piece of information

- a packet of tea

a glass of water

\* “Any” replaces “some” in questions and negative sentences:

تحل any محل some في السؤال والجمل المنفية

- The baby needs **some** milk.

- Does the baby need **any** milk?

- The baby **does not** need **any** milk.

\* We use “any” not “some” in sentences that include: ever, never, without, hardly, rarely, scarcely, prevent, refuse.

تستخدم any بدلا من some إذا اشتملت الجملة على أي من هذه الكلمات

- He **refused** to give me **any** money.

- She **hardly** does **any** thing.

\* “some” is used in offers and requests:

تستخدم some في الجمل الاستفهامية التي يقصد بها العرض أو الطلب

- Would you like **some** tea?
- Can I have **some** sugar, please?

\* “damage, fruits, hairs” give another meaning when plural –s is added.

هذا الكلمات غير معدودة ، وأحيانا يضاف لها s الجمع وتقصد بها معنى مختلف في هذه الحالة

\* Damage => damages

الغير معدود يعني “ضرر” والمعدود يعني “تعويضات”

- **Much damage** has been made to the car as a result of the accident.
- After the accident, he received **many damages** from various parties.

\* Fruit => fruits

الغير معدود بمعنى “فاكهة” والمعدود بمعنى “أصناف من الفاكهة”

- The doctor advised him to eat as much **fruit** as he can.
- The government plan to grow many **fruits** in Sinai.

\* Hair => hairs

الغير معدود بمعنى “سعر” والمعدود بمعنى “شعيرات”

- She has green eyes very long **hair**.
- His wife found some **hairs** over his jacket.

### List of uncountable words:

Accommodation	تسكين
Advice	نصيحة
Baggage	أمتعة
Behaviour	سلوك
Bread	خبز
Business	تجارة
Cash	نقود
Climate	مناخ
Clothing	ملابس
Damage	ضرر
Flu	أنفلونزا
Food	طعام
Fruit	فاكهة
Fun	متعة
Furniture	أثاث
Glass	زجاج
Grass	عشب
Hair	شعر
Help	مساعدة
Homework	واجب منزلي
Housework	أعمال منزلية
Information	معلومات
Knowledge	معرفة
Laughter	ضحك
Lighting	الضوء
Lighting	إضاءة
Lightning	برق
Luck	حظ
Luggage	أمتعة
Macaroni	مكروننة
Machinery	آلات



Mail	بريد
Money	نقود
Mud	طين
Music	موسيقى
News	أخبار
nonsense	هراء
Rice	أرز
Shopping	التسوق
Soap	صابون
Soup	شوربة
Tennis	التنس
Thunder	رعد
Toast	توست
Work	عمل

## Exercises

Choose the correct answer from a, b, c, or d:

- We played ..... computer games.  
a) a    b) any    c) some    d) much
- I never have ..... tea before breakfast.  
a) a    b) any    c) some    d) much
- Would you like ..... rice?  
a) any    b) the    c) many    d) some
- Much information ..... so that they can take a proper decision.  
a) are needed    b) will be needed    c) is needed    d) would be needed
- Have you bought ..... fruit recently?  
a) many    b) a    c) some    d) any
- The news ..... false.  
a) be    b) are    c) is    d) being
- ..... tourists visit Egypt every winter to enjoy its fine weather.  
a) any    b) a    c) much    d) many
- ..... people prefer the Red Sea to some western resorts.  
a) a little of    b) much    c) an amount of    d) a number of
- They refused to give us ..... food.  
a) some    b) several    c) a few of    d) any
- May I have a ..... of water, please?  
a) glass    b) jar    c) slice    d) piece

Do as shown in brackets:

- She has a financial crisis and need ..... help. (fill in the space)
- I need some money. (negative)
- He received (damages – a damage – some damage) from the car driver for the injury he caused to him. (choose)
- I want some of ..... cloth. (insert a relative pronoun)
- Many believe that peace will soon prevail the region. (Begin with: Peace...)
- I had some macaroni for the lunch. (use: "a")
- He (forbid) from getting out at late hours. (correct)
- We offered him a job opportunity but he refused. (passive)
- Would you like (some – a – any) soup? No, thanks. I don't like (some – any – one). (choose)

10. Nobody revealed the truth. (begin with: The truth....)

(He is as clever as his brother)



Study these Examples:

Freddie is as **clever** as his brother.It is **kind** of him to help me.The **more** you work, the **higher** the salary you will get.*Clever, kind, more, and higher* are adjectives.**Notice the following:**

As ...as

- She is **as old as** her husband.

لاحظ التالي:

تأتي بينهما صفة بدون زيادة

The ... the ...

- The sooner, the better.
- The farther you go, the smaller you appear.

يأتي بعد the صفة في حالة المقارنة

يأتي بعد v. to be صفة تفضيل، وتستخدم هذه الجملة للتعبير عن تفرد الأشخاص في صفة معينة

Verb to be + superlative adjective + subject + v. to have + ever + p.p.

- She is the most beautiful girl I have ever seen.

It (that) is + adj. + of + object + to + Inf.

- It's foolish of Ali to get out of the exam.
  - He helped the old lady. (Begin with: It's thoughtful...)
- It is thoughtful of him to help the old lady.

تستخدم هذه الجملة لوصف سلوك شخص

**Exercises****Choose the correct answer from a, b, c, or d:**

- It is thoughtful. .... her help the old.  
a) for                      b) with                      c) to                      d) of
- She isn't ..... tall as her mother.  
a) that                      b) such                      c) so                      d) very
- It was nice of you ..... me your umbrella.  
a) to give                      b) give                      c) giving                      d) have given
- The ..... you attend lectures the more you benefit.  
a) much                      b) many                      c) more                      d) most
- If he ..... enough money, he would spend a month in Rome.  
a) has                      b) had                      c) will have                      d) had had
- ..... rich, they would have bought a yacht.  
a) Had he been                      b) He had been                      c) Had he                      d) If he had
- It was ..... of her to help me answer the exercise.  
a) kindness                      b) kinds                      c) kind                      d) kind to
- It was nice of ..... to drive me to work.  
a) they                      b) their                      c) theirs                      d) them
- They are ..... eyes I have ever seen.  
a) sharp                      b) sharper                      c) the sharpest                      d) as sharp as

10. It was impolite of her to pass across us without ..... hello.

- a) saying      b) said      c) say      d) to say

**Do as shown in brackets:**

1. To provide assistance to others is something good. (rewrite using: It ....)
2. It was ..... to disobey you're parents. (fill in the space with an adjective)
3. It was said she would pass the test. (begin with: She....)
4. It was (foolish – fool – folly) to leave your car unlocked. (choose)
5. She is as beautiful as her mother. (negative)

## Unit 14

# Relative Pronouns

## الأسماء الموصولة

(The man who drives the tractor is Freddie)



Study these examples and look how relative pronouns are used:

The man **who** drives the tractor is Freddie.

The man **whom** you met yesterday is my friend.

I don't like stories **that** have unhappy endings.

*Who, whom, which, whose, and that* are **relative pronouns**.

### Notice the following:

### لاحظ التالي:

لربط جملتين فيهما كلمة مكررة: نحذف الكلمة المكررة في الجملة الثانية ونأتي بدلا منها باسم موصول مناسب:

Relative pronouns replace repeated pronouns in relative clauses:

- The **man** is an executive manager. **He** lives next door. (make one sentence)  
The man **who lives next door** is an executive manager.

تحل Who محل الفاعل العاقل المكرر في الجملة الثانية (ويأتي بعدها فعل):

“Who” is used when we talk about people who are verb subjects.

- We know a lot of **people**. **They** live in Sinai.  
We know a lot of people **who** live in Sinai.

تحل Whom محل المفعول العاقل المكرر في الجملة الثانية (ويأتي بعدها فاعل ثم فعل):

“Whom” is used when we talk about people who are verb objects

- The **woman** was away on holiday. I wanted to see **her**.  
The woman **whom I wanted to see** was away on holiday.

تحل Which محل الفاعل والمفعول الغير عاقلين

“Which” is used when we talk about things whether they are verb subjects or objects.

- Where is **the milk**? **It** was on the table.  
Where is the milk **which** was on the table?
- I expressed my admiration at **the washing machine**. You repaired **it** yesterday.

I expressed my admiration at the washing machine **which you repaired** yesterday.

يمكن أن تحل that محل Who, whom, which بشرط أن لا يسبقها حرف جر

“That” can replace “who, whom, which” in the previous jobs:

- This is the actor **that** played the main role in the play.
- The man **that she rejected** is now a company manager.
- The schoolboy **to whom you gave your books** sends you this thanking message.

تحل whose محل ضمير ملكية أو (’s) الملكية ويأتي قبلها المالك وبعدها جملة تامة تبدأ بالشيء المملوك

“Whose” replaces a possessive (s) or a possessive pronoun:

- The girl is beautiful. Her hair is black.

The girl **whose** hair is black is beautiful.

تحل where محل اسم مكان مكرر في الجملة الثانية ويأتي بعدها جملة تامة:

“Where” replaces a repeated place:

- **The hotel** is five stars. I always stay in **it**.  
The hotel **where** I always stay in is five stars.

### Remarks:

\* يحذف الاسم الموصول إذا كان يعود على مفعول مباشر ولا يسبقه حرف جر:

The woman **whom** you wanted to see is a nurse.= The woman you wanted to see is a nurse.

\* تحل What محل الاسم الموصول والاسم الغير عاقل الذي يسبقه

What = the thing(s) that

**Every thing that** happened was my fault = **What** happened was my fault.

\* لا تستخدم what بعد all ويستخدم that بدلا منها:

All **that** you do annoys me.

\* تحل “but” محل who, which إذا جاء بعدها نفي:

There is no success **which does not** need proper planning.= There is no success **but** needs proper planning.

### Exercises

Choose the correct answer from a, b, c, or d:

1. The child you met yesterday is my son.  
a) which      b) whose      c) who      d) where
2. The soldier ..... was wounded could regain his health and take part in operations again.  
a) which      b) whose      c) where      d) who
3. Books ..... are written by hand are preserved in special places.  
a) who      b) whose      c) when      d) which
4. I can't forget the place..... we always meet.  
a) which      b) whose      c) where      d) who
5. If I ..... you, I would get annoyed.  
a) am      b) was      c) were      d) be
6. We met a young man..... father was my schoolmaster.  
a) that      b) whose      c) who      d) which
7. He hardly has ..... information about the city.  
a) no      b) much      c) little      d) any
8. It was Ali ..... had fixed the broken pipe.  
a) where      b) whose      c) who      d) which
9. The doctor ..... you wish to see has been abroad for two weeks.  
a) whom      b) which      c) who      d) when
10. The woman ..... dress is long is my mother.  
a) where      b) whose      c) who      d) which

Do as shown in brackets:

1. People living in Alexandria enjoy the sea. (rewrite using: who...)
2. I bought a jacket. It is made of cotton. (make one sentence)
3. Open the window. (passive)

4. It is forbidden to wait here. It is a military zone. (rewrite using a suitable modal verb)
5. Do you know a restaurant ..... I can have dinner for a low price. (complete)
6. I met somebody ..... mother writes detective stories. (insert a relative pronoun)
7. I wanted to see the woman. She was away on holiday. (make one sentence)
8. Do you know the scientist?. The teacher talked about him yesterday. (make one sentence)
9. (That – Which – What) happened is the result of his negligence. (choose)
10. Who killed the cat? (passive)

## Unit 15

# Prohibition, Inadvisability and Criticizing

(You must not smoke here)

Study these examples:



Look at these examples:  
You **mustn't** smoke here.  
You **can't** smoke here.  
You **shouldn't** smoke here.

\* *Mustn't*, *can't* and *shouldn't* are used to express prohibition, inadvisability, and criticism respectively.

Notice the following:

لاحظ التالي:

Mustn't/can't + Inf. = Prohibition      تستخدم mustn't, can't للتعبير عن الحظر أو المنع  
- They **mustn't** travel abroad until they are declared innocent by the court.  
- You **can't** sit down here.

Must not + Inf. = It is prohibited/ forbidden/ banned/not allowed to + Inf.  
تحل must not + Inf. محل هذه التعبيرات وتدل جميعها على الحظر أو المنع.

Must not + Inf. = No + V-ing      ممنوع

Must not + Inf. = Don't + Inf.      لا/ممنوع

- You **are not allowed to** wear policemen's uniforms. (Use: Mustn't...)  
You **mustn't** wear policemen's uniforms.
- There is "No Parking" sign here. (Rewrite using a suitable modal verb)  
You **mustn't** park here.

Shouldn't/ought to + Inf. = inadvisability/criticism

تستخدمان للتعبير عن عدم الاستحسان أو النقد

- A seventy years old man should not wear light clothes in winter.
- You shouldn't listen to these types of recordings.

Shouldn't/ought to + Inf. = It is not good for + object + to + Inf.

= It is not advisable for + object + to + Inf.

تحل mustn't/ought to + Inf. محل هذا التعبير

- He shouldn't waste his time in this way = it is not good for him to waste his time in this way.

Should/ought to + Inf. => Should/ought to + have + P.P.

نضيف have + P.P. للإتيان بالماضي من هذه التراكيب

- He should have come yesterday but he didn't.

Verb. to be + to + Inf. = criticism

تستخدم لننقد تصرف صدر من شخص ما

- You are to blame for this bad remarks.

## Exercises



**Choose the correct answer from a, b, c, or d:**

1. You ..... to park here.  
a) allowed                      b) are not allowed      c) not allowed              d) allowance
2. The doctor advises that we ..... eat less carbohydrates.  
a) must                          b) may                      c) should                      d) might
3. He came without informing me. He ..... me.  
a) should inform                      b) should have informed      c) must inform  
d) had to inform
4. If you want to get up early, it is ..... to go to bed early.  
a) allowed                          b) forbidden      c) prohibited                      d) advisable
5. The child suffers extraordinary weakness. He ..... eat more fruits.  
a) ought to      b) may                      c) must                      d) might
6. One ..... obey his parents.  
a) ought to      b) may                      c) must                      d) should
7. With the numerous universities around the country one ..... go to Cairo to study medicine.  
a) ought not to      b) may not                      c) needn't                      d) must not
8. You ..... turn here. There is "No Turn" sign.  
a) ought not to      b) mustn't                      c) should not      d) can't
9. I wondered why he refused to attend the meeting. He ..... and expressed his views.  
a) should have come      b) shouldn't have come                      c) should come  
d) shouldn't come
10. It is necessary ..... her to comb her hair every day.  
a) with                      b) to                      c) about                      d) for

**Do as shown in brackets:**

1. All people ..... sacrifice all they have for the sake of their country. (insert a suitable modal verb)
2. It is inadvisable to leave your child go out in this bad weather. (Use: shouldn't)
3. He can't part here. There is a "No....." sign. (fill in the space)
4. I didn't have enough time, so I did not visit him at the hospital. (Use: If)
5. I am sorry. I can't meet the deadline. (Begin with: I apologize ....)
6. It is wrong to leave the electricity switch on and go out. (Use: oughtn't)
7. She left the pan on the stove and watched the TV. (Begin with: It is careless..)
8. People speak well of her. (Begin with: She...)
9. Does he break the plates? (passive)
10. If she (go) to the market yesterday, it (be) difficult for us to meet her. (correct)
11. I criticized her for not telling me. (use: should)
12. He made a major mistake by not informing the police. (use: ought to)
13. We must be mistaken. (negative)

## Unit 16

# The Perfect Passive with Modal Verbs

(By next Friday, the flat might have been painted)

### Form:

تكوينه



Look at these examples:

By next week, the flat **may have been painted**.

By next year, the project **might have been completed**.

By 2020, many planets **will have been fully explored**.

This is the future perfect passive form:

*may/might/will + have + been + P.P.*

### Notice the following:

لاحظ التالي:

يأتي بعد by وقت محدد وتأتي الجملة بعده في المستقبل التام

By + exact time (وقت محدد): by next Friday, by this time tomorrow ...etc.

- **By this time next year**, most construction work **will have been completed**.

تستخدم may للدلالة على الشك في وقوع حدث معين في المستقبل

“may” is used to express an uncertain future action.

- **By the first quarter of the next century**, population problem **may have been solved**.

تستخدم might للدلالة على احتمال ضعيف في وقوع حدث معين في المستقبل

“might” is used to express a very uncertain future action.

- **By next week**, **all subjects might have summarized and assimilated**.

تستخدم will للدلالة على التنبؤ بوقوع حدث معين في المستقبل

“will” is used to express a future prediction.

- **By the end of this century**, traffic problem **will have been solved**.

### Exercises

Choose the correct answer from a, b, c, or d:

1. By the first quarter of the next century cure ..... for most diseases.  
a) will be discovered      b) may have discovered      c) will have been discovered      d) might discover
2. By 2005 poverty ..... eliminated from the world.  
a) a) may be      b) might be      c) might have been      d) will have been
3. I don't agree with ..... you have said.  
a) when      b) that      c) whose      d) what
4. Scholars strongly believe that by the next century the moon .....  
a) will have been explored      b) might be explored      c) will have explored      d) is explored
5. In a fifty years time, most world wars ..... to an end.

- a) can bring                      b) can be brought    c) will be brought                      d) will have been brought
6. It is thoughtful of her to stop the car until I pass the road.  
a) thoughtful    b) thought    c) thinking    d) to think
7. By 2003 enough housing ..... provided for the unsheltered.  
a) will be                      b) might have been    c) may have    d) might be
8. This time next century man ..... out alternatives for oil.  
a) will have found                      b) might have found    c) may have found    d) will find
9. I gave her all the money ..... I had.  
a) who                      b) whose                      c) that                      d) what
10. By next century, oil ..... another source of energy.  
a) will replace                      b) will be replaces    c) will have been replaced                      d) will have replaced

**Do as shown in brackets:**

1. By next century scientists will develop solutions for most ecological problems. (passive)
2. She passes the test. (express doubt)
3. By the end of the term, I (master) English. (correct)
4. In fifty years' time people may have used rockets for travelling. (begin with: Rockets...)
5. He hired some workers to repair the roof yesterday. (begin with: He had...)
6. The world population should be solved. (rewrite using: By next century...)
7. We gave her a present. (begin with: A present...)
8. He has to comply with the physician's orders. (begin with: The physician's orders ....)
9. By 2020 the common cold ..... (complete)
10. He is ill (express deduction)

## Unit 17

# “I Wish” and “If Only”

(I wish I were rich)

Study these examples:



Look how you can express your wishes:

**I wish** I were rich, I would help the poor.

**If only** she had attended yesterday’s party, I would have met her.

**I wish** they could realize their hopes.

To express a wish use:

“*I wish...*” and “*if only...*”

### Notice the following:

### لاحظ التالي:

تتبع الجملة قاعدة if خاصة في جواب التمني

“Wish” and “if only” follow the structure of the second part of “if” sentences

- **I wish** I knew her telephone number, I **would phone** her = If I knew her telephone number, I would phone her.
- **If only** she had told me the truth, I’d **have defended** her = If she had told me the truth, I’d have defended her.

Wish + to + Inf.

تستخدم هذه التركيبية للتعبير عن أمنية

- He **wishes** to go out now.

Wish + object + noun مفعول

تستخدم للتعبير عن أمنية للآخرين

- I **wish** you a good luck

Wish/if only + past simple => would + Inf.

على الرغم من اتخاذها شكل الماضي إلا أنها تستخدم للتعبير عن أمنية في المضارع

- **If only** it **didn’t rain**, I **would go** out.
- **I wish I met** him, I **would tell** him the truth.

يمكن أن تستخدم were بدلاً من was في جمل التمني

If only/I wish I (he, she, it) was => If only/I wish I (he, she, it) were

- I **wish I were** rich, I would buy a yacht.
- **If only** it **were** possible, I would not hesitate to do it.

Wish/if only + past perfect => would + have + P.P.

تستخدم للتعبير عن أمنية في الماضي

- I **wish I had attended** the last week’s party, I **would have sung** some of my new songs.
- **If only** she **hadn’t been** so tired, she’d **have come**.

Wish/if only + I/we + could + Inf. => would + Inf.

تستخدم للتعبير عن المستقبل مع ضمائر المتكلم I, we

- **If only** I **could improve** my handwriting in final exam, I **would get** better results.

- I **wish** we **could get up** early tomorrow, we **would catch** the early morning non-stop train.

Wish/if only + He (she, it, you, they) + would + Inf. => would + Inf.

تستخدم للتعبير عن المستقبل مع هذه الضمائر

- They **wish they would** buy a car, it **would be** easy for them to move.
- If only **she would** be more polite, she **would be** an ideal schoolgirl.

## Exercises

Choose the correct answer from a, b, c, or d:

- I wish..... to the moon.  
a) travel      b) travelling      c) to travel      d) I travel
- I wish I ..... a programmer.  
a) were      b) was      c) be      d) am
- Now I feel sick. I wish I ..... too much.  
a) didn't eat      b) had eaten      c) hadn't eaten      d) wouldn't eat
- If only I ..... tomorrow's meeting, I would meet important personalities.  
a) would attend      b) could attend      c) may attend      d) will attend
- It was cloudy. I wish it ..... fine so that I would have the picnic.  
a) were      b) was      c) is      d) had been
- If only I could learn English, it ..... easy for me to find a job with high salary.  
a) could be      b) will be      c) might be      d) would be
- I wish she ..... me, I would have prepared for her visit.  
a) told      b) tells      c) has told      d) had told
- I was not hungry. If ..... hungry, I would have eaten.  
a) I were      b) I was      c) I'd been      d) I've been
- I wish I'd known that Samir ..... ill.  
a) were      b) is      c) will be      d) be
- We wish we ..... Hoda's telephone number. We would phone her.  
a) know      b) knew      c) knowing      d) will know

Do as shown in brackets:

- If only they (meet) me tomorrow. (correct)
- I hope Egypt will achieve stable economy. (use: I wish...)
- I regret ever knowing this type of men. (use: I wish...)
- I wish she (arrive) yesterday. (correct)
- He will have finished the novel by the end of the year. (passive)
- If only I paid more attention to my uniform. (use: wish)
- They ought to listen to the teacher. (begin with: The teacher...)
- I wish they (be) to my birthday party next week. (put the verb in the correct form)
- It is raining heavily. I wish I ..... an umbrella. (fill in the space)
- If only I (would – could – will) know her address, I would visit her.

## Unit 18

# Reported Questions

# الأسئلة في الكلام الغير مباشر

(I asked him where he had been the day before)

Study these examples:



Look how you can change direct questions into reported questions.

Yesterday I said to Freddie, “Where **have you been**?”  
I asked Freddie where **he had been** the day before.

## Reported Speech with Questions

الكلام غير المباشر مع الجمل الاستفهامية

To change into reported speech with questions, follow the following rules.

للتحويل إلى الكلام غير المباشر مع الأسئلة اتبع القواعد التالية:

1) Change “said “ to “asked”

غير فعل القول said إلى asked

*Direct:* I **said to** Tom, “Where is Margaret?”

*Reported:* I **asked** Tom where Margaret was.

2) Use the same question words as they are.

استخدم أدوات الاستفهام كما هي بدون تغيير

*Direct:* The policeman said to us, “**Where** are you going?”

*Reported:* The policeman asked us **where** we were going.

3) When there are no question words, add “if” or “whether”.

إذا لم تكن هناك أي أداة استفهام، فأضف if أو whether

*Direct:* The teacher said to me, “**Did** you study your lessons?”

*Reported:* The teacher asked me **if (or whether)** I had studied my lessons.

4) Delete punctuation marks and change questions into statements.

احذف علامات الترقيم وحول صيغة الاستفهام إلى صيغة خبرية.

*Direct:* I said to her, “When do you go to the cinema?”

*Reported:* I asked her when she went to the cinema.

5) If there are two questions, join them with “and”.

إذا كان هناك سؤالان اربطهما بـ and.

*Direct:* The officer said to the thief, “How old are you? Are you married?”

*Reported:* The officer asked the thief how old he was, **and if (or whether)** he was married.

## Note the following

## لاحظ التالي

\* يتم تغيير الضمائر الشخصية وأسماء الإشارة والظروف والأزمنة كما هي في الجمل الخبرية التي سبق شرحها

\* إذا كانت جملة الاستفهام تحتوي على الفعل do أو الفعل does، احذفهما وحول الفعل إلى زمن الماضي البسيط:

*Direct:* Susan said to me, “**Do** you **read** detective stories?”

*Reported:* Susan asked me whether I **read** detective stories.

*Direct:* Ann said to Jim, “What **does** he **do** in his leisure time?”

*Reported:* Ann asked Jim what he **did** in his leisure time.

\* إذا كانت جملة الاستفهام تحتوي على الفعل did، احذفه وحول الفعل إلى زمن الماضي التام:

*Direct:* The manager said to the applicant, “Why did you apply for the job?”

*Reported:* The manager asked the applicant why he had applied for the job.

## Exercises

### A. Change into Reported Speech

1. The employer said to me, “Can you type?”
2. The policeman said to me, “Where do you live?”
3. The teacher said to the pupil, “Why are you late?”
4. Alice said to John, “How long will you stay in this town?”
5. My mother said, “What do you like to have at lunch?”
6. I said to my father, “Does the cock sing sweetly? Where does it come from?”
7. My friend said to the tourist, “Do you speak Spanish?”
8. The headmaster said to the student, “Why are you always neglecting your homework?”
9. The boss said to me, “Have you got a driving license?”
10. I said to my brother, “Shall we go to Alexandria this summer?”

### B. Change into Direct Speech

1. The father asked his son why he was not studying his lessons.
2. The guide asked the tourists whether they had ever seen the Sphinx.
3. The traveller asked me whether I spoke Spanish.
4. She asked me what I did in my spare time.
5. Ann asked me why I had learnt to speak English.
6. The manager asked me if I could type.
7. Tom wanted to know what time the banks closed.
8. The teacher asked the student what he had done the day before.
9. He asked why I had applied for the job.
10. The policeman asked the thief where he was living.

## Unit 19

# Verbs and Adjectives + Gerund

(He is fond of hunting)

Study these examples:



Look how the gerund is used after some verbs and adjectives:

Freddie is interested **in hunting**.

He **enjoys hunting** very much.

He **goes hunting** every month.

\* Some verbs and adjectives are followed by *V+ing*:

**Note the following:**

**لاحظ التالي:**

يأتي فعل مضافا له ing بعد حرف الجر الذي يلي فعل أو صفة

Verb/adjective + preposition + V-ing

- He gave **up smoking** at the age of thirty.
- He is engaged **in playing** computer games.
- I am worried **about getting** involved in the case.

Joining word + V-ing

كثير من الروابط يأتي بعدها فعل مضافا له ing

Joining words: Before, after, while, without, in spite of, despite, regardless, ...etc.

- Without working hard, one can hardly achieve his aspirations.
- Before having a bath, she brushes her teeth.

Not + V-ing

في حالة النفي نضع not قبل الفعل المضاف له ing

- She blamed me for **not helping** her.
- I apologized for **not coming** on time.

By + ing

يأتي فعل مضاف له ing بعد by لبيان كيفية حدوث شيء

- By planning properly, third world countries could achieve high productivity rates.

Having + P.P. for the past

تستخدم have + P.P. للإتيان بالماضي من الأفعال المضاف لها ing

- Yesterday, she admitted **having stolen** the money.
- I was proud of **having finished** my task earlier than others.

تستخدم being + P.P. للإتيان بالمبني للجهول من الأفعال المضاف لها ing

Being + P.P. for the passive voice.

- Active: I don't mind **people keeping me** waiting.
- Passive: I don't mind **being kept** waiting.

## List of Phrasal Verbs

### About:

be happy about

يسعد بـ

joke about

ينكت على



speaking about	يتحدث عن
talk about	يتكلم عن
think about	يفكر في
warn about	يحذر من
worry about	يقلق من

### **At:**

aim at	يهدف إلى
laugh at	يضحك على
look at	ينظر إلى
wonder at	يتعجب من
work at	يعمل في

### **For:**

account for	يعلل
apologize for	يعتذر عن
call for	يستدعي
care for	يهتم بـ
excuse for	يعذر على
hope for	يأمل في
long for	يتوق لـ
look for	يبحث عن
provide for	يعول
search for	يبحث عن

### **From:**

abstain from	يمتنع عن
hinder from	يعوق عن
prevent from	يعوق عن
prohibit from	ينهى عن
suffer from	يعاني من

### **In:**

believe in	يؤمن بـ
delight in	مبتهج بـ
fail in	يفشل في
help in	يساعد في
share in	يشارك في
succeed in	ينجح في
take a pride in	يتفاخر بـ

### **Of:**

approve of	يوافق على
be certain of	يتأكد من
beware of	يحذر من
convince of	يقنع
despair of	يئس من
disapprove of	لا يوافق على

dream of	يحلم بـ
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### **On:**

congratulate on	يهنيئ
decide on	يقرر
depend on	يعتمد على
insist on	يصر على

### **To:**

accustom to	يعتاد على
challenge to	يتحدى
listen to	يستمع
look forward to	يتطلع إلى
object to	يعترض على
surrender to	يستسلم

### **With:**

charge with	يتهم بـ
be concerned with	يهتم بـ

## **Exercises**

### **Choose the correct answer from a, b, c, or d:**

1. He dreams ..... being a businessman.  
a) of                      b) about                      c) with                      d) for
2. I will pay ..... the new car.  
a) with                      b) at                      c) forward                      d) for
3. After seeing the beauty of the Red Sea, they abstain ..... going elsewhere.  
a) from                      b) at                      c) forward                      d) for
4. You can depend ..... me.  
a) with                      b) on                      c) above                      d) at
5. He objects .... the recent decision.  
a) from                      b) at                      c) about                      d) to
6. Egyptians should take pride ..... the magnificence of Pyramids  
a) with                      b) at                      c) in                      d) on
7. He ..... me for my polite reply.  
a) thanked                      b) thought                      c) thanking                      d) think
8. They look ..... to seeing my family.  
a) with                      b) at                      c) forward                      d) for
9. We are certain of ..... victory.  
a) achieve                      b) achieve                      c) achieved                      d) achieving
10. Lazy students prefer playing ..... their lessons.  
a) on studying                      b) for study                      c) to study                      d) to studying

### **Do as shown in brackets:**

1. He answered the exercise. Nobody helped him. (join using: without)
2. She is tired ..... waiting for three hours. (insert a preposition)
3. They will be fined (to – for – about) taking the first class without booking tickets.
4. .... seeing the ghost, the baby burst into tears. (insert a preposition)

5. I am looking forward to winning the first prize. (rewrite using: If only)
6. Where has he gone? (Begin with: I wonder...)
7. She ordered the servant to sweep the floor. (give the actual words of the speaker)
8. I long for having a private car. (use: wish)
9. It is no use (cry) over spilt milk. (correct)
10. .... the end of the year, he will have completed ten years. (fill in the space)

## Unit 20

# The Gerund after Verbs

(Would you mind opening the window)

Study these examples:



Freddie finished **studying** his lessons.

Fancy **seeing** you here.

Would you mind **opening** the window for me.

\* Some verbs are followed by *V+ing*:

**Note the following:**

لاحظ التالي:

Some verbs are followed by gerunds:

بعض الأفعال يتبعها فعل مضاف له ing

- I **postpone writing** the report.
- She **confessed killing** her husband.

Some expressions are followed by gerunds:

بعض التعبيرات يتبعها فعل مضاف له ing

- **It is no use crying** over spilt milk.
- I **feel like having** a cup of coffee.
- He **is busy cleaning** his car.

## Exercises

**Choose the correct answer from a, b, c, or d:**

1. He isn't worth ..... all these tears.  
a) to shed                      b) shedding                      c) shed                      d) for shedding
2. He tried ..... the weight but he could not.  
a) lifting                      b) lifted                      c) lift                      d) to lift
3. You mustn't turn around here. There is "No ....." sign.  
a) To Turn                      b) Turning                      c) Turn                      d) Turns
4. I regret ..... you.  
a) told                      b) on telling                      c) telling                      d) for telling
5. Fancy ..... you at the party.  
a) to see                      b) saw                      c) see                      d) seeing
6. .... his absence, you will replace him.  
a) If                      b) If only                      c) In case of                      d) Even though
7. They can't help .....
8. He bought a radio to practice ..... to English native speakers.  
a) to listen                      b) listened                      c) for listening                      d) listening
9. It was ..... of him to leave his place in the bus for an aged woman.  
a) kind                      b) kinds                      c) kindness                      d) kindly
10. I didn't leave my place ..... all the guest had gone away.  
a) when                      b) before                      c) after                      d) until

**Do as shown between brackets:**

1. I regret (start) to smoke. (correct)
2. There is a little chance I will win the first prize. (use: might)
3. You needn't have done this. (passive)
4. They asked me if he (find) the bag he missed the day before (correct)
5. They want to know the way I got these high marks. (give the actual words of the speaker)
6. He wants to have some water. (rewrite using: feel like)
7. Would you mind (open – opening – to open) the window? (choose)
8. I didn't expect to see you at the wedding ceremony. (use: fancy)
9. Can anyone answer this question? (passive)
10. I said to the boys, "Where did you go yesterday" "can you answer this exercise?" (reported speech)

# Chapter III

## SPECIAL DIFFICULTIES

### الصعوبات الخاصة

#### Unit-by-unit Survey

## Unit 1

# I'd = I would / I'd = I had

Study the following example:

لاحظ المثال التالي:



**I/You/We/They/He/She/It ('d)**  
Compare the following examples:

He'd **played** a football match. (= *had + past participle*)  
He'd **better play** a football match. (= *had+better+ infinitive*)  
He'd **play** a football match. (= *would+ infinitive*)  
He'd **rather play** a football match. (= *would+rather+infinitive*)

The short form ('d) may have one of two complete forms. Note the following:

الاختصار ('d) قد يكون أصله إحدى صيغتين كاملتين، انظر ما يلي:

a) If ('d) is followed by *better+ infinitive* or the past participle form, its origin will be (had).

إذا كانت ('d) متبوعة بـ *better + المصدر* أو بالتصريف الثالث فإن أصلها يكون (had).

*Short form:* We'd **studied** our lessons before we went to play.  
*Complete form:* We **had studied** our lessons before we went to play.

*Short form:* You'd **better go** with your parents.  
*Complete form:* You **had better go** with your parents.

b) If ('d) is followed by the infinitive or *rather + infinitive*, its origin will be (would).

إذا كانت ('d) متبوعة بـ *rather + المصدر* أو بالمصدر بدون *to* فإن أصلها يكون (would).

*Short form:* I'd **stay** at home to read the story.  
*Complete form:* I **would stay** at home to read the story.

*Short form:* He'd **rather not say** what he thinks.  
*Complete form:* He **would rather not say** what he thinks.

## Language Functions

a) The expression *had better* is always followed by the infinitive and means *should*.

التعبير *had better* دائماً يتبعه المصدر بدون *to* ومعناه (يجب) أو (من المصلحة).

*Expression:* I'd (**had**) **better go** out with my friends.  
*Meaning:* I **should go** out with my friends.

b) The expression *would rather* is always followed by the infinitive and means *prefer*.

التعبير *would rather* دائماً يتبعه المصدر بدون *to* ومعناه (يفضل) أو (من الأفضل).

*Expression:* We'd (**would**) **rather go** to the country by car than by train.  
*Meaning:* We **prefer** to go to the country by car rather than by train.

## Negation

To negate *had better* or *would rather*, just add *not* after each of them.

لنفي *had better* أو *would rather* فقط ضع كلمة *not* بعد كل منهما.

*Affirmative:* I'd (had) **better go** out with my friends.

*Complete form:* I'd (had) **better not go** out with my friends.

*Short form:* We'd (would) **rather stay** at home.

*Complete form:* We'd (would) **rather not stay** at home.

### Note the Following:

### لاحظ ما يلي:

\* إذا كانت جملة *would rather* تتكون من جزأين لكل منهما فعل وفاعل، فإن تركيب الجملة يكون كالتالي:

(الفاعل الأول + *would rather* + الفاعل الثاني + الفعل الآخر في الماضي البسيط)

(subject 1 + *would rather* + subject 2 + past simple)

**Example:** I would rather you **told** him what happened.

\* لنفي هذا التركيب، ضع *did not (didn't)* قبل الفعل الثاني وأعد الفعل إلى صيغة المصدر بدون *to*:

*Affirmative:* I would rather you **told** him what happened.

*Negative:* I would rather you **didn't tell** him what happened.

## Exercises

### Replace “d” with “had” or “would”

1. I'd love a chicken sandwich.
2. We'd call Suzan if she passed the exam.
3. He'd taken the papers from my desk.
4. Sally found the key's she'd lost long time ago.
5. He'd like to be a pilot.
6. They went to play after they'd studied their lessons.
7. I'd better go out with my friends.
8. She'd rather stay at home.
9. He'd fallen in a deep pit.
10. You'd better listened to the teacher.

### Choose the correct answer from those in brackets

1. John (had better - would better - should better) leave the place at once.
2. Sally (had - would - should) learnt Spanish before she travelled to Spain.
3. We'd rather (played - play - to play) football in the garden.
4. I (would like - had like) to take the opportunity welcome the president.
5. I would rather you (tell - told - have told) him the whole story.
6. The teacher would rather I (not answered - didn't answer) in that wrong way.
7. (I'd better - I'd rather - I prefer) listen to soft music.
8. All the students were happy after they'd (pass - passed - to pass) the first term exam.
9. They'd rather (finishes - had finished - finish) the work today.
10. They'd (arrests - arrested - had arrested) the thief while he was stealing.

### Do as shown in brackets

1. I'd like (eat) banana now. (correct)
2. He'd better go out to play with his friends. (use: should)
3. They'd rather travel to Aswan by cruise not by train. (use: prefer)
4. She'd better travel to Madrid. (change into negative)
5. He'd rather read a story. (change into negative)





## Unit 2

# life / a life / the life



Compare the following examples and notice the difference between “life”, “a life”, and “the life”:

**Life** in the country is quiet and beautiful.

Freddie leads **a life** of adventure.

**The life of** Aladdin was interesting.

### Life (in general)

The word *Life* refers to life in general as opposed to death. It is always uncountable and is not preceded by adjectives.

كلمة *Life* تشير إلى الحياة على وجه العموم وهي هنا تقابل الموت، وهي كلمة لا تجمع ولا تسبقها أدوات التعريف أو التنكير أو الصفات.

*Example:* **Life** is not always difficult.

*Example:* **Life** isn't all fun.

*Example:* **Life** in the country is quieter than **life** in the city.

*Example:* You should know well what you want in **life**.

### A life (a certain type or way of life)

The word *a life* signifies way of life. It is countable and can be preceded definite/indefinite articles or by adjectives.

كلمة *a life* تشير إلى نوع أو أسلوب معين للحياة، وهي يمكن أن تجمع أو تسبقها أدوات التعريف أو التنكير أو الصفات.

*Example:* John leads **an indifferent life**. (indef. article + adjective + life)

*Example:* **The life of** policemen is full of danger.

*Example:* Rich people do not always lead **a happy life**.

*Example:* Several thousand **lives** were lost in World War II.

**Remark:** The plural form of *life* (*lives*) means: people / persons / souls

### the life of (a certain person)

The phrase *the life of* refers to the personal life of a certain person or certain place or group of people.

عبارة *the life of* تشير إلى الحياة الشخصية أو السيرة الذاتية أو نمط حياة شخص معين أو بلد معين أو مجموعة معينة من الناس.

*Example:* **The life of President Nasser** was full of struggle.

*Example:* I read an English book about **the life of Egypt**.

*Example:* The journal reports about **the life of ancient Egyptians**.

## Exercises

### Choose the correct answer from those in brackets

1. (Life - A life - The life) is full of troubles and disturbances.
2. (The life - Life - A life) is not always happy.
3. This old man does not aspire to much welfare from (the life - a life - life)

4. My parents like country (life - the life - a life)
5. Tom leads (life - the life - a life) of carelessness.
6. Rich people do not always lead a happy (life - the life)
7. Many (a life - lives - the life) were lost in the civil war.
8. This book speaks about (a life - the life - life) of Ghandi.
9. (A life - The life - Life) of a policeman is full of danger.
10. (The life - Life - A life) of the ancient Greeks was full of superstitions. خرافات
11. Modern world wonder about (the life - a life - life) of the ancient Egyptians.
12. Such an indifferent (life - the life) will lead him to despair.
13. (A life - The life - Life) of President Nasser was full of wars.
14. (Life - The life - A life) in the village is simpler than in the city.
15. The terrorists attacked the crowd and killed several (lives - livings - life)

## Unit 3

# Adjectives ending in -ly

Study the following examples:

لاحظ الأمثلة التالية:



### Quick / quickly - Friendly / in a friendly manner

Compare the following examples:

- Freddie is a **quick** runner.
- He runs **quickly**.
- Freddie is a **friendly** man.
- He treats people in a **friendly** way.

a) Adjectives describe nouns and precede them, while adverbs describe verbs and follow them. Compare the following:

تستخدم الصفات لوصف الأسماء ودائماً تأتي قبلها، بينما تستخدم الأحوال لوصف الأفعال ودائماً تأتي بعدها، قارن ما يلي:

*Adjective:* An old man has a **slow walk**.  
*Adverb:* An old man **walks slowly**.

*Adjective:* Tom is a **smart student**.  
*Adverb:* Tom **answers** the questions **smartly**.

b) To make an adverb of an adjective, just add *-ly* at the end of it. Note the following:

إذا أردت أن تأتي بصيغة الحال من الصفة فقط أضف *ly* إلى نهايتها، قارن ما يلي:

*Adjective:* The teacher's explanation of the lesson is **clear**.  
*Adverb:* The teacher explains the lesson **clearly**.

*Adjective:* Tom is a **careful** driver.  
*Adverb:* Tom drives **carefully**.

c) There are some irregular adjectives that end with *-ly*. Note the following:

ليس كل الكلمات المنتهية بـ *ly* - أحوال فهناك بعض الصفات التي تنتهي بـ *ly* - أيضاً، قارن ما يلي:

*Adjective:* Sally is a **friendly** girl.  
*Adjective:* Joe is a **silly** boy.  
*Adjective:* Sandra is a **lovely** singer.

d) To make an adverb of these adjectives, put it in this form (in a/an + adjective + way/manner). Note the following:

لكي تأتي بصيغة الحال من هذه الصفات الشاذة التي تنتهي بـ *ly* ، ضعها في هذا الشكل:

in + a/an + صفة + way/manner

*Adjective:* Sally is a **friendly** girl.  
*Adverb:* Sally behaves **in a friendly way**.

*Adjective:* Alice is a **lively** young woman.  
*Adverb:* Alice always works **in a lively manner**.

*Adjective:* Uncle David is a **fatherly** man.

*Adverb:* Uncle David deals with children **in a fatherly way**.

**Following is a list of adjective and their adverbs:**

<b>Adjective</b>	<b>Adverb</b>	<b>Adjective</b>	<b>Adverb</b>
fatherly	in a fatherly way	motherly	in a motherly way
brotherly	in a brotherly way	sister	in a sisterly way
friendly	in a friendly way	elderly	in an elderly way
lovely	in a lovely manner	lively	in a lively manner
ugly	in an ugly manner	silly	in a silly way
cowardly	in a cowardly manner	miserly	in a miserly manner

## **Exercises**

**Make adverbs from the adjectives in black and make necessary changes**

1. This old man has a **slow** walk.
2. The reporter's speech is **clear**.
3. Allan is a **smart** student.
4. Tom is a **careful** driver.
5. He is a **silly** person.
6. I like Tom, he is a **friendly** guy.
7. Mice are **quick** animals.
8. Alice is an **intelligent** girl.
9. This man had an **ugly** look.
10. Sandra's last album is **lovely**.

**Choose the correct answer from those in brackets**

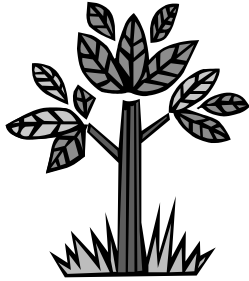
1. Mr. John treats all students (fatherly - in a fatherly manner)
2. Miss Julia is (a motherly - in a motherly way) teacher.
3. Tom is a good boy. He treats all his colleagues (brotherly - in a brotherly manner.)
4. Alice gave me (a sisterly - in a sisterly way) smile.
5. Sandra sings (in a lovely manner - lovely).
6. Because the soldier is (coward - cowardly) the officer punished him.
7. Allan treated Joe (friendly - in a friendly way) though they had a quarrel yesterday.
8. As the merchant was (miser - miserly) person, he refused to give anything to the beggar.
9. He was not good! He behaved (silly - in a silly manner).
10. Tom is a smart student. He studies his lessons (carefully - in a carefully way).
11. I like to be like Alice. She is always (in a lively manner - lively).
12. Fred is a foolish boy. He never behaves (elderly - in an elderly manner).
13. All pupils in this class are (intelligent - intelligently - in an intelligent way).
14. Sally bought a (beautiful - beautifully) dress.
15. Engineer Thomas designed the bridge (skilfully - in a skilfully manner).

## Unit 4

# get / turn / grow / go / fall / come

Study the following examples:

لاحظ الأمثلة التالية:



### Become (get - turn - grow - go - fall - come)

Compare the following examples:

- The tree is **getting** taller.
- The ice **turned** into water.
- The child **grows** older.
- Noise makes people **go** mad.
- The thief has **fallen** silent in front of the officer.
- My dreams have **come** true.

a) Adjectives can be used as verbs. To do this just add the verb *become* before the adjective. Note the following:

يمكن أن تستخدم الصفات استخدام الأفعال، فإذا أردت فعل ذلك فقط ضع الفعل *become* قبل الصفة، انظر ما يلي:

- Example:* It **becomes dark** when the sun sets.  
*Example:* As Ann's health **became better**, she went to school.  
*Example:* Joe **becomes taller** and **fatter**.

b) There are some verbs that may give the same meaning as *become*; but each of these verbs is followed by certain adjectives. Compare the following:

هناك بعض الأفعال التي يمكن أن تحل محل *become* ولكن كل منها يأتي مع صفات معينة، قارن ما يلي:

### get = become

*Get* is used with sudden or speedy actions, like emotions and interactions.

الفعل *Get* مع الصفات أو الأحوال التي تحدث بسرعة أو فجأة مثل الانفعالات وردود الأفعال

- Example:* The teacher **got angry** when the student gave wrong answer.  
*Example:* When the noise stopped, the patient **got** quiet.

### turn = become

*Turn* refers to the change as in colours and states.

الفعل *Turn* (يصبح) يرمز غالباً إلى التغيير كما في الألوان أو الحالات مثلاً.

- Example:* The juice has **turned** sour.  
*Example:* The green plant **turned** yellow.

### grow = become

*Grow* means to change gradually as time goes by.

الفعل *Grow* (يصير) يعني التغيير بالتدريج كلما مر الوقت.

- Example:* The trees are **growing** slowly.  
*Example:* Tom began to **grow** taller, while Sally began to **grow** fatter.

### go = become

*Go* comes before adjectives which refer to bad or undesirable cases.

الفعل *Go* يأتي قبل الصفات التي تشير إلى حالة سيئة أو أمر غير مرغوب فيه.

- Example:* The doctor's face **went red** with anger because the patient did

not take the medicine.  
*Example:* The food has **gone** bad though I put it into the refrigerator.

### fall = become

*Fall* is used before adjectives of stillness or inactivity.

الفعل Fall يأتي قبل الصفات التي تشير إلى حالات الخمود وعدم النشاط (كالنوم والسكوت والموت).

*Example:* After I studied my lessons, I had **fallen** asleep.

*Example:* The patient **fell** dead after the surgery.

### come = become

*Come* is used with good things which come true, such as hopes and dreams.

الفعل Come يستخدم مع الأشياء السارة مثل الأمنى والأحلام التي تصبح حقيقة.

*Example:* My hopes of getting high marks **came** true.

*Example:* My father works hard to make his dream **come** true.

### Note the Following:

#### لاحظ ما يلي:

\* إذا أردت أن تعبر عن المبالغة في وصف صفة ما، استخدم التعبير التالي:  
(get + صفة مقارنة + and + صفة مقارنة)

(get + comparative adjective + and + comparative adjective)

**Example:** The teacher **got** madder and madder because of the wrong answer.

\* إذا جاء بعد become اسم لا يمكن استبدال become بأي من هذه الأفعال:

*Example:* Tom has **become** a doctor. (correct)

*Example:* Tom has turned (grown/got/went) a famous doctor. (incorrect)

## Exercises

### Fill in the spaces with the most suitable word

- Allan came back so tired that he .... asleep.
- The man...red with anger because of the bad news.
- The juice ....sour though Alice put it in the refrigerator.
- The boys are ....fatter and fatter.
- The green tree.....yellow because there is no water.
- My dreams of being rich...true.
- The surgery was failure so that the patient....dead.
- I visited my sick friend and found him....better.
- David has ....a famous doctor.
- My uncle....old as I saw his hair grey.
- When my wishes...true, I'll be able to do whatever I like.
- He was so exhausted that ...asleep before having food.
- Alas! The food....bad.
- As it ....dark, Sally couldn't see the pictures well.
- The farmer....ill because he used unclean water.

### Choose the correct answer from those in brackets

- The milk is not fresh! It has (grown - turned - gone) sour.
- The madder the man got, the hotter he (grew - went - fell - got).
- The teacher (turned - fell - got) ill suddenly and so he couldn't come to school.
- The red apple (grew - turned - got) black because of bad temperature.
- The air (gets - comes - falls) polluted by the smoke of factories.

6. I'm afraid the can of food (fallen - gone - got) bad.
7. My friend Lisa is always (getting - falling - growing) into trouble with my dog.
8. John is happy because all his dreams (came - got - fallen) true.
9. Alfred was so tired that he (fell - got - turned) asleep in the armchair.
10. Mr. David (turned - grew - fell) older than I saw him two years ago.
11. My mother forgot to put the food in the refrigerator and so it (went - fell - turned) bad.
12. The old man is (getting - falling - turning - growing) weaker and weaker.
13. The policeman (came - got - went) angry because he couldn't arrest the thief.
14. The pupils are (turning - growing - getting) better at study.
15. The Egyptian economy is (growing - turning - getting) better than ever before.



## Unit 5

# enclose / include

Study the following examples:

لاحظ الأمثلة التالية:



Notice the difference between “enclose” and “include”:

Freddie was not **included** in the football team.  
You should **enclose** a photo with the letter.  
Our farm is **enclosed** by palm trees.

### enclose = to put within

a) The verb *enclose* means to put something within another. It is usually used with letters and often followed by *with*.

الفعل *enclose* (يرفق بـ) يعني وضع شيء ما بداخل شيء آخر وعادة يستعمل مع الخطابات وغالباً ما يتبعه حرف الجر *with*.

*Example:* I **enclosed** a recent photo with the application letter to the company.

*Example:* **Enclosed** is our price list of all items.

*Example:* You may **enclose** a cheque with letter, but don't **enclose** money.

b) *Enclose* also means to surround something with another

الفعل *enclose* يأتي أيضاً بمعنى (يحيط بـ) أو بمعنى أن شيئاً ما يحيط بشيء آخر.

*Example:* My grandfather **enclosed** our villa with roses.

*Example:* I prefer that you **enclose** the farm with palm trees.

### include = to have as a part

a) The verb *include* means to contain in addition to other things. It is usually followed by *in*.

الفعل *include* (يتضمن) يعني وضع شيء ما كجزء من أشياء أخرى وغالباً ما يتبعه حرف الجر *in*.

*Example:* The price **includes** postage charges.

*Example:* Joe did not play the match because his name was not **included** in the team.

b) *Include* also means to put in with something. (يشتمل على).

*Example:* The housekeeper **included** eggs in the things to buy.

*Example:* I prefer that you **enclose** the farm with palm trees.

### Note the Following:

لاحظ ما يلي:

\* لاحظ استخدام الكلمة *including* (مشتقاً على) في الأمثلة التالية:

*Example:* Six people, **including** three women, died in the bus crush.

*Example:* All of us, **including** me, got high marks in the English exam.

## Exercises

Fill in the spaces with (include) or (enclose) in the suitable form

1. The hotel price for that room ..... breakfast and lunch.
2. The manager shall .....a cheque with the letter.
3. Tom's name is ..... in the team for tomorrow's important match.
4. You should.....your certificate and a recent photo in your letter to the company.
5. When I visited the Richardson's, I found that they ..... the garden enclosed with a fence of flowers.
6. ....in the list are the titles of all related books.
7. Tom asked the coach to .....his name with the team members.
8. Sally, don't forget to .....your photo with the letter.
9. Send him to .....a detailed report with his next message.
10. This would be a good price, if it .....transportation fees.

**Choose the correct answer from those in brackets**

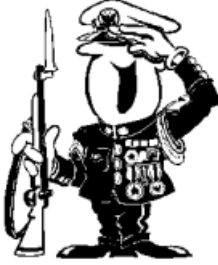
1. I (contained - included - enclosed) a cheque with my letter to the magazine.
2. The rent of the room (implies - includes - encloses) breakfast.
3. Tom's house garden is (consisted - enclosed - included) with a fence of palm trees.
4. I sent a letter to my French pen-friend صديق مراسلة with my photo (included - contained - enclosed)
5. Sally's birthday is tomorrow. So her mother prepared a long shopping list (including - enclosing - consisting) fruits, sweets, eggs, new dresses, and candles.
6. Thomas sent a letter to me but he forgot to (enclose - include - imply) the report I asked for.
7. No! My father advised me not to (include - enclose - put) payment with letters.
8. You seem happy! Is your name (obtained - enclosed - included) in the team list?
9. We are all happy because all our names are (enclosed - included - added) in the list of those to travel abroad for a scholarship. منحة دراسية
10. Tom looks nice today, he must have found a cheque enclosed with the letter from his father.

## Unit 6

# dress / wear / put on

Study the following examples:

لاحظ الأمثلة التالية:



### Dress / Wear / Put on

Compare the following examples and notice the difference between “dress”, “wear” and “put on”:

- Freddie is **dressed in** black.
- He **wears** the uniform of an officer.
- He **dressed** quickly and went to the party.
- While he was **putting on** his clothes, he fell over.

### dress + no object

a) The verb *dress* means to put on clothes on oneself. In this sense it takes no object (clothes or people).

الفعل *dress* يعني أن يرتدي الإنسان ملابسه بنفسه وهو بهذا المعنى لا يتبعه مفعول (ملابس أو أشخاص).

*Example:* She **dressed** quickly and went to work.

*Example:* I'll be ready in a moment: I'm **dressing**.

*Example:* Ann was **dressing** when the guests arrived.

### dress + object (human being)

b) The verb *dress* also means to put on clothes on someone else who can't dress himself. In this sense it takes an object (people).

الفعل *dress* يعني أيضاً أن يقوم الإنسان بمساعدة شخص آخر في ارتداء ملابسه بنفسه وهو بهذا المعنى يتبعه مفعول (أشخاص).

*Example:* The mother **dressed her baby** and took him out.

*Example:* Nurses in hospitals can **dress the injured**.

*Example:* The wife **dressed her husband** because his leg is broken.

### dress + in + object (clothes)

c) When the verb *dress* is followed by *in*, it means that one is wearing clothes with certain colour or of certain type. In this sense it takes an object (clothes).

الفعل *dress* حينما يتبعه حرف الجر *in* يعني أن شخصاً ما يرتدي ملابس من نوع معين أو ذات لون معين وهو بهذا المعنى يتبعه مفعول (ملابس).

*Example:* A man **dressed in black** entered the bank.

*Example:* Tom is **dressed in blue Jeans**.

*Example:* The manager is **dressed in brown jacket**.

### dress + up + object (clothes)

d) When the verb *dress* is followed by *up*, it means to dress oneself on another elaborately for special occasion, or to make something different. In the last sense it takes an object.

الفعل *dress* حينما يتبعه حرف الجر *up* يعني أن شخصاً ما يرتدي ملابس جذابة (بتشبيك) لمناسبة خاصة، أو أنه يجعل نفسه أو شيئاً ما يبدو مختلفاً وهو بهذا المعنى الأخير يتبعه مفعول.

*Example:* John is **dressed up** for Ann's wedding.

*Example:* My daughter likes **dressing up** in her mother's clothes.

*Example:* He **dressed the facts up** in amusing details.

### wear + object (clothes)

The verb *wear* means to have clothes on oneself. It usually expresses people's habits of dressing. It is always followed by an object (clothes).

الفعل wear يعني يرتدي وهو يعبر عن عادات الناس في اللبس أو حالة الإنسان وهو يرتدي ملابسه وهو بهذا المعنى يتبعه مفعول (ملابس).

*Example:* People **wear** light clothes in winter.

*Example:* Young people usually **wear** jeans.

*Example:* Tom was **wearing** his blue jacket in the party.

### put + on +object (clothes)

The verb *put on* means to get oneself dressed and refers to the process of dressing. It is always followed by an object (clothes).

الفعل put on يعني يقوم بارتداء ملابسه ويصف عملية وحركات اللبس وهو بهذا المعنى يتبعه مفعول (ملابس).

*Example:* It's raining, I'll **put on** my coat and hat.

*Example:* While I was **putting on** my clothes, I fell down.

*Example:* He **put on** his glasses to read the letter.

### get + Dressed

When the verb *dress* is preceded by *get*, it means that one is putting on his full clothes. In this sense it takes no object

الفعل dress حينما يسبقه الفعل get يعني أن شخصا ما يقوم بارتداء ملابسه كاملة وهو بهذا المعنى لا يتبعه مفعول.

**(Get dressed = Put on + object)**

*Example:* Wait, Alice is **getting dressed** at the moment.

*Example:* **Get dressed** quickly, we're late.

*Example:* I can **get dressed** in five minutes.

### Exercises

#### Fill in the spaces with (dress, get dress, put on, or wear) in the suitable form

1. Alice and Tom .....quickly and went out to the airport.
2. My mother was .....when my friends came in to attend my birthday party.
3. Mothers always .....their little children.
4. John's arm is broken, his mother will .....him soon.
5. The policeman .....in a different uniform and went to den if thieves.
6. Mr. Smith .....up for his daughter's wedding.
7. People always.....light clothes in summer.
8. It's raining, you'd better.....your coat and hat.
9. I can .....in few minutes.
10. Sally, the dress you .....looks very nice, how much is it?
11. People of the same profession مهنة - حرفة .....similar clothes.
12. The mother asked the servant to .....the children quickly.
13. John was .....when the door bell rang.
14. just a minute! I'm .....my clothes.
15. ....quickly, we are too late.

#### Choose the correct answer from those in brackets

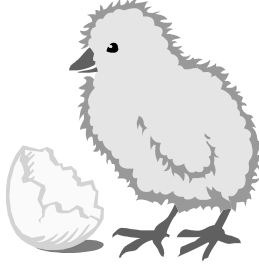
1. In winter, people (get dressed - wear - put on) heavy clothes.
2. He (dressed - wore - put on - got dressed) up and went to the board meeting.
3. Alice takes a long time to (wear - put on - get dressed).
4. A strange man (dressed up - dressed in - wearing) black came in.
5. How much is the suit you (are putting on - dress - wear)?
6. Mrs. Louisa was (putting on - dressed up - wearing) a long dress in the party.
7. Mother (get dressed - wore - dressed) little Jack and went to visit the Richardson's.
8. Ah! Ah! She looks lovely! She is (dressing up - dressed in - wearing) in her mother's clothes.
9. It is very cold tonight, so I'll (wear - put on - get dressed) my overcoat.
10. (Wear - Get dressed - Putting on) in five minutes, and follow me to the office.
11. What about Miss Ann, she is always (dressing - dressed up - dressed in) black.
12. Tonight, we have an important appointment, you should (wear - put on - dress) carefully.
13. The thieves were all (wearing - putting on - dressed) in black.
14. Engineers at work site always (dress - wear - put on) a uniform.
15. Tell all actors and performers to (wear - put on - dress) in five minutes.

## Unit 7

# Some uses of “get”

Study the following examples:

لاحظ الأمثلة التالية:



### Get / Get + preposition

Compare the following examples and notice the different uses of “get”:

- The new chick **got out** of the egg.
- Freddie **got** a letter from his friend yesterday.
- He usually **gets up** early.

### Some uses of Get in conversation

The verb *get* is used for different meanings in everyday conversation. But in writing we may use other words for the same meanings. Note the following examples:

الفعل *get* يستخدم بمعان كثيرة ومتعددة في الحوارات والمحادثات اليومية، بينما في الكتابة نستخدم كلمات أخرى لنفس المعاني، انظر ما يلي

#### get = receive

يتسلم - يتلقى

*Example:* I **got a letter** from my French pen friend.

*Example:* Ann always **gets** the first prize.

#### get = earn

يكسب

*Example:* Tom **gets** £ 200 a week.

*Example:* The government stresses that employees **get** high salaries.

#### get = buy

يشترى

*Example:* Alice **got** a new car.

*Example:* I **got** the new piano a cheap price.

#### get = obtain

يحصل على

*Example:* Tom, **get** my book for me, please!

*Example:* Don't answer the telephone, I'll **get** it!

#### get = catch

يلحق بـ

*Example:* Hurry up, or you won't **get** the school bus.

*Example:* Sally went out quickly to **get** the train.

#### get = prepare

يعد - يجهز

*Example:* Mammy always **gets** lunch before we're back from school.

*Example:* The secretary is **getting** everything for the manager.

#### get + adjective (صفة) = become يصبح

*Example:* Put on your overcoat, it's **getting** cold.

*Example:* Ann doesn't know the city well and she is too late, she must have **got lost**.

**get = bring** يحضر - يوصل

*Example:* Don't worry, the bus will **get** you there on time.

*Example:* It's 10:00, I thought the train will **get** us to Giza by 6:00.

**get = understand** يفهم

*Example:* John did not **get** the lesson well.

*Example:* The thief was arrested because he didn't **get** the police plan.

**get = catch an illness** يصاب بمرض

*Example:* I've **got** a cold.

*Example:* In his last adventure in the forest, Robinson **got** a strange disease.

## Some uses of Get as a phrasal verb

When the verb *get* is followed by certain prepositions, it gives totally different meanings. Note the following examples:

الفعل *get* عندما تتبعه بعض حروف الجر المعينة، فإنه يعطي معان مختلفة ، انظر الأمثلة التالية،

**get + around** ينتشر (الأخبار)

*Example:* Ann's success **got around** the city.

*Example:* The President's re-election **got around** the world.

**get + in** يدخل - يركب وسيلة مواصلات

*Example:* The plane **got in** late.

*Example:* They **got in** the car and drove off.

**get + into** يلتحق بـ - يدخل

*Example:* Charles **got into** the Faculty of Arts very early.

*Example:* My son **got into** the first three places (in a competition).

**get + off** ينجو من عقاب ما

*Example:* The men went to prison but the boys **got off** with a warning.

*Example:* As Joe was found innocent, he **got off** the penalty.

**get + out** ينطلق - ينزل من سيارة

*Example:* The meeting went on late, so I **got out** as soon as I could.

*Example:* Sally and Jim **got out** of the bus and walked away.

**get + over** يشفى من - يتغلب على

*Example:* At last, John **got over** his illness.

*Example:* Sooner or later, you'll **get over** that difficulty.

**get + to** يصل إلى (بمشقة)

*Example:* I could hardly **get to** work in time.

*Example:* There was a traffic jam; I could not **get to** the match.

### get + through يجتاز بنجاح

*Example:* All of us could **get through** the examination.

*Example:* He could **get through** all his problems.

### get + rid of يتخلص من

*Example:* Doctors advise people to **get rid of** smoking.

*Example:* You must **get rid of** everything that distracts you from study.

### get + up يستيقظ

*Example:* My family and I usually **get up** early.

*Example:* We're travelling tomorrow, you have to **get up** at 6:00.

## Exercises

**Replace (get) or the (get) phrase with a suitable verb in the following examples:**

1. Yesterday, Tom **got** a letter carrying good news from his family.
2. An engineer may **get** more than a thousand pounds monthly.
3. The Richardson's **have got** a new house in the country.
4. the teacher asked the student to **get** the book for him.
5. Julia and the friends went quickly to **get** the last train to Alexandria.
6. Allan, you need someone to **get** everything for you.
7. I'm afraid that our friend **got lost**.
8. Take this but and it will **get** you there in twenty minutes.
9. Tom made this mistake because he did not **get** the lesson.
10. Don't eat fruits before cleaning them, or you'll **get** a disease.
11. My father's success in the election **got around** the city in five minutes.
12. You're late, they have just **got in** the van and went out.
13. Robert wishes to **get into** the Faculty of Medicine.
14. The criminal escaped to **get off** the penalty.
15. The bus was crowded and so I **got out** of it to walk away.
16. John, you're late. Try to **get out** as soon as possible.
17. Don't worry! I'm sure he will **get over** the problem skilfully.
18. After two months in hospital, the man **got over** that damned disease.
19. It's raining, I think you'll not **get to** work on time.
20. The boys are happy! They all **got through** the English exam.
21. He is seriously ill! The doctor advised him to **get rid of** smoking to regain good health.
22. Tom is a lazy boy, he always **gets up** late and miss the school bus.

**Choose the correct answer from those in brackets**

1. Alice was late and so she couldn't (get - obtain - follow) the school bus.
2. Some knocked the door and I asked him to get (out - up - in).
3. When the bus reached my station, I got (through - out - over).
4. Fred will return from Washington when he (finds - gets - holds) his doctor's degree.
5. Allan always gets (in - out - up) lately and misses the school bus.
6. You have to get (to - off - rid of) smoking, or you'll die soon.



7. Don't worry, Mr David is about to get (on - over - up) his diseases.
8. News always get (about - around - above) the city quickly.
9. After the secondary school, I wish to get (into - to - off) the Faculty of Medicine.
10. The policeman said to the criminal, "Don't try to get (on - off - over) the penalty by escape.
11. The manager got (out - in - over) his car and drove away.
12. Where did the thief get (over - out - off) of the bus.
13. Try to get (through - in - up) early to catch the train.
14. Both Tom and Sally got (in - out - through) the first term exams with high marks.
15. It's very hot; but we have to get (to - in - out) the train station as soon as we can.

## Unit 8

# search / search for / look for

Study the following examples:

لاحظ الأمثلة التالية:

### Search / search for / look for

Compare the following examples and notice the difference between “search”, “search for” and “look for”:

- The police **searched** Freddie’s house.
- Freddie’s watch was lost in the garden. He went to **search for** it.
- He **looked for** the book but didn’t find it.

### search = examine

a) The verb *search* means to examine a place or a person to find something concealed. It is often used with the police and customs people. Note the following examples:

الفعل search يعني فحص أو تفتيش مكان ما أو شخص ما بهدف إيجاد شيء ما، وغالباً تستخدم مع البوليس ورجال الجمارك لاحظ ما يلي من أمثلة.

*Example:* The police **searched** my house carefully.

*Example:* The policeman **searched** the thief.

*Example:* The customs officials **searched** our bags.

b) *Search* can be used as a noun that means an act of searching. Note the following examples:

يمكن أن تستخدم search كاسم بمعنى البحث أو التفتيش، لاحظ ما يلي من أمثلة.

*Example:* They made a long **search for** the lost child.

*Example:* These birds are flying south **in search of** winter sun.

### search for = look for

When the verb *search* is followed by *for*, it means to look for something lost. Note the following examples:

الفعل search حينما يتبعه حرف الجر for يعني البحث عن شيء مفقود، لاحظ ما يلي من أمثلة.

*Example:* I **searched for** my wallet until I found it under the bed.

*Example:* People **searched the wood for** the lost child.

### look for = try to find

The phrasal verb *look for* means to try to find something lost. Note the following examples:

الفعل look for أن يحاول المرء البحث عن شيء مفقود، لاحظ ما يلي من أمثلة.

*Example:* I **looked for** John everywhere, but couldn’t find him.

*Example:* Don’t **look for** troubles yourself.

### Note the Following:

### لاحظ ما يلي:

\* الفعل Look up يعني البحث عن معلومة في كتاب أو يكشف عن كلمة في قاموس:

*Example:* I **looked up** a medical book to know the treatment.

*Example:* You should **look up** the difficult words in a dictionary.

## Exercises

### Choose the correct answer:

1. The police (looked for - searched - searched for) the thief's house and found the stolen objects.
2. The customs people (searched - looked - searched for) our luggage.
3. They found the lost car after a long (searching - looking for - search).
4. The village people went to the wood to (look - search for - examine) the lost child.
5. I can't find my wallet. I (looked for - examined - searched) everywhere.
6. I don't understand this word. I need to (look for - look up - search for) it in a dictionary.
7. The boys (searched - looked for - looked after) a doctor to see the injured person.
8. The policeman (looked - looked for - searched) the thief but found nothing with him.
9. Where is Tom? I (searched - looked up - looked for) him everywhere!
10. People always (search - search for - look) their benefits.

### Fill in the spaces with (search, search for, look for, or look up) in the suitable form

1. In the airport, the customs officials .....the passengers' luggage.
2. The police .....searched the criminals flat and found drugs.
3. The boys .....their friend until they found him.
4. When you find a strange word, .....it in the dictionary.
5. At last we found the lost dog after a long .....
6. I couldn't find my lost wallet, though I .....everywhere.
7. The police always .....for the criminals to rid the people of their evil.
8. Don't lose hope! Keep.....for it until you find it.
9. Where have you been? We .....you everywhere.
10. Thomas did not appear three days ago, we have .....him.

## Unit 9

# seem / appear

Study the following examples:

لاحظ الأمثلة التالية:



### Seem / Appear

Compare the following examples and notice the difference between “seem” and “appear”:

- Freddie **seems** very happy.
- It **seems** that he has passed the exams.
- Freddie’s car **appeared** from a distance.

### seem = appear = look = يبدو

The verbs *seem* and *appear* mean to look and may be followed by adjectives, adjectives and nouns, and the infinitive with *to*. Note the following examples:

الفعالان *seem* و *appear* يأتيان لمعنى (يبدو) وقد يتبعهما صفة أو اسم موصوف أو المصدر متبوعا بـ *to*، لاحظ ما يلي من أمثلة.

- Example:* Sally **appears / seems** upset today. (صفة + *seem / appear*)  
*Example:* He **seemed / appeared** a brave man. (اسم + *seem / appear* + موصوف)  
*Example:* He **seemed / appeared** to be your friend, but I doubt if he is. (المصدر + *seem / appear* + *to*)

### seem like + a + noun = يبدو وكأنه...

The structure *seem + like + a + noun* means to appear as a fact, but the verb *appear* is not used the same way. Note the following examples:

التركيب *seem + like + a + noun* + صفة يعني يبدو وكأنه حقيقة في حين أن الأمر ليس كذلك، أما الفعل *appear* فلا يستعمل بتلك الطريقة، لاحظ ما يلي.

- Example:* Sally **seems like a nice girl**. (correct)  
*Example:* Tom **seems like a doctor**. (correct)  
*Example:* The boys **appear like a group** of hunters. (incorrect)

### appear = يظهر / يصل

The verb *appear* also means to come into view or come to a certain place. In this sense it can not be replaced by *seem*. Note the following examples:

الفعل *appear* يأتي أيضا بمعنى يظهر أو يصل إلى مكان ما، وهو بهذا المعنى لا يساوي أو يستبدل بـ *seem*، لاحظ ما يلي.

- Example:* A lorry carrying sand **appeared** over there.  
*Example:* His new book will be **appearing** in the shops soon.  
*Example:* If Tom didn’t **seem** until 6:00, he will not be coming at all. (incorrect)

## Exercises

Choose the correct answer:

1. Tommy (appeared - seems) happy today.
2. John (seems - appears) like a doctor.
3. The boys (appear - seemed) upset yesterday.
4. Look! A car (seemed - appeared) over there.
5. If Sally does not (seem - appear) until 8:00, we'll take the bus and leave her.
6. Alice and Julia dressed in black to (seem - appear) like criminals.
7. What happened?! Sally (seems - appeared) nice tonight.
8. He (appeared - looked) to be a rich.
9. The boat (appeared - seemed) at a far distance.
10. As the boys were completely tired, they were very pleased when a taxi (seemed - appeared).

**Fill in the spaces with (seem, appear, look for, or look up) in the suitable form**

1. Tom.....like a nice boy in the party.
2. When the bus....., the passengers got up to get in it.
3. Julia .....to be a nice girl.
4. It.....like years since we met last.
5. The refugees اللاجئين got happy as the fright اللاجئين carrying provisions.....
6. What a kind girl is Alice! She .....like an angel.
7. The officer ordered his men to fire as soon as the enemy .....
8. This man .....to be a detective.
9. My new story will.....in the book shops next month.
10. There must be something wrong, Allan .....very upset.

## Unit 10

# point at / point to / point out

Study the following examples:

لاحظ الأمثلة التالية:



### Point at / point to / point out

Compare the following examples and notice the difference between “point at,” “point to” and “point out”:

- Don't **point** your gun **at** people.
- Freddie **pointed to** the house at the corner.
- He **pointed out** why he didn't accept the job.

### point at = يشير إلى - يوجه - يصوب على

When the verb *point* is followed by *at*, it means to direct a finger or a stick towards someone in order to attract his attention. Note the following examples:

الفعل *point* حينما يتبعه حرف الجر *at* يعني يشير بإصبعه أو بعصا إلى شخص ما لجذب انتباهه أو يوجه أو يصوب (مسدس) على شخص ما، لاحظ ما يلي.

*Example:* It's better not to **point** your finger **at** people this way.

*Example:* The officer **pointed at** the soldier asking him to come.

*Example:* The policeman **pointed** his gun **at** the thief.

### point to = يشير إلى - يوجه

When the verb *point* is followed by *to*, it means to direct a finger or a stick towards something to show direction or position. Note the following examples:

الفعل *point* حينما يتبعه حرف الجر *to* يعني يشير إلى مكان ما للمساعدة على معرفة اتجاه أو موقع مكان ما، لاحظ ما يلي.

*Example:* The robber **pointed to** the bank to show it to his men.

*Example:* The sign **points to** a school.

*Example:* Sally **pointed to** the house over the hill and said, “that's where I live.”

### point out = يوضح

When the verb *point* is followed by *out*, it means to explain or indicate something.

Note the following examples:

الفعل *point* حينما يتبعه حرف الجر *out* يعني يوضح أو يشرح أو يشير إلى شيء ما عادة بالكلام، لاحظ ما يلي.

*Example:* The doctor **pointed out** how to protect our children.

*Example:* The marshal **pointed out** the factors of victory.

*Example:* Ann **pointed out** why she left early.

## Exercises

### Choose the correct answer:

1. Don't point your finger (to - at - out) people like this.
2. The doctor pointed (at - out - to) how to preserve good health.
3. This traffic sign points (at - out - to) a hospital.

4. The criminal pointed his gun (to - on - at) the man but the police interfered at once.
5. The guide pointed (at - to - in) the building over the hill and said that it was a temple in the past.
6. Ann pointed (to - out - at) the policeman why did she go there at that time.
7. The teacher pointed (at - out - on) all mistakes in my answer.
8. We must point (out - in - at) that unexcused absence will lead to a crisis.
9. A social reformer should point (in - to - out) the negative aspects of life and proposes solutions.
10. It's impolite to point (at - to - on) people in this manner.

**Fill in the spaces with (point out, point at, or point to) in the suitable form**

1. My father taught me not to .....people with my fingers.
2. We had to drive slowly as the sign ..... a school.
3. The thief ..... that he entered the house from the back window
4. The function of a literary critic ناقد أدبي is to .....the positive and negative aspects of any literary work.
5. The needle of the clock ..... seven sharp.
6. The father ..... that children should sleep early to get up early.
7. Be careful, the traffic sign ..... a nursery.
8. The teacher of geography ..... the location of the Suez Canal.
9. You have to ..... these facts to your employees.
10. The policeman..... his gun ..... The criminal and shoot.

## Unit 11

# older / oldest ; elder / eldest

Study the following examples:

لاحظ الأمثلة التالية:



### older / oldest / elder / eldest

Compare the following examples and notice the difference between “older,” “oldest,” “elder” and “eldest”:

- Freddie is two years **older than** his friend.
- Tom is the **oldest** student in the class.
- My **elder** brother is a painter.
- His **eldest** son became an officer.

### older / oldest = الأكبر سناً - الأقدم

*Older* and *oldest* are used with people and things to show difference in age. In case of comparison *Older* is always followed by *than*. Note the following examples:

الصفات *older* و *oldest* تستخدمان مع الإنسان والأشياء لتوضيح فارق السن أو العمر، و *older* دائماً تتبعها *than* في حالة المقارنة، لاحظ ما يلي.

*Example:* Children understand things well when they become **older**.

*Example:* He is the **oldest** student in the class.

*Example:* My mother is **older than** my aunt.

### elder / eldest = الأكبر سناً

a) *Elder* and *eldest* are used only with people within the same family to show difference in age. *Elder* is not followed by *than*. Note the following examples:

الصفات *elder* و *eldest* تستخدمان مع الإنسان فقط وفي محيط العائلة الواحدة لتوضيح فارق السن، و *elder* تتبعها *than* مطلقاً، لاحظ ما يلي.

*Example:* Tom’s **elder** brother went to America for study.

*Example:* The name of her **eldest** brother is Michael.

b) When you speak about two members of the same family, use *the elder*. Note the following examples:

عند الحديث عن فردين من نفس العائلة استخدم *the elder* ، لاحظ ما يلي.

*Example:* Sally is the **elder** of the two sisters.

*Example:* We should respect our **elders**. يجب أن نحترم كبارنا.

b) *Eldest* can be used as a noun that means the oldest person in a family. Note the following examples:

كلمة *eldest* تستخدم كاسم بمعنى الأكبر سناً في العائلة، لاحظ ما يلي.

*Example:* She has three children, and her **eldest** has just started school.

## Exercises

### Choose the correct answer:

1. Tom and Sally are a brother and sister but Tom is the (older - eldest - oldest)



2. There are many pyramids in the world, but the Giza pyramids are the (eldest - older - oldest).
3. Julia is (elder - eldest - older) than her friend Suzan.
4. Joe said, "This is my (elder - eldest - older) brother David."
5. It's not strange! Julia is (the elder - the eldest - older) of the two sisters.
6. Your dog is (elder - older - eldest) than mine.
7. This is the (older - elder - oldest) temple in the world.
8. Ancient Egyptian civilization was (older - elder - the elder) than that of the Greeks.

**Fill in the spaces with (older, oldest, elder, or eldest) in the suitable form**

1. Which of the two brothers is ....., Tom or John?
2. The .....member of my family is my father.
3. Tommy is my ..... brother.
4. My friend Joe is two years ..... than me.
5. Joe won the boxing match because he was ..... than the other boxer.
6. Al-Wafd is the .....political party in Egypt.
7. The history of Egypt is older than any other country.
8. We have to respect people ..... than ourselves.
9. My ..... brother went to California for study.
10. She is one year older than her friend.

## Unit 12

# recommend / advise ; divide / share

Study the following examples:

لاحظ الأمثلة التالية:



### Advise / recommend / share / divide

Notice the difference between “advise” and “recommend”:

- Freddie **advised** his friend to stop smoking.
- The manager **recommended** him for the job.

Now notice the difference between “share” and “divide”:

- I **shared** a meal with my friends.
- Tom **divided** the cake into four pieces.

### advise = ينصح شخصاً

The verb *advise* means to tell somebody what one thinks should be done. An advice is taken from knowledgeable people and is necessary to be fulfilled. Note the following examples:

الفعل *advise* يعني أن يخبر إنسان إنساناً آخر بما يجب فعله، والنصيحة تؤخذ من من هو أكثر علماً ومن الضروري تنفيذها، لاحظ ما يلي.

*Example:* My father **advised** me not to waste all my money.

*Example:* The doctor **advised** David to stop smoking.

*Example:* I **advised** John to leave before the criminals came in.

### recommend = يوصي بـ - يزكي شخصاً

The verb *recommend* means to speak in favour of something or somebody or to nominate someone for something. Recommendation is not necessary to be followed.

Note the following examples:

الفعل *recommend* يعني أن يزكي الإنسان شيئاً أو شخصاً أو يرشح شخصاً له، وليس من الضروري تنفيذ ما يقول، لاحظ ما يلي.

*Example:* Can you **recommend** me a good dictionary?.

*Example:* They **recommended** him for the job.

*Example:* This hotel has nothing to **recommend** it to travellers except cheapness.

### share = يتقاسم - يشارك

a) The verb *share* means to use something with others. Note the following examples:

الفعل *share* يعني أن يشارك إنسان إنساناً آخر في استعمال شيء ما، لاحظ ما يلي.

*Example:* We haven't enough books for everyone, some of you will have to **share** their books.

*Example:* Everyone one in the house **shares** the bathroom.

*Example:* I **share** the bathroom **with** the rest of the family.

b) *Share + out* means to divide something between or among others. Note the following examples:

الفعل *share* إذا جاءت بعده *out* بمعنى يقسم شيئاً بين عدة أشخاص، لاحظ ما يلي.

*Example:* At his death, his property was **shared out** between his children.

*Example:* The staff **shared** responsibility among themselves.

**divide = (إلى أجزاء متساوية) يقسم**

a) The verb *divide* means to separate into two equal shares and is often followed by *into*. Note the following examples:

الفعل *divide* يعني أن يقسم شخص شيئاً ما إلى أجزاء متساوية، وغالباً ما يتبعه حرف الجر *into* لاحظ ما يلي.

*Example:* Please **divide** this line into two equal parts.

*Example:* We expect three guests. Please **divide** this cake into three pieces.

**Note the Following:**

**لاحظ ما يلي:**

\* الفعل *divide* إذا سبقته كلمة *fence* (سور) أو *wall* (حائط) يعني (يفصل بين شيئين):

*Example:* I built a wall to **divide** my garden from his villa.

*Example:* This fence **divides** the neighbourhoods.

## Exercises

**Choose the correct answer:**

1. The doctor (advised - recommended - suggested) the patient to practice sports.
2. The student asked the teacher to (suggest - recommend - advise) him a book to read.
3. I (said - recommended - advised) Tom to go out before they arrive.
4. The teacher (advised - recommended - told) me to take care of spelling.
5. Can you (tell - suggest - recommend) me a service provider to contact?
6. The committee (advised - suggested - recommended) Allan for the job.
7. I (recommend - advise - advice) you to use the Active Study dictionary.
8. The place has nothing to (advise - suggest - recommend) it for our next visit.
9. We all (divide - share - cut) the same school bus.
10. All inhabitants of the apartment building (share - divide - use) the same elevator.
11. The officer ordered his men to (share - divide - separate) in eight groups.
12. This wall (separates - divides - shares) the hall into two parts.
13. Let's get a taxi and I'll (divide - share - cut) the payment with you.
14. You have to (divide - share - distribute) out this amount of money.
15. We have got only one kilo of apricots and so we have to (divide - hand - share) it out.
16. They built a fence to (share - cut - divide) the two gardens.

**Fill in the spaces with (share, divide, advise, or recommend) in the suitable form**

1. I asked my teacher to ..... me a novel to read.
2. They .....the same bathroom.
3. The boys ..... into two groups.
4. They ..... him to get out but he did not listen to them.
5. my mother ..... the cake in six pieces, one for each of us.
6. This borderline.....the two adjacent countries.
7. We have to cooperate as we .....the same living conditions.
8. Before his departure, master .....out a sum of money among his servants.
9. To end the conflict we have to build a wall to ..... their lands.
10. The two friends got one taxi and ..... the fare.
11. The rich should .....part of his money with the poor.

12. You have to act the doctor ..... , or may take long time to recover.
13. The engineer ..... me to use a certain type of machines.
14. All members of the interview committee ..... this man for the post.
15. He .....that hotel for its good service and cheap price.

## Unit 13

### like / as

Study the following example:

لاحظ المثال التالي:



#### like / as

Compare the following examples and notice the difference between “like” and “as”:

Sometimes Freddie acts **like** a child.  
She behaved **as** her mother told her.  
Some animals **such as** cows are helpful to man.  
This bird flies **as fast as** a falcon. نسر

#### like + noun / pronoun = يشبه - مثل

a) *Like* means *with the same qualities* and can be used with *look* and *seem* and is followed by noun or pronoun. Note the following examples:

*Like* حرف بمعنى مثل أو شبيه به ويستعمل مع *look* أو *seem* ويتبعه اسم أو ضمير، لاحظ ما يلي.

*Example:* Jimmy's brother is very much **like** him.

*Example:* Ann **seemed like** a queen in yesterday's party.

*Example:* It **looks like** a good time for a change.

a) *Like* means *such as* when followed by a noun. Note the following examples:

*Like* تأتي بمعنى مثلاً إذا تبعها اسم أو أكثر، لاحظ ما يلي.

*Example:* People **like Tom** are not easy to deal with.

*Example:* Birds **like falcons and eagles** are birds of prey.

#### as / such as / as ... as مثل

a) *As* is used as a conjunction and is followed by a subject and a verb. Note the following examples:

تستخدم *as* كأداة ربط بمعنى مثلما ويتبعها فعل وفاعل، لاحظ ما يلي.

*Example:* A patient should act **as** the doctor instructs him.

*Example:* The girl did **as** her mother taught her.

b) *As* also means *instead of* or *in the job of*. Note the following examples:

تستخدم *as* بمعنى بدلا من أو على أنه أو في وظيفة كذا، لاحظ ما يلي.

*Example:* Tom used the private car **as** a carriage.

*Example:* He works **as** a teacher of English.

c) *Such as* means *for example* or *like* and is followed by a noun. Note the following examples:

تستخدم *such as* بمعنى مثل ويتبعها اسم، لاحظ ما يلي.

*Example:* I like light colours **such as** yellow, rose, and light blue.

*Example:* Professions **such as** teaching and translation need much effort.

d) *As + as* is used in comparisons to mean that somebody or something is in the same degree as somebody or something else. Note the following examples:

التركيب as + صفة + as يستخدم في حالة المقارنة أو التساوي بين شخصين أو شيئين، لاحظ ما يلي.

*Example:* Ann is **as** pretty **as** Sally.

*Example:* He runs **as** fast **as** a horse.

## Exercises

### Choose the correct answer:

1. Tom's friend is very much (as - like - similar) him.
2. Alice seems (such as - as - like) a doctor today.
3. When he appeared, he looked (like - as - such as) a policeman.
4. A father (like - similar - as) yours is difficult to find nowadays.
5. Animals (as - such as - like) lions and tigers are very dangerous.
6. If the players do not act (like - such as - as) the coach said, they will lose the final match.
7. Children should always be polite (as - similar - like) their parents teach them.
8. Tom works (like - as - such as) a teacher of chemistry.
9. Sally fears animals (such as - as - similar) dogs and wolves.
10. A life (similar - as - such as) that of a policeman is full of danger.

### Fill in the spaces with (as, such as, as ....as or like) in the suitable form

1. Sally is .....pretty .....her elder sister.
2. People .....Alfred are not easy to convince.
3. Qualified doctors.....David should be appreciated.
4. Children should be .....polite .....their parents teach them.
5. Allan seems.....a careless person today, what's wrong with him?
6. Though he is old, he acted.....a young man in the twenties.
7. Colours.....black and dark green do not appeal to me.
8. You have to act exactly .....the doctor said.
9. We have to behave exactly.....the officer instructed to win the turn.
10. Stories ..... this one are boring and can't be read to the end.

## Unit 14

# cut / cut out ; pick / pick out

Study the following examples:

لاحظ الأمثلة التالية:



### Cut / cut out / pick / pick out

Notice the difference between “cut” and “cut out”:

Freddie needs to **cut** his hair.

He is **cutting out** photos from magazines.

Now notice the difference between “pick” and “pick out”:

They **picked** some pretty flowers.

She usually **picks out** fashionable dresses.

### cut / cut out = يقطع / يقطع - ينزع

a) *Cut* takes different meanings. Compare the following examples:

الفعل cut له معان متعددة، قارن الأمثلة التالية لتتعرف على بعض منها:

*Example:* Jimmy **cut** the robe with a pair of scissors. (يقطع)

*Example:* I'm going to the barber to **cut** my hair. (يقص)

*Example:* While trying to cut tomatoes, I **cut** my finger. (يجرح)

a) *Cut + out* means *to remove from the inside by cutting*. Compare the following examples:

الفعل cut إذا تبعه out يكون معناه: ينتزع أو يقطع شيء من شيء آخر، لاحظ التالي :

*Example:* She **cut** the advertisement **out** of the newspaper.

*Example:* I always **cut** photos of the famous people **out** of the press.

### pick / pick out / pick up

a) *Pick* takes different meanings. Compare the following examples:

الفعل pick له معان متعددة، قارن الأمثلة التالية لتتعرف على بعض منها:

*Example:* She went to the garden to **pick** some flowers. (يقطف)

*Example:* The policeman caught a boy who **picks** pockets. (يشغل)

b) *Pick + out* means *to choose or to distinguish from surroundings*. Compare the following examples:

الفعل pick إذا تبعه out يكون معناه: يختار أو يميز شيء من أشياء كثيرة حوله، لاحظ التالي :

*Example:* I don't know which of the three dresses to **pick out**.

*Example:* Can you **pick out** your sister in the crowd?

### bring / fetch

*Bring* means *to come with something*, while *fetch* means *to go and get and bring back*.

Compare the following examples:

الفعل bring معناه يأتي بشيء معه، بينما الفعل fetch معناه أن يذهب الإنسان ويحصل على شيء ما ثم يعود به، قارن الأمثلة التالية:

*Example:* Don't forget to **bring** your friend to the party.

*Example:* Please **fetch** me a clean handkerchief from my bedroom.

- Example:* The policeman asked the thief to **bring** an answer.  
*Example:* Could you **fetch** a glass of water?

## take / carry

*Take* means to move something from one place to another *without difficulty*, while *carry* means to move or bear something with effort. Compare the following examples:  
 الفعل *take* يعني: يحمل شيء من مكان لآخر بدون مشقة، بينما الفعل *carry* يعني ينقل أو يحمل شيء بصعوبة ومشقة،  
 قارن الأمثلة التالية:

- Example:* Don't forget to **take** your bag with you.  
*Example:* I can't carry all these luggage to the station.
- Example:* We usually **take** the children to school in the car.  
*Example:* The box is heavy for Tom to **carry** on his shoulder.

## Exercises

### Choose the correct answer:

1. You need to have your hair (picked - cut out - cut - picked up).
2. Instead of cutting the water melon, the servant (cut out - cut - picked) her finger.
3. Could you (cut - pick - cut out) some flowers from the garden for me?
4. When you see my essay in the journal, do not forget to (cut - pick - cut out).
5. Be careful not to (pick - pick out - cut) your hand with the knife.
6. Can you (pick - pick out - cut out) the man in the market?
7. He is fond of (picking out - cutting out - cutting) photos of the famous from the magazines.
8. My mother instructed not to (cut - pick - cut out) from this journal.
9. (Picking - Cutting - Picking out) that little boy in that crowd seems impossible.
10. You should have sharp eyes and wake mind to (cut out - pick out - pick) all the suspected.
11. If you go out, don't forget to (bring - fetch - take) sugar for we don't have.
12. The fell unconscious, (bring - fetch - find) a doctor just now.
13. This bag is too heavy to (bring - carry - take) along that distance.
14. Don't worry, I'll (get - take - carry) your children to and from school.
15. Every time he gets out he (takes - carries - picks) his dog with him.
16. It's not that heavy, I'll (take - carry - fetch) it with me to the club.
17. The manager asked his secretary to (fetch - bring - take) the file from the branch office.
18. I'm sorry for making you (carry - take - bring) all that heap of books from the bookshop to here.
19. Could you (bring - bring - take) me a glass of water from the kitchen?
20. I have to leave now to (pick - take - carry) children from school.

### Fill in the spaces with any of the above verbs in the suitable form

1. Would you please .....me my overcoat, it's in the bedroom.
2. Success and good health always.....psychological pleasure.
3. The manager .....his bag with him when he departed.
4. Don't .....any pictures from my magazines.
5. The policeman .....the thief and took him to prison.
6. The two sisters.....their names on a big tree in the wood.



7. I asked the gardener to .....some flowers for me this morning.
8. We don't have food, so you should .....some for lunch.
9. Don't worry! The ambulance will.....to the hospital in 10 minutes.
10. I sent the servant to .....the children from school.
11. People .....clothes with scissors not with knives.
12. He never forgets to .....his papers with him.
13. Look! He .....the biggest piece of cake.
14. When the doctor arrived, the mother was .....the baby in her arms.
15. Alas! He .....all books with him, even mine.

## Unit 15

# rise / raise / arouse / arise

Study the following examples:

لاحظ الأمثلة التالية:

### Rise / raise / arouse / arise

Compare the following examples and notice the difference between “rise”, “raise”, “arouse” and “arise”:

- The sun **rises** in the east.  
Freddie **raised** his hand to greet the team.  
His words **aroused** the manager’s anger.  
Their fame **arises** from their work.

### rise = يشرق / ينهض / يرتفع / يستيقظ / ينبع

The verb *Rise* takes different meanings and is not followed by objects. Compare the following examples:

الفعل rise له معان متعددة ، ولا يأخذ مفعولا بعده قارن الأمثلة التالية لتتعرف على بعض منها:

- Example: The sun **rises** in the morning but the moon **rises** at night. (يشرق)  
Example: The employees **rose** to greet their manager. (ينهض)  
Example: The price of tea **has risen** to one pound a packet. (يرتفع)  
Example: Alice always **rises** before it is light. (يستيقظ)  
Example: The River Nile **rises** from Lake Victoria. (ينبع)

### raise = يرفع / يزيد (يجمع) / يربي

The verb *Raise* also takes different meanings and is followed by objects. Compare the following examples:

الفعل raise له معان متعددة ، ويأخذ مفعولا بعده قارن الأمثلة التالية لتتعرف على بعض منها:

- Example: She **raised** her finger to her lips as a sign of silence. (يرفع)  
Example: The landlord **raised** the rent value. (يزيد - يزود)  
Example: We should **raise** enough money for the holiday. (يجمع)  
Example: This family **raises** two orphan children. (يربي)

### arouse = يثير المشاعر / يوقظ

The verb *arouse* means to excite one’s feelings or to awake from sleep. Note the following examples:

الفعل arouse يعني يثير المشاعر أو يوقظ شخصا من النوم قارن الأمثلة التالية:

- Example: The story **aroused** my pity and fear for the heroine. (يثير الشفقة)  
Example: Just a minute, I’ll **arouse** my father. (يوقظ من النوم)

### arise = يظهر / يهَبُ / ينتج عن

The verb *arise* takes different meanings, and in some senses it may be followed by *from*. Note the following examples:

الفعل arise يأتي بمعان متعددة، وقد يتبعه أحيانا حرف الجر from، قارن الأمثلة التالية:

- Example: Difficulties will **arise** as we do the work. (يظهر)  
Example: A strong wind **arose** and destroyed their boats. (هبّت العاصفة)  
Example: What unhappiness can **arise** from the love of money! (ينتج عن)

## Exercises

### Choose the correct answer:

1. The sun (rises - arises - raises) in the east.
2. You should get yourself accustomed to (arise - rise - raise) early.
3. Where does the River Nile (arouse - arise - rises)?
4. My grandfather (raises - arises - arouses) horses in his country house.
5. I asked the speaker to (rise - arise - raise) his voice.
6. A young man has to (find - raise - rises) much money to live in a good way.
7. The film (raised - aroused - rose) my pity for the orphans.
8. I (raised - arose - aroused) my father to reply an important phone call.
9. Be ready for any problems that may (arouses - arise - raise) during work.
10. He is the only survived after a strong wind (arose - aroused - rose) and destroyed the ship.
11. No happy events can (rise - raise - arise) from being niggardly.
12. When you want to speak, just (rise - raise - arouse) your hand.

### Fill in the spaces with (rise, raise, arouse, or arise) in the suitable form

1. When does the moon .....
2. The price of sugar has .....to five pounds a kilo.
3. The house owner .....the rental value and we have to find another house.
4. When you speak to the crowd, try to .....your voice.
5. This book .....my interest in the types of Islamic art.
6. All goodness .....from mutual cooperation and unity.
7. The rich man took two orphan daughters to .....among his family.
8. When I am sleeping, don't .....me for any reason.
9. In the course of work, some problems may ....., but you'll overcome them all.
10. The Nile .....from Lake Victoria in eastern Africa.

## Unit 16

# cure / heal ; similar / the same

Study the following examples:

لاحظ الأمثلة التالية:



### Cure / heal - similar / the same

Notice the difference between “cure” and “heal”:

This medicine will **cure** your illness.

His wounds are **healing**.

Now notice the difference between “similar” and “the same”:

The twins are closely **similar**.

Your new car is **the same** as mine.

### cure = يعالج

The verb *cure* means to restore health to a person or animal and is followed by an object. Compare the following examples:

الفعل *cure* يعني يعالج من مرض ما قد يصاب به إنسان أو حيوان، وهو يأخذ مفعولا بعده، انظر الأمثلة التالية:

*Example:* Take this medicine; it will **cure** your disease.

*Example:* My cat could die, but this medicine **cured** her illness.

### heal = يلتئم (الجرح)

The verb *heal* means to become healthy, is used with wounds and cuts, and it may take an object. Compare the following examples:

الفعل *heal* يعني يلتئم ويستعمل مع الجروح والكسور، وقد يتبعه مفعولا، انظر الأمثلة التالية:

*Example:* Take this ointment; it will **heal your wounds** quickly.

*Example:* His leg was broken two months ago, and hasn't **healed** yet.

### similar = متشابه (إلى حد كبير)

*Similar* is an adjective that means that two things are almost similar but not identical.

Note the following examples:

الصفة *similar* (متشابه) تعني أن هناك تشابه كبير بين شيئين ولكنهما ليسا متماثلين تماماً، انظر الأمثلة التالية:

*Example:* Ann and Tom have **similar** opinions.

*Example:* I like cakes and other **similar** foods.

When both things are mentioned, use *to* after *similar*. Note the following examples:

إذا ذكر كل من الشئين المتشابهين أضف حرف الجر *to* بعد *similar*، انظر الأمثلة التالية:

*Example:* Ann's opinions are **similar to** those of Tom.

*Example:* The weather in Egypt is **similar to** the weather in Tunisia.

### the same = نفس الشيء

*The same* is an adjective that means that two things are identical in everything. Note the following examples:

الصفة *(the) same* تعني أن هناك تطابق تام بين شيئين أي لا يختلفان في شيء، انظر الأمثلة التالية:

*Example:* We eat much **the same** food for breakfast everyday.

*Example:* Men and women now get **the same** pay for the same jobs.

*Example:* At the party, Ann saw another lady wearing **the same** dress.

When both things are mentioned, use *as* after *the same*. Note the following examples:

إذا ذكر كل من الشئين المتشابهين أضف حرف الجر *as* بعد *the same*، انظر الأمثلة التالية:

*Example:* Look! Tom is wearing **the same** hat **as** you wore yesterday.

*Example:* His car cost **the same as** mine.

## Exercises

### Choose the correct answer:

1. His wound took a long time to (cure - heal - be treated)
2. I'm afraid that my broken leg would not be (healed - treated - cured) quickly.
3. He went to the pharmacy to bring a medicine to (heal - cure - treat) his illness.
4. You're lucky, for a such is disease can rarely be (treated - cured - recovered).
5. The medicine he took (treated - remedy - cured) his throo throat.
6. Tom and John got (similar - the same - alike) marks in the English exam.
7. Sally and Julia were born in (like - similar - the same) year.
8. The coat Tom is wearing is (alike - similar - the same) to that of Joe.
9. Your new car is (similar - the same - like) as mine.
10. Tom likes oranges, apricots and (the like - the same - similar) fruits.

### Fill in the spaces with (heal, cure, similar, or the same)

1. Most of the students in my class are in .....age.
2. My dress is .....to that of Sally, we bought them from .....shop.
3. Both Tom and Julia got .....marks.
4. These two cars are exactly.....to each another.
5. We usually eat .....food for breakfast almost every day.
6. Look! Ann and Sandra are wearing .....uniform.
7. Unfortunately, the medicine he took failed to .....his illness.
8. You got a cough, get some medicine to .....it as soon as possible.
9. He wounded himself and the wound needed time to .....
10. Bone breaks always need much time to .....
11. You have to see a doctor and get some medicine to .....your cold.
12. Diseases like malaria are difficult to .....quickly.
13. The two twins are almost ..... except for the boys short hair
14. Wonderful! The two machines work in .....way.
15. He produces cars in a .....fashion.

## Unit 17

# listen (to) / hear

Study the following examples:

لاحظ الأمثلة التالية:



### Listen to / hear

Compare the following examples and notice the difference between “listen” and “hear”:

- Listen!** There is a loud noise over there.  
I like to **listen to** soft music.  
He can't **hear**. He is deaf.  
I **heard** the doorbell ringing.

### listen (to) = يستمع / ينصت إلى

The verb *listen* means to make an effort to hear something or to hear attentively. Note the following examples:

الفعل *listen* يعني أن يبذل الإنسان مجهوداً في الاستماع إلى شيء ما أو أن ينصت باهتمام إلى من يتحدث، انظر الأمثلة التالية:

- Example:* Students should **listen to** the teacher to understand his words.  
*Example:* Are you **listening** or you are just pretending?  
*Example:* **Listen!** I hear somebody is coming. ( بدون مفعول )

### hear = يسمع

The verb *hear* means to experience hearing without making any effort or paying attention. Note the following examples:

الفعل *hear* يعني أن الإنسان يسمع الشيء ولكن بدون اهتمام، فهو يشير إلى حاسة السمع بدون قصد استخدامها، انظر الأمثلة التالية:

- Example:* Please raise your voice; I can't **hear** you.  
*Example:* I **hear** knocking on the door.  
*Example:* I **heard** that Tom was ill, is it true?

*Hear* is not used in imperative form or in continuous tenses. Compare the following examples:

الفعل *hear* لا يستخدم في صيغة الأمر ولا في الأزمنة المستمرة، قارن الأمثلة التالية:

- Example:* **Hear** the music. Don't make noise. (Incorrect!)  
*Example:* **Listen to** the music. Don't make noise. (Correct!)  
*Example:* I **am hearing** you now. (Incorrect!)  
*Example:* I **can hear** you now. (Correct!)

### Note the Following:

### لاحظ ما يلي:

\* إذا كنت تتحدث في الهاتف وكان الصوت غير واضحاً فلاحظ التعبيرين التاليين:

- Don't say: I am not listening! (Impolite expression)  
Say: I can't hear! (تعبير غير مهذب)

## Exercises

### Choose the correct answer:

1. You can't understand what the teacher says unless you (hear - listen to - listen) him.
2. Shut up! I am (hearing - sounding - listening) to the news.
3. Raise your voice, I can hardly (listen - sound - hear) you.
4. (Listen - hear - voice) to the news, it tells about yesterday's dangerous accident.
5. The noise we (heard - sounded - listened) was caused by a lorry in the nearby street.
6. Tom! You are here! We (heard - listened - voiced) that you have travelled.
7. I was looking forward to (listening - telling - hearing) about you.
8. I am (hearing - listening - talking) to the radio now.
9. Please raise your voice, I (am not listening - can't hear).
10. All attendees kept silent to (hear - hear from - listen to) the speaker.

### Fill in the spaces with (listen, or hear) in the correct form

1. Now, let's ..... to our friend Tom. He was there when the accident occurred.
2. ....I hear knocking on the door.
3. Don't make much noise, I want to .....to the radio.
4. The students at the back asked the teacher to raise his voice as they couldn't.....him.
5. When you speak in a telephone, don't say: I am not.....
6. It's OK now, I can .....clearly!
7. Did you .....to me? What did I say?
8. Tom .....to the doctor attentively. باهتمام
9. Be silent and .....to the teacher.
10. Can you .....me now?

## Unit 18

# salary / wage / fee / fare ; cause / reason

Study the following examples:

لاحظ الأمثلة التالية:



### Salary / wages / fare / fees

Compare the following examples and notice the difference between “salary”, “wage”, “fare” and “fee”:

Freddie gets a thousand dollars as a monthly **salary**.

The **wages** of a carpenter are high.

I paid ten pounds taxi **fare**.

The school **fees** are 500 pounds per year.

### salary = مرتب / راتب

*Salary* is a fixed regular payment, usually monthly, quarterly, or annually. Note the following examples:

كلمة Salary تعني مرتب ثابت ومنتظم يدفع للموظف شهريا أو ربع سنويا أو سنويا، انظر الأمثلة التالية:

*Example:* He works in a company that pays good **salaries**.

*Example:* How much **salary** are you paid?

*Example:* The **salaries** of engineers are high.

### wages = أجر (يتقاضاه العامل الحر)

*Wage* is a fixed regular payment, usually daily or weekly. Note the following examples:

كلمة wage تعني أجر ثابت ومنتظم يدفع للعامل يوميا أو أسبوعيا أو سنويا، انظر الأمثلة التالية:

*Example:* There is a high **wage** level in this industry.

*Example:* What is your weekly **wage**?

*Example:* David gets a weekly **wage** of £ 50.

### fare = أجرة (تدفع في المواصلات)

*Fare* is the price a passenger has to pay to be conveyed by bus, train, or a taxi. Note the following examples:

كلمة fare هي الأجرة التي يدفعها الراكب نظير تنقله من مكان لآخر سواء بالتاكسي أو الأتوبيس أو القطار، انظر الأمثلة التالية:

*Example:* I paid a **fare** of twenty pounds for the taxi.

*Example:* How much is the bus **fare** from Cairo to Giza?

*Example:* You have to pay 50 pounds as train **fare** from Cairo to Luxor.

### fees = أتعاب (تدفع لمحام أو محاسب أو طبيب) / مصروفات دراسية

*Fee* is a sum of money paid for a professional service to a doctor, lawyer, or a private school. Note the following examples:

كلمة fee هي مبلغ من المال يدفع نظير خدمة مهنية يقوم بها طبيب أو محام أو كمصروفات دراسية تدفع لمدرسة خاصة، انظر الأمثلة التالية:

*Example:* The lawyer demanded 5000 pounds as **fees**.

*Example:* I paid a **fee** of 70 pounds to the doctor.

*Example:* The school **fees** for this year are 800 pounds per pupil.



## cause = يسبب / سبب

*Cause* is a verb that means to lead to or be the cause of something. Note the following examples:

الفعل *cause* يعني يؤدي إلى أو يتسبب في، انظر الأمثلة التالية:

*Example:* What **caused** his illness?

*Example:* I think you like to **cause** troubles for people.

*Cause* is also used as a noun that means that which produces an effect. It is followed by *of*. Note the following examples:

تستخدم *cause* أيضاً كاسم لكل ما ينتج عنه أي أثر (سبب)، انظر الأمثلة التالية:

*Example:* What was the **cause** of the fire?

*Example:* Don't complain without good **cause**.

## reason = يسبب / سبب / يجادل / يستنتج

*Reason* is a verb that takes different meanings in different structures. Note the following examples:

الفعل *reason* يأتي بمعان مختلفة وفي تراكيب مختلفة، انظر الأمثلة التالية:

*Example:* I **reasoned** that since he did not attend my party he must be angry with me. (يستنتج وبهذا المعنى لا يتبعه حرف جر)

*Example:* I **reasoned with** the policeman to persuade him with the fact, but he didn't. (يجادل / يحاول يقتنع وبهذا المعنى يتبعه حرف جر)

*Cause* is also used as a noun that means a motive, cause, or justification. It can be followed by *to*, or *for*. Note the following examples:

*Reason* تستخدم أيضاً كاسم بمعنى دافع، مبرر، تفسير أو سبب وراء حدوث شيء ما، وقد يتبعه حرف الجر *for* أو *of*، انظر الأمثلة التالية:

*Example:* The **reason for** the flood was all that heavy rain.

*Example:* What are your reasons **for** waiting to enter the country?

*Example:* He escaped punishment **by reason of** his youth.

## Exercises

### Choose the correct answer:

1. Teacher now get better (wages - fees - salaries) than ever before.
2. It's known that engineers get high (fees - fares - salaries).
3. How much do you pay him as weekly (salary - wage - fees)?
4. A plumber's (fee - wage - salary) is as high as a teacher's salary.
5. Tom missed the bus, and so he paid 10 pounds as a taxi (fare - wage - fee).
6. My father paid 100 pounds as a (fare - wage - fee) to the doctor.
7. The school raised the (fare - fees - wage) this year to a thousand pound for each student.
8. Taxi drivers always demand high (fees - wages - fare).
9. The first (wage - fee - salary) I got as a an English teacher was 500 pound a month.
10. A UN (United Nations) post gives an annual سنوي (wage - salary - fee) as high as \$ 100,000.
11. Could you tell me what (reasoned - caused - effected) your sickness.
12. What was the (effect - reason - cause) for all that noise?

13. Tom did not come. I (reasoned - aimed - caused) that the rain prevented him to come.
14. I (effected - caused - reasoned) with her to convince her with the marriage, but I failed.
15. We have know the (cause - effect - reason) for that unexpected visit.
16. The officer trained his soldiers not to complain without (effect - aim - cause).
17. The careless man's being responsible for the children (lead - brought - caused) much troubles.
18. I warn you! Contacting this woman will be a (cause - reason - aim) for bad consequences.
19. The policeman (effected - reasoned - caused) that the thief escaped through the lavatory window.
20. Being late was the (cause - effect - reason) for not attending the first discussion.

**Fill in the spaces with (salary, wage, fare, fee, reason or cause) in the correct form**

1. The director get a .....of one thousand pounds a month.
2. The two senior employees received promotion and got higher.....
3. Sales representatives do not mind low.....as they get commission.
4. I paid the lawyer his .....after he won the case in the court.
5. Plumbers always demand high.....for a slight work.
6. Some taxi drivers are greedy and ask for higher .....
7. The .....of factory workers increase on annual basis.
8. A waiter's weekly .....are not high because he gets tips.
9. Professional workers receive higher.....than unskilled ones.
10. At the end of every year, the company employees anticipate a .....increase.
11. The investigation officer tried to know the .....behind the crime.
12. The fire accident .....him many losses.
13. Could you give only one .....for doing that grave mistake.
14. Employees .....with the manager for their demand for a .....increase.
15. The policeman investigated the .....of that terrible accident.
16. Scientists found that air pollution .....many diseases.
17. Look how harmful is carelessness! The end of cigarette.....a huge fire in the factory.
18. The managers .....with one another for two hours about the system's failure.
19. The thief escaped the punishment by.....of his youthful abilities.
20. We have to consider the social .....behind all his crimes.

## Unit 19

# alone / lonely / only ; shy / ashamed

Study the following examples:

لاحظ الأمثلة التالية:



### alone / lonely / only ; shy / ashamed

Notice the difference between “alone”, “lonely” and “only”:

Freddie likes to live **alone**.

He felt **lonely** after his family had travelled.

He is the **only** one in the camp.

Now notice the difference between “shy” and “ashamed”:

He is a **shy** person.

He is **ashamed** of what he has done.

### alone = وحده / بمفرده

*Alone* is an adjective means without others, and usually used with verbs like *be*, *live*, *like*, and *work*. Note the following examples:

كلمة *alone* صفة تعني (وحده) وتستخدم مع أفعال مثل *like*, *be*, *live*, *work*، انظر الأمثلة التالية:

*Example:* Tom’s family travelled abroad, and now he **is living** alone.

*Example:* Why do you like to **live alone**?

*Example:* Ann **works alone** in her workshop.

### lonely = وحيد / منعزل / بلا رفيق

*Lonely* is an adjective means to be alone without friends, and usually used with verbs like *be*, *look*, and *feel*. Note the following examples:

كلمة *lonely* صفة تعني (وحيدا أو بلا رفيق) وتستخدم مع أفعال مثل *be*, *look*, *feel*، انظر الأمثلة التالية:

*Example:* Sally’s family left to the country, and so she **feels lonely**.

*Example:* He **looks** as a **lonely** man.

*Example:* He **is** always **lonely**.

### only = وحيد / منعزل / بلا رفيق

*Only* is an adjective which means solely, exclusively; and no one or nothing more besides. Note the following examples:

كلمة *alone* صفة تعني (الوحيد أو فقط)، انظر الأمثلة التالية:

*Example:* Tom and Joe are the **only** people in the classroom.

*Example:* You **only** need to take rest as the doctor instructed.

*Example:* He is the **only** person for the job.

### shy = خجول (صفة طبيعية تلازم صاحبها)

*Shy* is an adjective which means not bald, bashful or modest. Note the following examples:

كلمة *shy* صفة تعني (خجول أو ذو حياء)، انظر الأمثلة التالية:

*Example:* Ann is a **shy** girl.

*Example:* She is too **shy** to meet strangers.

**ashamed = شاعر بالخجل أو الخزي (من حدث ما)**

*Ashamed* is an adjective which means feeling shameful, guilt or sorrow because of something happened. Note the following examples:

كلمة *ashamed* صفة تعني أن شخصاً في حالة شعور بالخجل أو الأسف من حدث ما، انظر الأمثلة التالية:

*Example:* You should be **ashamed** to tell such lies.

*Example:* He was **ashamed** of having told a lie.

## Exercises

### Choose the correct answer:

1. Allan started his business working (lonely - alone - only).
2. Please, I want to be left (lonely - only - alone) with myself.
3. When I went to school, I found Tom the (only - lonely - alone) one there.
4. After the death of my father, I felt (lonely - alone - only) in this world.
5. Alfred seems to be a (alone - only - lonely) person.
6. I assure you! John is the (only - lonely - alone) man for the job.
7. What about Sally? She is always (alone - lonely - only).
8. Don't worry! You (lonely - alone - only) need a picnic to relieve you from the work stress.
9. Mrs. Roberts felt (alone - lonely - only) after the death of her husband.
10. As he found nobody to help him, he made all that work (lonely - alone - only).
11. Do not be too (ashamed - shy - shameful) to speak on public.
12. The young woman is too (shameful - ashamed - shy) by nature.
13. He regretted his mistakes and felt (shy - shame - ashamed) of them.
14. The boy was (shame - ashamed - shy) of what he had done.
15. When she was young, he used to be very (shame - shy - ashamed) in front of people.

### Fill in the spaces with (lonely, alone, only, shy, or ashamed) in the correct form

1. When I went home, I found my mother.....
2. When Tom was .....in the office, he read the news and watched TV.
3. Sally always feels.....
4. Tom was the .....one in the class.
5. Try to speak to her privately, she is very .....
6. You should feel .....of your crime.
7. Being .....is not a justification to behave that way.
8. Is she really .....or pretends to be?
9. Allan did not help the old woman, and then he felt ashamed.
10. This is the .....book to read in that poor library.
11. Since his wife died, he feels.....
12. You have to behave in a good way, whether among people or when you are .....
13. To be .....of your faults means that he has a good nature.
14. He is terribly sick, never leave him.....
15. Try to get her of that .....mode, or she'll fall sick.

## Unit 20

# hire / rent ; already / yet Sense Verbs + Adjectives

Study the following examples:

لاحظ الأمثلة التالية:



### hire / rent; already / yet

Notice the difference between “hire” and “rent”:

Freddie **hired** a worker to remove the dust.

He has recently **rented** a new flat.

Now notice the difference between “already” and “yet”:

Freddie has **already** travelled.

He hasn't come back **yet**.

### hire = يستأجر لمدة قصيرة / إيجار لمدة قصيرة

*Hire* is a verb means to procure the temporary use of (a thing) for an agreed payment.

Note the following examples:

الفعل hire يعني يستأجر منفعة معينة لفترة قصيرة مقابل ثمن معلوم، انظر الأمثلة التالية:

*Example:* We **hired** a van to travel with.

*Example:* Suzan **hired** the wedding dress for \$ 50.

*Hire* is also used as a noun that means the act of hiring or state of being hired. Note the following examples:

تستخدم hire أيضاً كاسم لعملية الإيجار أو حالة كون الشيء مؤجراً، انظر الأمثلة التالية:

*Example:* This man has boats for **hire**.

*Example:* You have to pay for the **hire** of the room.

### rent = يستأجر مكان للعمل أو الإقامة به / يستأجر شيء للاستعمال

*Rent* is a verb means take, occupy, or use at a rent. Note the following examples:

الفعل rent يعني يستأجر مكان لفترة غير قصيرة مقابل ثمن معلوم، انظر الأمثلة التالية:

*Example:* We **rented** a cottage from the local farmer.

*Example:* My father **rented** our car yesterday.

*Hire* is also used as a noun that means the money paid regularly for the use of room, building, television or a piece of land. Note the following examples:

تستخدم rent أيضاً كاسم للمبلغ المدفوع في نظير الانتفاع بغرفة أو مبنى أو جهاز تليفزيون أو قطعة أرض ، انظر الأمثلة التالية:

*Example:* Do you own your house or do you pay a **rent**?

*Example:* The landlord agreed to let the house for a **rent** of \$ 70 a week.

### let = يؤجر مقابل ثمن أو قيمة محددة

*Let* is a verb that means grant the use of (rooms, land, etc.) for rent or hire. Note the following examples:

الفعل Let يعني أن يؤجر الإنسان منفعة شيء لمدة محددة في مقابل ثمن محدد، انظر الأمثلة التالية:

*Example:* I sorry! The room was **let** to the new tenant for a year.

*Example:* We're hoping to **let** that field to a farmer.

## already = فعلاً / بالفعل

*Already* is an adverb used with statements to mean *done before the time in question*; and used with questions also to express surprise. Note the following examples:

الظرف *Already* معناه تم بالفعل قبل الوقت المقصود، ويستخدم مع الجمل الخبرية لتأكيد الحدوث ومع الاستفهام ليعبر عن الدهشة، انظر الأمثلة التالية:

*Example:* I have **already** gone there, and don't want to go again.

*Example:* Have you eaten your dinner **already**? What a good boy you are!

## yet = بعد / لم يتم

a) *Yet* is an adverb means at or up to the point and used with questions and negation.

Note the following examples:

الظرف *Yet* معناه بعد أو لم يتم ويستخدم مع الجمل المنفية والاستفهام، انظر الأمثلة التالية:

*Example:* Have they arrived **yet**?

*Example:* He hasn't done much **yet**.

b) *Yet* is used in the expression *as yet* to mean up till now. Note the following examples:

الظرف *Yet* يستخدم في التعبير *as yet* بمعنى حتى الآن، انظر المثال التالية:

*Example:* **As yet**, we have received no answer!

c) *Yet* is also used as a conjunctive to mean *but* or *even so*. Note the following examples:

الظرف *Yet* يستخدم كأداة ربط بمعنى ولكن أو ومع ذلك، انظر المثال التالية:

*Example:* She is a funny girl, **yet** you can't help liking her.

## feel / smell / taste / hear / see = يشعر / يشم / يتذوق / يسمع / يرى

a) The sense verbs can be followed by adjectives. Note the following examples:

أفعال الحواس تمثل ما يفعله الإنسان بجوارحه وقد تتبعها بعض الصفات، انظر الأمثلة التالية:

*Example:* This fur **feels soft**. (يعطي ملمسا)

*Example:* It **smells like** gas.

*Example:* This cake **tastes good**.

*Example:* This music **sounds like** rock.

b) These verbs can be used as nouns. Note the following examples:

أفعال الحواس يمكن أن تستعمل أيضاً كأسماء، انظر الأمثلة التالية:

*Example:* She has an old **sound**

*Example:* It has a good **smell**.

*Example:* This cake has a nice **taste**.

*Example:* This water has a bad **smell**.

*Example:* This blanket has a soft **feel**.

## Exercises

### Choose the correct answer:

1. We have to (rent - hire - find) a car to travel by.
2. Will you by a wedding dress or will you (hire - rent - lease) one?
3. The landlord came to ask for the flat (rent - hire - lent)

4. He has 15 vans for (hire - rent - travel)
5. We have to (rent - hire - get) an office for the new business.
6. You'd better (rent - hire - lease) one to do that for you.
7. How much you pay as annual (hiring - hire - rent) for your house?
8. They could get the apartment for a (value - rent - hire) of 200 pounds per two weeks.
9. Do you agree to (let - hired - rented) me the room for a full year from now?
10. We have recently (hired - let - renting) the field to a farmer.
11. I have (already - perfectly - yet) known all news.
12. I don't need that discussion, for I have (already - yet) put my plan for the coming two years.
13. He has not finished his work (yet - already)
14. We send them an important message and as (already - yet) then sent no reply.
15. The sun is hot today, (already - whereas - yet), I feel cold.
16. The clothes of your dress (feels - touches - smells) soft.
17. The cake you baked (smells - tastes - sounds) delicious.
18. After her son's travelled, the woman (sounded - looked - touched) unpleasant.
19. The perfume you wear (feels - tastes - smells) nice.
20. This song (sounds - smells - feels) lovely.

**Fill in the spaces with any of the above words in the correct form**

1. The .....of the room is very high.
2. I prefer to .....a van to travel by to Alexandria,
3. Do not hesitate to .....a new office, it will be lucrative.
4. The man .....to flat to another person though he had given me a word.
5. I haven't finish my work.....
6. They have .....arrived and they are now in the reception hall.
7. I am waiting long time ago, as .....he did not call me.
8. Do it at once, or I'll.....another one to do it.
9. This kind of food has a nice .....
10. The gardener's efforts gave a good .....to the garden.
11. Tom's car had a bad .....
12. Your clothes have a lovely.....
13. This orange tastes bad.
14. As the dog had unusual .....I took it to the doctor.
15. His last album included a very lovely.....
16. The fur you are wearing has a soft.....
17. O hurry up! That place smell.....
18. He is very tall, .....he couldn't make a name in basketball.
19. The food is longer eatable, it .....bad.
20. ....me that flat a thousand pound monthly.

# Chapter IV

## Language Notes and Functions

الملاحظات والوظائف اللغوية

Unit-by-unit Survey





Get in depth into the language usage and learn:

- Difference between similar words
- Different meanings of words
- How prepositions affect the meaning of words

## Unit 1

### **journey, voyage, trip, travel, picnic, expedition, excursion, flight**

**journey** (رحلة برية): A travel from one place to another by land over a long distance.

Example: *This train makes a long journey across Europe.*

**voyage** (رحلة بحرية أو في الفضاء): A long journey made by boat or ship.

Example: *Ships used to make the voyage from England to India in six months.*

**trip** (رحلة قصيرة): A short journey for pleasure or for a particular purpose.

Example: *He went on a business trip to Japan.*

**travel** (السفر بشكل عام): The act of moving from one place to another distant place.

Example: *Travel broadens man's mind.*

**picnic** (رحلة للفسحة): Going somewhere outdoors to have food.

Example: *They went last weekend for a picnic in the country.*

**expedition** (رحلة طويلة في مهمة خاصة): A long journey for a certain purpose.

Example: *Some soldiers were sent on an expedition to the North Pole (القطب الشمالي).*

**Excursion** (رحلة جماعية للتنزه): A short journey made for pleasure by several people together.

Example: *We went on a day excursion to Aswan.*

**flight** (رحلة طيران): A journey through air.

Example: *There are several flights everyday from Egypt to Jordan.*

### **car, cart, carriage**

**car** (سيارة): A vehicle with four wheels and driven by a motor.

Example: *She goes to work by car.*

**cart** (عربة حنطور): A vehicle with two wheels or four wheels pulled by an animal used for carrying goods.

Example: *In some villages carts are still used for carrying goods.*

**carriage** (عربة يجرها حصان أو عربة في قطار): A horse-drawn vehicle used for carrying people; a railway vehicle.

Example: *In the past people used carriages in their travels.*

### **seat, chair, stool**

**seat** (مقعد بصفة عامة): A place for sitting.

Example: *Have a seat, please. | I've booked two seats in the theatre.*

**chair** (كرسي): A seat with back and sometimes arms

Example: *He is sitting in a comfortable chair watching TV.*

**stool** (كرسي بلا ظهر أو ذراعين): A seat without a back or arms.

Example: *She is sitting on a stool in the kitchen.*

## Expressions

as though	كما لو
bare earth	أرض جرداء
bumpy ground	أرض وعرة
come to a stop	يتوقف
it struck me	خطر ببالي
look like	يشبه
start up	يدير (محرك)
time machine	آلة تخترق الزمن
walk down	يمشي تجاه

## Vocabulary

A.D.	بعد الميلاد
atmosphere	غلاف جوي
awful	رهيب
B.C.	قبل الميلاد
breath	تنفس
breathe	يتنفس
choke	يختنق
colossal	ضخم
cough	يسعل
huge	ضخم
invisible	غير مرئي
mistake	خطأ
mistaken	مخطئ
noisy	مثير للضوضاء
pollute	يلوث
skyscrapers	ناطحات السحاب
stare	يحملق

## Unit 2

### see, look, observe

**see:** 1. to be aware of something by the power of sight (يرى)

Example: *It was so dark that I couldn't see anything.*

2. to understand or recognize (يفهم أو يتعرف على)

Example: *It took me a while to see the truth of her remark. | I can't see the point of learning Spanish if you are never going to travel to Spain.*

3. to make sure (يتأكد)

Example: *I promise to see that the job is done on time.*

**look** (ينظر): to give attention in seeing.

Example: *He looked at the crowd from the window.*

**observe** (يلاحظ): to see and notice.

Example: *I observed that the child's behaviour was unusual.*

## other, another, others

**other** (adj.) آخر: what is remaining of a set.

Example: *Are there any other problems? | There are many other ways to do this job.*

**another** (singular) واحد آخر: one more of the same kind.

Example: *He finished his drink and asked for another. | I lost my book and have to buy another one.*

**others** (plural) البعض الآخر - الآخرون

Example: *Some people like poetry; others not.*

## painter, artist

**painter:** 1. a person who paints pictures (رسام)

Example: *He has painted a good picture of me. He is an excellent painter.*

2. a person who paints room and houses (نقاش)

Example: *I hired a painter to paint the ceiling.*

**artist** (فنان): a person who practices fine art (drawing, music, writing, painting, sculpture, architecture)

Example: *Beethoven was a great artist.*

## famous, well-known, notorious

**famous** (مشهور): much stronger than well-known

Example: *He is a famous actor. | Egypt is famous for its fine weather.*

**well-known** (معروف): known by many people.

Example: *It is a well-known fact. | This singer is well-known in London.*

**notorious** (ذو سمعة سيئة): famous for something bad.

Example: *He is a notorious murderer. | This city is notorious for its bad weather.*

## give up, give in

**give up** (يقطع): to stop having or doing something.

Example: *I gave up smoking two years ago.*

**give in** (يستسلم): to yield.

Example: *After a long chase مطاردة the thief gave in to the police. | Don't give in to their demands.*

## Vocabulary

banker	موظف في بنك
banker	مصرفي
consider	يعتبر
ordinary	عادي
position	مركز / مكانة
poverty	فقر
success	نجاح
successful	ناجح
succeed	ينجح

## Unit 3

## review, revision

**review** (نقد): the act of considering and judging.

Example: *I hope your book gets favourable review.*

**revision** (مراجعة): revising to make improvements.

Example: *Your letter needs some revision before you send it.*

## **favourable, favourite, favoured**

**favourable** (موات، مناسب): suitable, showing approval.

Example: *His request received a favourable reply.*

**favourite** (مفضل): preferred or liked above all the others

Example: *Who is your favourite singer?*

**favoured** (موهوب): having special advantages.

Example: *She is favoured with her beauty.*

## **critic, critical**

**critic** (ناقد): a person who gives judgements about the good or bad qualities of something or someone.

Example: *His novel was praised by many critics.*

**critical:** 1. serious, dangerous (خطير، حرج)

Example: *This is a critical stage in his illness.*

2. finding faults (كثير الانتقاد)

Example: *Why are you so critical of everything you see?*

## **everyone, every one**

**everyone** (الجميع، كل شخص): is used when referring to people. It is not followed by “of.” It is followed by singular verb, but plural pronoun.

Example: *Everyone has finished their drinks. / Everyone is concerned with their business.*

**every one** (كل واحد): is used for people when the idea of every single one is conveyed. It is used also for things. It can be followed by “of.”

Example: *Every one of these machines is out of work. / Every one of these workers has been rewarded for their hard work.*

## **Expressions**

give a concert	يقدم حفلة موسيقية
give a lecture	يلقي محاضرة
give a speech	يلقي خطاب
give away	يخون
give in	يستسلم
give off	يتصاعد
give out	يوزع
give a party	يقدم حفلة
just about	تقريباً
tell lies	يكذب

## **Vocabulary**

agent	وكيل
papers	الصحف
sing	يغني
singer	مغني
song	أغنية

## **Unit 4**

### **fond of, interested in, enjoyable**

**fond of** (مغرم بـ): having a great liking for.

Example: *They are fond of playing tennis.*

**interested in** (بمهتم): having or showing interest in.

Example: *He is interested in ancient history.*

**enjoyable** (ممتع - للأشياء): pleasant.

Example: *They spent an enjoyable holiday in Paris.*

### lazy, stupid

**lazy** (كسلان): avoiding activity of work.

Example: *He seems intelligent, but he is lazy. He does not do any work.*

**stupid** (غبي): silly or foolish.

Example: *I think you were stupid not to accept his offer.*

### pay attention to, look after – take care of

**pay attention to** (يُنْتَبِه إلى): concentrate.

Example: *You must pay attention to what the teacher says.*

**look after** (يهتم / يعتني بـ): having the same meaning as **take care of**

Example: *She looks after her old parents.*

Example: *You have to take care of your car.*

### foreign, strange

**foreign** (أجنبي): of a country not one's own

Example: *He visited many foreign countries.*

**strange** (غريب): not known or experienced, unfamiliar.

Example: *He told his children not to talk to strange people.*

### dangerous, serious

**dangerous** (خطير): causing danger.

Example: *Lions are dangerous animals.*

**serious** (جدي): needing great thought or attention.

Example: *The company is facing a serious problem.*

### capable of, able to

**capable of** (يأتي بعدها v. + ing): قادر على

Example: *He is capable of writing good letters.*

**able to** (يأتي بعدها فعل مع to): قادر على

Example: *He is able to write good letters.*

### Expressions

accuse of	يُتهم بـ
be interested in	مهتم بـ
blow up	ينسف
care about	يهتم بـ
composition	الإشياء
concentrate on	يركز على
dangerous	خطر
do a favour	يحسن إلى
do better	يتحسن في القدرات
do good	يحسن إلى
do harm	يضر بـ
do the cooking	يطبخ
gain experience	يكتسب خبرة
get better	يتحسن

get into trouble with	يدخل في مشاكل مع
insist on	يصر على
look after	يعتني بـ
pay attention to	يهتم بـ
persist in	يتأبّر
physical education	تربية رياضية
succeed in	ينجح في
take care of	يهتم بـ
take things seriously	يأخذ الأمور بجدية

## Vocabulary

annoy	يضايق
figures	أرقام
foreigner	شخص أجنبي
form	استمارة
grade	تقدير
interest	اهتمام
interesting	شيق
notes	ملاحظات
rarely	نادرا
report	تقرير
seriously	بجدية
spend	يقضي / ينفق
stranger	شخص غريب عن المنطقة
term	الفصل الدراسي
untidy	غير منظم

## Unit 5

### enclosed by, surrounded by

**enclosed by** (محصور بـ): surrounded by a fence or wall so as to shut down.

Example: *The garden is enclosed by a high wall.*

**surrounded by** (محاط بـ): having something all around on every side.

Example: *The famous actor is surrounded by fans* معجبين.

### enclose, include

**enclose** (يرفق): to put inside an envelop in addition to something else.

Example: *Don't forget to enclose a photo with your letter.*

**include** (يحتوي): to contain in addition to other parts.

Example: *His name was included in the list.*

### Expressions

aim at	يهدف إلى
become involved in	يتورط في
friendly group	مجموعة ودودة
keep in touch with	يظل علي اتصال بـ
know how to play	يعرف كيف يعزف
learn to play	يتعلم كيفية العزف
make friends with	يصادق
make the best use	يستغل احسن استغلال

show how to play	يبين كيف يعزف
spare time	وقت الفراغ
spend time	يقضي وقتنا
take (do) exams	يمتحن
take place	يحدث
take the place	يحل محل
teach to play	يعلم كيفية العزف

## Vocabulary

chess	شطرنج
correspondence	المراسلة
cycling	ركوب الدراجات
find out	يكشف
go up	ينهض
international	عالمي
look for	يبحث
pen-friend	صديق مراسلة
play	يلعب / يعزف
strangers	غرباء
water-skiing	التزحلق على الماء

## Unit 6

### tomorrow, the next day, the other day

**tomorrow** (غدا): the day following today.

Example: *I'll see you tomorrow.*

**the next day** (اليوم التالي): the following day.

Example: *They arrived in Alexandria on Friday. The next day they went to the beach.*

**the other day** (منذ يومين أو أكثر): two or more days ago.

Example: *I didn't see John yesterday, but I saw him the other day.*

### take place, take someone's place

**take place** (يحدث): happen.

Example: *We should allow the peace talks to take place.*

**take someone's place** (يأخذ/يحتل مكان شخص ما): replace him.

Example: *When the manager is absent his deputy takes his place.*

### ignore, be ignorant

**ignore** (يتجاهل): pretend not to know or see.

Example: *He ignored my advice.*

**be ignorant** (جهل): not to know.

Example: *He was ignorant of what happened in the meeting yesterday.*

### ignorance, illiteracy

**ignorance** (جهل): lack of knowledge.

Example: *Ignorance of the law is no excuse.*

**illiteracy** (أمية): inability to read or write.

Example: *High rate of illiteracy is found in poor societies.*

## designer, architect

**designer** (مصمم): a person who makes plans or patterns (of dresses, shoes, cars, etc.)

Example: *He is a famous fashion designer.*

**architect** (مهندس معماري): a person who plans new buildings or big projects.

Example: *Who was the architect of this magnificent رائع building?*

## Expressions

Be dressed in	مرتدياً
Be seen dead in it	لا يرغب في ارتدائه
Fashion houses	بيوت الموضة
Fashionable	مساير الموضة
Out of fashion	لا يساير الموضة
Take place	يحدث

## Vocabulary

a tie	رابطة عنق
baggy	واسع
cloth	قماش
clothes	ملابس
design	يصمم
designer	مصمم
hang	يعلق/يشنق
jewellery	مجوهرات
tight	ضيق

## Unit 7

### catch the train, miss the train

**catch the train** (يلحق القطار): to be in time to take the train.

Example: *Hurry up or we won't be able to catch the train.*

**miss the train** (يفوته القطار): not to be able to catch the train.

Example: *We arrived so late that we missed the train.*

### get on the train, get off the train

**get on the train** (يركب القطار): to enter as a passenger.

Example: *When we got on the train, there were few passengers.*

**get off the train** (ينزل من القطار): to leave the train.

Example: *The train was so crowded that we could hardly get off.*

### we'd like to, we'd like someone to

**we'd like to** (نود أن): used when we want to undertake the action ourselves.

Example: *We'd like to play tennis.*

**we'd like someone to** (نود من شخص ما أن): used when we want someone to undertake the action.

Example: *This book is interesting and we'd like you to read it.*

### platform, pavement

**platform** (رصيف محطة سكة حديد): a raised flat surface at a railway station for travellers getting on or off the train.

Example: *The London train arrives in platform six.*



**pavement** (رصيف الشارع): the side of a street for people to walk.

Example: *You should walk on the pavement not on the street.*

### get in, get on

**get in** (يَدْخُلُ)

Example: *The student arrived late at school but the teacher allowed him to **get in**.*

**get on** (يَرْكَبُ)

Example: *The bus was so crowded that I couldn't **get on**.*

### change

change: 1. (تَغْيِيرُ)

Example: *There is a sudden change in the weather.*

2. (فَكَّة)

Example: *Can you give me change for a 20-pound note?*

3. (الباقِي)

Example: *It cost 5 pound. I gave him 10 pound and took back 5 pound change.*

### Expressions

booking clerk	موظف صرف التذاكر
catch the train	يدرك القطار
first class	درجة أولى
get out	يخرج
get through	ينجح
miss the train	يفوته القطار
return ticket	تذكرة ذهاب وعودة
second class	الدرجة الثانية
single ticket	تذكرة ذهاب فقط

### Vocabulary

hurry	يسرع
platform	رصيف القطار

## Unit 8

### detective, private detective/eye

**detective** (ضابط مباحث): a police officer who investigates crimes.

Example: *Several detectives were sent to investigate the murder.*

**private detective/eye** (مخبر خاص): a person who is paid privately to investigate crimes.

Example: *He hired a private detective to know who stole the money.*

### dress up, dress in

**dress up**: 1. to wear someone else's clothes for fun or pretence (يَتَنَكَّرُ).

Example: *They dressed themselves up as pirates and went to the party.*

2. to make something or someone look attractive (يُزِينُ).

Example: *He dressed himself up for the meeting. | They dressed the facts up to make them more interesting.*

**dress in** (يُرْتَدِي): to wear.

Example: *She always dresses in black.*

## wardrobe, cupboard, sideboard

**wardrobe** (دولاب ملابس): a piece of furniture used for hanging up clothes.

Example: *Put your clothes in the wardrobe not on the chair.*

**cupboard** (دولاب ذو أرفف لحفظ الأشياء): a piece of furniture with door and shelves, in which things, like cups, plates, food and clothes are stored.

Example: *The sugar is in the cupboard.*

**sideboard** (بوفيه السفرة): a table or cupboard at the side of a dining room for containing glasses, dishes and table linens.

Example: *Please bring the glasses from the sideboard.*

## spill, split

**spill** (يسكب): to pour out accidentally.

Example: *She slipped and spilt the coffee on the carpet سجادة.*

**split** (يشق): to divide along a length into separate parts.

Example: *The river splits into three small streams.*

## steal, rob

**steal** (يسرق): to take secretly what belongs to someone else.

Example: *My bicycle was stolen when I was in the shop.*

**rob** (يسرق بالإكراه): to take what belongs to someone else using force.

Example: *Five robbers robbed the bank.*

## Expressions

cause of freedom	قضية الحرية
detective work	التحري
dress up	يلبس
lead to	يؤدي إلى
number plate	لوحة نمرة السيارة
sharp brain	تفكير حارق
sharp eyes	عيون حادة
take notice of	يلاحظ
turn out to be	يتضح

## Vocabulary

case	قضية
cheat	يغش
clue	مفتاح الحل
condition	ظرف
crime	جريمة
description	وصف
draw	يرسم
explain	يوضح
fingerprint	بصمة الإصبع
footprint	أثر القدم
in detail	بالتفصيل
interpret	يفسر
interpretation	تفسير
make-up	مكياج
mention	يذكر
minor	ثانوي

observations	ملاحظات
observe	يراقب
scent	عطر
solution	حل
state	حالة
statement	بيان
witness	شاهد
worn-out	بالية

## Unit 9

### illusion, delusion

**illusion** (توهم - صورة خادعة): something seen wrongly, not as it really is.

Example: *A man in the desert gets the illusion of seeing water.*

**delusion** (زيف - ضلال): a false belief or impression.

Example: *Misunderstanding إساءة الفهم leads to delusion.*

### steadily, firmly

**steadily** (بثبات): without shaking.

Example: *He held the candle steadily.*

**firmly** (بقوة): strongly.

Example: *We firmly believe that we are right.*

### deceive, cheat – trick

**deceive** (يخدع): to cause someone to accept as true something which is false.

Example: *She deceived him with a false report.*

**cheat / trick** (يغش): to take something dishonestly.

Example: *They cheated the old man out of his money by making him sign a document.*

Example: *They tricked him out of his money.*

### guess, expect

**guess** (يخمن): to form a judgement without knowing all the facts.

Example: *I don't know the answer, but I'll just guess.*

**expect** (يتوقع): to think that something will happen.

Example: *I expect him to succeed in the exam.*

### Expressions

come into sight	يظهر على مرمى البصر
optical illusion	خداع بصري

### Vocabulary

appear	يظهر
believe	يصدق / يؤمن
chin	ذقن
choice	خيار
cube	مكعب
deceive	يغش
direction	اتجاه
distance	مسافة
figure	شكل

fingers	أصابع
frame	إطار
measure	يقيس
steadily	بثبات

## Unit 10

### avenue, road, street

**avenue** (طريق مشجر): a wide street in a town lined with trees.

Example: *He lives in the Fifth Avenue.*

**road** (طريق يوصل بين البلاد): an important way usually between towns.

Example: *The road to Alexandria is very busy on Fridays.*

**street** (شارع): a road in a town with houses or buildings on one or both sides.

Example: *Do you have a map of the streets of Cairo?*

### round, around

**round** (حول): with a circular movement.

Example: *The earth goes round the sun.*

**around** (حول - في مكان قريب): in the area.

Example: *Do you know your way around?*

### packet, box, parcel

**packet** (علبة): a number of things put in a small box.

Example: *This is a packet of seeds.*

**box** (صندوق): a container for solids, often with a lid.

Example: *This box contains fishing tools.* أدوات الصيد

**parcel** (طرد): a thing or things wrapped in paper and tied for easy carrying or posting.

Example: *He received a parcel of clothes.*

### sleeping, asleep

**sleeping** (نائم)

تأتي بعد الفعل وقبل الاسم

Example: *The children are sleeping. Don't wake up the sleeping children.*

**asleep** (نائم)

تأتي بعد الفعل ولا تأتي قبل الاسم

Example: *The children fell asleep. They are asleep.*

### Expressions

at last	في النهاية
at least	على الأقل
cash desk	مكتب الدفع
fresh air	هواء طلق
get a surprise	يندهش
go shopping	يذهب للتسوق
hear from	يستلم خطاب من
hear of	يسمع عن
make a noise	يسبب ضوضاء
point at	يشير إلى
pull out	يجذب
shop-lift	يسرق بضاعة من محل

## Vocabulary

bottom	قاع
budget	ميزانية
crash	سقوط
display	عرض
embarrassing	محير
exhibition	معرض
experience	خبرة
extras	إضافات
fun	متعة
innocent	بريء
innocently	ببراءة
noise	ضوضاء
realize	يدرك
sleepy	نعسان

## Unit 11

### invention, discovery, exploration

**invention** (اختراع): something newly created that never existed before.

Example: *The telephone is an important invention.*

**discovery** (اكتشاف): something newly found that was not known before.

Example: *The discovery of viruses الفيروسات led the scientists to understand many diseases.*

**exploration** (استطلاع): discovering new geographical areas and regions that were not known before.

Example: *Scientists made many explorations of the earth and the space around it.*

### technological, technical

**technological** (تكنولوجي): relating to scientific and industrial methods and their practical use.

Example: *The development of computers is a great technological advance in the modern time.*

**technical** (فني): having special knowledge of mechanical or industrial arts.

Example: *The flight was delayed due to technical reasons.*

### human, humane

**human** (إنساني - بشري): of or concerning man.

Example: *human rights حقوق الإنسان / human body / human nature الطبيعة البشرية*

**humane** (إنساني - عطوف): showing human kindness.

Example: *He was known for his humane work for the poor and the needy. المحتاجين*

### computer, calculator

**computer** (كمبيوتر): a machine that can store and recall information.

Example: *The data is processed and analysed by the computer.*

**calculator** (آلة حاسبة): a machine which makes calculations.

Example: *I usually use a computer to do all mathematical operations. عمليات حسابية*

## Expressions

hotel lobby	صالة الفندق
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in charge of	مسئول عن
in the charge of	تحت مسئولية
muscle powers	قوة عضلية
power of mind	قوة عقلية

## Vocabulary

add	يضيف
age	عمر
available	متاح
basic	أساسي
basis	أساس
benefits	فوائد
blocks	كتل
discover	يكشف
employ	يوظف
employment	تشغيل / توظيف
erect	يشيد
evil	شر
extend	يوسع
gap	فجوة
interruption	مقاطعة
invent	بخترع
inventiveness	إبداع
inventor	مخترع
mankind	الجنس البشري
miracles	معجزات
moisture	رطوبة
mystery	غموض
numerous	متعدد
power	قوة / طاقة
reduce	يقلل
search	بحث
technology	تكنولوجيا
transport	ينقل
wheel	عجلة

## Unit 12

### holiday, leave, vacation

**holiday** (أجازة عامة): the period in the year when a person does not work.

Example: *The Sixth of October is a national holiday of Egypt.*

**leave** (أجازة خاصة قصيرة): permission to be absent from duty.

Example: Tom is on leave today.

**vacation** (أجازة المدارس والجامعات): a fixed period of cessation from work, especially for schools and universities.

Example: *We'll go to Alexandria in the summer vacation.*

## advise, advice

**advise** (ينصح): to give recommendation.

Example: *The doctor advised him to have complete rest.* راحة تامة

**advice** (نصيحة): opinion given to someone about what they should do.

Example: *If you had listened to my advice, you wouldn't have met all these troubles.*

## quiet, quite

**quiet** (هادئ): calm, without noise.

Example: *Be quiet! I'm studying.*

**quite**: 1. completely, entirely (تماما)

Example: *I'm not quite ready to go.*

2. rather, fairly (إلى حد ما)

Example: *The story was quite good, but not perfect.*

## historic, historical

**historic** (مهم - تاريخي): important in history or potentially so.

Example: *This is a historic meeting between the two leaders.*

**historical** (تاريخي): relating to history.

Example: *He made a historical research.*

## Expressions

ask about	يستفسر عن
hotel lobby	صالة الفندق
on holiday	في إجازة
see someone off	يودع
share ... with	يشارك مع
sick leave	إجازة مرضية
tourist information	معلومات سياحية

## Vocabulary

accept	يقبل
advice	نصيحة
area	منطقة
arrange	يرتب
book	يحجز
coach	أتوبيس بين المدن
diary	مفكرة
expect	يتوقع
invitation	دعوة
mosque	مسجد
museums	متاحف
organize	ينظم
palaces	قصور
receptionist	موظف استقبال
recommend	يوصي / يركي
sights	مزارات سياحية
temples	معابد
tombs	مقابر
tour	جولة
tourism	سياحة

## Unit 13

**anger, rage, fury**

**anger** (غضب): feeling of displeasure.

Example: *He could hardly control his anger.*

**rage** (غضب شديد - غيظ): violent anger.

Example: *The workers met the closure إغلاق of the factory with rage.*

**fury** (نوبة غضب - حنق): wild anger, rage.

Example: *The workers expressed their fury by making a wild demonstration. مظاهرة*

**all right – alright**

**all right** (على ما يرام): in good condition. تعتبر هي الكلمة الصحيحة.

Example: *After the storm calmed down, everything was all right.*

**alright** (على ما يرام): means the same as *all right*. Although widely used it is still considered non-standard and incorrect. بالرغم من أنها شائعة الاستخدام إلا أنها تعتبر غير صحيحة.

Example: *He has been ill, but now he is alright.*

**Expressions**

argue with	يجادل مع
black madness	الجنون الشائن
compare to	يقارن
forget about	ينسى
in a rage	في غضب
in time	في المعاد المناسب
lose his temper	يفقد أعصابه
on the basis of	على أساس
on the occasion of	بمناسبة
on time	في الميعاد المحدد
owing to	بسبب
pop out of	تجحظ
recover his strength	يسترد قوته
relief the pain	يخفف الألم
steam with anger	يغلي من الغيظ

**Vocabulary**

angry	غاضب
control	يسيطر على
feelings	مشاعر
frustrated	محبط
mood	الحالة المزاجية
occasion	مناسبة
poet	شاعر
shock	صدمه

## Unit 14



## value for, value of

**value for** (ثمن مناسب لـ): adequate return for.

Example: *This book is a good value for money.*

**value of** (قيمة - سعر): worth of.

Example: *The value of lands in this area has increased.*

## pick out, choose

**pick out** (يختار - يبتقي): suggests merely selecting.

Example: *She picked out a dress to wear.*

**choose** (يختار بعناية): suggests careful thought and weighing one thing against another.

Example: *He was chosen as a representative.* مندوب / *Which book do you choose?*

## compare to, compare with

**compare to** (يشبه بـ): to state a resemblance between two things.

Example: *The poet الشاعر compared his girl to the moon.*

**compare with** (يقارن بـ): to mention the similarities and differences between two things.

Example: *When we compare London with Paris we find many differences.*

## product, production, produce

**product** (منتج صناعي): a thing produced by industry.

Example: *The factory is known for its good products.*

**production** (إنتاج): the act of producing and the amount produced.

Example: *The production of films is very costly. / We must increase our production.*

**produce** (منتج زراعي): a thing produced in a farm like milk, wool, food, etc.

Example: *Our farm's produce of milk has decreased recently.*

## Expressions

a tiring business	عمل مرهق
pay for	يدفع مقابل
pick out	يختار
shopping guide	دليل المشتريات
take away	ينصرف
take it away	يأخذها
tiring business	عمل شاق
value for	ثمن مناسب لـ
value of	قيمة

## Vocabulary

junior	أقل مرتبه
products	منتجات
quality	جوده
value	قيمة

## Unit 15

### van, car, vehicle

**van** (شاحنة): a covered road vehicle.

Example: *A delivery van شاحنة نقل بضائع carries goods from place to place. / The thief was taken to the court in a police van.*

**car** (سيارة): motor car.

Example: *She goes to work by her father's car.*

**vehicle** (مركبة): something on which people or goods can be carried from one place to another, usually having wheels.

Example: *All vehicles are not allowed to go in this road.*

### **entrance, entry**

**entrance** (مدخل): the place of entry, e.g., door, gate.

Example: *Excuse me, where is the entrance to this building.*

**entry** (دخول): the act of entering

Example: *His entry into the country was illegal.* غير شرعي

### **so it is, so do I**

**so it is** (حقاً): used for confirmation.

Example: *"This is a strange idea." "So it is."*

**so do I** (وأنا كذلك): I also do

Example: *"I like driving cars." "So do I."*

### **let**

let: a. let: allow يسمح

Example: *The child wanted to go out but his mother didn't let him.*

b. let us: allow us to أسمح لنا أن

Example: *Please let us get into the meeting room.*

c. let's: suggesting a plan هيا بنا

Example: *Let's have a drink.*

### **Expressions**

consumer goods	سلع استهلاكية
drive on	يستمر في القيادة
one-way street	شارع اتجاه واحد
pay a tax	يدفع ضريبة
side street	شارع جانبي
speed limit	حد السرعة
teenage children	المراهقون
turn left	يتجه يساراً

### **Vocabulary**

allow	يسمح
ban	يمنع
careful	حذر
fine	غرامة
fine	غرامه
park	يركن السيارة
permit	يصرح بـ
present	حالي
raise	يرتفع
strict	صارم
traffic	الممرور

## Unit 16

### astrologer, astronomer, futurologist

**astrologer** (منجم): a person who tells the future by studying the influence of the stars and planets on human affairs.

Example: *Jack met an astrologer who told him that he would die soon.*

**astronomer** (عالم فلك): a person who studies the stars and planets in a scientific way.

Example: *Astronomers from around the world held a meeting to discuss the solar eclipse.* كسوف الشمس

**futurologist** (عالم التنبؤ بالمستقبل): a person who makes scientific predictions about the future depending on a study of what is happening in the present.

Example: *Futurologists predict that there will be a great change in the environment.*

### waste, wasteful

**waste** (مهمل): of no use.

Example: *Please throw the waste paper in the basket.*

**wasteful** (مبذر - مسرف): extravagant.

Example: *My wife is wasteful. She buys everything whether she wants it or not.*

### cure, treat, heal

**cure** (يشفي): to bring health to a diseased person.

Example: *When I left hospital, I was completely cured.*

**treat** (يعالج): to try to cure by medical means.

Example: *My sister is being treated in the hospital, but not yet cured.*

**heal** (يلتئم الجرح): (of wounds or injury) to become healthy again.

Example: *The wound in my hand is healing.*

### discover, invent, find out

**discover** (يكشف): to find out something that was not known before.

Example: *Scientists have discovered a new virus.*

**invent** (يخترع): to create something that did not exist before.

Example: *Alexander Graham Bell invented the telephone in 1876.*

**find out** (يعرف أمراً / يكتشف): to learn a fact.

Example: *I found out that they are brothers.*

### Expressions

based on	مبني على
common cold	نزلة برد
find out	يجد
for instance	على سبيل المثال

### Vocabulary

Antarctica	القارة المتجمدة
basically	أساساً
business	عمل
cancer	سرطان
completely	تماماً
develop	ينمي
education	تربيته
eliminate	يزيل
employ	يوظف

floating	طافية
Jupiter	كوكب المشتري
method	طريقه
noisy	صاخب
obviously	بوضوح
planet	كوكب
pollution	التلوث
predict	يتنبأ
prediction	تنبؤ
project	مشروع
really	حقاً
replace	يستبدل
research	بحث
similar	مشابه

## Unit 17

### outlook, view

**outlook** (مشرف): the outlook of a house: the way it faces.

Example: *There is a garden in front of the house, which makes a nice outlook.*

**view** (منظر): what we see from the window.

Example: *There is a wonderful view of the sea from my bedroom window.*

### nearly, almost, about

**nearly - almost** (تقريباً - أو أقل قليلاً): a little less than.

Example: *It took nearly two weeks to finish the project.* المشروع

*almost* is stronger than *nearly*. It means *very nearly*

Example: *Almost all the guests have arrived.*

**about** (تقريباً - أقل أو أكثر): a little less or little more than.

Example: *We spent about an hour in the meeting.*

### would prefer, would rather, had rather

**would prefer** (أفضل أن): يأتي بعدها المصدر مع (أن)

Example: *I would prefer to have a drink.*

**would rather** (أفضل أن): يأتي بعدها المصدر بدون (أن)

Example: *I would rather have a drink.*

**had rather** (أفضل): يأتي بعدها جملة (فعل وفاعل)

Example: *I had rather you have a drink.*

### affect, effect

**affect** (يؤثر على): to produce an effect upon. تستخدم غالباً مع التأثير السيئ

Example: *Smoking affects health. | This decision affects the future of the company.*

**effect**: 1. as a noun: the result or consequence of an action. (تأثير)

Example: *TV's have some good effects and some bad effects on society.*

2. as a verb: to bring about; accomplish. (يحقق - ينجز)

Example: *He effected many changes to the plan.*

### Expressions

by midnight	مع منتصف الليل
cheerful music	موسيقى مرحة
come true	يتحقق

foggy night	ليله كثيرة الضباب
weather forecast	تنبؤات جوية

## Vocabulary

announcer	مذيع
announce	يعلن
area	منطقة
average	متوسط
cancel	يلغى
Celsius	درجه مؤويه
cheerful	مبتهج
conference	مؤتمر
correspondent	مراسل
foggy	ملى بالضباب
heavily	بكثره
popular	محبوب
remain	يبقى
remains	بقايا
representative	ممثل
unchanged	ثابت

## Unit 18

### employ, appoint, hire

**employ** (يوظف): to use the services of a person in return for payment.

Example: *The company employs 55 people.*

**appoint** (يعين): to assign a post or position to someone.

Example: *He is appointed general manager of the company.*

**hire** (يستأجر): to employ someone for some time in return for payment.

Example: *We hired a man to remove the dirt near the house.*

### salary, wage, fee

**salary** (مرتب): money paid monthly or quarterly for employees.

Example: *Employees in the company demand a rise in their salaries.*

**wage** (أجر): money paid daily or weekly to workers.

Example: *This worker gets a little weekly wage.*

**fee** (أتعاب): money paid for a professional man (e.g. doctor, lawyer) for a service.

Example: *The doctor's fee is 20 pounds.*

### Expressions

application form	طلب وظيفة
apply for	يتقدم لطلب وظيفة
background experience	تجارب سابقة
block capitals	حروف كبيره
fluent in	فصيح في
in detail	بالتفصيل
job application	طلب وظيفة
overseas travel	السفر للخارج
personal statement	بيانات شخصية

reason with	يجادل مع
tell a joke	يحكي نكتة
tell the truth	يقول الحقيقة
the cause of	سبب
work history	بيان عن الوظائف السابقة

## Vocabulary

ambitious	طموح
command	تمكن
details	تفاصيل
dislike	يكره
employer	صاحب العمل
employment	عماله
extrovert	انبساطي
introvert	انطوائي
kind	عطوف / نوع
nationality	جنسيه
optimistic	متفائل
pessimistic	متشائم
punctual	منتظم
questionnaire	استبيان
reason	سبب
reliable	يعتمد عليه
sex	جنس
shy	خجول
talkative	ثرثار
unemployment	بطالة
visa	تأشيرة

## Unit 19

### alone, lonely

**alone** (بمفرده): without others.

Example: *He lives alone in a big house.*

**lonely** (لديه إحساس بالوحدة): feeling unhappy because of being without companions.

Example: *He felt lonely after his wife left him.*

### stranger, foreigner

**stranger** (شخص غريب): a person you do not know.

Example: *The father told his child not to talk to strangers.*

**foreigner** (شخص أجنبي): a person from another country.

Example: *In a big university you can meet a lot of foreigners.*

### shyness, shame

**shyness** (خجل): the feeling of timidity or uneasiness in the company of others.

Example: *His shyness prevents him from talking to any woman.*

**shame** (خزي): disgrace; the feeling of distress because of a folly حماقة of oneself or an associate.

Example: *His bad conduct سلوك brought shame to all of his family.*

## outdoor, outdoors

**outdoor** (خارجي - خارج المنزل): adj., done out of doors.

Example: *He likes outdoor games.*

**outdoors** (في الخارج - خارج المنزل): adv., in or into the open air.

Example: *He spends most of his time outdoors.*

## Vocabulary

active	نشط
activity	نشاط
admire	يعجب بـ
ambitious	طموح
anxious	قلق
arrows	أسهم
balanced	متوازن
bear	يتحمل
bossy	ديكتاتوري
calm	هادئ
cheerful	مرح
company	رفقه
considerate	مراع لشعور الآخرين
efficient	كفاء
experienced	خبير
extrovert	انبساطي
intelligent	نكي
introvert	انطوائي
joke	نكته
kind	عطوف
lively	نشط
normal	طبيعي
occasionally	من وقت لآخر
optimistic	متفائل
overcome	يتغلب علي
pessimistic	متشائم
punctual	منضبط
reliable	موثوق فيه
shyness	خجل
sociable	اجتماعي
superficial	سطحي
talkative	ثرثار
visitors	زوار
worry	يقلق

## Unit 20

### recognize, know

**recognize** (يتعرف على): to know again.

Example: *He changed so much, and I couldn't recognize him.*

**know** (يعرف): have in mind

Example: *I know him very well. He is my friend.*

## Expressions

a couple of hours	ساعتين
a married couple	زوجان
can't help	لا يستطيع أن يمنع نفسه
feel like	يريد
it is worth	يستحق
it's no use	لا فائدة
the old days	أيام زمان

## Vocabulary

a drink	مشروب
acquaintances	معارف
avoid	يتجنب
cool	بارد
delay	يؤجل
delighted	مسرور
delightful	بهيج
deny	ينكر
fancy	يتخيل
recognize	يتعرف علي
regret	يندم
sound	يبدو
surprise	دهشة

## List of Proverbs

A cat has nine lives.	القط لها تسعة أرواح.
A drowning man will clutch at a straw.	الغريق يتعلق بقشة.
A friend in need is a friend indeed.	الصديق الحقيقي يظهر وقت الشدة.
A house divided against itself cannot stand.	الانقسام ضعف.
A liar is not believed when he tells the truth.	لا أحد يصدق الكذاب عندما يخبر بالحقيقة.
A little learning is a dangerous thing.	قليل من العلم هو شئ خطير.
A man can only die once.	الرجل لا يموت إلا مرة واحدة.
A man of words and not of deeds is like a garden full of weeds.	رجل يتكلم ولا يعمل كحديقة مليئة بالأعشاب الضارة.
A soft answer turneth a way wrath.	الإجابة الرقيقة تطرد الغضب.
A stitch in time saves nine.	غرزه في وقتها توفر تسعة غرز فيما بعد.
Actions speak louder than words.	الأفعال صوتها أعلى من الكلمات.
After a storm comes a calm.	بعد العاصفة يأتي الهدوء.
All roads lead to Rome.	كل الطرق تؤدي إلى روما.
All that glitters is not gold.	ليس كل ما يلمع ذهباً.
An eye for an eye, and a tooth for a tooth.	العين بالعين والسن بالسن.
Appearances are deceptive.	المظاهر خادعة.
Better bend than break.	لأن تتحني خير من أن تنكسر.
Better late than never.	التأخير خير من عدم الحضور.
Better to ask the way than go astray.	أن تسأل عن الطريق خير من أن تضل.



Between two stools you fall to the ground.	إذا احترت بين كرسيين ستقع على الأرض.
Diamond cuts diamond.	لا يفل الحديد إلا الحديد.
Do as you would be done by.	عامل الناس كما تحب أن يعاملوك.
Early to bed and early to rise make a man healthy, wealthy and wise.	نم مبكراً واستيقظ مبكراً، تعيش صحيحاً، غنياً وحكيماً.
Easier said than done.	القول أسهل من العمل.
Easy come, easy go.	ما أتى سهلاً ذهب سهلاً.
Everything comes to him who waits.	من يصبر ينال.
Everything must have a beginning.	كل شيء يحتاج إلى بداية.
Evil be to him who evil thinks.	من حفر حفرة لأخيه وقع فيها.
Experience is the mother of wisdom.	الخبرة أم الحكمة.
First impressions are most lasting.	الانطباعات الأولى تدوم.
Forgive and forget.	اغفر وانسي.
Fortune knocks at least once at every man's gate.	الحظ يدق على كل باب مرة واحدة على الأقل.
God helps those who help themselves.	الله يساعد من يساعدون أنفسهم.
Grasp all, lose all.	إذا حاولت كسب كل شيء تخسر كل شيء.
Half the world knows not how the other half lives.	نصف العالم لا يدري شيء عن النصف الآخر.
Haste makes waste.	في العجلة الندامة.
He laughs best who laughs last.	يضحك كثيراً من يضحك أخيراً.
He who hesitates is lost.	من يتردد يضيع.
He who would climb the ladder must begin at bottom.	من يصعد السلم لابد أن يبدأ من القاع.
Health is better than wealth.	الصحة أفضل من المال.
History repeats itself.	التاريخ يعيد نفسه.
Honesty is the best policy.	الشرف أفضل السياسات.
If at first you don't succeed, try, try and try again.	إذا لم تنجح مرة فحاول مرات.
If you run after two hares you will catch neither.	إذا جريت وراء أرنبين فلن تمسك أيًا منهما.
If you want peace prepare for war.	إذا أردت السلام أعد للحرب.
It is better to give than to take.	العطاء أفضل من الأخذ.
It is easier to pull down than to build.	الهدم أسهل من البناء.
It is ill jesting with edged tools.	المزاح بالسلاح مزاح سخيف.
It is ill striving against the stream.	لا فائدة من السباحة ضد التيار.
It is love that makes the world go round.	الحياة لا تسير بدون حب.
It is never too late to mend.	لم يتأخر الوقت أبداً عن الإصلاح.
It is no use crying over spilt milk.	لا تبكي على اللبن المسكوب.
It takes all sorts to make a world.	لا بد من التنوع لوجود العالم.
Know your own faults before blaming others for theirs.	اعرف خطأك قبل أن تلوم الآخرين على أخطائهم.
Knowledge is power.	المعرفة قوة.
Laugh and the world laughs with you, weep and you weep alone.	اضحك يضحك معك العالم، ابك تبك وحدك.
Learn to walk before you run.	تعلم المشي قبل الجري.
Let bygones be bygones.	ما فات مات.
Life is short and time is swift.	الحياة قصيرة والوقت يمر.

Light not a candle to the sun.	الواضح لا يحتاج برهان.
Lightly comes lightly goes.	ما جاء سهلاً يضيع سهلاً.
Like father, like son.	الابن كأبيه.
Live and learn.	عش وتعلم .
Live not to eat, but eat to live.	لا تعيش لتأكل ولكن كل لتعيش .
Look before you leap.	انظر قبل أن تقفز .
Love is blind.	الحب أعمى .
Man proposes, God disposes.	الإنسان يدبر و الله يقدر .
May God defend me from my friends; I can defend myself from my enemies.	اللهم احمني من أصدقائي أما أعدائي فإني كفيل بهم .
Men are known by the company they keep.	الرجال يعرفون بأصدقائهم .
Men are not to be measured in inches.	الرجال لا يقاسون بالبوصات .
Moderation in all things.	الاعتدال في كل شيء .
Need is the mother of invention.	الحاجة أم الاختراع .
Never judge by appearances.	لا تحكم بالمظاهر .
Never put off till tomorrow what may be done today.	لا تؤجل عمل اليوم إلى الغد.
Never say die.	لا تيأس.
Never tell your enemy that your foot aches.	لا تخبر عدوك عن نقاط ضعفك.
Never trouble trouble till trouble troubles you.	لا تبحث عن المشاكل.
No gain without pain.	لا مكسب بلا تعب.
No man is content with his lot.	لا أحد يرضى بنصيبه.
No man is infallible.	كل بن آدم خطأ.
Nothing seek, nothing find.	من لا يبحث لا يجد.
One cannot put back the clock.	لا يستطيع أحد أن يعيد الزمن للوراء.
One is never too old to learn.	لا أحد يكبر على العلم.
One lie makes many.	الكذب مرة يؤدي إلى الكذب مرات.
Opportunity seldom knocks twice.	نادراً ما تأتي الفرصة مرتين.
Out of sight out of mind.	البعيد عن العين بعيد عن القلب.
Patience is virtue.	الصبر فضيلة.
Pleasant hours fly fast.	الساعات السعيدة تمر بسرعة.
Poverty is no sin.	الفقر ليس ذنباً.
Practice makes perfect.	التدريب يورث الإتقان.
Practice what you preach.	نفذ ما تعظ.
Prevention is better than cure.	الوقاية خير من العلاج.
Prosperity makes friends; adversity tries them.	الرخاء يجمع الأصدقاء و الشدة تختبرهم.
Rats desert a sinking ship.	الفران تهجر السفينة الغارقة.
Rome was not built in a day.	لم تبنى روما في يوم.
Safety lies in the middle course.	السلامة في الاعتدال.
Self-praise is no recommendation.	مدح الذات لا يعتد به.
So many countries, so many customs.	بعده البلاد توجد عادات.
Some are wise and some are otherwise.	بعض الناس حكماء والبعض ليسو كذلك.
Speech is silver; silence is golden.	الكلام من فضة والسكوت من ذهب.
Stretch your legs according to your coverlet.	على قدر فراشك مد ساقيك.
Strike while the iron is hot.	اطرق الحديد وهو ساخن.

Submitting to one wrong brings on another.	إذا تركت حقك مرة سلبت كل حقوقك.
Take the rough with the smooth.	لا بد أن تقبل الرديء من أجل الجيد.
Take the will for the deed.	خذ الأعمال بالنيات.
The darkest hour is that before the dawn.	أظلم الساعات هي تلك التي تسبق الفجر.
The devil finds work for idle hands.	الشيطان يجد عملاً لمن لا يعمل.
The early bird catches the worm.	الطائر المبكر يفوز بالطعام.
The end justifies the mean.	الغاية تبرر الوسيلة.
The first blow is half the battle.	الضربة الأولى نصف المعركة.
The greatest talkers are the least doers.	من أكثر كلامه قل فعله.
The last straw breaks the camels back.	القشة الأخيرة قصمت ظهر البعير.
The pen is mightier than the sword.	القلم أقوى من السيف.
The road to hell is paved with good intentions.	الطريق إلى جهنم مفروش بحسن النوايا.
The rotten apple inures its neighbours.	التفاحة العطنة تصيب جيرانها.
The tongue is not steel, yet it cuts.	اللسان ليس حديد لكنه يقطع.
The truth will out.	لا بد أن تنكشف الحقيقة.
There are two sides to every question.	هناك جانبان لكل مسألة.
There is a time to speak and a time to be silent.	هناك وقت للكلام ووقت للصمت.
There is no pleasure without pain.	لا سعادة بلا ألم.
There is no rose without a thorn.	لا ورد بلا شوك .
There is no royal road to learning.	لا طريق سهل للتعلم .
There is no smoke without fire.	لا دخان بلا نار .
There is nothing new under the sun.	لا جديد تحت الشمس .
There is safety in numbers.	الأمان في الكثرة.
There is no time like the present.	لا وقت أنسب من الوقت الحالي.
They brag most who can do least.	يفاخرون كثيراً من يفعل قليلاً.
Think not on what you lack as much as on what you have.	لا تفكر فيما ينقصك قدر ما تفكر فيما لديك.
Things are seldom what they seem.	نادراً ما تكون الأشياء كما تبدو.
Things done cannot be undone.	ما حدث لا يمكن إزالته.
Those who live in glass houses should not throw stones.	من كان بيته من زجاج لا ينبغي أن يلقي الناس بالطوب.
Time and tide wait for no man.	الوقت و الفرصة لا تنتظران أحد.
To err is human, to forgive, divine.	الإنسان خطأ.
Two blacks do not make a white.	خطأ غيرك لا يبرر خطأك.
Two heads are better than one.	المشورة أفضل من الافراد بالرأي.
United we stand, divided we fall	نقف إذا اتحدنا و نقع إذا انقسمنا.
Variety is the spice of life.	التنوع نكهة الحياة.
Walls have ears.	الحوائط لها آذان.
Want is the mother of industry.	الحاجة أم الصناعة.
Well begun is half done.	البداية الجيدة نصف العمل .
What can't be cured must be endured.	ما لا علاج له لا بد من احتماله .
When all men speak, no man hears.	عندما يتحدث الجميع لا أحد يسمع .
When the cat is away the mice will play.	إذا غاب القط لعب الفأر .

## Exercises:

### Choose the right word:

- They will go on a 20 days (trip – journey – flight) to Alaska.
- Our soldiers undertook some (trips – picnics – expeditions) against the enemy posts.
- He participated in the (expedition – voyage – journey) as a translator.
- His business (journey – trip – flight) will last for two days only.
- He booked two tickets on (journey – flight – trip) number 195.
- The rich man offers the journalists (an excursion – a journey – a trip) into his plantations الزراعات.
- No one can deny the importance of (trip – voyage – travel).
- They wished us a happy (excursion – voyage - travel).
- Goods used to be carried by (carriages – cars – carts) in the past.
- Before the invention of trains, people used (cars- carriages- carts) for transport.
- He prefers trains to (carts – cars – cars).
- They booked three tickets in a first class (car – carriage – cart)
- They took a (car – carriage – cart) for a picnic in Al-Qanater.
- The train consists of 12 (carriages – carts – car).
- Sometimes she sits for hours on a (chair – stool – seat) applying makeup.
- I know this woman who is sitting on the car (seat - chair – stool).
- She bought a new piano (chair – stool – seat).
- Some of the dining room (seats - chairs – stools) are broken, so he will get a carpenter to repair them.
- Now, I (observe – look – see) your point
- Would you like some (another – others – other)?
- He got (an artist – a painter – a plumber) to paint his apartment.
- Many young people (look – see – observe) actors as models to be followed.
- They were (seen – observed – looked) entering the bank.
- He does not (see – look – observe) very well with his right eye.
- They remained (looking – seeing – observing) at the moon for hours.
- Ancient Egyptians used to (see – observe – look) the movement of stars.
- He held the wheel with one hand and waved with the (another – other – others).
- Though the plan has been approved, some go to the (other – another – other) extreme and refuse it.
- The students help one (others – other – another).
- The boys like each (other – another – others).
- The colour of this room does not appeal to me. I will get (an artist – a painter – a painting) to replace it with a more lovely one.
- Picasso was a great (painter – paints – painting).
- Late Mohammed Abdul-Wahhab was an eminent (art – painter – artist).
- He is a (known – renowned - famous) footballer.
- Egypt is (well-known – renowned – known) for the Pyramids.
- It is an area (known – famous – notorious) for crime.
- The doctor advised him to give (up – in – at) smoking.
- He finally gave (up – at – in) to my viewpoint.
- They will (give – make – do) a party on occasion of their son's return from U.S.A.

- He travelled to France to give some (parties – lectures – performances) on Egyptology.
- Two casualties are in (criticism – critic – critical) state.
- The famous singer will give a (concert – performance – lecture) in the Opera House.
- The (reviews – revisions – views) on the recent series of films are not favourable.
- Who is your (favour – favourite – favoured) singer?
- The book urgently needs some (review – views - revision).
- He is (favoured – favour – favourite) with a nice voice.
- My father is a (critical – criticism – critic) working for a literary magazine.
- The situation in the region is highly (critic – critical – criticism).
- Everyone (are – is – am) upset at the new law.
- Everyone can express (his – their – its) views in the way they like.
- (Every – Every one – Everyone) of them aspires for the job.
- I am (enjoyed – enjoyable – fond) of listening to classic music.
- The book is extremely (interest – interested – interesting).
- We spent (interested – interest – enjoyable) summer vacation in Alexandria.
- He is (lazy – inactive – stupid). He always delays work.
- He seems (lazy – stupid – silly) as he falls in the trick twice.
- Doctors (pay attention to – take care of – look after) ill people.
- Please, (take care of – pay attention to – look after) the baby until I fetch something from the supermarket.
- Students should (look after - take care of – pay attention to) what the lecturer says.
- Learning (strange – odd – foreign) languages widens one's general knowledge.
- He is shy. He does not like to talk to (strange – foreigners – strangers).
- In their early days in the university, some students feel (foreign – strange – odd).
- Children are told not to approach يقترب من (serious – danger – dangerous) animals in the zoo.
- The situation is extremely (serious – dangerous – dangerous).
- The Egyptian economy has successfully passed the most (danger – dangerous – serious) stages.
- He (can – able – capable) speak English and French fluently.
- I do not think he is (able – can – capable) of lifting the weight.
- We are now (able – capable – can) to take the suitable action without pressure from any party.
- In the British country, houses are (enclosed – included – surrounded) by beautiful gardens.
- The Prime Minister is (included – surrounded – enclosed) by reporters and journalists.
- Please, (enclose – include – surround) a recent photo with your letter.
- The report (encloses – includes – content) some points of particular interest to me.
- (The next day – The other day – Tomorrow) we will meet again to compete the discussion.
- He reached Paris on Friday. (The next day – The other day – Tomorrow) he left it for Munich.

- I did not meet him yesterday. Perhaps, I saw him (the other day – tomorrow – the next day).
- The accident (took place – took – take over) as a result of yesterday's bad weather.
- He is known (in – for – with) many literary works.
- When the manager is absent, the deputy will (take place – place - take his place).
- She (ignored – ignorant – ignoring) her mother's advice not to walk in this dark street.
- He (ignores – is ignorant – is ignoring) of the punishment he may face for the act he did.
- The government is now doing its best to fight (ignorance – illiteracy – illiterate) among young women.
- He claimed (illiteracy - ignorance – illiterate) of the rules and refused to pay the fine.
- It is fashion (designers – architects – engineers) that set the fashions of the year.
- This building is the work of many (designers – architects – engineers).
- Yesterday, I got up late and (caught – missed – lost) the train.
- He arrives at the station in time and (catches – loses – misses) the non-stop train.
- The bus driver was in hurry. The moment we got (on –of –out), he drove away.
- The train was late, so we got (into - on - off) at 3 a.m.
- (I'd like – I like – I will like) some orange juice, please.
- I have to work after hours today, so (I like – will like - I'd like) you to inform my wife of my late coming back.
- Cars are forbidden from parking on the (pavement – platform – plateau).
- Children should wait on the (platform – pavement – road) until the traffic light becomes red.
- Passengers use the (pavement – platform – parking) to wait for trains.
- The children were asleep, so he got (in – on – into) quietly.
- The train was so crowded that some passengers could hardly get (in – at – on).
- The manager insists that any potential (change – changing – changes) could affect the work progress.
- The 1952 Revolution (changes – changed – change) Egypt's course of events.
- The tourist left the (change – changes – changing) for the flower seller.
- More than one (detective – detect – detection) investigated the case and found him innocent.
- The rich man employs several (detectives – private detectives – eyes) to investigate the sudden death of his son.
- She (dressed – dressed up – got dressed) well and went to the party.
- It took one hour of her to (dress –dress in – dress up).
- I was so tired that I could not hang my clothes in the (sideboard – cupboard – wardrobe).
- Please get a cup from the (cupboard – wardrobe – sideboard).
- She keeps the plates in the (sideboards – wardrobes – cupboards) so as to be near to dining table.
- No use carrying over (spelled – spill – spilt) milk.
- The road (spells – splits – spills) into two separate ways at the end.

- He always puts his hands near his pocket lest it should be (robbed – stolen – taken).
- The criminals who have (stolen – taken – robbed) the bank are sentenced three years in prison.
- A lake in the desert is merely an optical (deception – illusion – delusion).
- I do not like working in environments where (delusion - illusion – falsity) is prevalent.
- He carried the heavy weight and walked for ten miles (firmly – steadily – steady).
- We (firm - firmly – steadily) believe in the existence of God.
- She (cheated – deceived – deluded) him and married another man.
- Goha (deluded – deceived – tricked) the thieves and ran away with the money.
- He is sent to jail السجن for (deceiving – cheating – deluding) some Upper Egyptians out of their money.
- I (guess – expect – imagine) he is the criminal.
- When I was in secondary school, my teachers (guessed – imagined – expected) me to be a successful doctor.
- We used to walk in this (road – avenue – street) at sunset when we were engaged.
- The minister promised to provide lights to the (roads – streets – revenues) from Cairo to some provinces to limit the number of accidents.
- He lives in Ahmed Orabi (Avenue, Street, Road), Giza.
- Some still doubts the movement of the earth (around – round – over) the sun.
- The child went (round – near – around) and got lost.
- Every year his father sends him a (box – parcel – container) from a broad.
- I am looking for my (box – packet – parcel) of matches.
- I'd like a cup of tea with one (box – parcel – packet) only.
- Please, be quiet. The baby is (sleeping – sleep – sleepy).
- They fell (sleeping – asleep – sleep) shortly before the end of the film.
  
- The (discovery - invention – finding) of television was a great breakthrough in the advancement of the word.
- We have to keep in contact with outside world to know the recent scientific (discoveries – discovers – discoverers).
- Some (inventions – discoveries – invents) have been made be accident.
- Europeans made numerous (discoveries – explorations – inventions) into the African jungles.
- No one can deny the (technical – technological – technique) advancements made by the Japanese in computer industry.
- It seems that a (technique – technical – technological) problem has delayed the launch of the space shuttle.
- Most governments view (human – humanity – humane) resources development as a top priority.
- It is kind of him to take part in some (humanity – humane – human) activities of our society.
- (Calculator – Computer – Calculation) knowledge is a must.
- He is allowed to attend the math test with a (calculator – bag – computer) in his bag.
- My father has rented a flat in Alexandria as we are going to spend the summer (leave – vacation – holiday) there.

- We do not go to work in national (leaves – vacations – holidays).
- Tomorrow, I will be on (holiday - leave - vacation) to visit my friend in hospital.
- The doctors always (advise – advice – recommend) him not to work for long hours.
- I received their (advise – recommend – advice) all heartily.
- It is (quite – quiet – quietly) nonsense to leave the hotel gates without guards.
- The lecturer asked the attendants to keep (quiet – quite – quietly).
- A (history – historical – historic) peace conference was held in Sharm El-Sheik resort.
- We must deduce lessons for the future from (historic – historical – history) events.
- He threw the book in a fit of (anger – fury – rage).
- The people protested against the meeting and expressed their (anger – rage – fury).
- He is (raged – furious – angry) at the mindless bureaucracy.
- She suppressed her (fury – anger – rage) and carried out the instructions.
- Beware the (rage – anger – fury) of a patient man.
- Do not worry about the baby. Everything will be (right – all right – all correct).
- The car is not a good value (for – of – to) money.
- Advanced countries know well the value (for – at – of) time.
- She (picked out – chose – picked) a pen and wrote a letter to her father.
- He always (picks – picks out – chooses) the nicest words when he talks to his wife.
- He knows my father so he always compares me (with - to – for) him.
- We cannot compare our little contributions (for – to – with) the revolution he made in the industry.
- Egyptian (productions – products – produces) are now available in European and American markets.
- Increasing (product – produce – production) is the only way out.
- He hires more farmers to increase the (product – production – produce) of his farm.
- We brought the new furniture in a delivery (car – van – vehicle).
- His workplace is far from his house, so he has to buy a (car – vehicle – van).
- The road is being repaired now. No vehicles are allowed to pass though it.
- The (enter – entrance – entry) of the building is blocked.
- You can't go in. There is a "No (Entrance – Enter – Entry)" sign.
- "It is a fantastic film." ("So it is." – "Really." "So do I.")
- "I like that show." ("Indeed." – "So do I." – "So it is.")
- I wanted to repair the car myself, but my father did not (let me – let's – let us).
- (Let us – Let me – Let's) go to the library.
- He is a kind doorman. He (let us – let – let's) get in although we came late.
- He leads a team of (astronomers – astrologers – futurologists) to study the phenomenon of lunar eclipse خسوف القمر.
- Some famous figures consult (futureslogists – astronomers – astrologists) before taking any action.
- If the predictions made by (futureslogists – astronomers – astrologists) are true, the image of the world will be changed a lot.
- (Wasted – Wasteful – Waste) materials are thrown in far areas.
- Some wives are wise, others are (waste – wasteful – wasted).



- Vegetables are supposed to (treat – heal – cure) weak eyesight.
- The government sent some casualties to be (treated – cured – healed) abroad.
- The victory has (healed- cured – treated) the injury in the nation’s dignity كرامة الأمة.
- By accident he (discovered – invented – found) his wife’s disloyalty.
- In the art of life man (invents – discovers – finds out) nothing but in the art of death he outdoes nature itself.
- He (finds – finds out – discovers) that the pen is not in the bag.
- The Nile River makes a magnificent (outlook – view – look) for our new house.
- The (look – outlook – view) of sunset is fantastic indeed.
- The shy girl attended the party and talked to (almost – nearly – quite) no one.
- The train was (about - nearly – almost) full but I managed to find a space to stand in.
- The plumber took (nearly – almost – about) an hour to fix the broken pipe.
- I (would prefer – would rather – had rather) to go to bed now.
- The children (would prefer – had rather - would rather) leave for Alexandria tomorrow morning.
- I (would prefer – would rather – had rather) you come a little bit early.
- Smoking (effects – affects – affect) one’s health badly.
- Environment has a significant (effect – effects – affect) on children’s mentality عقلية.
- Our positive movement has (affected – effected – result) the historic decision.
- Some nurseries prefer to (employ – hire – appoint) foreign teachers.
- He had recently been (employed – hired – appointed) the General Manager for the company.
- She (hires – employs – appoints) a woman to clean the flat every week.
- Some young men travel to Gulf states seeking jobs with high (fees – wages – salaries).
- I got a carpenter to repair the broken chair and paid him the (salary – wage – fee).
- The lawyer asks for a high (fee – wage – salary) to plead يترافع عن for the criminal.
- His wife is away and now he lives (lonely – alone – isolated).
- He feels (lonely – isolated – alone) after the death of his family.
- Don’t talk to (foreigners – strangers – foreign).
- Despite they are illiterate, they can talk to (foreign – strangers – foreigners) fluently.
- Her (shy – shyness – shame) has greatly limited her acquaintances معارف.
- Bad boys bring (shy – shyness – shame) to their families.
- He returns home late every night. He likes (indoor – outdoor – internal) activities.
- Woman can practice some (outdoor – door – indoor) sports in their houses.
- I (recognized – identified – knew) my old friend Ali in the photograph.
- She claims that she (recognize – know – identify) the prime minister in person.
- The police managed to (identify – know – recognize) the identity of the robbers.

# Language Functions - Mini-Dialogue

الوظائف اللغوية

## (Mini-Dialogue)



: Sometimes I cannot find words that are suitable for the occasion.

: You should learn how to use a mini-dialogue.



## 1. Thanking

الشكر

There are several ways to express thanking, among them are:

- Thanks.
- Thank you.
- Thank you for helping me.
- How can I ever thank you.

### [Responding]

There are also several ways to respond to thanks:

- You're welcome.
- It's OK.
- Don't mention it.
- No need to thank me.

### Situation:

You have a difficult math exercise. Your friend helps you with your exercise. You thank him.

*You:* Thank you for helping me. (Thanking)

*Your friend:* Don't mention it.



## 2. Gratitude

إظهار الامتنان

There are several ways to express gratitude, among them are:

- How thoughtful of you.
- I'm really grateful to you.
- That's very kind of you.
- I really appreciate what you have done for me.

### [Responding]

- That's quite all right.
- It's my pleasure.

### Situation:

Your friend offers you flowers when he visits you in hospital.

*You:* How thoughtful of you! (Expressing gratitude)

*Your friend:* It's my pleasure.

### 3. Apologizing

الاعتذار

There are several ways to express apology, among them are:

- I'm sorry.
- So sorry.
- I'm terribly sorry.
- I'm awfully sorry.
- I apologize for my rudeness.
- Sorry. That was clumsy of me.
- Sorry. That was stupid of me.
- Sorry. I didn't mean to hurt you.

#### [Responding]

There are also several ways to accept apology:

- That's all right.
- It's OK.
- Forget about it.
- No problem.
- Think nothing of it.
- No matter.
- Never mind.
- There's no harm done.

#### **Situation:**

Your friend asked you to post a letter for him, but you forgot. You meet him and apologize to him.

*You:* I'm awfully sorry. I forgot to post the letter for you. (Apologizing)

*Your friend:* No problem. You can post it later.

### 4. Suggestion

الاقتراح

- **Let's** go for a walk.
- **What about** going for a walk?
- **How about** going for a walk?
- **Why don't we** go for a walk?
- **Come for a walk with me.**

#### [Accepting]

- That's a good idea.
- I'd love to.
- That would be nice.

#### [Refusing]

- I'm afraid I can't.
- No, thank you.

#### **Situation:**

Your friend is bored. You suggest to him going to Alexandria this weekend.

*You:* What about going to Alexandria this weekend? (Making a suggestion)

*Your friend:* That's a good idea.

### 5. Offering

العرض

#### **Offering Help in General**

عرض المساعدة بشكل عام

- Can I help you?
- Is there anything I can do for you?
- Do you need some help?

- Do you need a hand?

**[Accepting]**

- Yes, please. Is there a post office near here?

**[Refusing]**

- No, thanks.

**Offering help in doing something**

عرض المساعدة في عمل شيء معين

- **Shall I** carry the bag **for you**?
- **Can I** carry the bag **for you**?
- **Let me** carry the bag **for you**.
- **Do you need me to** carry the bag **for you**?

**[Accepting]**

- Yes, please. That's very kind of you.

**[Refusing]**

- No, thank you. I can manage.

**Offering Food or Drinks**

عرض طعام أو مشروب

- **Would you like** a cup of tea?
- **Would you like** some soup before dinner?

**[Accepting]**

- Yes, I'd like one, please.
- Yes, I'd like some, please.

**[Refusing]**

- No, thanks. I don't want any.



**6. Meeting People**

مقابلة الناس

**Introducing Oneself**

تعريف الشخص بنفسه

- Hi. My name is Susan.
- Hi. I'm Sara. What's your name?
- May I introduce myself? My name is Susan.

**[Reply]**

- How do you do?
- Pleased to meet you.
- Glad to know you.

**Introducing People**

تعريف شخص بشخص آخر

- **This is** Mr. Smith.
- **I'd like to introduce** Mr. Smith **to you**.
- **I'd like you to meet** Mr. Smith.
- **May I introduce** Mr. Smith **to you**?

**[Reply]**

- I'm very pleased to meet you.
- How do you do?

**Situation:**

At a party.

*Mrs. Woodfin:* Oh! Sara. May I introduce Mr. Smith to you?

*Sara:* How do you do Mr. Smith.

**Meeting people after a long time**

مقابلة الناس بعد طول غياب

- How nice to see you again. Where have you been?

- I haven't seen you for ages. Where have you been?
- We haven't seen much of you lately. Where have you been?

**[Reply]**

- I've been in England for three years.
- I've been away on holiday.

**Situation:**

Salma sees her friend Hoda whom she hasn't seen for a long time.

*Salma:* Hello Hoda. How nice to see you again! Where have you been?

*Hoda:* Nice to see you too. I've been on a trip to the USA.

## 7. Invitation

الدعوة

- **I'm pleased to invite you to** my birthday party.
- **I'd like you to come to** my birthday party.
- **Would you come to** my birthday party?
- **How would you like to come to** my birthday party?
- **May I have the pleasure of inviting you to** my birthday party?

**[Accepting]**

- Great! I'd love to.
- Sure. I'd like to.

**[Refusing]**

- I wish I could, but I have another engagement.
- I'm afraid I can't. I have another appointment.

**Situation:**

You are inviting your friend to a party.

*You:* I'm giving a party on Friday, and I'd like you to come.

*Your friend:* Sure. I'd love to.

## 8. Request

الطلب

- **May I have** two tickets, **please**?
- **May I ask you to** lend me your camera?
- **Could you please** post this letter for me?
- **Would you please** lend me your book?
- **Will you** shut the window for me?
- **Can you** open the door for me?
- **Would you mind** helping me with this bag?

**Accepting:** No, not at all.

**Declining:** I'm sorry I can't.

Special Case

- **I wonder if you could** do me a favour?

**[Accepting]**

- With pleasure.
- Yes, of course.
- Sure.
- Any time.

**[Declining]**

- No, I'm sorry.
- I'm afraid I can't.
- I'm sorry I can't.

**Situation:**

You need help with some English exercises.

*You:* Could you please help me with these English exercises? (Requesting)

*Your friend:* I'm afraid I can't. I'm very busy right now. (Declining politely)

## 9. Request for Permission

طلب الاستئذان

- **May I** use your telephone, **please**?
- **Excuse me. May I** attend the meeting?
- **Can I** see the doctor?
- **Could I** borrow your pen?
- **I wonder if I could** speak to the manager?

### [Accepting]

- Yes, of course.
- Sure.
- Be my guest.

### [Declining]

- No, I'm sorry.
- I'm afraid you can't.
- I'm sorry you can't.

### Situation:

You are visiting a friend in his home, and you remember that you need to make an important telephone call. You want to use his telephone.

*You:* May I use your telephone please? (Requesting for permission)

*Your friend:* Yes, of course.

## 10. Inquiring

الاستفسار

- **Would you please** show me the way to the station?
- **Excuse me. Can you** tell me the way to the post office?
- **I'd like** some information, please.
- **Do you know** where the nearest police station is?
- **Do you sell** science books?

### [Affirmative Response]

- Yes, certainly.
- Sure. It is the next street on the left.

### [Negative Response]

- I'm sorry, I don't know.
- I'm afraid, I don't know.

### Situation:

You enter a bookshop to buy a science book. But unfortunately they don't sell science books.

*You:* Excuse me. Do you sell science books? (Inquiring)

*Shop Assistant:* I'm sorry, we don't.

## 11. Congratulation

التهنئة

- Congratulations.
- Many congratulations.
- Congratulations. I'm very happy for you.
- I congratulate you on your engagement. خطوبة

### [Replying]

- Thanks.
- Thank you very much.

### Situation:

You meet a friend who has passed the exams. You congratulate him.  
*You:* I congratulate you on your success. (Congratulating)  
*Your friend:* Thanks.

## 12. Warning

التحذير

- Be careful.
- Look out.
- Take care.
- Mind you don't hurt yourself.

### [Replying]

- Thank you.
- Thank you, you saved my life.

### Situation 1:

Your friend is on his first visit to Cairo. You warn him against getting lost.

*You:* Be careful or you will get lost. (Warning)

*Your friend:* Thank you.

### Situation 2:

You see a young woman crossing the street while a car is coming.

*You:* Look out! A car is coming across the street. (Warning)

*The young woman:* Thank you very much. I might have been killed.

### Situation 3:

Your sister is cutting tomatoes with a knife. You warn her about hurting herself.

*You:* Mind you don't cut your fingers. (Warning)

*Your sister:* Thanks. I'll be careful.

## 13. Advising and Recommending

النصيحة والتوصية

- **You'd better** think about this.
- **I think you should** study harder.
- **If I were you, I would** act differently.
- **I recommend you** read this book.

### Situation:

Your friend is complaining of a headache.

*Your friend:* I have a terrible headache.

*You:* You'd better see a doctor. (Giving sympathetic advice)

### **Advising not to do something**

- **I wouldn't advise you to** do this.
- **You shouldn't** go out in the rain.

### Situation:

It's raining. Your brother wants to go out, and you advise him not to.

*You:* You shouldn't go out in the rain? (Advising)

*Your brother:* I have to go anyway. (Declining)

## 14. Asking for an Opinion

أخذ الرأي

- What do you think of my new shirt?
- How do you like my new shirt?
- What is your opinion of the new film?

### [Showing liking]

- I like it.
- It's great / wonderful / very nice.

### [Showing dislike]

- I don't like it.
- It's not that great.
- It's awful.

#### **Situation:**

Salma and Samira have been in the cinema watching a movie.

*Salma:* How do you like the movie? (Asking opinion)

*Samira:* I like it. It's wonderful.

## 16. Expressing an Opinion

التعبير عن الرأي

- In my opinion, ...
- To my mind, ...
- I think that ...

#### **Situation:**

You and your friend are discussing TV.

*Your friend:* I think that watching TV is a waste of time. What do you think?

*You:* In my opinion, TV is useful both as entertainment and information media.

(Expressing opinion)

## 17. Wishing

التمني

- **I wish I** were in Japan.
- **If only I** were in Japan.

#### **Situation:**

You are talking with your friend.

*Your friend:* My brother has been living in Japan for three years.

*You:* I wish I were in Japan. (Wishing)

- **I wish I could** study abroad.
- **If only I could** study abroad.

#### **Situation:**

You are late and you won't be able to catch the train.

*You:* I wish I could catch the train. (Wishing)

- **I wish I had joined** the football team.
- **If only I had joined** the football team.

#### **Situation:**

You are now in the faculty of engineering, but your wish was to join the faculty of medicine.

*You:* If only I had joined the faculty of medicine.

## 18. Good Wishes for Others

التمني للناس

- I wish you the best of luck.
- Have a nice trip.
- Enjoy your stay.
- Good luck with the exams.

### [Replying]

- Thank you.
- I wish you the same.
- I hope so.

#### **Situation:**



Your friend is ill. You visit him in hospital.  
*You:* I hope you'll recover soon. (Wishing)  
*Your friend:* Thank you. I hope so.

## 19. Persuading

محاولة الإقناع

- This juice is delicious. Would you like to try it?
- It's a wonderful movie. How about watching it?
- Come on. Try this drink.

**Situation:**  
You are sitting with your friend. There is a TV programme you are interested in.  
*You:* There is a very interesting programme on TV. Would you like to watch it?  
(Persuading)  
*Your friend:* OK. Let's watch it.

## 20. Complaining

الشكوى

- I'm unhappy about my results.
- I've a terrible headache.
- I suffer from too much work.

**Situation:**  
You meet your friend. He is not looking well.  
*You:* You look tired. What's wrong with you?  
*Your friend:* I've a terrible headache. (Complaining)

## 21. Expressing Surprise

التعبير عن المفاجئة

- Oh dear!
- Goodness!
- Good gracious!
- What a surprise!
- How beautiful / fantastic / great!
- Fancy seeing you here!

**Situation:**  
You meet your old friend by sheer coincidence after long years of separation.  
*You:* What a surprise! Fancy seeing you here! (Expressing surprise)  
*Your friend:* How nice to see you again.

## 22. Expressing Admiration

التعبير عن الإعجاب

- It's wonderful / fantastic!
- What a nice place!
- What a good idea!
- How magnificent this car is!

**Situation:**  
Your friend shows you his new car.  
*Your friend:* This is my new car. How do you like it?  
*You:* It's fantastic! (Expressing admiration)

## 23. Expressing Worry

التعبير عن القلق

- I'm very worried.
- I'm anxious about the children.
- I'm nervous about the exams.

### [Reassuring]

- Don't worry!
- Take it easy!
- Calm down!
- Do not let things get the better of you!
- Don't concern yourself. Everything is going to be all right.

#### **Situation:**

Your father is late, and your mother is worried.

*Your mother:* I'm worried about your father. He's never been so late before.

(Expressing worry)

*You:* Don't worry. Maybe there is a horrible traffic jam.

## 24. Blaming

اللوم

- You shouldn't have done this.
- What a shame!
- How could you be so stupid!
- How dare you do this!
- You never think about my feelings.
- You're always doing that.

#### **Situation:**

Your friend has shouted at your younger sister. You blame her.

*You:* You shouldn't have shouted at her. (Blaming)

*Your brother:* But she kept annoying me.

## 25. Reminding

التذكير

- Remember to call!
- Don't forget your change!

#### **Situation:**

A mother is talking to her daughter.

*Child:* I'll go to sleep now.

*Mother:* OK, but don't forget to brush your teeth. (Reminding her to brush her teeth)

## 26. Agreeing

الموافقة في الرأي

- Yes. That's right
- Certainly.
- I quite agree with you.
- I couldn't agree more.
- I think so.
- I expect so.
- I hope so.

#### **Situation:**

You are talking with your friend.

*Your friend:* I think that in the next decade there will be a computer in every home.

*You:* I expect so. (Agreeing)

## 27. Disagreeing

المعارضة في الرأي

- I don't think so.
- No, you're wrong I'm afraid.
- That's quite impossible.

- I don't quite agree with you.

**Situation:**

You are discussing public transport with a friend.

*Your friend:* I think that the number of public buses should be increased.

*You:* I don't quite agree with you. It could lead to heavier traffic. (Disagreeing)

 **28. Deducing**

الاستنتاج

- **He must be** a dentist.
- **He must have been** away.
- **He can't be** a student. He is too old.
- **They may be** relatives.
- **He may have been** mistaken.

**Situation:**

You and your sister are in the house.

*Your sister:* Someone is knocking at the door. It may be our father.

*You:* It can't be our father. He is in Alexandria now. (Deducing)

 **29. Stating possibility**

التعبير عن الاحتمالية

- He might be there.
- He might have told her.

**Situation:**

Your sister is looking for a video tape.

*Your sister:* Where is the VCR (Video Cassette Recorder) tape? I can't find it anywhere.

*You:* You might have lent it to some friends. (Stating possibility)

 **30. Predicting**

التنبؤ

- It's going to rain.
- It'll be fine tomorrow.
- They'll have finished the project by next week.

**Situation:**

You and your friend are watching construction work on a new building.

*Your friend:* They have been working on this building for a long time. Do you think they are ever going to finish it?

*You:* I think they will have finished it by next year. (Predicting)

**Exercises**

Supply the missing parts in the following mini-dialogues:

1) Salma is carrying a heavy suitcase. Her friend Ahmed offers to help her.

Ahmed: .....? (Offering help)

Salma: That's kind you. Thank you, I can manage.

2) Hassan is inviting his friend Tamer to a party.

Hassan: I'm giving a party on Friday and I'd like you to come.

Tamer: ..... (Accepting the invitation)

3) You meet a tourist who lost important papers.

Tourist: .....? (Asking for help)

You: I think you should report to the police.

4) You're planning to go for a picnic with a friend.

You: Would you like to come for a picnic with me?

Friend: .....(1) (Declining politely)

5) You got lost in the city centre.

You: ..... (2) (Asking for direction)

Passer-by: Take the first right turn and the bank is two blocks on the left.

6) You are at a restaurant.

Waiter: .....? (Asking how to serve your fish)

You: ..... (Giving information)

7) You arrive late for class one morning.

Teacher: ..... ? (Inquiring)

You: ..... (Apologizing and giving reasons)

8) Ali is asking Karim to go with him to the cinema.

Ali: .....? (Suggesting)

Karim: ..... (Agreeing)

9) Your friend wants to borrow your camera.

Your friend: .....? (Requesting)

You: ..... (Apologizing and giving reasons)

10) Samira wants her brother Fathi to post a letter for her.

Samira: .....? (Requesting)

Fathi: ..... (Agreeing)

11) Your friend Fahmi is leaving for Paris for two years.

You: ..... (Expressing good wishes)

Fahmi. Thank you.

12) Ahmed has got to go to Cairo and be back the same day.

Ahmed: .....? (Requesting)

Booking clerk: ..... (Ensuring)

13) You need some help from your sister with English exercises.

You: .....? (Requesting)

Sister: ..... (Declining politely)

14) Ahmed notices a boy riding his bicycle carelessly.

Ahmed: ..... (Warning)

The boy: ..... (Showing no care)

15) Your friend Ali wants to buy a new car.

Ali: I'm going to buy a new car. What do you recommend?

You: ..... (Recommending)

16) You see an old man crossing the street while a car is coming.

You: ..... (Warning)

The old man: Thank you very much. You saved my life.

17) You see an old woman carrying a heavy bag.

You: ..... (Offering help)

The old woman: Thank you. That's very kind of you.

18) A tourist asks you about the nearest post office.

Tourist: ..... (Asking the way)

You: ..... (Giving direction)

19) You don't like to go to the cinema with your friend.

You: ..... ? (Suggesting another place)

Your friend: That's a good idea.

20) Sami is inviting his friend Ahmed to dinner.

Sami: Would you like to come to dinner?

Ahmed: ..... (Refusing politely and giving a reason)

21) Hoda meets Rasha who has been recently married.

Hoda: ..... (Congratulating)

Rasha: ..... (Thanking)

22) At a café

Your friend: What would you like to drink?

You: ..... (Choosing a drink)

23) You have just come across your friend Salem whom you haven't seen for years.

You: ..... (Expressing surprise)

Salem: ..... (Greeting warmly)

24) Hala is in trouble and asks her friend Layla to lend her some money.

Hala: Could you lend me 50 pounds please?

Layla: ..... (Apologizing politely)

25) Sami is travelling to Alexandria for one day?

Booking Clerk: ..... (Offering help)

Sami: ..... (Asking for a return ticket)

26) You return home after school. Your sister Nora is unwell.

You: Good afternoon, Nora. Oh, you look tired, what's wrong with you?

Nora: ..... (Complaining)

27) Your friend, Hassan, has fallen ill. You visit him in hospital.

You: ..... (Well-wishing)

Hassan: ..... (Thanking)

28) A passenger on the bus stepped on your toe.

Passenger: ..... (Apologizing)

You: ..... (Forgiving)

29) Your friend Khaled has failed to keep an appointment with you.

You: ..... (Inquiring)

Khaled: I'm sorry. I was very ill.

30) You are travelling in an aeroplane and an old man sitting next to you seems nervous.

You: ..... (Reassuring)

Old man: Thank you, but I'm a bit nervous.

31) Your friend is complaining of a headache.

Your friend: I have a sharp headache.

You: .....(Giving advice)

32) You are staying with your brother and there is a TV programme you are particularly eager to watch.

You: ..... (Persuading)

Your brother: Well. Let's see it.

33) Someone asks you the way to the post office, which you don't know.

Other person: Could you please tell me where the post office is?

You: ..... (Giving advice)

# Language Functions - Dialogue

## الوظائف اللغوية

### (Dialogue)



Social activities are possible only through communication. Dialogue between people is the means of communication.

لا يمكن أن يوجد أي نشاط اجتماعي بدون تواصل، والحوار بين الناس هو وسيلة التواصل.

### How to Deal with a Dialogue:

### كيف تتعامل مع قطعة المحادثة

#### Before You Start:

#### قبل البدء

There are several points that you should consider when dealing with a dialogue

هناك عدة نقاط لابد من وضعها في الاعتبار عند التعامل مع قطعة المحادثة:

- 1) Understand the context and the place where the dialogue takes place: a post office, hotel reception, train station, etc.  
لابد من فهم السياق ومعرفة المكان الذي يجري فيه الحوار: مكتب بريد أو مكتب استقبال فندق أو محطة قطار ... إلخ.
- 2) Understand the relation between people having the dialogue: whether they are friends, a customer with a receptionist, a husband and his wife, an employee and his boss, a doctor and his patient, etc.  
لابد من فهم العلاقة بين طرفي الحوار وما إذا كانوا أصدقاء أو عميل يتحدث مع موظف استقبال أو زوج مع زوجته أو موظف مع رئيسه أو طبيب مع مرضه... إلخ.
- 3) You must have the ability to imagine the situation and guess what could happen.  
لابد أن يكون لديك القدرة على تخيل الموقف وأن تتخيل ما يمكن أن يحدث فيه.

#### How to Write:

#### كيفية الكتابة

There are several situations that a dialogue goes through

هناك عدة مواقف تمر بها المحادثة  
التحية

##### 1) Greeting:

Nader: -----.

Sami: Good morning.

Answer: Good morning.

##### 2) Offering help:

عرض المساعدة

Salesman: -----?

Sherif: Yes, I'd like to buy a shirt, please.

Answer: Can I help you?

##### 3) Guessing a question for a given answer:

تخمين سؤال لإجابة مذكورة

Hassan: -----?

Ahmed: Fine, thank you.

Answer: How are you?

Receptionist: -----?

Nabil: Single, please.

Answer: Single or double?

Kamal: -----?

Salesman: 30 pounds.

Answer: How much does it cost?

Alaa: -----?

Hoda: I've a terrible headache.

Answer: What's the matter with you?

4) Guessing a reply to a given question:

تخمين إجابة سؤال مذكور

Nader: How do you like Egypt?

Tourist: -----.

Answer: I like it very much.

Hassan: Don't you think we need a new car?

Nadia: -----.

Answer: Yes, I think so.

## Exercises

Supply the missing parts in the following dialogue between Mr. Magdy and his close friend Ali. Both of them are businessmen.

Mr. Magdy: I've just returned from Aswan.

Ali : .....(1).....?

Mr. Magdy: It would have been nice; but I was on a business visit.

Ali : .....(2).....?

Mr. Magdy: I went to see the site of the new steel factory.

Ali : .....(3).....?

Mr. Magdy: I expect that this time next year it will have been finished.

Ali : .....(4).....?

Mr. Magdy: Transportation is available, we can use the River Nile, the railway, or land roads.

Ali : .....(5).....?

Mr. Magdy: Thank you Ali.

Supply the missing parts in the following dialogue between Essam and his American friend Tom who visits Egypt.

Essam: Hi Tom, how do you like Egypt?

Tom : .....(1).....

Essam: .....(2).....?



Tom : Yes, I'm travelling to Aswan tomorrow evening.  
 Essam: .....(3).....?  
 Tom : I think after that I'll go to Hurgada to enjoy the Red Sea and its fine weather.  
 Essam: .....(4).....?  
 Tom : No, I think I will be back to Cairo within a week to fly to Florida next Thursday.  
 Essam: Have a nice trip!  
 Tom :.....(5).....

**Supply the missing parts in the following dialogue.**

Mr. Johnson went to buy a motorbike for his son, Joe.

Salesman : .....(1).....?  
 Mr. Johnson: Yes, I'd like to buy a motorbike  
 Salesman : We have different kinds of them. ....(2).....?  
 Mr. Johnson: It's a good idea, but it's a big catalogue.  
 Salesman : .....(3).....?  
 Mr. Johnson: Yes, I like this one! .....(4).....?  
 Salesman : It's 1500 pounds, and there is 10% discount.  
 Mr. Johnson: OK, .....(5).....!  
 Salesman : I hope you like it!

**Supply the missing parts in the following dialogue.**

Allan went to visit his friend John at home after his family travelled.

John : Welcome Allan, nice to see you here at my home!  
 Allah : Thank you John!.....(1).....?  
 John : No, they all travelled to New York.  
 Allan : .....(2).....?  
 John : You know, I have exams next week.  
 Allan : I hope you the best of luck .....(3).....?  
 John : I think I won't, because I have to prepare myself for the tennis championship.  
 Allan : .....(4).....!  
 John : But with good practice, I'll be able to win the championship cup.  
 Allah : I hope you do it!  
 John :.....(5).....

**Supply the missing parts in the following dialogue.**

Bill : What about going to the cinema tonight?  
 Fred : It's a good idea, .....(1).....?  
 Bill : It's a scientific movie about the world in the year 2100.  
 Fred : .....(2).....?  
 Bill : Sure, computers will have larger influence on peoples' lives.  
 Fred : .....(3).....?  
 Bill : I expect more success in the field of space discovery.  
 Fred : .....(4).....?  
 Bill : Let's watch the movie, and you'll know everything!

**Supply the missing parts in the following dialogue.**

David : Hello, this is David, may I speak to Tom?  
Tom : It's Tom. Hello David.  
David : Tom, I'm afraid.....(1).....!  
Tom : Don't worry.....(2).....?  
David : Nothing bad, but I have got to prepare an urgent report on yesterday's accident.  
Tom : .....(3).....?  
David : Yes, it was a very bad one indeed.  
Tom : .....(4).....?  
David : Three were killed and tens were injured.  
Tom : .....(5).....?  
David : It's carelessness dear, I'll launch a press campaign against the responsible people.  
Tom : I hope you will be successful!  
David : Thank you!

**Supply the missing parts in the following dialogue.**

Mother: I'm worried about your father. He's never been so late.  
Son : He may have much work today.  
Mother: No,.....(1)..... He went to buy fly tickets.  
Son : There may be a traffic jam.....(2).....?  
Mother: About four hours ago?  
Son : .....(3).....  
Mother: It seems to be a good idea.  
Son : Ok, I'll go now! Listen the door bell is ringing!  
Mother: .....(4).....  
Father : Sorry for being late, traffic is very crowded today.

**Supply the missing parts in the following dialogue.**

Sami is booking a ticket at a railway station.  
Booking clerk: Can I help you?  
Sami: ..... (1)..... to Alexandria, please.  
Booking clerk: When would you like to travel?  
Sami: Next Tuesday; but I'd like to travel in the morning.  
Booking clerk: You can take the 8 O'clock train.  
Sami: ..... (2).....  
Booking clerk: It arrives Alexandria at 10:15.  
You: Sounds nice. I'd like ...(3).....  
Booking clerk: First class or second class?  
Sami: .....(4).....  
Booking clerk: First class, return ticket, that will be L.E. 30.

# Chapter V

Paragraph Writing

Letter Writing

Reading Comprehension

Translation



Learn how to write effective English composition to:

- Present your ideas
- Express your opinions
- Develop your thoughts

## Paragraph Styles

## أساليب الكتابة

There are three major types of composition. By understanding them, you can develop your thoughts and write effective and powerful paragraph:

هناك ثلاثة أساليب للكتابة إذا فهمتها جيدا يمكنك أن تنمي أفكارك وتتمكن من كتابة قطعة إنشاء مؤثرة وقوية:

### 1. Descriptive Style

### الأسلوب الوصفي

Here you can develop your paragraph by:

- stating facts
- mentioning statistics إحصائيات
- making comparisons مقارنات
- giving examples
- giving illustrations

يعتمد الأسلوب الوصفي على وصف الحقائق وذكر الإحصائيات وعقد المقارنات وإعطاء الأمثلة والإيضاحات.

Example 1:

Sinai is a place of attraction.

Expand the following:

1. The weather
2. Variety of views
3. Water sports

Example 2:

How our life differs from that of our grandfathers.

Expand the following

1. transport and communication
2. pure water and electric supply
3. home appliances

Example 3:

Youngsters who work in Egypt.

Expand the following

1. How many do they amount to, as you think?
2. Why do they have to go to work?
3. What conditions do they work in?

## 2. Analytic Style

Here you can develop your paragraph by:

- giving reasons
- discussing advantages and disadvantages
- analysing facts
- explaining causes and effects
- saying how something can be developed, corrected or enhanced
- saying why something is important or unimportant

يعتمد الأسلوب التحليلي على ذكر الأسباب ومناقشة المزايا والعيوب وتحليل الحقائق وشرح الأسباب والمسببات وذكر كيفية تنمية أو تصحيح أو تعزيز شيء ما وذكر لماذا يعد شيء ما مهماً أو غير مهم.

Example 1:

How to encourage more tourists to visit Egypt.

Expand the following:

1. Why tourism is important?
2. Why tourists come?
3. What facilities and attractions can be offered?

Example 2:

Reading paves the way to progress.

Expand the following:

1. value of books
2. importance of reading
3. how to encourage reading

## 3. Narrative Style

Here you can develop your paragraph by telling:

- past experience تجربة سابقة
- event حدث
- incident موقف

يعتمد الأسلوب الروائي على حكاية تجربة سابقة أو حدث أو موقف سواء حدث للشخص نفسه أو سمعه أو قرأ عنه.

Example 1:

Goodbye school.

Expand the following:

4. How you have been doing at school
5. Your experience with teachers
6. Your experience with classmates

Example 2:

Last summer you made a visit to the countryside. Write about this visit.

Expand the following:

4. people you met
5. how houses looked like
6. the impression you got

## Steps of Writing

## 1. Introduction

## المقدمة

You should start your paragraph with a general introduction to introduce your idea.

The introduction is a generalization which the writer expands later.

ينبغي أن تبدأ قطعة الإنشاء بمقدمة عامة لعرض الفكرة. والمقدمة عادة تكون عبارة عن جملة عامة يتناولها الكاتب بالتفصيل في الجمل التالية.

You can use one of these phrases to introduce your main idea:

- We can safely say that *tourism* has a great impact on our life.  
يمكننا القول بكل ثقة أن ...
- No one can deny that *books* play an important role in our life.  
لا يستطيع أحد أن ينكر أن ...
- It is taken for granted that *life in the countryside is healthier than life in the city*.  
إنه من البديهي أن ...
- There is no doubt that *overpopulation is one of the most difficult problems facing developing countries*.  
مما لا شك فيه أن ...
- Last summer I went on a trip to *Luxor and Aswan*.  
في الصيف الماضي ذهبت في رحلة إلى ...

## 2. Body

## العرض

After the introduction you expand your topic by giving examples or reasons or telling event depending on the writing style you follow.

بعد المقدمة يمكنك أن تتوسع في الشرح بإعطاء أمثلة أو أسباب أو حكاية موقف طبقا لأسلوب الكتابة الذي تتبعه.

You can use some of these phrases to link your sentences:

- It is important to note that ... من المهم أن نلاحظ أن ...
- We have to take into account that ... لا بد أن نضع في اعتبارنا أن ...
- As a matter of fact, ... في واقع الأمر ...
- It is worth saying that ... من الجدير بالذكر أن ...
- It is undeniable that ... مما لا شك فيه أن ...
- Moreover, ... علاوة على ذلك ...
- In addition to that, ... بالإضافة إلى ذلك ...
- Furthermore, ... علاوة على ذلك ...
- Generally speaking, ... بشكل عام ...
- However, ... ولكن ...
- To my mind, ... في رأبي ...
- In my opinion, ... في رأبي ...

## 3. Conclusion

## الخاتمة

In the end of your paragraph you conclude by emphasizing the point you have been discussing.

في نهاية قطعة الإنشاء تختم بتأكيد الفكرة التي كنت تناقشها.

You can use one of these phrases to introduce your conclusion:

- Finally, I'd like to say that ... في النهاية أود أن أذكر أن ...
- We can come to the conclusion that ... يمكننا أن نستنتج أن ...

## Characteristics of Good Writing

## مواصفات الكتابة الجيدة

### 1. Grammatically acceptable

### صحيحة نحويًا

Avoid mistakes in spelling, grammar and usage.

تجنب أخطاء الهجاء والأخطاء النحوية والخطأ في استخدام الألفاظ.

### 2. Clear

### واضحة

You should avoid ambiguous structures and ambiguous words.

تجنب التراكيب النحوية الغامضة والألفاظ الغامضة.

### 3. Organized

### منظمة

Stick to the points you want to discuss and don't lead the audience off in several directions.

التزم بالنقاط التي تريد مناقشتها ولا تذهب بالقارئ في متاهات متفرقة.

### 4. Economical

### موجزة

Don't be unnecessarily long-winded dealing with meaningless side issues and giving needless information.

لا تستخدم الجمل الطويلة ولا تدخل في مواضيع جانبية لا معنى لها ولا تعطي معلومات إضافية لا قيمة لها.

### 5. Supported with Evidence

### مدعمة بالأدلة

The writer should support key points with evidences, enough explanation, examples and illustration.

لا بد من تدعيم رأيك بالأدلة والشرح الوافي والأمثلة والتوضيح.

### 6. Significant

### ذات قيمة

It should tell the audience something they want or need to know.

لا بد أن تعطي للقارئ معلومة مفيدة وأن تخبره بأشياء ذات قيمة.

## Linking Sentences

## الربط بين الجمل

### 1. To Show Emphasis

### لبيان التأكيد

Certainly

In fact

Actually

As a matter of fact

بالتأكيد

في الحقيقة

في الواقع

في حقيقة الأمر

### 2. To Show Addition

### لبيان الإضافة

Moreover

Furthermore

In addition to that

بالإضافة إلى ذلك

علاوة على هذا

إضافة إلى ذلك

### 3. To Show Contrast

### لبيان التناقض

On the contrary

Contrary to this

However

على العكس

على النقيض من ذلك

ولكن

Nevertheless  
Although

غير أن  
مع أن

#### 4. To Show Comparison

In like manner  
In the same way  
Similarly  
Correspondingly  
Likewise

#### لبيان المقارنة

وبنفس الأسلوب  
وبنفس الطريقة  
وبالمثل  
على نفس المنوال  
وبالمثل

#### 5. To Give Examples

For example  
For instance  
such as

#### لتقديم أمثلة

مثلا  
على سبيل المثال  
مثل

#### 6. To Introduce a Result

As a result  
Consequently  
Therefore  
Accordingly

#### لتقديم نتيجة

وكننتيجة لهذا  
وعليه  
ولذا  
وتبعاً لذلك

#### 7. To Give Opinion

In my opinion  
In my mind  
I think/believe that

#### لتقديم الرأي

في رأيي  
في رأيي  
أعتقد أن

#### 8. To Tell an Event

Once upon a time  
Many years ago  
I heard from a friend that  
I read in a newspaper that

#### لحكاية حدث

ذات مرة  
منذ سنوات عديدة  
سمعت من صديق أن  
قرأت في جريدة أن

### Important Expressions

a double-edged tool  
spare no effort to  
do his best to  
make great efforts to  
severe shortage  
fruitful results  
on a large scale  
put pressure on  
serious problem  
hold back progress  
a major setback

### تعبيرات هامة

سلاح ذو حدين  
لا يدخر وسعاً  
يبذل قصارى جهده كي  
يبذل جهوداً عظيمة كي  
نقص حاد  
نتائج مثمرة  
على نطاق واسع  
يضغط على  
مشكلة خطيرة  
يعيق التقدم  
عقبة كبيرة



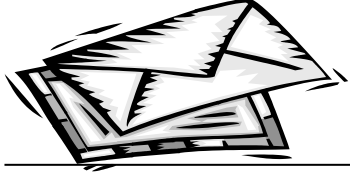
pave the way to  
play a leading role in  
relieve pressure on  
a large sector of  
vital subject  
economic welfare  
waste time  
drug addiction

يمهد الطريق لـ  
يلعب دورا هاما في  
يخفف الضغط عن  
قطاع عريض من  
موضوع حيوي  
الرفاهية الاقتصادية  
يضيع الوقت  
إدمان المخدرات

## Exercises:

1. The end of winter is a season of sales. As prices are reduced many people go shopping. You are one of those people. Write a paragraph of about 10 lines. Make use of these ideas:
  - What you did
  - How the streets were
  - How the shops were
  - How you went and what you did
2. Write at least 10 lines on:  
“How useful having a pen-friend is.”  
Make use of these ideas.
  - Helping learn foreign languages
  - Means of communication
  - Knowing about new ways of life, societies, cultures etc...
3. Write a story of about ten lines ending with:  
..... and so he decided not to do It again.  
You may use these ideas.
  - Who he was
  - What he did
  - Where he did that
  - What happened to him
4. When you have finished your exam, you will have plans for the summer holiday. Write a paragraph of at least ten lines telling us what your plans are. You can make use of these ideas.
  - what places to visit
  - How to go
  - what activities to do
  - who to go with
5. Write a paragraph of not than 10 lines on:  
“How technology influences our life”  
You can make use of the following points:
  - Simple tools in the past
  - Improvement and invention
  - Energy for factory and home

6. Write a paragraph of at least 10 lines on:  
You went on a picnic with your friends. Describe what happened.
7. Write ten lines at least on each of the following:
  - a. An Incredible event you came across and still can't believe your eyes.
  - b. People who are self-dependent are usually successful in their lives.
  - c. Fancy it's the year 2020. Write about your expectations of life then.
  - d. Time is gold. It can be wasted uselessly. It can fruitfully exploited.
8. You happened to be among close friends the question was:  
What sort of person are you? Talk about yourself.
9. Write a paragraph of not less than 16 lines on. "Advertisement on television in Egypt"  
Cover the following points:
  - Why advertisement on television
  - Advantage of TV advertisements over other forms of advertisement
  - Abuse of TV advertisement
10. Write a paragraph of not less than 10 lines about yourself and someone you know. Choose someone who is very different from you. Write about the differences.  
Try to cover the following points:
  - Differences in appearance
  - Differences in personality
  - Do the differences cause problems? How do you feel about the differences?



Through letters you can:

- Communicate with your relatives and friends in another city or country.
- Apply for a job.
- Order a book.
- Send and receive information.

## Steps of Writing a Letter

## خطوات كتابة الخطاب

### 1. Address

### العنوان

The address is written on the left margin in the following order:

يكتب العنوان على الجانب الأيسر للخطاب على هذا النحو:

→ رقم المنزل واسم الشارع	25 Hassan Shaker St,
→ الحي	Zamalek,
→ المدينة	Cairo,
→ الدولة (إذا كان الخطاب موجه للخارج)	Egypt (A.R.E.)
→ التاريخ	November 4, 1999

### 2. Terms of Address

### أسلوب التخاطب

Terms of address differs as regards the person you are corresponding.

تختلف صيغ التخاطب أو النداء حسب حالة الشخص الذي ترأسله.

1) If you are sending the letter to a relative, address him by this relation:

إذا كنت ترسل الخطاب لقریب فينبغي أن تخاطبه بدرجة القرابة:

Dear father, Dear mother, Dear brother, Dear sister, Dear cousin, Dear aunt, Dear uncle, etc.

2) If you are sending a letter to a superior, address him by title:

إذا كنت ترسل الخطاب لرئيسك في العمل أو شخص أكبر في السن أو الدرجة فينبغي أن تخاطبه باللقب:

Dear Sir, Dear teacher, Dear Mr. Anderson, Dear Mrs. Tomson, Dear Miss Salwa, Dear Dr. Salem, etc.

3) If you are sending a letter to a friend, you can address him by "friend" or by his first name:

إذا كنت ترسل الخطاب لصديق فيمكنك أن تخاطبه بـ "صديقي" أو باسمه مجرداً:

Dear Friend, Dear Ali, Dear Sami, Dear Samira, etc.

### 3. Letter Introduction

### مقدمة الخطاب

There are different ways to start your letter before you talk about your aim.

هناك طرق عديدة لافتتاح خطابك قبل أن تتحدث عن الغرض أو الهدف من الخطاب.

a) If you start correspondence, you can start with any or some of the following introductory greetings:

إذا كان الخطاب مرسل منك ابتداء يمكنك أن تبدأ بأحد أو بعض هذه المقدمات الإفتتاحية:

- I'm very pleased to write to you.
- It's really a pleasure to write to you.
- How are you? I hope that you are fine and enjoy a good health.
- It was a long time since I last heard from you. I hope that you and your family are quite well.
- Forgive me for not writing earlier. I'd like to comfort you that I'm fine.

b) If you are writing a letter in reply for another letter, you can start with any or some of the following introductions:

إذا كان الخطاب مرسل منك ردا على خطاب آخر يمكنك أن تبدأ بأحد أو بعض هذه المقدمات:

- I've just received your letter and I feel happy to write back.
- It was thoughtful of you to send me that nice letter. I hope that everything is going well with you.
- Thank you very much for your letter.
- How nice it was to hear from you!

## 4. Letter Body

## موضوع الخطاب

a) If you start correspondence, you can introduce your aim in one of the following ways:

إذا كان الخطاب مرسل منك ابتداء يمكنك أن تقدم موضوع الخطاب بأحد هذه الصيغ:

- I'm sending this letter hoping that you will accept my invitation for ...
- I'd like very much to tell you that ....
- Will you be kind enough to tell me about ....?
- I'd like to offer you my hearty congratulations on ...

b) If you are writing a letter in reply for another letter, you can introduce your aim in one of the following ways:

إذا كان الخطاب مرسل منك ردا على خطاب آخر يمكنك أن تقدم موضوع الخطاب بأحد هذه الصيغ:

- As for the content of your letter, I'd like to tell you that ....
- As for your invitation, I'm very glad to accept it.
- Regarding the information you required, I can tell you that ....
- Concerning your request, I'd like to tell you that ....

## 5. Conclusion

## الخاتمة

You can conclude your letter with one of the following sentences:

يمكنك أن تختتم خطابك بأحد هذه الجمل:

- I wish you the best of everything in life.
- Remember me to all at home.
- I hope to hear from you soon.
- I'm eagerly waiting your reply.
- Awaiting your answer.
- I'm looking forward to hearing from you.
- I'm looking forward to meeting you soon.

## 6. Signature

التوقيع

You should end the letter with one of the following phrases before signature:

ينبغي أن تنتهي خطابك بأحد هذه الجمل قبل التوقيع:

- Yours,
- Yours Sincerely,
- Faithfully Yours,

### Exercises:

1. Write a letter to your British friend John telling him how badly you need to perfect your English language and asking him what steps you've to follow in this field.

Your name is Sami. You live at 22, Hassan Sabri Street, Zamalek. Cairo.

2. Read the following letter which you received from your American friend Edward and then write a reply.

Dear Khaled:

Nice to write to you. I'm coming to Egypt next summer. I'm sure you can give me a lot of information about the places of interest you recommend, the currency needed, the sort of clothes, accommodation, and souvenirs I may buy there.

Waiting for your reply  
Regards to all.

Sincerely yours.  
Edward

3. Write a letter to your American friend. Richard telling him about the climatic changes apparent in Egypt nowadays and their effects on the people's life and behaviour. Your name is Salem. You live at 15 Street 105, Maadi, Cairo.

4. You have been to "Cairo Book Fair". Write a letter to your friend Karim telling him about your visit to the Fair. Your name is Ali and you live at 15 Ramadan Street, Shubra, Cairo.

You may make use of these points:

- writers and publishers
- different cultures
- books of different subjects and languages.

5. You have got a friend in England who has sent you a letter asking for some information about Egypt as a tourist country. Write a reply. Your name is Sameh. You live at 34 Horreya Street, Port Said.

6. You've got a new pen-friend in the U.S.A. Write a letter to him

introducing yourself and giving him Information about your family, your town or village and your country. Your name is All and you live at 15 Ramsis St, Mersa Matrouh.

7. Write a letter to your friend. Hani, telling him about a stereo radio cassette player you've just bought. You live at 26 Abu-El-Feda Street, Zamalek, Cairo. Your name is Ahmed.

8. Write a letter to your friend All In reply to the following one:

Dear Ahmed,

I've waited for long to hear from you. My brother is supposed to be in Alexandria within two weeks. It is settled that he is to join the university there. Would you be kind enough to recommend a suitable place for accommodation? And what about the monthly expenses? I'm sure you can be of great help.

Waiting for your reply. Thanks in advance.

Yours.  
Ali



Reading is one of the most sophisticated intellectual activities. It involves many cognitive and linguistic skills.

القراءة هي أحد الأنشطة الذهنية الأكثر تطوراً، فهي تطلب مهارات معرفية ولغوية متعددة

## Skills Needed in Reading

## المهارات المطلوبة في القراءة

### 1. Finding Information

### استخراج معلومات

You will be required to find information mentioned in the text. Words used in the question are not necessarily found in the passage. The question may use words of similar meaning or structures of different order.

ينبغي أن تنمي لديك القدرة على استخراج المعلومات من النص، وينبغي أن تضع في اعتبارك أن الكلمات المستخدمة في السؤال ليست بالضرورة مستخدمة حرفياً في القطعة، فقد يستخدم السؤال كلمات أخرى لها نفس المعنى الموجود بالنص أو يستخدم نفس الكلمات مع ترتيب مختلف.

The most common causes of death among western people are heart disease and cancer.

- What are the commonest deadly diseases in the West?

Answer: The commonest deadly diseases in the West are heart disease and cancer.

Most of Egypt's land is desert. The amount of rain each year is very small. Only 3% of Egypt – the land watered by the River Nile – can be used for farming. Over 90% of the Egyptians live and work in this small part of the country.

- Why do most Egyptians live and work in a very small area?

Answer: Most Egyptians live and work in a very small area because most of Egypt's land is desert, the amount of rain each year is very small, and only 3% of Egypt can be used for farming.

For example, the island of Taiwan now buys tons of waste paper from the USA and recycles it to make newspapers. Japan takes scrap metal and uses it in making some parts of new cars.

- Mention two industries that make use of rubbish?

Answer: Paper industry and car industry.

Steam engines were the first to be tried in aeroplanes, but they were too heavy to be of any real use.

- Why was the steam engine not suitable for use in aeroplanes?

Answer: The steam engine was not suitable for use in aeroplanes because it was too heavy.

## 2. Deduction

## الاستنتاج

Sometimes the information is not mentioned directly in the text, but the student is required to make a conclusion.

قد تكون المعلومات المطلوبة ليست مذكورة بشكل مباشر في القطعة ولكن يطلب من الطالب أن يقوم باستنتاج هذه المعلومات.

Recycling is a good business, too. For instance, a recycled aluminium container is 20% cheaper to make than a new one.

- Why is recycling economically good?

Answer: Recycling is economically good because recycled articles أشياء are cheaper to make than new ones.

In 1902 the Wright brothers made a lot of experiments and studied the arts of flying in gliders before they tried to fly their planes. It was only a year later that the Wright brothers flew safely in a heavier-than-air machine for twelve seconds.

- When was the first successful air flight made?

Answer: The first successful air flight was made in 1903.

Nicotine causes the production of adrenalin which makes the heart beat faster.

- Adrenalin is .....

a) a vitamin                      b) an acid                      c) a hormone                      d) substance

Answer: c) a hormone

Upon its removal from the ground, natural gas is usually moved to market immediately, because it is very expensive to store in tanks.

- Natural gas is transported in .....

a) liquid form    b) gaseous state                      c) solid form    d) an inactive form

Answer: b) gaseous state

## 3. Paraphrase

## إعادة الصياغة

The student is sometime required to re-write a sentence. In this case he should give the same meaning using different words. Idioms and difficult words should be explained with other clearer words.

قد يطلب من الطالب في بعض الأحيان أن يعيد كتابة جملة، وفي هذه الحالة يجب على الطالب أن يعطي نفس المعنى باستخدام كلمات أخرى، وهنا يقوم الطالب باستبدال المصطلحات والكلمات الصعبة بكلمات أخرى أكثر وضوحاً.

- "Other people followed the Wright brothers in their footsteps" means .....

a) They went with them                      b) They followed their footprints  
c) They did as they had done                      d) They were friendly with them

Answer: c) They did as they had done

Octopi الأخطبوطات come in many different sizes. Some may be only few centimetres in breadth. Others are very large with tentacles أذرع three or four meters long.

- Octopi come in many different sizes. Rewrite the sentence using other words for "come in."

Answer: Octopi have many different sizes.



#### 4. Understanding the Meaning of Words

#### فهم معاني الكلمات

Some questions aim at testing the student's comprehension of the meaning of words. When the student finds a new word whose meaning is not clear for him, he should guess the meaning from the context.

تهدف بعض الأسئلة إلى اختبار فهم الطالب لمعنى كلمات معينة. عندما يجد الطالب كلمة جديدة بالنسبة له لا يعرف معناها ينبغي عليه في هذه الحالة أن يخمن معناها من السياق.

When customers go into a shop, they usually look to their left but move clockwise.

- "Shoppers move clockwise" means that they .....

- a) move to the right                      b) take care of the time spent in the shop  
c) move towards the clock in the shop                      d) move to the left

Answer: a) move to the right

The supermarket layout is designed carefully.

- Find in the text the word which mean "design and arrangement of shelves in a supermarket."

Answer: Layout

New industries – recycling industries – are starting to re-use some of our rubbish.

- Recycling our rubbish means .....

- a) throwing it away    b) keeping it    c) encircling it                      d) using it again

Answer: d) using it again

#### 5. Understanding the Implied Meaning of Words

#### فهم المعنى الضمني للكلمات

Some questions test the student's understanding of the implication of the meaning of words that is different from the direct meaning. For example, when you read that a person is "British," the direct meaning is that he has a "British nationality," and the implied meaning is that he "speaks English."

تهدف بعض الأسئلة إلى اختبار فهم المعنى الضمني للكلمات بالإضافة إلى المعنى المباشر، فعلى سبيل المثال عندما أقرأ أن شخص ما "بريطاني" فالمعنى المباشر أن لديه "الجنسية البريطانية" أما المعنى الضمني فهو أنه يتحدث الإنجليزية.

In the past Egypt grew its own food.

- In the past Egypt produced ..... the wheat it needed.

- a) some of                      b) all                      c) none of                      e) a great deal of

Answer: b) all

Sixty years ago, before the start of the consumer societies of today's world, people did not throw away so many of the things they used. They used and reused bottles, jars, paper bags, etc.

- Our grandparents were ..... than we are today.

- a) less careful    b) more wasteful                      c) more economical    d) less wise

Answer: c) more economical

For both the environment and the economy, recycling makes a very good sense.

- When we recycle rubbish, we ..... our environment.  
a) pollute      b) protect      c) destroy      d) consume

Answer: b) protect

My Japanese teacher was a young enthusiastic woman who refused to speak Arabic in class at all. That made me nervous and very uncomfortable.

- The writer was uncomfortable in class because the teacher .....  
a) spoke Arabic                      b) didn't explain well  
c) was nervous                      d) spoke Japanese all the time

Answer: d) spoke Japanese all the time

## 6. Understanding the Reference of Pronouns فهم إشارة الضمائر

Here a pronoun in the passage is underlined and the student is asked to tell what this pronoun refers to.

في هذا النوع من الأسئلة يوضع خط تحت أحد الضمائر ويطلب من الطالب أن يذكر إلي ماذا أو إلى من يشير هذا الضمير.

Basic foods are kept in different places so that customers go past other attractive foods before they find them.

- The underlined word "them" refers to .....  
a) different places      b) customers      c) attractive foods      d) basic foods

Answer: d) basic foods

Japan takes scrap metal from the USA and makes some parts of new cars with it.

- The underlined word "it" refers to .....  
a) car industry      b) paper industry      c) scrap metal      d) spare parts

Answer: c) scrap metal

The teacher wanted me to learn to count in Japanese, but as soon as she said the words, I forgot them. That made me feel uneasy.

- The underlined word "that" refers to .....  
a) learning to count                      b) repeating the words after the teacher  
c) forgetting the words                      d) counting in Japanese

Answer: c) forgetting the words

## 7. Ability to Make Titles القدرة على عمل عناوين

There are three types of titles:

هناك ثلاثة أنواع من العناوين:

a) General Title. This includes one abstract word, such as:

العناوين العامة: وهي كلمة مجردة واحدة مثل:

Business  
Tourism  
Economy

b) Specified Titles: In this case the meaning of the title is narrowed by an adjective, preposition or using possessive case, such as:

العناوين المحددة: وهي التي يتم تضيق المعنى فيها بإضافة صفة أو جار ومجرور أو إضافة مثل:

Successful Business  
Tourism in Egypt

## Japan's Economy

c) More Specified Titles: In this case the meaning of the title is further narrowed by another addition, such as:

العناوين الأكثر تحديداً: وهي التي يتم تضيق المعنى فيها أكثر بإضافة كلمات أخرى مثل:

How to Make Successful Business  
New Ideas for Developing Tourism in Egypt  
Japan's Economy and New Challenges

The more you narrow the meaning in the title the better, but it all depends on the passage.

كلما تم تضيق المعنى في العنوان كلما كان هذا أفضل لأنه أكثر تحديداً، ولكن كل هذا يعتمد على القطعة نفسها.

## 8. Ability to Comment

### القدرة على التعليق

The student may be required to give his personal opinion regarding the topic of the passage.

قد يطلب من الطالب أن يكتب تعليقا بيدي فيه رأيه الشخصي بخصوص موضوع القطعة.

The population is growing fast, with one and half million newborns every year.  
- Mention two problems that result from over-population.

Answer: Over-population leads to food shortage and unemployment.

- The government made great efforts to encourage the youth to read. Comment.

Answer: The government encourages reading by establishing many public libraries, providing books at cheap prices and sponsoring book fairs.

## 9. Ability to Give Information not Mentioned in the Text

### القدرة على إعطاء معلومات ليست مذكورة بالنص

Sometimes the student is required to give information not directly or indirectly mentioned in the passage. This depends on the student's general information.

في بعض الأحيان قد يطلب من الطالب أن يعطي معلومات ليست موجودة في القطعة بشكل مباشر أو غير مباشر، وهنا يعتمد الطالب على معرفته العامة.

Heart disease is caused by obesity , stress and smoking. سمنة ,

- Stress .....

a) is a physical symptom      b) results from mental or physical distress

c) is a direct cause of cancer      d) cannot be cured and has to be endured

Answer:                      b) results from mental or physical distress

Scientists have been studying dolphins to learn more about how these intelligent animals communicate.

- A dolphin is .....

a) a wild animal                      b) a herbivorous animal

c) a marine animal                      d) a type of fish

Answer:                      c) a marine animal

The octopus is found in every ocean in the world.

- The octopus is a sea .....

a) animal      b) monster      c) micro-organism      d) herb
Answer: a) animal

## Exercises:

**Read the following passage carefully, and then answer the questions:**

Our need for water is constantly increasing. There is an automatic increase due to population growth, while the overall improvement of living standards, the fight against hunger through the irrigation of more land for food growing and the creation and the expansion of new industries, all indicates the need for greater supplies throughout the world. Though it is difficult to calculate the exact amount, it is safe to say that in 20 years' time the demand for water will be roughly double. Faced with such situation, it is obvious that we should search as widely as possible and with every available means for sources of fresh water that seem to be least costly. But where do these sources exist? Only a sustained and coordinated programme of scientific observation and research in hydrology will tell us the answer.

Questions:

1. Give two reasons why our need for water is increasing.
2. What do you think the word "hydrology" means?
3. We should search for any sources of fresh water. Is this true or false? Why?
4. How would you describe the situation we are facing? Why?
5. Give a suitable title for the passage.

---

**Read the following passage carefully, and then answer the questions:**

The most common causes of death among western people are heart disease and cancer. Thanks to recent medical research, new effective drugs have been developed and surgical techniques have been improved. But even greater progress has been made in the field of prevention. The old proverb "prevention is the surest form of cure" has never been more relevant than now. Having identified the causes of most common diseases, we are now able to prevent them.

Heart disease is caused by obesity, stress and smoking. It can often be avoided simply by eating the right food and by getting plenty of exercise. Many types of cancer are caused by dietary factors and may be prevented by keeping a healthy, balanced diet. Lung cancer is generally caused by living and working in a polluted environment and by smoking. It may be avoided by changing one's environment and by giving up smoking. Prevention is not only the surest form of cure, but it is also the cheapest!

**Answer the following questions:**

1. What are the commonest deadly diseases in the West? How far has medical research been able to help?
2. How far is the old proverb still wise today? Why?
3. What do some causes of heart disease and cancer have in common?

**Choose the correct answer:**

4. An obese patient is advised to .....

- a) look for surgical techniques.
  - b) change their diet.
  - c) lose weight by eating less and exercising more.
  - d) find a sure and cheap cure.
5. .... responsible for most cases of cancer.
- a) Environment is
  - b) Dietary factors are
  - c) Smoking is
  - d) Dirty environment, unhealthy food, and smoking are
6. Stress .....
- a) is a physical symptom
  - b) results from mental or physical distress
  - c) is a direct cause of cancer
  - d) cannot be cured and has to be endured
7. The pronoun "it", in the last sentence, refers to .....
- a) prevention
  - b) form
  - c) cure
  - d) health

---

**Read the following passage carefully, and then answer the questions:**

Food, water, and air are all necessary for survival. People cannot live without food to eat, oxygen to breathe, clothes to wear and places to live in. Environment provides these needs; land, ocean, atmosphere, and energy.

Hundreds of years ago, environment supplied food, and housing for everyone. Population was low, and there was little industry. There was enough good land, fresh water, and pure air. However, in the eighteenth century, the Industrial Revolution began in England. The western world changed from agricultural to industrial. Many people moved from farms to cities in order to find work. Industry grew very quickly. From the 1850's both population and industry began to increase rapidly. Need for more resources grew day after day. Industry began changing the environment quickly. Some of these changes have been harmful because they disturb nature. One such example is pollution.

There are several kinds of pollution: air, water, and land. Industry is directly or indirectly the main cause of all sorts of that pollution.

A) Answer the following questions:

1. From the first two sentences, what do you think the word «survive~ means?
2. When did the environment begin to be seriously polluted? why?
3. It was necessary for industry to change environment quickly. What brought about that necessity?
4. Justify the last sentence of the passage.

B) Choose the right answer from a, b, c or d:

5. Why did supplies use to be easier many years ago?
  - a) because environment provided enough food.
  - b) because the atmosphere was good and fresh.

- c) because the population was more energetic.
  - d) because the population was high and the land good.
6. What happened when the west turned to industry?
- a) a few people moved to cities.
  - b) people needed more land.
  - c) industry and population decreased.
  - d) industry and population laid heavy demands.



Translation is a creative work which requires good knowledge of both the source and target languages, in addition to high linguistic sensitivity.

الترجمة عمل خلاق يتطلب معرفة جيدة باللغة المصدر واللغة الهدف، بالإضافة إلى حس لغوي عالي.

## Translation from Arabic Into English

## الترجمة من العربية إلى الإنجليزية

### Translation Rules

- 1) Follow the English sentence word order  
Subject + Verb + object  
Example:  
- Tourism plays an important role in the Egyptian economy.  
اتبع ترتيب الجملة الإنجليزية  
فاعل + فعل + مفعول  
تلعب السياحة دورا هاما في الاقتصاد المصري.
- 2) In English the subject cannot be omitted.  
Example:  
- If we want to improve our living conditions, **we** must rationalize consumption.  
لا يوجد فاعل مستتر في اللغة الإنجليزية  
إذا أردنا تحسين ظروفنا المعيشية فلا بد من ترشيد الاستهلاك.
- 3) Arabic subject-predicate sentences are translated into English in the following order:  
Subject + (be) + predicate  
Examples:  
- Unemployment **is** a source of misery.  
- Freedom **is** the most precious thing in life.  
- Means of transportation **were** not available.  
إذا كانت الجملة العربية تتكون من مبتدأ وخبر استخدم في الإنجليزية هذا الترتيب  
مبتدأ + (be) + خبر  
البطالة مصدر تعاسة.  
إن الحرية هي أتمن شيء في الحياة.  
كانت وسائل المواصلات غير متوفرة.
- 4) In English there is no sentence without a verb.  
Example:  
- Extremism **is** the plague of this age.  
لا يوجد جملة بدون فعل في اللغة الإنجليزية  
التطرف وباء هذا العصر.
- 5) In English, adjectives come before nouns  
Example:  
- **Serious work** is the **only way** to achieve a **happy life**.  
في الإنجليزية تأتي الصفة قبل الموصوف  
إن العمل الجاد هو الطريق الوحيد لتحقيق حياة سعيدة.
- 6) A long Arabic sentence should be divided into two English sentences when they contain more than one idea.  
إذا كانت الجملة العربية طويلة وتحتوي أكثر من فكرة فينبغي عند ترجمتها أن تقسم إلى جملتين أو أكثر.

Examples:

إن التعليم هو الوسيلة الوحيدة لرفع مستوى المعيشة وتبذل الحكومة قصارى جهدها لضمان التعليم للجميع.  
Education is the only way to raise the standard of living. The government does its best to guarantee education for all.

مصر غنية بمواردها الطبيعية العديدة وتتمتع بمناخ جميل ومناظر طبيعية رائعة.  
Egypt is rich in many natural resources. It also has a beautiful weather and fantastic natural scenery.

7) Observe the correct use of punctuation marks in English.

لا بد من المحافظة على الاستخدام السليم لعلامات الترقيم في اللغة الإنجليزية.

Examples:

إن الصناعة والزراعة والبتروول والسياحة هي الموارد الأساسية للدخل القومي.  
Industry, agriculture, petroleum and tourism are the basic resources of national income.  
(لاحظ أن الفاصلة تفصل بين الأشياء المعطوفة)

إذا أردنا أن نحقق الرفاهية فلا بد أن نعمل من أجل السلام.  
If we want to achieve welfare, we must work for peace.  
(لاحظ أن الفاصلة تفصل بين شطري الجملة البادئة بـ If)

8) Observe the tense homogeneity in the same sentence in English.

لا بد من المحافظة على تناسق الزمن في الجملة الإنجليزية (فلا يصح أن يكون أحد شطري الجملة في المضارع والآخر في الماضي).

Examples:

عمل العرب من أجل السلام لأنه السبيل الوحيد للأمن والاستقرار.  
The Arabs **worked** for peace, as it **was** the only way for safety and stability.  
تصدت الحكومة للإرهاب لأنه يهدد السلام الاجتماعي.  
The government **struggled** against terrorism because it **threatened** the social peace.

**Note the following**

**لاحظ التالي**

\* إذا كان هناك مضاف ومضاف إليه في العربية (مثل: موارد مصر) فإنها تترجم إما بوضع of بين الاسمين مع المحافظة على الترتيب (The resources of Egypt) أو بإضافة 's مع عكس الترتيب (Egypt's resources)

إن شخصية المرء تعرف من خلال تصرفاته وأرائه واتجاهاته وعلاقاته بالآخرين.  
A person's character is known through his acts, opinions, attitudes and relationships with others.

\* إذا جاء بعد المضاف إليه صفة تعود على المضاف (مثل: موارد مصر الأساسية) فينبغي في الترجمة أن توضع الصفة قبل المضاف إليه (Egypt's basic resources) أو (The basic resources of Egypt)  
يجب على كل مصري أن يفخر بتاريخ مصر الحافل.

Every Egyptian should be proud of the great history of Egypt.

\* كلمة "لقد" تترجم إلى الإنجليزية بوضع الزمن في المضارع التام.  
لقد حقق العلماء إنجازات كبيرة في الفترة الأخيرة.

Scientists have recently made a lot of achievements.

\* كلمة "يعد" وكلمة "يعتبر" يمكن ترجمتها بطريقتين إما باستخدام (V. to be) أو باستخدام (V. to be + considered)

يعتبر الإدمان مشكلة خطيرة تهدد المجتمع.

Addiction **is** a serious problem that threatens the society.



تعد السياحة أحد مصادر الدخل القومي.

Tourism **is considered** one of the sources of national income.

\* كلمة "يجب أن" أو "يجب على" أو "لا بد من" تترجم باستخدام كلمة must:  
يجب أن يدرك كل شخص أن لمصر حضارة عريقة.

Every person must realize that Egypt has a glorious history.

يجب على كل مواطن أن يكون مستعداً للتضحية بنفسه في سبيل وطنه.

Every citizen must be ready to sacrifice himself for his country.

لا بد من محاربة العنف بكل وسيلة ممكنة.

We must fight violence with every means possible.

\* كلمة "ينبغي أن" أو "ينبغي على" تترجم باستخدام كلمة should:  
ينبغي أن تعمل كل الدول من أجل السلام العادل والدائم.

All countries should work for the just and lasting peace.

ينبغي علينا أن نشجع الاستثمار الأجنبي من أجل أن نوفر فرص عمل أكثر للشباب.

We should encourage foreign investment so that we can provide more job opportunities for the youth.

\* كلمة "علينا أن" أو "على كل مواطن أن" تترجم باستخدام كلمة must:  
علينا أن نضاعف الجهود لتحقيق حياة أفضل للأجيال القادمة.

We must increase efforts to achieve better life for future generations.

\* كلمة "لم يعد" تترجم باستخدام كلمة no longer:

لم يعد الإرهاب يهدد أمن واستقرار البلاد بفضل جهود قوات الأمن.

Terrorism is no longer a threat to the safety and stability of the country, thanks to the efforts of the security forces.

لم يعد من الممكن أن نسمح بالتأخير في عملية السلام.

It is no longer possible to allow delay in the peace process.

\* كلمة "ينعم بـ" تترجم بـ enjoy:  
تنعم مصر بالأمن والاستقرار

Egypt enjoys safety and stability.

\* كلمة "لا تخلو" تترجم بوضع every قبل الفاعل ووضع الفعل في الإثبات.  
لا تخلو منطقة في العالم من منازعات وحروب أهلية.

Every region in the world has conflicts and civil wars.

\* كلمة "على مدى" تترجم بـ throughout:

على مدى التاريخ، اشتهرت مصر بالإنجازات الخارقة والانتصارات الباهرة.

Throughout history, Egypt has been known for extraordinary achievements and smashing victories.

\* كلمة "من حين لآخر" تترجم بـ every now and then:  
من حين لآخر تنشأ الصراعات بين الدول.

Every now and then conflicts erupt among countries.

\* لا بد من الحذر عند ترجمة حروف الجر، فلا يجب ترجمة حرف الجر العربي ولكن يوضع حرف الجر الذي يناسب الفعل الإنجليزي:

يعتمد على <= Depend on

ينشأ من <= emerge from

يحذر الأطباء من التدخين لأنه ضار جداً بالصحة.

Doctors warn against smoking because it is very harmful to health.

## Important Remarks

ملاحظات هامة

١- يمكن ترجمة الكلمة العربية الواحدة بأكثر من كلمة إنجليزية، مثال: ينهي => put an end to  
لا بد أن **ننهي** الصراع القائم في دول البلقان.

We must **put an end to** the current conflict in the Balkans.

الأمية من **أخطر** أمراض مجتمعنا.

Illiteracy is **one of the most dangerous** diseases in our society.

٢- يمكن ترجمة عدد من الكلمات العربية بعدد أقل من الكلمات الإنجليزية، مثال:  
علاوة على ذلك => moreover بغض النظر عن => disregarding  
علاوة على ذلك فإن الأمية تهدد مستقبل الوطن.

**Moreover**, illiteracy threatens the future of the country.

٣- يميل الأسلوب العربي في الكتابة إلى استخدام الكلمات البلاغية والمجازية فلا بد قبل ترجمتها من فهمها وتفسيرها  
بكلمات أخرى أبسط وأسهل:

صفعة => ضربة => strike against صلف => تكبر => arrogance  
كانت حرب أكتوبر صفعة للصلف الإسرائيلي

October war was a strike against the Israeli arrogance.

يجابه => يواجه => confront  
لا بد من مجابهة التصحر والعمل على استصلاح الأرض.

We must confront deforestation and work for the reclamation of land.

من العسير => من الصعب => difficult  
ليس من العسير أن نواكب ركب التقدم العلمي الحديث.

It is not difficult to keep pace with modern scientific progress.

٤- قد يختلف ترتيب أجزاء الجملة بين العربية والإنجليزية فلا يجب التطابق التام في الترتيب  
تتجه مصر الآن نحو التنمية الاجتماعية بعد أن حققت تقدما اقتصاديا كبيرا

Having achieved great economic progress, Egypt is now concerned with social development.

## Translation from English Into Arabic

### الترجمة من الإنجليزية إلى العربية

#### Translation Rules

1) Start Arabic sentence with a verb as much as possible      ابدأ الجملة العربية بالفعل كلما أمكن ذلك

Example:

- The developing countries face some common problems.

تواجه الدول النامية بعض المشاكل المشتركة.

- Optimism and pessimism determine our success or failure.

يحدد التفاؤل والتشاؤم نجاحنا أو فشلنا.

2) If “verb to be” is the main verb in the English sentence use subject-predicate word order in Arabic.

إذا كان v. to be هو الفعل الرئيسي في الجملة الإنجليزية فاستخدم الجملة الاسمية (مبتدأ وخبر) في العربية، ويفضل أن تبدأ الجملة بـ “إن ...” أو “تعد/تعتبر ...”

Example:

Many opportunities are now available for ambitious and farsighted youth.

إن العديد من الفرص متاحة الآن للشباب الطموح والبعيد النظر.

Education is the basic requirement of advanced countries.

يعتبر التعليم المطلوب الأساسي للدول المتقدمة.

3) The adverb in Arabic preferably occurs after the verb and the subject.

يفضل أن يوضع الحال في العربية بعد الفعل والفاعل

Example:

Poverty **often** leads to the spread of crime.

يؤدي الفقر غالباً إلى انتشار الجريمة.

Worker’s salaries increase **gradually**.

تزداد أجور العاملين تدريجياً.

4) In Arabic, the adjective comes after the noun.

في العربية تأتي الصفة بعد الموصوف

Examples:

**Advanced countries** must help **developing countries**.

يجب على الدول المتقدمة أن تساعد الدول النامية.

**Big cities** are specially designed for **modern life**.

صممت المدن الكبيرة خصيصاً للحياة العصرية.

5) In English the relative pronoun can be implicit, but in Arabic it must be always explicit.

في الإنجليزية قد يحذف الاسم الوصل، لكن لابد من ذكره دائماً في العربية

Example:

The problem we face is one of the most complicated problems

إن المشكلة التي نواجهها هي واحدة من أعقد المشاكل.

The disaster caused by the earthquake rendered thousands of people homeless.

إن الكارثة التي سببها الزلزال أدت إلى تشريد آلاف الناس.

The man injured in the accident was sent to the hospital.

نقل الرجل الذي أصيب في الحادث إلى المستشفى.

Note the following

لاحظ التالي

\* بعد الانتهاء من ترجمة أحد الجمل الإنجليزية والانتقال إلى جملة أخرى يفضل الربط بين الجملتين بـ "و" أو "ف" أو "إذ" أو "أن" أو "لذلك" حسب ما يقتضيه المعنى وذلك لتوفير الربط بين الجمل الذي يتطلبه الأسلوب العربي:

Egypt still faces a lot of problems. Unemployment and illiteracy are longstanding problems which should be eliminated.

ما تزال مصر تواجه الكثير من المشاكل، وتعد البطالة والأمية من المشاكل المزمنة التي لا بد من القضاء عليها.  
Smoking is very harmful to man's health. It causes a lot of fatal diseases.

التدخين ضار جدا بصحة الإنسان إذ أنه يسبب الكثير من الأمراض الفتاكة.

\* إذا جاءت الجملة الإنجليزية في الزمن المضارع، نبدأ الجملة العربية بالفعل في المضارع

The press plays a vital role in society as a means of communication.

تلعب الصحافة دورا هاما في المجتمع كوسيلة للاتصال.

\* إذا جاءت الجملة الإنجليزية في الزمن الماضي، نبدأ الجملة العربية بـ "فعل" أو "قام ... بفعل"

Every nation worked for peace.

عملت كل دولة من أجل السلام. (أو) قامت كل دولة بالعمل من أجل السلام.

\* إذا جاءت الجملة الإنجليزية في الزمن المضارع التام، نبدأ الجملة العربية بكلمة "لقد" والفعل في الماضي

Israel has denounced the call for disarmament in the Middle East.

لقد رفضت إسرائيل الدعوة إلى نزع السلاح في الشرق الأوسط.

\* إذا جاءت الجملة الإنجليزية في الزمن المضارع التام المستمر، نبدأ الجملة العربية بكلمة "ظل" والفعل في المضارع

Egypt has been calling for peace in the Middle East for a long time.

ظلت مصر تدعو إلى السلام في الشرق الأوسط لفترة طويلة.

\* إذا جاءت الجملة الإنجليزية في الزمن الماضي المستمر، نبدأ الجملة العربية بكلمة "كان" والفعل في المضارع

The terrorists were planning to destroy the country's economy, but the police stopped them.

كان الإرهابيون يخططون لتدمير اقتصاد البلد، ولكن الشرطة أوقفتهم.

\* إذا كان هناك اسمين في الجملة الإنجليزية مفصول بينهما بـ of مثال (The history of the world) أو 's الملكية

مثال (the world's history) فإنها تترجم على أنها مضاف ومضاف إليه:

**Islam's impact on the history of the world** was immense.

إن تأثير الإسلام على تاريخ العالم كان هائلا.

\* إذا جاءت صفة بعد المضاف في الجملة الإنجليزية مثال: the great history of Egypt أو

Egypt's great history (فيمكن في هذه الحالة ١) ترجمتها على أنها مضاف ومضاف إليه مع وضع الصفة بعد المضاف إليه (تاريخ مصر العظيم) أو ٢) ترجمتها على أنهما جزءين مستقلين مع الربط بينهما بـ "ال" (التاريخ العظيم لمصر)

Every Egyptian should be proud of the great history of Egypt.

يجب على كل مصري أن يفخر بتاريخ مصر العظيم.

The army's smashing victory was undeniable.

إن الانتصار الساحق للجيش لا يمكن أن ينكره أحد.

#### النفي:

\* إذا جاءت الجملة الإنجليزية في المضارع البسيط والفعل الرئيسي (v. to be) تبدأ الجملة العربية بـ "ليس"، أما إذا كان فعل آخر فتبدأ الجملة بـ "لا يفعل".

The United Nations is not responsible for everything that happens in the world.

ليست الأمم المتحدة مسؤولة عن كل ما يحدث في العالم.

Tourism does not flourish in unstable countries.

لا تزدهر السياحة في الدول الغير مستقرة.

\* إذا جاءت الجملة الإنجليزية في الماضي البسيط والفعل الرئيسي (v. to be) تبدأ الجملة العربية بـ "لم يكن"، أما إذا كان فعل آخر فتبدأ الجملة بـ "لم يفعل".

Some countries were not aware of the dangers of moral corruption.

لم تكن بعض الدول على وعي بأخطار الفساد الأخلاقي.

The developing countries did not achieve much economic progress in recent years.

لم تحقق الدول النامية تقدماً اقتصادياً كبيراً في السنوات الأخيرة.

\* إذا جاءت الجملة الإنجليزية منفية بـ never تبدأ الجملة العربية بـ "لم يفعل ... أبداً".

Egypt has never given up to terrorism.

لم تستسلم مصر للإرهاب أبداً.

Never has a lazy person achieved any success.

لم يحقق الشخص الكسول أي نجاح أبداً.

## Important Remarks

## ملاحظات هامة

١- يمكن عند الترجمة إضافة بعض الكلمات لإيضاح المعنى بشرط عدم الإفراط في ذلك:

The high cost of living is one of our most difficult problems.

إن ارتفاع مستوى المعيشة أحد أصعب المشاكل التي تواجهنا.

Egypt is rich in tourist attractions.

إن مصر غنية بعوامل الجذب السياحي.

٢- قد يختلف ترتيب أجزاء الجملة بين العربية والإنجليزية فلا يجب التطابق التام في الترتيب

Egypt's pioneering role in the region is undeniable.

لا يمكن لأحد أن ينكر دور مصر الرائد في المنطقة

٣- إذا كانت هناك كلمة لا تعرفها فحاول أن تخمن معناها من السياق.

٤- علامات الترقيم في اللغة العربية قد تختلف في أسلوب توظيفها عن اللغة الإنجليزية، فالعطف في العربية مثلاً يكون بالواو:

Poverty, illiteracy, violence and disease are the prime enemies of any society.

إن الفقر والجهل والعنف والمرض هي الأعداء الأساسية لأي مجتمع.

٥- تستخدم اللغة الإنجليزية حروف الاختصار للأسماء Acronyms ولا بد قبل ترجمتها من معرفة المعنى الكامل:

UN => United Nations => الأمم المتحدة

The UN Secretary General visited Japan yesterday.

قام الأمين العام للأمم المتحدة بزيارة لليابان أمس.

PLO => Palestine Liberation Organization => منظمة التحرير الفلسطينية

PLO leader, Yasser Arafat Visited the US last year to discuss the peace accord.

قام ياسر عرفات رئيس منظمة التحرير الفلسطينية بزيارة للولايات المتحدة لمناقشة اتفاقية السلام.

## Important Expressions

competition	مسابقة
concentration	تركيز
conference	مؤتمر
confidence	ثقة
conflict	صراع
congratulate	يهنئ
conscious	واع
construction	إنشاء
consume	يستهلك
consumption	استهلاك
contrast	تناقض
contribution	إسهام
co-operation	تعاون
corruption	فساد
culture	ثقافة
customs	عادات
cut dawn	يقتل
daily life	الحياة اليومية
damage	ضرر
deceive	يخدع
decide	يقرر
delegations	وفود
democracy	الديمقراطية
deprived of	محروم من
destroy	يحطم
development	تطوير
development	تطوير
disadvantages	عيوب
disappointed	إحباط
disaster	كارثة
discoveries	اكتشافات
disease	مرض
disguise	يتنكر
dispute	نزاع
drugs	مخدرات
economic	اقتصادي
economy	اقتصاد
education	التعليم
effort	مجهود
elimination	إزالة
embassy	سفارة
encourage	يشجع
enjoy	يتمتع بـ
environment	البيئة
exerts	خبراء
experience	خبرة
exploit	يستغل
fame	سمعة

abilities	قدرات
abroad	في الخارج
achievements	إنجازات
addiction	إدمان
address	عنوان
advertisement	إعلان
affect	يؤثر على
aggression	عدوان
agriculture	زراعة
ambition	طموح
anxiety	قلق
Architecture	الفن المعماري
areas	مناطق
attack	يهاجم
average	معدل
backbone	عمود فقري
ban	حظر
based on	قائم على
battle	معركة
behave	يتصرف
behaviour	سلوك
benefit	منفعة
borrow	يستعير
brave man	رجل شجاع
brilliant success	نجاح باهر
burdens	أعباء
campaign	حملة
cancer	السرطان
carelessness	إهمال
carry out	ينفذ
castle	قلعة
cautious	حريص
celebrate	يحتفل بـ
champion	بطل
championship	بطولة
characteristics	سمات
cheap	رخيص
chief source	مصدر رئيسي
childhood	طفولة
civilization	حضارة
climate	مناخ
colleague	زميل
collect	يجمع
combat	حرب
comfort	راحة
comfortable	مريح
committee	لجنة
communication	اتصال

mankind	الجنس البشري
manners	أخلاق
massacre	مذبحة
medical care	رعاية طبية
medicine	دواء
memory	ذاكرة
method	طريقة
methods	وسائل
mineral wealth	ثروة معدنية
minerals	مواد معدنية
Ministry of Education	وزارة التعليم
minority	أقلية
miracle	معجزة
misfortune	سوء حظ
monuments	أثار
mosques	مساجد
National team	الفريق القومي
necessary	ضروري
negative	سلبى
neglect	يهمل
negotiations	مفاوضات
noise	ضوضاء
obstacles	عقبات
obtain	يحصل على
occasion	مناسبة
occupation	احتلال
ocean	محيط
operation	عملية
opinion	رأي
organize	ينظم
pains	آلام
paralysis	شلل
patient	مريض
peace	سلام
Pharaohs	الفراعنة
phenomenon	ظاهرة
policy	سياسة
political	سياسي
pollution	تلوث
population	سكان
poverty	فقر
precautions	تدابير وقائي
pressures	ضغوط
prevail	يسود
principal	رئيسي
principles	مبادئ
production	إنتاج

family budget	ميزانية الأسرة
family planning	تنظيم الأسرة
famine	مجاعة
famous scientist	عالم مشهور
fans	مشجعين
flourish	يزدهر
folklore	فنون شعبية
foreign	أجنبي
freedom	حرية
generation	جيل
gift	هدية – هبة
glories	أمجاد
habits	عادات
hard currency	عملة صعبة
high quality	جودة فائقة
hobby	هواية
horizons	أفاق
hostility	عدوان
housing	الإسكان
housing problem	مشكلة الإسكان
human rights	حقوق الإنسان
ignorance	جهل
immigrant	مهاجر
impatience	نفاذ الصبر
improve	يحسن
income	دخل
increase	يزيد
independence	استقلال
industry	صناعة
industry	الصناعة
innocent	برئ
insistence	إصرار
insurance	تأمين
integration	تكامل
international relation	العلاقات الدولية
investment	استثمار
judgment	حكم
just peace	سلام عادل
justice	عدل
knowledge	المعرفة
labour	عمل
lack	نقص
laws	قوانين
liberty	حرية
magazine	مجلة
majority	أغلبية
make friends	يصادق

steady	ثابت
straggle	كفاح
strong will	عزيمة قوية
success	نجاح
successful leader	قائد ناجح
supplies	إمدادات
surgeon	طبيب جراح
surgery	جراحة
technology	تكنولوجيا
temple	معبد
terrorism	إرهاب
terrorist	إرهابي
the near future	المستقبل القريب
the press	الصحافة
The Security Council	مجلس الأمن
theatre	مسرح
threaten	يهدد
tissues	أنسجة
tourism	السياحة
tower	برج
trade	تجارة
traffic	مرور
traffic jam	اختناق المرور
transport	نقل - ينقل
troubles	متاعب
tunnels	أنفاق
unemployment	بطالة
unity	وحدة
various	مختلف
victim	ضحية
Victims	ضحايا
victory	نصر
vital	حيوي
voluble	قيم
water resources	مصادر المياه
wealth	ثروة
weapons	أسلحة
weather	طقس
welfare	رفاهية
widen	يوسع
worry	قلق
youth	شباب

progress	تقدم
projects	مشروعات
promote	يرقي
property	ممتلكات
prosperity	رفاهية
public transport	المواصلات العامة
punishment	عقوبة
qualities	صفات
reaction	رد فعل
realized	يدرك
reclaim	يستصلح
reclamation	استصلاح
reconstruction	إعادة بناء
recreation	ترفيه
region	منطقة
religion	ديانة
remove	يزيل
renewable source	مصدر متجدد
representative	ممثل
reputation	سمعة
required	مطلوب
researches	أبحاث
resistance	مقاومة
respect	يحترم
responsibilities	مسئوليات
restaurant	مطعم
reward	مكافأة
rights	حقوق
rocket	صاروخ
run after	يطارد
rush hours	ساعات الذروة
sacrifice	تضحية
salary	مرتب
scientific books	كتب علمية
security	أمن
security forces	قوات الأمن
self-reliance	الاعتماد على النفس
serious	خطير
sociable	اجتماعي
social peace	السلام الاجتماعي
Solar energy	الطاقة الشمسية
solidarity	التضامن
solve	يحل
Spare time	وقت الفراغ
sports	ألعاب رياضية
standard of living	مستوى المعيشة
starvation	مجاعة
statistics	إحصائيات



## **Exercises:**

### **Translate into Arabic:**

1. In our technological age, modern means of communication have enabled man to communicate with other people all over the world in any time. Through TV screens, we can watch the recent current and accidents which happen all over the world through satellites.
2. The most dangerous problem that faces the developing countries is overpopulation. It creates a lot of problems in housing, schools universities and traffic. It causes unemployment. Mal-nourishment spreads, and diseases prevail. Overpopulation eats up our national wealth and destroys our national economy.
3. To solve the problem of overpopulation and to increase the production, we should invade the desert. We have to change the desert into cultivated land and we should build new cities to relieve the presser and the stress of the crowded cities.
4. Hunger is one of the biggest problems of the world today. There are millions of people who don't have enough food or even anything to eat. As a result of this problem, many people have died. Others became ill and lost their energy.
5. Work is a protection against hunger but the illness is a source of misery. When we work hard, we secure a decent life that prevents hunger from attacking and destroying our life. But on the contrary when we remain idle, we ruin ourselves.
6. Learning foreign language helps us to acquire other counties civilization and technology and gives us a good picture about the outer world and social problems. It widens the scope of thinking and promotes international understanding.
7. An aeroplane passenger is not allowed to take more than twenty kilograms of luggage. If every passenger took a heavy load, the aeroplane would be in danger, for the weight it could carry is limited. A passenger who is obliged to take more than twenty kilograms pay about three pounds for every extra kilogram.
8. Today, scientists are trying to develop other sources of energy to meet our ever-increasing needs. Solar energy could provide one of the answers to our problems. It is a safe renewable source of energy and there is a lot of it.
9. Architecture is the oldest of fine arts. The Egyptian pyramids are a good example of ancient architecture. Some other examples are castles, churches, temples and mosques.

10. There is currently a strong nation-wide campaign against smoking, due to its negative effects on one's health, i.e. lung cancer. This campaign has resulted in non-smoker rights laws banning smoking in most of all public places.
11. Camping is popular means of recreation and of getting away from the city and one's daily life, families, its appeal is due to its low cost, appeal to children and contrast to the pressures of city life.
12. A hearty welcome from the hospitable Egyptian people under the leadership of President Hosni Mubarak to the delegations participating in the International Conference on Population and Development taking place in Egypt, land of peace and security.
13. The press plays an important part in our country forming public awareness and effective public opinion, so it is considered the fourth authority.
14. Many people have tied their livelihood to tourism. Now, they are very angry at the recent terrorist attacks which have ill-affected tourism and their lives.
15. Egypt faces two important problems, illiteracy and overpopulation. Due to the increase in the population, the number of illiterate people is on the way up despite all efforts made.
16. When tourists visit Egypt, they go shopping. They can get very nice souvenirs to take home, like leather goods, things made of copper and brass. A good place to shop in Cairo is the market of Khan El-Khalili.
17. The Arabs want a comprehensive peace in the Middle East, but the Israeli behaviour is against the peace process. All the peace loving countries must oblige Israel to live in peace with the Arab neighbouring counties.
18. President Mubarak always supports industry, tourism and agriculture because they are the main sources of our national income. In this way people's standard of living will improve and they will lead a better life.
19. President Mubarak is making a tremendous effort to narrow the gap between the Palestinians and the Israelis concerning the peace process.
20. Travelling abroad is a real pleasure. Through travelling, man can learn about the ways and habits of other countries. This also enriches learning foreign languages.

Translate into English:

١- سيقوم الكمبيوتر في المستقبل القريب بكثير من الأعمال التي يقوم بها الإنسان في الوقت الحالي.

٢- لقد برهنت مصر للعالم كله أنها لا تخشى الحرب ولكنها تريد السلام الذي يحمي منجزات الأجيال من الدمار.

- ٣- إن تزايد السكان في دولة نامية يعوقها عن التقدم.
- ٤- هناك من يعارضون استخدام الطاقة النووية لما تؤدي إليه من أخطار.
- ٥- إن شخصية المرء تعرف من خلال تصرفاته وآرائه واتجاهاته وعلاقاته بالآخرين.
- ٦- يجب أن يدرك كل فرد أن لمصر تاريخا حافلا وحضارة عريقة وأنها أعطت أكثر مما أخذت.
- ٧- يعد إنشاء الكثير من مكتبات الطفل خطوة هامة نحو إثراء ثقافة الطفل.
- ٨- إننا نتطلع بتفاؤل شديد إلى عالم يسوده التعاون والسلام والرخاء.
- ٩- الشعب الذي لا يملك قوته لا يملك حريته.
- ١٠- يعتبر غزو الصحراء وبناء المجتمعات الجديدة من سبل دعم الاقتصاد القومي وحل كثير من مشاكلنا الاجتماعية.
- ١١- لقد تحول العالم إلى قرية صغيرة بفضل التقدم الهائل في وسائل الاتصالات والمواصلات.
- ١٢- تمثل السياحة مصدرا هاما من مصادر الدخل القومي ولذا يجب تشجيعها لكي تزدهر.
- ١٣- من الواجب على الحكومة توفير فرص عمل أمام الشباب وتشجيعهم على الإقامة في المدن الجديدة.
- ١٤- تلعب وسائل الإعلام دورا حيويا في تكوين الرأي العام.
- ١٥- يجب أن نتصدى لكل حركات الإرهاب التي تهدد السلام الاجتماعي. فمجتمعنا ينبذ العنف والجريمة وكذا التطرف.
- ١٦- لا شك أن مترو الأنفاق قد ساعد على حل الكثير من مشاكل المرور.
- ١٧- يجب أن يسود السلام والأمن بين الشعوب من أجل رفاهية العالم.
- ١٨- نحن مدينون بالكثير للذين يتبرعون بدمائهم لإنقاذ المصابين في الحوادث اليومية.
- ١٩- تمدنا الكتب بالمعارف التي جمعتها الأجيال السابقة.
- ٢٠- يأتي السياح إلى مصر لمشاهدة آثارها العظيمة.