

Questions and short answers

أسئلة و إجابات مختصرة

Question	Short answer	
Are you Egyptian?	Yes, I am.	No, I'm not.
Is he Spanish?	Yes, he is.	No, he isn't.
Have you read this book?	Yes, I have.	No, I haven't.
Has he read the magazine?	Yes, he has.	No, he hasn't.
Do you live in Cairo?	Yes, I do.	No, I don't.
Does he work at the university?	Yes, he does.	No, he doesn't.
Can you come to my party?	Yes, I can.	No, I can't.
Can he swim?	Yes, he can.	No, he can't.

Common errors أخطاء شائعة

Correct	Wrong	Notes
Are you Egyptian? Yes, I am.	Yes, I'm.	إستخدم الفعل بصيغته الكاملة فى الإثبات و لا تختصر.

ملاحظات:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Do you have a car? | = Have you got a car? |
| <input type="checkbox"/> Does he have a car? | = Has he got a car? |
| <input type="checkbox"/> Can you play music? | = Are you able to play music? |
| <input type="checkbox"/> Can she play tennis? | = Is she able to play tennis? |
| <input type="checkbox"/> What's your father's job? | = What does your father do? |
| <input type="checkbox"/> Do you come from England? | = Are you English? |
| <input type="checkbox"/> Where are you from? | = Where do you come from? |

Correct the mistakes:

Do elephants have thick skin?	Yes, they <u>have</u>
Do fish lay eggs?	Yes, they <u>don't</u>
Has a crocodile got sharp teeth?	No, it <u>has</u>
Did the cat climb the tree?	No, it <u>doesn't</u>
Do rabbits have fur?	Yes, they <u>did</u>
Was the duck flying?	No, it <u>was</u>

Can lions run fast?

Yes, it can.

.....

□ **Rewrite using the word(s) in brackets to give the same meaning:**

- 1- What's your nationality? (Where)
- 2- Do rabbits have fur? (Have)
- 3- Can you swim? (Are.....)
- 4- What's your job? (What do)
- 5- Has Rania got a mobile phone? (Does.....)

1) Necessity & Obligation **الضرورة و الإلزام**

الضرورة و الإلزام معناه أن الإنسان مجبر و ليس لديه اختيار

Tense	Statement	Question
Present مضارع	must + يجب أن مصدر has to + يجب أن مصدر have to + يجب أن مصدر = It's necessary for... to + مصدر من الضروري لـ ... أن	فاعل + مصدر + Must + Does + فاعل + have to + مصدر Do + فاعل + have to + مصدر = Is it necessary for... to هل من الضروري لـ ... أن
Past ماضي	had to + كان يجب أن مصدر = It was necessary for... to + مصدر كان من الضروري أن	Did + فاعل + have to + مصدر = Was it necessary for... to هل كان من الضروري لـ ... أن
Future مستقبل	will have to + مصدر سوف ينبغي أن + = It will be necessary for ... to + مصدر سيكون من الضروري أن	Will + فاعل + have to + مصدر = Will it be necessary for ... to هل سيكون من الضروري لـ ... أن

□ **Examples:**

- 1- I **must** phone the doctor to make an appointment. (This is necessary)
- 2- I **had to** get up early this morning. (This was necessary)
- 3- You'll **have to work** hard to do well in the test. (This will be necessary)

□ **Study these sentences:**

- 1- It's necessary for us to be economical. (must)
We must be economical.
- 2- It was necessary for her to find a solution to her problem.(had to)
She had to find a solution to her problem.
- 3- Is it necessary for him to take a taxi? (Does.....)
Does he have to take a taxi?
- 4- Was it necessary for him to buy as new mobile? (Did.....)

Did he have to buy a new mobile? (Was.....)

لاحظ الفرق بين **must / have to**

- 1- **must** تعبر عن رأى الشخص أو مشاعره الشخصية فى ضرورة القيام بعمل معين.
- I really **must** read that book again.
- 2- **have to** تعبر عن حقائق facts أو قواعد rules أو قوانين laws.
- I'm sorry I can't come to your party. I **have to** work that evening.

عدم وجود ضرورة أو الإلزام **Lack of necessity and Obligation**

عدم الضرورة و الإلزام معناه أن الإنسان غير مجبر و لديه اختيار

Tense	Statement
Present	doesn't have to + مصدر = It's not necessary for... to + مصدر don't have to + مصدر = It's not necessary for... to + مصدر
Past	didn't have to + مصدر = It was not necessary for... to + مصدر
Future	won't have to + مصدر = It won't be necessary for ... to + مصدر

□ **Examples:**

- 1- I **don't have to work** on Friday. (This is not necessary)
- 2- My father **didn't have to go** to work yesterday. (his was not necessary)
- 3- We **won't have to work** next week. (This will not be necessary)

□ **Study these sentences:**

- 1- It isn't necessary for him to answer all questions. (needn't)
.....
- 2- It wasn't necessary for us to take our umbrellas. (have to)
.....
- 3- It isn't necessary for him to answer all questions. (have to)
.....
- 4- They don't have to take a taxi. (necessary)
.....

Prohibition المنع و التحريم

تعنى أن هناك قواعد و قوانين يجب اتباعها و المخالفة تعرضك للعقاب.

□ **mustn't / can't + مصدر**

- = be not allowed to + مصدر غير مسموح بـ
be forbidden to + مصدر
be prohibited / banned from + v. + ing

□ **Example:**

- You **mustn't drive** more than 50 kph. (This is a rule or law)

□ **Study these sentences:**

- 1- You **mustn't park** here. (allowed-forbidden)
.....
.....
- 2- You **mustn't smoke** in the theatre. (Smoking)

النصيحة Advice

- **should** = It is a good idea to أنه الشئ الصحيح
= It's advisable to مما ينصح به أن
- **shouldn't** = It's inadvisable to مما لا ينصح به أن

□ Study these sentences:

1- It's advisable to take steps to reduce pollution. (should)

2- I advise you not to eat sweets between meals. (shouldn't)

□ Choose the correct answer:

- 1- You (doesn't have to-didn't have to-shouldn't-needn't) come if you don't want.
- 2- We (mustn't-don't need to-can't-shouldn't) lock the car. It's safe here.
- 3- You (shouldn't-mustn't-should-ought to) drive. You're too tired.
- 4- I (didn't have to-needn't-won't-shouldn't) go to school yesterday. It was a holiday.
- 5- You (mustn't-needn't-don't have to-won't) park here. It says a "No Parking area."
- 6- It's a holiday tomorrow, so I (mustn't-won't have to-will have to-had to) get up early.
- 7- He (had to-will have to-doesn't have to-mustn't) run at the moment because he's hurt his leg.
- 8- Last weekend, I (had to-have to-will have to-has to) study hard for the exams.
- 9- I've been very busy this week, so at the weekend, I (don't have to-mustn't-will have to-had to) get rest.
- 10- In the holidays, I (won't have to-mustn't-must-have to) read books and do homework.
- 11- The referee said to the footballer, "You (don't have to-mustn't-must-had to) play like that."
- 12- I (had to-must-didn't have to-have to) help my brothers because my mother was ill.

□ Rewrite using the word(s) in brackets to give the same meaning:

- 1- It's inadvisable to take medicine without asking your doctor. (shouldn't)
- 2- We are faced with the necessity of buying a new car. (have to)

- 3- It isn't necessary to arrive at the airport until 10:30. (needn't)
- 4- Without having to travel anywhere, you can become familiar with the cultures of other countries. (You don't)
- 5- It was necessary for her to find a solution to her problem.(had to)
- 6- It wasn't necessary for us to take our umbrellas. (have to)
- 7- You mustn't smoke in the theatre. (Smoking)
- 8- Motor cars mustn't drive in the town center. (allowed)
- 9- It would be a good idea to read a lot in your free time. (should)
- 10- It is not a good thing to drive. You're too tired. (shouldn't)
- 11- You don't have to have any previous experience to apply for the job. (It is)
- 12- To be successful in business, one must work very hard. (necessary)

Focus

Direct & Indirect Speech

الكلام المباشر و الكلام غير المباشر

هناك طريقتين لإخبار شخص بما فعله شخص آخر و هما:

1- **Direct speech:** الكلام المباشر

فى الكلام المباشر نقدم الكلمات الفعلية التى قيلت و توضع بين علامتى التنصيص كما يلى

- Nabila: What did Ahmed say?

Ali : He said, "I want to be a doctor."

2- **Reported speech:** الكلام غير المباشر

و هو الكلام المنقول و فيه نغير الكلمات التى قيلت لتناسب مع الجملة و هناك بعض القواعد التى يجب إتباعها مثل الأزمنة و الضمائر

- Nabila: What did Ahmed say?

Ali : He said that he wanted to be a doctor.

الجملة الخبرية Statement

خطوات تحويل الجملة من كلام مباشر direct إلى كلام غير مباشر direct :

1- نحول فعل القول كما يلى:

Direct	Reported	Direct	Reported
say to	tell	say	say
says to	tells	says	says
said to	told	said	said

2- نحذف الأقواس و نربط بكلمة that التى يمكن الاستغناء عنها

3- نغير الضمائر حسب المعنى

4- إذا كان فعل القول مضارع (أو مستقبل) تتغير الضمائر فقط داخل الأقواس ولا تتغير الأزمنة أو الظروف.

أما إذا كان فعل القول ماضى نغير الأزمنة كما يلى:

Direct		Reported	
Present simple بسيط	مضارع	Past simple بسيط	ماضى
Present continuous مستمر	مضارع	Past continuous مستمر	ماضى
Present perfect تام	مضارع	Past perfect تام	ماضى
Past simple	ماضى بسيط	Past perfect	perfect
Past continuous	ماضى مستمر	Past perfect cont مستمر	ماضى تام
Present perfect cont مستمر	مضارع تام	Past perfect cont مستمر	ماضى تام

كما يتم تغيير الأفعال الناقصة كما يلي:

Direct	Reported	Direct	Reported
will	would	can	could
shall	should	won't	wouldn't
may	might	must	had to
can't	couldn't	am / is / are going to	Was / were going to

كما نغير أسماء الإشارة و المكان و الكلمات الدالة على الزمن كما يلي:

Direct	Reported	Direct	Reported
this	that	these	those
here	there	now	then
ago	before	today	that day
tonight	that night	tomorrow	the next (following) day
next year	the following year the year after	yesterday	the day before the previous day
last year	the year before the previous year		

Examples:

"I live in London," he said.

He said (that) he lived in London.

"The phone is ringing," she said.

She said (that) the phone was ringing.

"Jo left ten minutes ago," they said.

They said (that) Jo had left ten minutes before.

"Jo has just left," they said.

They said (that) Jo had just left.

"I'll see you tomorrow," she said.

She said (that) she'd see him the next day.

"I'm going to learn to drive next month," he said.

He said (that) he was going to learn to drive the following month.

"You can go home," she said.

She said (that) I could go home.

"I didn't finish my homework last night," he said.

He said that he hadn't finished his homework the night before.

Special Changes: - تحويلات خاصة -

⊙She said to me "Good luck".

She wished me good luck.

⊙She said "what about going to.?"

She suggested going to

⊙She said "Yes, I can help him".

She agreed to help him .

⊙She said "No, I can't help him".

She refused to help him .

⊙She said to me " congratulations"

She congratulated me .

ملاحظات:

- 1- إذا كان الكلام المباشر عبارة عن حقيقة علمية لا يحدث أى تغيير.
- He said, "Water boils at 100 ° C." (He said that.....)
He said that water boils at 100 ° C.
- 2- إذا كان فعل القول ماضى و الكلام قد إنتهى منذ فترة وجيزة تتغير الضمائر فقط داخل الأقواس ولا تتغير الأزمنة أو الظروف. وهذه هى الكلمات الدالة :
now, just now, a moment ago, a minute ago,.....
- He said just now, "I'll visit you next week." (He said just now that)
He said just now that he'll visit me next week.
- 3- فى حالة قاعدة if يتغير الزمن فى الحالة الأولى فقط.
- He said to me, "I'll buy a car if I have enough money." (He told.....)
He told me that he'd buy a car if he had enough money.
- 4- فى حالة وجود جملتين تربطهما ب and / and added that
- He said, "I can't do my homework today. I'll do it later."
He said that he couldn't do his homework that day and that he'd do it later.
- She said, "I spent a lot of time in hospital last year." (She complained)
She complained that she had spent a lot of time in hospital the previous year.

- 6- إذا كان المخاطب داخل الأقواس يوضع خارج الأقواس بعد فعل القول
- He said, "I'll visit you, Ali." (He told....)
He told Ali that he would visit him.

□ Choose the correct answer:

- 1- Ahmed says that he (went-gone-goes-had gone) to Alex every year.
- 2- He (told-said-asked-ordered) he was living with his uncle.
- 3- He said that he (had written-would write-is writing-was writing) a letter then.
- 4- He told me that he (will reach-would reach-reached-had reached) Cairo the following week.
- 5- Samir (said-told-asked-spoke) he had never been to Luxor.
- 6- He said that he (attended-was attending-had attended-has attended) the meeting the day before.
- 7- He said that he (would see-has seen-had seen-was seen) a new film on TV the night before.
- 8- He told me that he (will visit-would visit-is visiting-visited) me the next day.
- 9- He said just now that he (bought-has bought-would buy-will buy) a new car next month.
- 10- He said that he (doesn't go-wouldn't go-hadn't gone-won't go) to school the previous day.

□ Rewrite the following sentences using the word(s) in brackets to give the same meaning:

- 1- He said " I will marry next week".
- 2- He said to me, " I'm reading a story now. "
- 3- He said to me," I have finished my work."
- 4- He said just now, "I have bought a new car".
- 5- She said, "I met my friend yesterday".
- 6- He says, "I will marry next week."
- 7- The baker said," I really love my job."
- 8- He said," I live near to Alexandria."
- 9- He said," I'm working for a computer repair company".
- 10- He said," I must drive for my work. I have my own car."
- 11- He said," I sometimes work on Saturday mornings."
- 12- He said," I want to do something more interesting."
- 13- He said," I'm getting married soon, so I'm saving to buy a flat.
- 14- I was late for work this morning." (Mona told me)
- 15- Adel said , " Our train has just arrived , Sami" (Adel told)
- 16- I'm planning to buy a new car." (Ahmed said)
- 17- "I've seen the film before." (She told me)

- 18- " I don't like going to parties." (He told me)
 19- "I need the money to visit my parents." (She told me)
 20- He said to me, " I have to go to the dentist tomorrow."
 21- "I'm visiting London next week." (He told me)
 22- He said, "I'll do it today." (He said that.....)
 23- He said, "I'll see you tomorrow." (He said he.....)
 24- She said, "I worked yesterday." (She said that.....)

Focus

الأدوات Articles

The Indefinite Articles أدوات النكرة

تأتي a قبل الاسم المفرد النكرة المبدوء بحرف ساكن أو حرف u الذي ينطق (يو).
 a book – a house – a stamp – a uniform زي – a university
 تأتي an قبل الاسم المفرد النكرة المبدوء بحرف متحرك ((a-e-i-o-u) أو حرف h صامت.
 an apple – an egg – an idea – an orange – an umbrella – an honest man
 نستخدم a / an حسب الصوت و ليس حسب الحرف مثل
 a European country. دولة أوروبية.

نستخدم a/an فى الحالات التالية:-

- 1- قبل الاسم المفرد النكرة الذى يذكر لأول مرة.
 - I have a house and a garden.
- 2- قبل أسماء المهن.
 - He's a doctor. - He's an engineer.
- 3- للإشارة إلى واحد من عدة أشياء
 - We've got a car.

The Definite Article أداة المعرفة

نستخدم the فى الحالات الآتية:

- 1- قبل الاسم النكرة الذى سبق ذكره.
 - I have a house and a garden. **The** house is small, but **the** garden is huge.
- 2- قبل الأسماء التى يوجد منها شئ واحد.
 - Which is **the longest** river in the world?
 - Cairo is **the capital** of Egypt. القاهرة هى العاصمة الوحيدة
- 3- قبل الأسماء المشهورة أو المعروفة أو الفريدة فى نوعها .
 the sun – the moon – the sky – the sea – the land – the world
 the Cairo Tower – the High Dam – أبو الهول the Pyramids – the sphinx
 .Don't look at **the** sun. you'll hurt your eyes -

4- قبل أسماء الاختراعات و الاكتشافات .

the telephone - the television - the computer - the radio - the internet -
the plane

- **The plane** has made travel very fast.

5- عندما نتحدث عن فصيلة أو اسم مفرد يصف مجموعة .

- **The giraffe** الزرافة is found in Africa.

- **The tiger** is a member of the cat family.

6- مع جمل المقارنة وصفات التفضيل القصوى (أكثر من إثنين) :

- **The more** you practise, **the better** you get.

- **The computer** is the most important modern invention

7- قبل أسماء البحار والأنهار والمحيطات والصحارى والسلاسل الجبلية والقنوات.

The Red Sea البحر الأحمر – The Mediterranean Sea البحر المتوسط

The Nile نهر الأمازون – The Amazon نهر النيل

The Atlantic ocean الصحراء الكبرى - The Sahara المحيط الأطلنطي

The Himalayas قناة السويس - The Suez Canal جبال الهمالايا

8- قبل الصفات لتدل على اسم جمع.

rich غنى the rich الأغنياء poor فقير the poor الفقراء

old كبير السن the old الكبار young صغير the young الصغار

لا نستخدم the فى الحالات الآتية :

1- مع الأسماء الجمع عندما نعبر عن أفكار عامة مثل الناس و الطعام و الوظائف والنباتات.

women – men - beans - scientists - trees

2- مع الأسماء التى لا تعد مثل الطعام و الشراب و المواد الخام و الأسماء المجردة و المواد الدراسية و اللغات

الحزن sadness – السعادة happiness - love - الجمال beauty - oil - milk

الخشيب wood – Chemistry – English - science

3- قبل أسماء الوجبات breakfast – lunch – dinner – supper

- I usually have **breakfast** at 7 o'clock?

4- قبل أسماء القارات و الدول و المدن و القرى و أسماء الأعلام و أسماء البحيرات المفردة و الجبال المفردة مثل

Africa – India – London – Abu Tig – Yusef- Lake Naser – Everest

إذا كان اسم الدولة مركب نستخدم قبله the .

The United States of America (USA) الولايات المتحدة الأمريكية

The United Kingdom المملكة المتحدة

و لكن نقول the Sudan

5- قبل school-prison-hospital-church-mosque عندما تستخدم فى الغرض الذى بنيت من أجله ، و نستخدم the إذا تم الذهاب إلى هذه الأماكن للزيارة.

- He went to **prison**. = He is a prisoner, a soldier or an officer.

- He went to **the prison**. = He went there to visit someone.

Who - whom - which - that - whose - where - when

❖ تستخدم لربط الجمل ببعضها وتحل محل الاسم أو الضمير المكرر في الجملة الثانية .

❖ تحل محل فاعل عاقل وتوضع بعد الفاعل الذي تصفه ويمكن استخدام **that** بدلا منها .

Ahmed is my friend. He won the prize. (who)

Ahmed who (that) won the prize is my friend.

❖ لاحظ :-

That is the man. He helped me

That is the man who (that) helped me.

❖ تحل محل مفعول عاقل و يأتي بعدها الفاعل ويمكن استخدام **that** بدلا منهما .

Ahmed is my brother. You met him yesterday. (whom)

Ahmed whom (who - that) you met yesterday is my brother.

❖ لاحظ :- يمكن حذف ضمير الوصل إذا كان يحل محل مفعول .

Ahmed, you met yesterday, is my brother.

That's the man. You are talking about.

That's the man whom / who / that you are talking about.

That's the man you are talking about.

❖ لاحظ :- يبقى حرف الجر كما هو بعد الفعل أو يوضع قبل ضمير الوصل

whom فقط وليس **who - that** .

That's the man about whom you are talking.

❖ تحل محل الفاعل أو المفعول غير العاقل وتوضع قبل أو بعد الاسم الذي تصفه ويمكن

استخدام **that** بدلا منها .

The books are all mine. They are on the shelf.

The books which (that) are on the shelf are all mine.

I opened the window. It overlooks the garden. (which)

I opened the window which (that) overlooks the garden.

The dog is mad. You killed it.
The dog which (that) you killed is mad.
The dog, you killed is mad.

❖ لاحظ :- حلت which محل المفعول لذلك يمكن حذفها .

He bought a new car. He made an accident with it.
He bought a new car which (that) he made an accident with.
He bought a new car with which he made an accident.

❖ يبقى حرف الجر كما هو بعد الفعل أو يستخدم قبل (which) وليس that .

❖ تستخدم للملكية عاقل وغير عاقل وتحل محل (s') أو صفة الملكية (my)
, his , her , its , your , their , our

That's the man. His son succeeded. (whose)
That's the man whose son succeeded.

My uncle travelled abroad. We live in his house. (whose)
My uncle in whose house we live travelled abroad.

❖ لاحظ :- يمكن استخدام حرف الجر قبلها ولا تستخدم that بدلا منها .

❖ تستخدم مع المكان .

This is the house. We live in it now. (Where)
This is the house where we live.

❖ تستخدم مع الزمن (الوقت) .

It is the month July. We go on holiday. (when)
It's the month July when we go on holiday.

❖ ملحوظة :- يمكن حذف who , which عندما تحل محل الفاعل إذا جاء بعدهم v.
to be أو مبنى للمجهول ويحذف v.to be .

They boy who was punished yesterday got the worst marks.
The boy, punished yesterday got the worst marks.

The food which was left in the dirty container has turned bad.
The food left in the dirty container, has turned bad.

❑ **Rewrite using the word(s) in brackets:-**

- 1- I shouted at a man but he didn't come back again. (The man who)
- 2- That's the boy. His brother sits next to me. (whose)
- 3- Ahmed will come on Saturday. I'll be at home on that day. (when)
- 4- Seven o'clock is when I usually have breakfast. (which)

- 5- Only clever students can do this exercise. (who)
- 6- A lot of people spend their summer holiday in Alexandria . (where)
- 7- I'm writing a letter to my aunt . She lives in France . (who)
- 8- The computer is a useful machine . It stores a lot of information . (that)
- 9- That is the factory. I've worked in it for ten years . (where / which)
- 10- I like Cairo. I live in it . (which)
- 11- My sister studied in France . She got her PHD from France .(where)
- 12- A girl in blue jeans is asking for help . (who)
- 13- This is my study. I spend most of my time reading in it . (where)
- 14- The flat overlooks the Nile. I want to buy it . (which)
- 15- There is a woman living next door. She is a doctor . (The woman)
- 16- Hala goes to school. Her school is modern . (which)
- 17- The girl with a black hand-bag was punished yesterday. (whose)
- 18- My uncle is very kind to me. I'm living with him . (with whom)
- 19- That's the boy. His bicycle was stolen yesterday . (whose)
- 20- The man is the pilot of the plane . I was talking with him . (whom)
- 21- Ali is a nice fellow. He lives next door to us . (who)
- 22- The doctors are very good. They work in this hospital . (Who)
- 23- The man was annoyed because his flat was robbed . (whose)

Modals & Possibility

Present: must / can't / might + inf.

Example	The speaker thinks
- He must be English-he speaks English well.	- He is definitely English because he speaks English well.
- He can't be Egyptian-he doesn't speak Arabic.	- He is definitely not English.
- He might be French, but he is probably Italian.	- It is possible that he is French.

Past: must / can't / might + have + pp

Example	The speaker thinks
- I'm frightened of snakes. A snake must have frightened me when I was a child.	- A snake definitely frightened me when I was a child.
- It's only 4 o'clock. The match can't have finished already.	- The match definitely hasn't finished. (It's too early.)

- Azza wasn't at school yesterday. She **might have had** a doctor's appointment موعد.

- It is possible that Azza had a doctor's appointment.

□ Choose the correct answer:

- 1- The telephone rang, but I didn't hear it. I (can't have been-would have been-must have been-might have been) asleep.
- 2- You've only been in the laboratory for half an hour. You (can't have finished-must have finished-would have finished-finished) your experiment already.
- 3- Emad didn't take his keys with him. He (could have seen-could see-might see-can't have seen) them on the table.
- 4- This (may-can't-must-could) be his car. He's too poor to afford such an expensive car.
- 5- David isn't here. He (must-can-ought-should) have gone home to study for the test tomorrow.
- 6- Ahmed is a professor of Chemistry. He must (be-have been-have-had been) very clever at school.
- 7- Where is David? He (must be-can't be-needn't be-mustn't be) at school. Classes begin at 8.
- 8- I'm absolutely sure! They (must arrive-could arrive-should have arrived-must have arrived) yesterday, I saw their ticket.
- 9- You (can't be-must be-should be-would be) joking. I can't possibly lend you that sum of money.
- 10- He looks happy. He (must-can't-may-might) have passed the exams.

□ Rewrite using the word(s) in brackets to give the same meaning:

- 1- I'm certain that he is a great painter. (must)
- 2- I'm sure that he didn't fail the exam. (can't)
- 3- That house was almost certainly built a few years ago. (must)
- 4- It is not possible that he caught the bus. (couldn't)
- 5- There is a remote possibility that the operation will not work. (might)
- 6- I suppose he is the new English teacher. (must)
- 7- I'm sure that he is at home. (must)
- 8- I'm sure he isn't at home. (can't)
- 9- I'm sure he was ill. (must)
- 10- I'm sure he didn't rob the bank. (can't)
- 11- Perhaps he will buy a car. (may)

- 12- I'm not sure that he bought a car. (might)
- 13- There's a chance they'll arrest him if he tries to leave the country.(might)
- 14- They were late. Perhaps they missed the nine o'clock train. (may)
- 15- Perhaps he was ill yesterday. (may)
- 16- I'm sure that Ahmed isn't over forty. (can't)
- 17- I think he is definitely a doctor. (must)
- 18- I think he was ill. (must)
- 19- I don't think he will come back. (might)
- 20- I suppose it's possible the thief had a key. (might)
- 21- It was impossible that he didn't hear the news. (He)
- 22- I'm sure that Ahmed won the match yesterday. (must)
- 23- I'm sure he has gone to bed because all lights are off. (must)
- 24- I believe he definitely passed the driving test. (must)
- 25- I'm sure he didn't come to the party. (can't have)
- 26- I'm sure Alaa hasn't finished his homework. He only started it five minutes ago. (Alaa can't)

السؤال المذيل Question tag

- السؤال المذيل عبارة عن سؤال قصير يضاف فى نهاية الجملة لزيادة التأكيد و معناه "أليس كذلك".
 - يتكون السؤال المذيل من فعل مساعد أو فعل ناقص و ضمير فاعل.
 - فى حالة عدم وجود فعل مساعد أو فعل ناقص نستخدم do / does / did حسب الزمن.
 - إذا كانت الجملة مثبتة يكون السؤال المذيل منفي و العكس.
 - يستخدم السؤال المذيل لسببين:
- 1- عندما تتوقع أن شخصا ما سوف يتفق معك (وهذا يعتبر سؤال غير حقيقى و ينخفض الصوت فى نهاية السؤال المذيل)
- It's hot today, isn't it? (You know it is hot today)
- 2- لكى نسأل سؤال حقيقى للتأكد من المعلومة (و يرتفع الصوت فى نهاية السؤال المذيل)
- She isn't your sister, is she? (You are not sure, so you want an answer)

Examples:

- 1- **You're** from Cairo, **aren't** you?
- 2- He **isn't** from Turkey, **is** he?
- 3- You **woke** up early, **didn't** you?
- 4- We **aren't** going to agree, **are** we?
- 5- **It's** hot today, **isn't** it?
- 6- Magi **speaks** English well, **doesn't** she?
- 7- Dalia **has** typed the letters, **hasn't** she?

- 8- Tom won't be late, will he?
- 9- It's stopped raining, **hasn't** it?
- 10- I **shall** visit you, **shan't** I?
- 11- Martina **doesn't** speak Latin, **does** she?

ملاحظات:

1- الكلمات الآتية / few / little / never / seldom / hardly / rarely / no longer / neither تعبر عن النفي و لذلك يكون السؤال المذيل مثبت.

- I **will never** speak to her again, **will** I?

- They **rarely visit** Japan, **do** they?

2- نستخدم they بدلا من someone/somebody/everyone/everybody/no one/ nobody

- **Nobody believes** a liar, **do they**?

- **Everyone has** come to the party, **haven't they**?

3- نستخدم it بدلا من something / nothing / everything

- **Everything is** ready, **isn't it**?

4- لاحظ الشواذ الآتية.

1- **Let's** go to the club, **shall we**?

2- **Let us** stay here, **will (won't) you**?

3- **I am** a dentist, **aren't I**?

4- **Open** the door, **will (can/could/would/won't) you**?

5- **Don't stay** up late, **will you**?

6- You **must** take the medicine, **needn't** you?

7- **This / That is** fantastic, **isn't it**?

5- لاحظ السؤال المذيل مع التعبيرات الآتية.

- I'd rather have tea, **wouldn't** I?

- You'd better stay in bed, **hadn't** you?

6- فى حالة وجود فعلين فى الجملة فان السؤال المذيل يكون تابع للجملة الثانية.

- I believe **it's** going to rain, **isn't** it?

7- فى حالة وجود أداة ربط فان السؤال المذيل يتبع الجملة التى لا تحتوى على أداة الربط.

- **I'll** help you if you ask, **won't** I?

8- لاحظ الاختصارات الآتية:

d better = had better

• 'd rather = would rather' •

d like = would like

• 'd prefer = would prefer' •

It's + adj. / noun / v.+ ing = It is

• It's + p.p. = It has •

shan't = shall not

• won't = will not •

:Choose the correct answer □

- 1- She wouldn't mind if I didn't go, (did she-wouldn't she-hadn't she-would she)?
- 2- Salwa is not at school today, (isn't she-is she-does she-doesn't she)?
 - 3- They should have arrived on time, (should they-shouldn't they-do they-don't they)?
 - 4- The soup tasted delicious, (isn't-wasn't-doesn't-didn't) it?
 - 5- I'm really late, (am-don't-have-aren't) I?
 - 6- They were late this morning, (didn't they-did they-were they-weren't they)?
 - 7- You don't know where my Workbook is, (do-don't-didn't-are) you?
 - 8- There's an exam tomorrow, (is there-isn't there-has there-hasn't there)?
 - 9- We haven't seen that movie, (have we-haven't we-don't we-didn't we)?
 - 10- He can't remember her phone number, (can't-won't-couldn't-can) he?
- 11-The boy came late to class, (wasn't-didn't-isn't-doesn't) he?
 - 12- Don't come late again, (will you-do you-won't you-do I)?
 - 13- I don't think he will do it, (won't-will-do-don't) he?
 - 14- He'd hardly do it without permission, (would-wouldn't-had-hadn't) he?
 - 15- Let's go to the club, (will we-shall we-can we-shan't we)?
 - 16- You get up late every morning, (do you-do I-don't you-don't I)?
 - 17- He's gone to London, (has he-hasn't he-isn't he-doesn't he)?
 - 18- Samy will come to the party, (will he-can he-doesn't he-won't he)?
 - 19- He hadn't told me about her, (had he-hadn't he-did he-does he)?
 - 20- We shall do it alone, (won't you-will you-shall we-shan't we)?
 - 21- I'd rather stay at home, (wouldn't you-hadn't you-would I-had I)?
 - 22- You'd better leave, (wouldn't you-hadn't you-would I-had I)?

□ Rewrite using the word(s) in brackets to give the same meaning:

- 1- He is late for work, isn't he? (early)
- 2- He runs quickly, doesn't he? (slowly)
- 3- Tom didn't sing very well, did he? (badly)
- 4- He always gets up late, doesn't he? (never)
- 5- He plays tennis well, doesn't he? (does)

The passive المنى للمجهول

- نستخدم صيغة المنى للمجهول عندما لا نعرف من قام بالحدث.
- My car was stolen last night. (I don't know who stole it)
 - نستخدم المنى للمجهول عندما لا نهتم بمن قام بالفعل.
 - This hotel was built in 1997.
 - Nabil has been invited to a birthday party.
- فى هذه الجملة نهتم بالفندق و نبيل و لا نهتم بمن شيد الفندق أو بمن دعا
(نبيل)

- نستخدم المبنى للمجهول عندما لا نريد أن نقول من قام بالفعل.
- A mistake was made.

فيما يلي طريقة تحويل الجملة من مبنى للمعلوم الى مبنى للمجهول
في الازمنة المختلفة:

-1-

Present Simple مضارع بسيط	<p style="text-align: center;">فاعل + am / is / are + pp + by + مفعول</p> <p>1- People Speak Arabic in Egypt. - Arabic is spoken in Egypt.</p> <p>2- Ali types letters every Saturday. - Letters are typed by Ali every Saturday.</p>
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-2-

Past Simple ماضى بسيط	<p style="text-align: center;">فاعل + was / were + pp + by + مفعول</p> <p>1- Ali invited me to a party. - I was invited to a party.</p> <p>2- They cancelled all flights because of fog. - All flights were cancelled because of fog.</p>
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-3-

Present Continuou S مضارع مستمر	<p style="text-align: center;">فاعل + am / is / are + being + pp + by + مفعول</p> <p>1- The mechanic is repairing my car. - My car is being repaired by the mechanic.</p> <p>2- The secretary is typing some letters. - Some letters are being typed by the secretary.</p>
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-4-

Past Continuou S ماضى مستمر	<p style="text-align: center;">فاعل + was / were + being + pp + by + مفعول</p> <p>1- I thought someone was watching me. - I thought I was being watched.</p> <p>2- Rania was washing the dishes. - The dishes were being washed by Rania.</p>
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-5-

Present Perfect مضارع تام	مفعول + has / have + been + pp + by + فاعل 1- I have paid the bill. - The bill has been paid. 2- Noha has washed the dishes. - The dishes have been washed by Noha.
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-6-

Past Perfect ماضى تام	مفعول + had + been + pp + by + فاعل 1- Someone had cleaned my room. - My room had been cleaned. 2- I wondered why they followed me. - I wondered why I had been followed.
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-7-

Future Simple مستقبل بسيط	مفعول + will / shall + be + pp + by + فاعل - They will tell you your exam results next Monday. You will be told your exam results next Monday.
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-8-

be going to	مفعول + be going to + be + pp + by + فاعل - Who are you going to invite to your birthday party? Who is going to be invited to your birthday party?
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-9-

فعل ناقص + مصدر الأفعال الناقصة will / would / shall should / can / could may / might / must has to /	مفعول + be + pp + by + فاعل 1- We may find more oil in the future. - More oil may be found in the future. 2- He should take the medicine three times a day.
--	---

have to had to /
will have to ought
to / used to
needn't

- The medicine should be taken three times a day.
- 3- Students must obey school rules.
 - School rules must be obeyed.
- 4- You can see the sea from our bedroom window.
 - The sea can be seen from our bedroom window.

-10-

have + فعل ناقص
+ pp

have+been+pp+by+فاعل
+مفعول+فعل ناقص

- 1- The government will have built the road by May.
 - The road will have been built by May.
- 2- Someone must have opened the door.
 - The door must have been opened.

ملاحظات:

- إذا كانت الجملة منفية بـ don't / doesn't + p.p نستخدم am not / is not / aren't + p.p
أما إذا كانت منفية بـ didn't نستخدم wasn't / weren't + p.p
- The police **don't allow** big cars into the city centre. (Big cars.....)
Big cars **aren't allowed** into the city centre.
 - Mr David **doesn't allow** smoking in his office. (Smoking....)
Smoking **isn't allowed** in Mr David's office.
 - Tom **didn't answer** exam. (The exam....)
The exam **wasn't answered** by Tom.
- إذا كانت الجملة تبدأ بـ Nobody / No one نحول ever إلى never إن وجدت. و في حالة عدم وجودها نفي بـ not
- Nobody **has ever beaten** me at chess. (I....)
I **have never been** beaten at chess
- إذا كانت الجملة تحتوى على مفعولين يمكن أن نبدأ بالمفعول الأول و إذا بدأنا بالمفعول الثاني نستخدم حرف الجر to / for قبل المفعول الأول.
- He **gave** me a nice camera. (I / A nice camera)
I **was given** a nice camera.
A nice camera **was given to** me.
- الأفعال الآتية make/see/hear/watch يليها مفعول ثم مصدر و عند التحويل إلى مبنى للمجهول نستخدم to قبل المصدر.
- He **saw** them **go** out. (They.....)
They **were seen to go** out.
- نحول let إلى allowed to عند التحويل إلى مبنى للمجهول.

- He **let** me go. (I....)

I **was allowed to** go.

في حالة وجود ظرف (adv). يوضع قبل التصريف الثالث.

- You must plan your **work carefully**. (Your work....)

Your work must be **carefully planned**.

في حالة الأفعال المتبوعة ب (to + inf) نستخدم (to be + p.p) عند التحويل إلى مبنى للمجهول.

- I want you **to tell** me the truth. (be)

I want **to be told** the truth.

في حالة الأفعال المتبوعة ب (v.+ ing) نستخدم (being + p.p) في المبنى للمجهول.

- I **hate** people **telling** me lies. (being)

I **hate being told** lies.

إذا كان الفاعل و المفعول واحد نستخدم ضمير منعكس (myself / himself / herself / yourself / yourselves / themselves / itself) ثم be ثم pp.

- He **doesn't let** others **laugh** at him. (be)

He doesn't let **himself be laughed** at.

خطوات تحويل الجملة من مبنى للمجهول إلى مبنى للمعلوم:

1- نحذف by و نبدأ بما يليها و إذا لم توجد نبدأ بفاعل مناسب.

2- نحذف v. to be و نضع الفعل في نفس زمن v. to be المحذوف.

3- الفاعل يصبح مفعولا بعد الفعل.

- English **is spoken** in many countries in Africa. (People)

People **speak** English in many countries in Africa.

- The metro **is being extended**. (Engineers)

Engineers **are extending** the metro.

- The house **has been painted**. (We)

We **have painted** the house.

- Some letters were typed. (The secretary...)

The secretary typed some letters.

□ Choose the correct answer:

1-The homework (has been corrected-has been correcting-has corrected- corrected).

2-More electricity (will use-will be using-will be used-will have used) run the new factories.

3-Somebody (cleans-is cleaned-was cleaned-has been cleaned) the room every day.

4-Lunch (was served-was serving-had served-was being served) when we arrived.

- 5- My house (painted-was painted-was painting-were painted) last month.
- 6- Many accidents (caused-causes-are causing-are caused) by careless driving.
- 7- Don't let yourself (be laughed at-laughed at-laugh at-were laughed at).
- 8- I don't mind (helped-being helped-helping-having helped) by others.
- 9- When he returned home he found that his jewels (had stolen-were stealing-had been stolen-has been stolen).
- 10- Paper (invented-was invented-was invented-had invented) by the Chinese in the 2nd century.
- 11- A new school (is being built-is building-has built-will built) to relieve overcrowding.
- 12- The men (have been dug-were dug-are dug-have dug) a hole in the road.

□ Rewrite using the word(s) in brackets to give the same meaning:

- 1- Logie Baird invented television. (Television)
- 2- You can buy tickets on the day of the concert. (Tickets)
- 3- On a clear night, you can see the stars. (The stars)
- 4- They built the cinema in 1995. (The cinema)
- 5- Egypt launched Nile Sat 101 in April 1998. (Nile Sat 101)
- 6- You must show your passport to the check-in clerk. (Passports)
- 7- They painted the house and fixed the window. (The house)
- 8- Sir Arthur Conan Doyle invented Sherlock Holmes. (Sherlock Holmes)
- 9- Sherlock Holmes solved hundreds of crimes. (Hundreds of crimes)
- 10- Millions of people have read Sherlock Holmes Stories.
(Sherlock Holmes stories)
- 11- Sir Arthur Conan Doyle wrote the Sherlock Holmes stories.
- 12- The house was built in Baker Street in 1815. (They)
- 13- Someone has stolen my car. (My car)
- 14- The police don't think they'll find my car. (The police don't think my car....)
- 15- Millions of tourists visit Egypt every year. (Egypt)
- 16- The ancient Egyptians built the Pyramids.
- 17- Shakespeare wrote King Lear.
- 18- People know Shakespeare all over the world.
- 19- People watch football in many different countries.
- 20- A new Sherlock Holmes film is being made. (A British company

- 21-The museum has been visited by millions of people. (Millions of people)
 22- The customs officials search our luggage carefully. (Our luggage
 23- They have postponed the concert. (The concert)
 24-The referee cancelled the match because of the heavy rain. (The match ...)
 25- They have already sent him a telegram. (A telegram)

Direct & Indirect Speech

الكلام المباشر و الكلام غير المباشر

Question الأسئلة

خطوات تحويل السؤال من كلام مباشر direct إلى indirect كلام غير مباشر:
 1- نحول فعل القول كما يلي

Direct	Indirect
say / say to	ask
says / says to	asks
said / said to	asked

يمكن أن يبدأ السؤال غير المباشر بأحد التعبيرات الآتية:

I wonder – I don't know – I'd like to know – Could you tell me

- 2- نحذف الأقواس و علامة الاستفهام و نربط ب :
 أ- if / whether إذا كان السؤال يبدأ بفعل مساعد أو فعل ناقص.
 ب- أداة الاستفهام إذا كان السؤال يبدأ بها.
 3- نغير الضمائر حسب المعنى.
 4- نستخدم الفاعل ثم الفعل مع حذف الفعل المساعد do / does / did .
 إذا كان فعل القول مضارع نغير الضمائر فقط
 أما إذا كان فعل القول ماضى نغير الأزمنة كما يلي:

Direct	Indirect
Present simple مضارع بسيط	Past simple ماضى بسيط
Present continuous مضارع مستمر	Past continuous ماضى مستمر
Present perfect مضارع تام	Past perfect ماضى تام
Past simple ماضى بسيط	Past perfect ماضى تام
Past continuous ماضى مستمر	Past perfect cont ماضى تام مستمر
Present perfect cont مضارع تام مستمر	Past perfect cont ماضى تام مستمر

كما يتم تغيير الأفعال الناقصة كما يلي:

Direct	Indirect	Direct	Indirect
will	would	can	could

shall	should	won't	wouldn't
may	might	can't	couldn't

كما نغير أسماء الإشارة و المكان و الكلمات الدالة على الزمن كما يلي:

Direct	Indirect	Direct	Indirect
this	that	these	those
here	there	now	then
ago	before	today	that day
tonight	that night	tomorrow	the next (following) day
next year	the following year the year after	yesterday	the day before the previous day
last year	the year before the previous year		

Examples:

- 1- He said to me, "Will you come soon?" (He asked me...)
- 2- She said to me, "Do you want anything to drink?" (She asked....)
- 3- He said to her, "Do you need any help?" (He asked her.....)
- 4- The policeman said to him, "Where do you live?" (The policeman asked)
- 5- She said to me, "What's your name?" (She asked me....)
- 6- "Where do you live?" (I wonder)

□ Rewrite using the word(s) in brackets to give the same meaning:

- 1- He said to me, "When will the next exam take place?" (He asked)
- 2- "Will you come tomorrow?" (He asked me if.....)
- 3- "Why are they buying a new house?" (I don't know)
- 4- He said to me, "What kind of work do you do?" (He wanted to know)
- 5- He said to me, "Would you like to run your own business?" (He asked me)
- 6- Mother said to the children, "Have you eaten all your food?"
- 7- He said to me, "What are you doing now?" (He asked me.....)
- 8- He asked me if I had gone to the club the day before. (He said to me ..)
- 9- He said, "Why were you absent?" (He asked why)
- 10- The doctor said to the patient, "Do you smoke?" (asked)
- 11- "Where do you live?" (He wanted to know)
- 12- He wanted to know the price of my new suit. (He asked me)
- 13- "Did you meet your friend yesterday?" (I wanted to know)

- 14- I said to Ramy, "Do you play any sports?" (I wanted to know)
15- Azza said to Samia, "Are you going to stay in a hotel?" (asked)

□ **Choose the correct answer:**

- 1- He asked me if I (go-would go-went-had gone) to the club the night before.
- 2- I wondered why my father (drive-was driving-is driving-drives) so fast.
- 3- She asked if I (want-will want-wanted-have wanted) to help her.
- 4- He wanted to know when I (would travel-will travel-have travelled-travelling) to America.
- 5- He asked me what I was doing (now-then-than-here).
- 6- I (said-told-ordered-asked) him why he looked unhappy.
- 7- The manager wondered when (had I begun-I begin-did I begin-I had begun) working as a secretary.
- 8- I asked him where (did he live-he lived-he live-will he live).
- 9- She asked me (if-that-unless-whatever) I could help her.
- 10- He asked her what (is her name-was her name-her name is-her name was).

3) Orders requests and advice


خطوات تحويل الطلب من كلام مباشر direct إلى كلام غير مباشر indirect:

- 1- نحول إلى asked / told / advised / warned / begged .
- 2- نحذف الأقواس و نربط ب: to إذا كان الأمر مثبت
- 3- نستخدم المصدر بعد to / not to .
- 4- إذا كان فعل القول مضارع تتغير الضمائر فقط أما إذا كان فعل القول ماضى نغير الأزمنة و الكلمات الدالة عليها و أسماء الإشارة و المكان.

Examples:

- 1- He said to me, "Open the door, please." (He asked me.....)
He asked me to open the door.
- 2- I said to Gamila, "Go to the doctor." (I advised.....)
I advised Gamila to go to the doctor.
- 3- "Take the patient's temperature." (I told you....)
I told you to take the patient's temperature.
- 4- I said to her, "Sit down." (I asked her...)
I asked her to sit down.
- 5- He said to me, "Don't play with fire." (He warned me..)
He warned me not to play with fire.

□ Rewrite using the word(s) in brackets to give the same meaning:

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- 1- He said to me, "Please give me some money." (He asked me....)
 - 2- He said to the children. "Don't talk while eating."(He ordered
 - 3- He said to the boys, "Don't play here or you'll be punished."(He warned...)
 - 4- "Read the instructions before you switch on the machine."
(He told the customer...)
 - 5- My father advised me not to waste my time. (My father said to me

□ Choose the correct answer:

- 1- The doctor advised me (don't smoke-not smoke-not to smoke-no to smoke).
- 2- I told Ali (to be-be-be to-being) careful crossing the road.
- 3- Mother warned me (don't play-not to play-didn't play-doesn't) play with fire.
- 4- Father advised me (study-studied-studying-to study) hard.
- 5- The officer ordered the soldiers (to fire-fired-firing-fires).