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 وينمذج هذا الكتاب بالبساطة والسهولة في العرض كما يقدم عنصر الاجداح بحيث يمكن للطالب الاستماع إلى الكتاب وقضاء وقت طويل معه دون ملل. ويستهدف هذا الكتاب على العديد من التدريبات بما يضمن للطالب الاستياب والفهم الكامل لمحتويات المنهج المختلفة.

طريقة عرض الكتاب

يقوم هذا الكتاب بعرض كل قسم من أقسام المنهج المقرر في جزء مستقل في الفصل الأول يقوم بعرض عام لأهم قواعد اللغة الإنجليزية والأزمنة وفي الفصل الثاني يقوم باستعراض شامل للقواعد المقررة في الكتاب المدرسي بدأ من وحدة 1 حتى وحدة 20، وفي الفصل الثالث يقوم بشرح الوظائف اللغوية مثل معاني الكلمات وتصرفاتها المختلفة بدأ من وحدة 1 وحتى وحدة 20، وفي الفصل الرابع يقدم Mini-dialogue وكيفية التعامل مع طريقة 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 للطالب المفهوم الأساسي للدرس. وفي هذه المقدمة توجد شخصية كرتونية خفيفة Freddy لتقديم المثال التوضيحي. وعند شرح الأزمنة تتبع ثلاث مربعات طويلة تبين Freddie ما يحدث معين داخل أو بين أحد هذه المربعات لبيان Past - Present - Future علاقة الحدث بالأزمنة المختلفة.

المعالجة الجديدة

يقدم هذا الكتاب معالجة جديدة لأقسام الوظائف اللغوية وقطعة الإنشاء وكيفية الخطابات والقراءة والترجمة. وتعد هذه المعالجة على وضع القواعد السهلة والمفهومة التي يمكن للطالب 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

(He plays tennis)

Form:

Look at these examples:

- Freddie plays table tennis every weekend.
- He drives to work everyday.
- The moon goes round the earth.

This is the present simple:

I/we/you/they play

he/she/it plays

Usage:

The present simple is used in the following cases:

1) To express a fact:
   - The earth is round.
2) To express a habit:
   - He gets up early everyday.
3) To express ability:
   - He speaks English very well.
4) To describe people or things:
   - These doctors are kind.
   - The weather is fine.
5) To indicate the future in conditional phrases with the following words:

   - When he comes, we shall meet him.

Note the following

<table>
<thead>
<tr>
<th>Verb</th>
<th>Present Simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>study</td>
<td>studies</td>
</tr>
<tr>
<td>finish</td>
<td>finishes</td>
</tr>
</tbody>
</table>

Always, usually, sometimes, often, rarely, frequently

Remarks:

- The expression “Where do you come from?” means “Where are you from?” The reply 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 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:
2. How often (do – does – did) you go to the dentist?
3. No, thanks. I (don’t – doesn’t – not) smoke.
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

(He washed his car)

Form:

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:

The past simple is used in the following cases:

1) To express a past action:
- 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:
- When he was a little boy, he used to help his father on the farm.

Note the following

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

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

wave => waved
move => moved

Study => studied
Play => played

He played => he did not (didn’t) play
We saw => we did not (didn’t) see

He used to smoke (he does not smoke now)

The bus left the station two hours ago.
How long ago did the bus leave the terminal?

* لم ينتهي في المضارع المضارع المستقبلي Past Simple
* إذا كان الفعل ينتهي بـ e يضاف له d فقط
* إذا كان الفعل ينتهي بـ y مسبوقة بحرف ساكن تحول إلى i وضيف ed ولا تحولها إذا كانت مسبوقة بحرف متحرك
* ينفي Past Simple
* يستخدم Used to + infinitive للتعبير عن عادة في الماضي ولا وجود لها في المضارع
* يستخدم How long ago للسؤال إذا استميت الجملة على
Remarks:

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 bad 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
(He is playing)

Form:

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Study the following examples:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Freddie <em>is playing</em> baseball now.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>He <em>is wearing</em> a hat.</td>
<td></td>
</tr>
<tr>
<td>This is the present continuous:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>am</td>
<td>playing</td>
</tr>
<tr>
<td>We/you/they</td>
<td>are</td>
<td>playing</td>
</tr>
<tr>
<td>He/she/it</td>
<td>is</td>
<td>playing</td>
</tr>
</tbody>
</table>

Usage:

The present continuous is used in the following cases:
1) To express an action happening at the moment of speaking:
   – 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:
   – I’m *reading* an interesting book at present.
3) To express current changes:
   – The population of the world *is rising* rapidly.
4) To indicate the future when something is already decided.
   – We’re *travelling* this weekend to Alexandria.
   – She *is coming* tomorrow at 6 O’clock.

Note the following

<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
</table>
| make => making: Their *are making* a wall of stones. | إذا كان الفعل ينتهي بـ e تحذف عند إضافة ing *
| agree => agreeing: We *are agreeing* on the contract. | إذا كان الفعل ينتهي بـ ee لا تحذف ولا يحدث أي تغيير عند إضافة ing *
| hit => hitting: He *is hitting* the tree. | إذا كان الفعل ينتهي بحرف الحرف الأخر عند إضافة ing *
| put => putting: She *is putting* the books on the shelves. | لصياغة سؤال نضع verb to be قبل الفاعل: *
| stop => stopping: They *are stopping* now. | مع الكلمات التالية: Present Continuous *
| signal => signalling: We *are signalling* the driver to proceed. | What are you doing now? *
| travel => travelling: The discoverers *are travelling* south. | look, listen, smell, today, nowadays, currently, at the present time, this week, this evening …etc. *
verb to be بعد not نضع Present Continuous

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:

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

1. Verbs of senses:
   hear, see, smell, notice
2. Verbs of thinking:
   think, realize, know, understand, suppose, believe, remember, forget, feel
3. Verbs of emotions:
   want, desire, like, love, hate, wish.
4. Verbs of possession:
   possess, own, belong.
5. Modal verbs and auxiliaries except “verb to be” and “to have”.
   will, shall, can, must
6. The following verbs:
   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 vocation.

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
(He was fishing)

Form:

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>was fishing</td>
<td>was fishing</td>
<td>were fishing</td>
</tr>
</tbody>
</table>

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:

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:

- 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:

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

Note the following

- 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)

Remarks:

- Notice the difference:
  - afuqala (I/he/she/it) was cooking => Was (I/he/she/it) cooking?
  - (we/you/they) were cooking => Were (we/you/they) cooking?

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 suing: 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

(He has succeeded)

Form:

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Study this example:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Freddie is happy. He <strong>has passed</strong> the exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- He <strong>has got</strong> high marks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is the <strong>present perfect</strong>:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>He/she/it <strong>has succeeded</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I/we/you/they <strong>have succeeded</strong></td>
<td></td>
</tr>
</tbody>
</table>

Usage:

The present perfect is used in the following cases:

1) To express an action completed a short time ago:
   - They **have** just **arrived**.
   - I **have lost** my keys.

2) To give new information:
   - The police **have arrested** two thieves.
   - Jim **has gone** to Canada.

3) To express something that happened sooner than expected:
   - When will you finish your homework? I **have already finished** it.

4) After superlatives:
   - She is the smartest girl I **have ever seen**.

5) After “It is the first time…”
   - It is the first time he **has driven** a car.

Note the following

Use **Present Perfect** with these words:

- **just**, **already**, **yet**, **recently**, **lately**, **still**

- I **have lived** in Paris **since** 1990.
- The peace process **has continued for** nine years.
- She **has just cooked** the supper.
- He **has lately been** offered this job.
- We **have not arrived** to the club **yet**.
- Has played => has **not** (hasn’t) played
- Have played => have **not** (haven’t) played

Verb to have **not** => Present Perfect **not**

* يُستخدم **Present Perfect** مع هذه الكلمات
* يأتي بعد **since** الوقت بداية الحدث.
* يأتي بعد **for** فترة محددة من الوقت.
* لاحظ موضوع هذه الكلمات في الجملة.
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
(He had finished his work)

**Form:**

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
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<tbody>
<tr>
<td>had</td>
<td>had</td>
<td>had</td>
</tr>
<tr>
<td>('d)</td>
<td>('d)</td>
<td>P.P.</td>
</tr>
</tbody>
</table>

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

This is the past perfect:
I/we/you/they had ('d) finished
he/she/it had ('d) finished
Had + P.P.

**Usage:**

The past perfect is used in the following cases:

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

- 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:

By 1995, Egypt had achieved a stable economy.

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

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

**Note the following**

- 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.

No sooner/scarcely/hardly… + had + 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.

**Diagrams**

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>had</td>
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- 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.

No sooner/scarcely/hardly… + had + 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.
- We **did not move until** they **had arrived**.

Had + P.P. => Had not (hadn’t) + P.P.

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

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

(He has been skating)

**Form:**

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<thead>
<tr>
<th>Past</th>
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<th>Future</th>
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<tbody>
<tr>
<td>He has been skating</td>
<td>I/we/you/they have been skating</td>
<td>He/she/it has been skating</td>
</tr>
<tr>
<td>He has been doing</td>
<td>I have been doing</td>
<td>He has been doing</td>
</tr>
</tbody>
</table>

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:**

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:
   - 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.
   - 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:
   - They **have been meeting** at the same restaurant for three years.

**Note the following**

- *Present Perfect Continuous* is used with actions that last for a period of time, e.g.,
  - I’ve been waiting here for a long time.
  - He has been wishing to have a car.

- *Present Perfect* is used when the action is still happening or has just stopped,
  - They have been discussing the problem for ten hours.

- *Present Perfect* is used in the past with actions that last for a period of time,
  - I have been making this exercise all this morning.

- *Present Perfect* is used with actions that occur over a period of time,
  - 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
(He had been driving)

Form:

Study this example:
Freddie had been driving for hours before he realized his lights were not on.

The past perfect: Had + been + V-ing
I/we/you/they had (’d) been driving
he/she/it had (’d) been driving

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

Note the following
want/wish ما عدا Present Continuous * لا يستعمل مع الأفعال التي لا تستخدم مع Present Continuous
The girl was pleased with the new dress. She had been wanting one for a long time.
Past Perfect * لا يستخدم في المبني للمجهول ويحل محله
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
(He will cut some wood)

Form:

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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:
The future simple is used in the following cases:
1) To express a future action:
   – I will travel to Japan next year.
   – Perhaps it will rain tomorrow.
2) To decide to do something at the time of speaking:
   – I have left the door open. I will go and shut it.
3) To offer to do something:
   – I will help you with this heavy bag.
4) To agree to do something:
   - “Can I borrow your camera?” “Certainly, I will give it to you this evening.”
5) To ask somebody to do something:
   – Will you please stop making so much noise?

Note the following

I/we will spend the night in the woods.

Shall we go to the cinema?

I am sure, he will win the championship.

If you come early, you will catch the bus.

They have bought a piece of land. They are going to build a new house.
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 wormer, the snow (start) to melt. (correct.)
### Future Continuous

(He will be playing)

**Form:**

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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:

The future continuous is used in the following cases:

1) To express an action in progress in the future:
   - 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:
   - We will be travelling all tomorrow morning.

3) To talk about things which are already decided or planned:
   - 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

(It will have already started at that time)

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<td></td>
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<td>I/we</td>
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<td></td>
<td></td>
<td>shall/will ('ll) have done</td>
</tr>
<tr>
<td></td>
<td></td>
<td>he/she/it/you/they will ('ll) have done</td>
</tr>
<tr>
<td></td>
<td></td>
<td>shall/will + have + done</td>
</tr>
</tbody>
</table>

Usage:

The future perfect is used to say that something will be completed in the future:

- 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

* 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

(He is not a teacher)

Study the following examples:

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:

Auxiliary and Modal Verbs

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

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

Present and Past Tenses

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.
In the simple past tense, put did not before the verb.

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

الجمل الأمرية

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

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.

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.

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.
You can also negate some by placing no in its place and leaving the verb in the infinitive.

**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.

**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.

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**Remember**

* If never comes at the beginning of the sentence, place the verb after the subject and invert the verb in the infinitive.

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

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

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**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.

**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 is and the verbs are negated normally.

**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.

**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.

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.

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.

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.

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.

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.

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.

Obligation
Affirmative: You must listen to the tape
Negative: You needn’t listen to the tape

Deduction
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 (do 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 بعثرة. 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
(What does he do?)

Study the following example:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom is an engineer.</td>
<td>Is Tom an engineer?</td>
</tr>
<tr>
<td>Marry can speak French.</td>
<td>Can Marry speak French?</td>
</tr>
<tr>
<td>Pupils are playing football.</td>
<td>Are pupils playing football?</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Statement</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students study hard.</td>
<td>Do the students study hard?</td>
</tr>
<tr>
<td>Tom likes playing tennis.</td>
<td>Does Tom like playing tennis?</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Statement</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann visited the museum last week.</td>
<td>Did Ann visit the museum last week?</td>
</tr>
<tr>
<td>Egyptian football team won the competition prize.</td>
<td>Did the Egyptian football team win the competition prize?</td>
</tr>
</tbody>
</table>

3) To ask for a sentence in past simple, start the question with did.

To note the sentence from the simple form to the question form, or to the question.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Freddie doing now?</td>
<td>Is Freddie doing now?</td>
</tr>
<tr>
<td>Is he a doctor?</td>
<td></td>
</tr>
<tr>
<td>What is his job?</td>
<td></td>
</tr>
<tr>
<td>How old is he?</td>
<td></td>
</tr>
<tr>
<td>Where does he live?</td>
<td></td>
</tr>
</tbody>
</table>
QUESTION WORDS

WHO من (الفاعل)
It is used to ask for people when they are in the subject case.

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.

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.

Subject Case:
Statement: English is the language spoken all over the world.
Question: What is the language spoken all over the world?

Object Case:
Statement: The earthquake destroyed the whole city.
Question: What did the earthquake destroy?

WHOSE لمن
It is used to ask for ownership of things.

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.

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.

*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.

*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.

*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.

*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 (العدد)

It is used to ask for the number of something.

*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**

كم (للثمن أو الكمية)

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

*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**

كم (لطول المسافة)

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

*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**

كم (لللمدة أو طول الأشياء)

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

*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.

*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**

كم (للطول)

It is used to ask for the height of people.

*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**

كم (للطول)

It is used to ask for the height of things.

*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 (العمق))
It is used to ask for the depth of something.

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 (المساحة))
It is used to ask for the width of things.

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

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

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 (السرعة))
It is used to ask for the speed of something.

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.

- **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.

   الأسهمة المزيلة عبارة عن أسئلة قصيرة تأتي في نهاية الجملة. وتستخدم الأفعال الناقصة في تكوين الأسهمة 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?”

   - Let’s go to the cinema, **shall we**?

2. After the imperative, the question tag is “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?”

   - 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.

   - 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.

   - I’d better leave the place, hadn’t I?

6. After “’d rather”, use “would” to make the question tag.

   - 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 every day.
7. David goes to Alexandria every summer.
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 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
Degrees of Certainty

(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

<table>
<thead>
<tr>
<th>Degree of Certainty</th>
<th>Key Word/Phrase</th>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain</td>
<td>Sure</td>
<td>Present verb</td>
<td>Past verb</td>
</tr>
<tr>
<td>Near certain (deduction)</td>
<td>Almost certain, almost sure, think</td>
<td>Must + Inf.</td>
<td>Must have + P.P.</td>
</tr>
<tr>
<td>Uncertain</td>
<td>Not sure, perhaps, maybe, don’t/doesn’t think, probably</td>
<td>May + Inf.</td>
<td>May have + P.P.</td>
</tr>
<tr>
<td>Very uncertain</td>
<td>Possibly, not really think</td>
<td>Might + Inf.</td>
<td>Might have + P.P.</td>
</tr>
</tbody>
</table>

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

1) Must + Inf. => Present deduction

- 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

- 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.

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

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

- They must have found the treasure.
They can not have found the treasure.

5) Must not (mustn’t) = Prohibition
   - You must not park here = Don’t park here.
   :Prohibition محل هذه التعبيرات تفيد الحظر أو المنع must not تحل Mustn’t

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

   Must not = No + V-ing ممنوع

   Must not = Don’t + Inf. لامنوع

* 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.
   محل هذه التعبيرات تفيد الضرورة والالتزام must + Inf. تحل Must take
   - 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.
   necessity and obligation لاحظ كيف نأتي بالماضي والمستقبل من must عندما تدل على الضرورة والالتزام
   - 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.
   محل هذه التعبيرات تفيد الضرورة والالتزام had to + Inf.
   - 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.
   محل هذه التعبيرات تفيد الضرورة والالتزام will have to + Inf.
   - 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 على الضرورة والالتزام فإننا تغذي بـ must
    - You don’t need to or needn’t take a taxi.
     You need not/don’t need to take a taxi.

11) Needn’t = It is not necessary to + Inf.
    محل هذه التعبيرات تفيد lack of necessity needn’t/don’t need to + Inf.
     محل هذه التعبيرات على عدم الضرورة أو الإزاب
- 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.
  - 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.
  - 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:

1. I do not want anyone to know. You …… tell anyone.
   a) mustn’t    b) shouldn’t    c) mayn’t    d) mightn’t
2. We haven’t got much time. We …….. hurry.
   a) must    b) should    c) may    d) might
3. We have enough food at home, so, we ……. go shopping today.
   a) mustn’t    b) shouldn’t    c) needn’t    d) mightn’t
4. I can manage the shopping alone. You needn’t …… with me.
   a) come    b) coming    c) to come    d) came
5. Most surgical operations ……… nowadays because of the existence of advanced equipment.
   a) succeed    b) may succeed    c) might succeed    d) must succeed
   a) must be    b) may be    c) can’t be    d) should be
7. You can’t park here. It is ….
   a) prohibition    d) prohibited    c) prohibiting    d) prohibit
8. 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
(If he plays well, he will win the game)

Form:
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:

1) Type 1 (Probable Condition):
   - If + present simple, will/can/may + Inf.
     If they play well, they will (‘ll) win the match.

2) Type 2 (Improbable Condition):
   - 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):
   - If + had + P.P., would/could/should have + P.P.
     If he had studied, he would (’d) have succeeded.

4) If …not = Unless
   Unless he didn’t go = Unless he went
   If you do not come, I will leave. (Use unless)

5) “If” can be replaced with “should”
   - 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…”
   - 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.
   - 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:
   
   in case of/in the event of (Noun or V-ing) + if
   In case of illness, we will send for the ambulance. (in case of)

9) “whether … or not” can be replaced by “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

   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

   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:

1. 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

2. ……. he had been careful, he would have fallen into the hole.
   a) Even if b) Unless c) If d) But for

3. 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

4. We would have won the game if we ……. well.
   a) played b) play c) had played d) hadn’t played

5. Unless you hurry up, you …….. the train.
   a) will not catch b) will catch c) would not catch d) would catch

6. …… now, he would arrive on time.
   a) Would he leave b) If he leaves c) Were he to leave d) Unless he left

7. Should I be there, I ……. prevent all this.
   a) will b) would c) would not d) would have

8. In case of …….., I will not go out.
   a) it rains b) raining c) it is not raining d) it does not rain

9. …….. her assistance, we would not have done the exercise properly.
   a) But for b) Without c) With or without d) In the event of

10. 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:

1. If he ……. (not be) ill, he would visit the construction site.

2. 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
(He said (that) he was feeling better)

Study the following example:

Compare the following sentences:

Direct: Freddie said, “I am reading the news.”

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

To change from direct to reported speech do the following:

1) Change “said to” to “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
   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:
   Direct: Tom said, “My parents are very well.”
   Reported: Tom said that his parents were very well.

   Present continuous to past continuous:
   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:
   Direct: Tom said, “Ann has bought a new car.”
   Reported: Tom said that Ann had bought a new car.

   Past simple to past perfect:
   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:
   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.

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom said, “I like to visit Egypt.”</td>
<td>Tom said that he liked to visit Egypt.</td>
</tr>
</tbody>
</table>

5) Change adverbs and demonstrative pronouns as follows:

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>This</td>
<td>That</td>
<td>Next week</td>
<td>The following week</td>
</tr>
<tr>
<td>These</td>
<td>Those</td>
<td>Yesterday</td>
<td>The day before</td>
</tr>
<tr>
<td>Here</td>
<td>There</td>
<td>Last night</td>
<td>The night before</td>
</tr>
<tr>
<td>Today</td>
<td>That day</td>
<td>Ago</td>
<td>Before</td>
</tr>
<tr>
<td>Tonight</td>
<td>That night</td>
<td>Now</td>
<td>Then</td>
</tr>
<tr>
<td>Tomorrow</td>
<td>The next day</td>
<td>Thus</td>
<td>So</td>
</tr>
</tbody>
</table>

Note the following

* إذا كان فعل القول هو said فانه يظل كما هو في صيغة الكلام غير المباشر

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom said, “I am very happy.”</td>
<td>Tom said that he was very happy. and added that or that</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom said, “I am going away for two days. I’ll phone Sally when I get back.”</td>
<td>Tom said that he was going away for two days and that he would phone Sally when he got back.</td>
</tr>
</tbody>
</table>

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:

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

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

1. 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

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

1) Change “said” to any other verb according to the sentence meaning as follows:
   Use ordered for commands: ordered
   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
   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
   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
   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.

   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

- It changes the personal pronouns and names of the speaker and the addressee to suit the meaning of the sentence that is being translated.
- It changes the order of the words in the sentence.
- It adds the word “and” if there are two or more negative sentences.
- It uses “Please, would you please” if there is a negative sentence.

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.

- It changes the tense of the verb in the indirect speech.

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, “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 no 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 no 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 allo 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

Exclamation forms:

a) Hurrah!
John said, “Hurrah! I’ve gained the top prize.”
The boys said, “Hurrah! We have won the match.”

b) Alas!
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!
Good heavens! Dear me!

d) How + adj. + subject + verb
Ann said, “How beautiful your car is!”
Charlie said, “How tall that man is!”

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

1) Change “said “ to “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
   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:
   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

- To change the pronouns and names in the reported speech, change them as you would in indirect speech.
- When an exclamation is followed by to, it becomes told as in direct speech.

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.

If the saying is followed by to, it becomes told as in direct speech.

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.
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:**

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

1. **Subject of a sentence:**
   - 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.
   - 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:
   - 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
   - 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 …
   - 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:

<table>
<thead>
<tr>
<th>English Verbs</th>
<th>Arabic Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>avoid</td>
<td>يتجنب</td>
</tr>
<tr>
<td>consider</td>
<td>يعتبر</td>
</tr>
<tr>
<td>deny</td>
<td>ينكر</td>
</tr>
<tr>
<td>enjoy</td>
<td>يستمتع</td>
</tr>
<tr>
<td>escape</td>
<td>يهرب</td>
</tr>
<tr>
<td>excuse</td>
<td>يعتذر</td>
</tr>
<tr>
<td>fancy</td>
<td>يتخيل</td>
</tr>
<tr>
<td>finish</td>
<td>ينهي</td>
</tr>
<tr>
<td>forgive</td>
<td>يتغفر</td>
</tr>
<tr>
<td>give up</td>
<td>ينفع</td>
</tr>
<tr>
<td>imagine</td>
<td>يتخيل</td>
</tr>
<tr>
<td>mention</td>
<td>يذكر</td>
</tr>
<tr>
<td>mind</td>
<td>يراجع</td>
</tr>
<tr>
<td>practise</td>
<td>يمارس</td>
</tr>
<tr>
<td>prefer</td>
<td>يفضل</td>
</tr>
<tr>
<td>risk</td>
<td>يخطر</td>
</tr>
<tr>
<td>stop</td>
<td>يتوقف</td>
</tr>
<tr>
<td>suggest</td>
<td>يقترح</td>
</tr>
</tbody>
</table>

2. Phrasal verbs Followed by Gerund:

<table>
<thead>
<tr>
<th>English Verbs</th>
<th>Arabic Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>accuse of</td>
<td>يتهم بـ</td>
</tr>
<tr>
<td>apologize for</td>
<td>يعتذر عن</td>
</tr>
<tr>
<td>believe in</td>
<td>يؤمن بـ</td>
</tr>
<tr>
<td>blame for</td>
<td>يلوم على</td>
</tr>
<tr>
<td>care about</td>
<td>يهتم بـ</td>
</tr>
<tr>
<td>congratulate on</td>
<td>يهنئ على</td>
</tr>
<tr>
<td>contribute to</td>
<td>يساهم في</td>
</tr>
<tr>
<td>depend on</td>
<td>يعتمد على</td>
</tr>
<tr>
<td>dream about</td>
<td>يحلم بـ</td>
</tr>
<tr>
<td>dream of</td>
<td>يحلم بـ</td>
</tr>
<tr>
<td>excuse for</td>
<td>يعذر على</td>
</tr>
<tr>
<td>feel like</td>
<td>يشتمل إلى</td>
</tr>
<tr>
<td>insist on</td>
<td>يصر على</td>
</tr>
<tr>
<td>listen to</td>
<td>يصغى إلى</td>
</tr>
<tr>
<td>look forward to</td>
<td>يطلع لـ</td>
</tr>
<tr>
<td>object to</td>
<td>يعتصر على</td>
</tr>
<tr>
<td>persist in</td>
<td>يصر على</td>
</tr>
<tr>
<td>rely on</td>
<td>ينكل على</td>
</tr>
<tr>
<td>succeed in</td>
<td>ينجح في</td>
</tr>
<tr>
<td>thank for</td>
<td>يشكر على</td>
</tr>
</tbody>
</table>
think about

3. Adjectives Followed by Gerund:

- bad at
- be accustomed to
- be used to
- capable of
- certain of
- charged with
- clever at
- disappointed at
- excellent at
- good at
- happy about
- jealous of
- proud of
- skilful at
- sorry about
- worried about

Exercises

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

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

Correct the verbs between brackets:

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

Do as shown in brackets:

1. 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)
Study the following examples:

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

Notice the following:

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

- 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:

- 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.
   - I hate to bother people with my requests when they are busy. (I hate it only when they are busy)

b. To + Inf. refers to a permanent or repeated action.
   - 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.
   - 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:

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

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

   - 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 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
  - 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 not 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
Compound Sentences

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

1. and

تعبر and عن اشترك شيئين أو شخصين في نفس المعنى أو الحدث.

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

- في هذه الحالة: (1) حدد الكلمتين المختلفتين في كل جملة.
- ونربط بين الكلمتين المختلفتين بوضع and.
- حذف التكرار.
- يعامل الفعل في صيغة الجمع.

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

- كذلك نستخدم لربط مفعولين.

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

- كما نستخدم 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 لربط جملتين both ... and ...

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

- في هذه الحالة: (1) حدد الكلمتين المختلفتين.
- ونربط بين الكلمتين المختلفتين بوضع both of.
- حذف التكرار.
- يعامل الفعل في صيغة الجمع.

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

3. as well as

وابالمثل

تستخدم لإضافه جملة إلى جملة لها نفس الفعل.

Example:
Freddie likes Japanese food and Japanese clothes.
Freddie is not Japanese; yet he likes Japanese food.
Although Freddie is not Japanese, he likes Japan.
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 ... / أيا من

تستخدم هذه المجموعة للتعبير 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.

وإذا نلاحظ 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.

 Either of them has broken the glass. Either of them has turned the light off.

5. neither ... nor ... / neither of
لا ... ولا ... / ليس أيا

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.

وإذا نلاحظ أن الفعل يتناسب مع الفاعل الثاني، لاحظ أيضا أنه يتم حذف not لأن Neither:

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

Neither of them is clever. Neither of them has played tennis.

ويمكن لـ Neither... nor أن تربط بين فاعلين.

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

إذا أستخدم نفوسا أن يتم تحويل صيغة الفعل إلى صيغة إثبات ويكفي الفعلية للتعبير عن الفعل بكلمة.

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 هذه المجموعة 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 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
يربط جملتين متناقضتين ويأتي بعدها صفة أو حال ثم فعل 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
والذا / 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
لا
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.
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 good 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. 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. (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**

A complex sentence consists of:

a. Principal clause
b. Joining word
c. Subordinate clause

**Adverbial Clauses**

### 1. Clause of Purpose

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**

   **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**

   **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**

   **Examples:**
   - He studies hard. He doesn’t want to fail.
   - He studies hard lest he should fail.

**Changing clauses into phrases:**

- so that \(\rightarrow\) to / so as to
- in order that \(\rightarrow\) in order to
- in the hope that \(\rightarrow\) in the hope of
for fear that (lest) → for fear of

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

Joining Words:
so ... that / such ... that

The noise was so loud that I couldn’t study my lessons.

He played so skillfully that everyone admired him.

He was such a fool that he refused the job.

It was such a foolish idea that everyone rejected it.

Changing clauses into phrases:

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

Joining Words:
though / although / even if / even though / however / whatever / adj. + as

1. though (although)

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 للربط بين جملتين عندما يكون معنى التناقض غير محقق، أما even though عندما يكون معنى التناقض محقق، ويأتي معها التركيب التالي: 

even if (even though) → فعل → فعل → 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 → فعل → صفة أو ظرف → فعل

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 → فعل → اسم → فعل 

أو

whatever → فعل → اسم

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: 

فعل → فعل → صفة → as

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**

**Joining Words:**

*as / as if / as though*

**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:**

<table>
<thead>
<tr>
<th>Part of Speech</th>
<th>Arabic Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>as / as if / as though</td>
<td>كما / كما لو</td>
</tr>
</tbody>
</table>

**Examples:**

- She did according to / in accordance with my orders.
- He behaves like a king.
- He talks in the manner of a leader.

### 6. Clause of Place

**المكان**

**Joining Words:**

*where / wherever*

**Examples:**

- The theatre was built *where* a factory once stood.
- You can go *wherever* you want.

**Changing clauses into phrases:**

<table>
<thead>
<tr>
<th>Part of Speech</th>
<th>Arabic Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>where</td>
<td>حيث / حيثما</td>
</tr>
</tbody>
</table>

**Examples:**

- The theatre was built in place of a factory.
- You can go anywhere.

### 7. Clause of Comparison

**المقارنة**

**Joining Words:**

*as ... as مثل / not so ... as ليس مثل / than من / the more ... the more كليما ... كليما*

**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**

**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 يكد

ويأتي معها التركيب الزمني التالي:

Subject + الفاعل → had → no sooner → P.P. + than + Past Simple

وإذا بدأنا الجملة بـ: فأتي بعدها بصيغة الاستفهام (تعكس ترتيب الفاعل والفعل):

No sooner than

Example: He had no sooner bought the car than he sold it.

9. hardly (scarcely) ... when

لم يكد ... حتى

ويأتي معها التركيب الزمني التالي:

Subject + الفاعل → had + hardly (scarcely) → P.P. + when + Past Simple

وإذا بدأنا الجملة بـ: فأتي بعدها بصيغة الاستفهام (تعكس ترتيب الفاعل والفعل):

scarcely or hardly

Example: He had hardly travelled abroad when his mother fell ill.
Changing clauses into phrases:

- **when** → on / at
- **while** → during
- **as soon as / no sooner … than** → immediately on
- **hardly (scarcely) … when** → immediately after
- **since / before / after / till / until** → since / before / after / till / until

**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)

Notice the following:

* 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.
* Present simple/perfect (not the future) should come immediately after the conjunction word:
  - As wars have come to an end, people will start living in welfare.
* Words/phrases indicating past:
  - Yesterday, ago, last, past, ancient, once

These are the Time Conjunctions:

When, after, before, as, while, as soon as, the moment, till, until.
Remarks:
لتحويل هذه الروابط
to as soon as, after, when until
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 the last time أو the last 
and—to在过去到完成时

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)
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:

<table>
<thead>
<tr>
<th>Degree of Certainty</th>
<th>Modal Verb Used</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain in the present</td>
<td>-</td>
<td>This is a flower</td>
</tr>
<tr>
<td>Certain in the past</td>
<td>-</td>
<td>Ancients Egyptians built the Pyramids.</td>
</tr>
<tr>
<td>Near certain (deduction) in the present</td>
<td>Must + Inf.</td>
<td>The children must be there.</td>
</tr>
<tr>
<td>Near certain (deduction) in the past</td>
<td>Must have + P.P.</td>
<td>He must have written his homework yesterday.</td>
</tr>
<tr>
<td>Uncertain in the present</td>
<td>May + Inf.</td>
<td>She may come today.</td>
</tr>
<tr>
<td>Uncertain in the past</td>
<td>May have + P.P.</td>
<td>He may have made the same mistake he made last week.</td>
</tr>
<tr>
<td>Very uncertain in the present</td>
<td>Might/could + Inf.</td>
<td>I do not think he could answer the question.</td>
</tr>
<tr>
<td>Very uncertain in the past</td>
<td>Might/could have + P.P.</td>
<td>The little child might have opened the door.</td>
</tr>
</tbody>
</table>

Almost sure/certain, think ==> deduction (past & present)
- 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)
- 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)
- 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
(By next week, he will have finished his project)

Form

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:

The future perfect is used in the following cases:
* To say something will have already been completed.
  - 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.
  - I will tell you when I have finished the task.

* The future perfect is used with the following words:

  * In + a period of time (فترة من الزمن): in a year’s time, in a moth’s time …etc.
    - 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.
    - The designers will have ended their work this time next Monday.

  * By + exact time (وقت محدد): by next Friday, by this time tomorrow …etc.
    - 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:

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 had (‘d) eaten
he/she/it had (‘d) eaten
Had + P.P.

Usage:

The past perfect is used in the following cases:

1) To talk about things that happened before a past action:
   - He had gone away before I reached the station.
2) To replace Present Perfect and Past Simple in indirect speech:
   - 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:
   - By 1973, we had prepared ourselves for driving the occupying forces out.

Note the following

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.

No sooner/scarcely/hardly/barely + had + P.P.
- No sooner had he returned when he was asked to travel again

In the case of using the past participle in the past tense, we must use until.

Did not + Inf. + till/until + Past Perfect
- We did not move until they had arrived.

Had + P.P. => Had not (hadn’t) + P.P.
He had not played football.

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

Had he played football?

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 hard 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
(Flowes are carried by him)

Study the following examples:

Freddie is carrying flowers. [This is the active form]
Flowers are being carried by Freddie. [This is the passive form]

Compare the following sentence:
Active: Freddie carries flowers.
Passive: Flowers are carried by Freddie.

To change a sentence from active into passive voice, do the following:

1) Replace the subject by the object

Active: We can solve the problem.
Passive: The problem can be solved.

Note the following:

* If the object is a pronoun, change it to its corresponding noun:
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.

Active: The teacher explained the lesson
Passive: The lesson was explained.

3) Put the verb in agreement with the new subject of the sentence.

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.

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؟

Freddie is carrying flowers. [This is the active form]
Flowers are being carried by Freddie. [This is the passive form]
(1) Present Simple (am/is/are + Past Participle)

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)

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)

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)

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)

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)

Active: They have invited me to parties.
Passive: I have been invited to parties.

Active: They have caused many accidents.
Passive: Many accidents have been caused by dangerous driving.

Active: We have been following us.
Passive: We have been being followed.
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)
الماضي التام (had + been + P.P.)

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)
المستقبل التام (will + have + been + P.P.)

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)
الأفعال الناقصة (Modal + be + P.P.)

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

* إذا كانت الجملة في المبني للمعلوم تحتوي على مفعولين فإنه يمكن استخدام أحد هذين المفعولين ليكون فاعلا لجملة 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 أضاف 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).
Active: They had to study all lessons carefully.
Passive: All lessons had to be studied carefully (by them).

Active: They do not play football very often.
Passive: Football is not played very often by them.

Active: He does not eat potatoes.
Passive: Potatoes are not eaten by him.

Active: She did not finish the homework.
Passive: The homework was not finished by her.

Active: Ann did not find the lost books.
Passive: The lost books were not found by Ann.

Exercises:

Choose the correct answer in brackets
1. The pupils (examined - were examining - were examined - have examined) last week.
2. Yesterday’s football match (win - was won - is won - had won) by the white team.
3. The thief (was arrested - were arrested - arrested - had arrested) at the bus station.
5. The school (had built - was building - was built - built) in 1985.
6. Dr. Ahmed Zoweil (gave - had given - was given - giving) the Nobel Prize of Science.
7. Our bicycle (had repaired - had been repaired - was repaired - was repairing) last night.
8. Charles Dickens (born - was born - had born - bearing) in 1812.
9. Aswan High Dam (established - was established - was establishing - had established) to protect Egypt from Nile annual flood.
10. The message (had sent - sending - was sent - sends) by e-mail.
11. The library (closed - will be closed - will have been closed - will close) by 10:00 p.m.
12. In winter, the hall (is warmed - warms - is warming - warmed) by central air condition.
13. This story (was printed - prints - is printed - printing) by Longman last summer.
14. It rained suddenly, and so the match (were cancelled - was cancelled - cancelled - had cancelled).
15. Laws (made - are made - were made - making) to protect the weak against the strong.
16. Many people (will kill - will be killed - were killed - kills) if the war is waged.
17. 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. مثيرين
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:
تحويل 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 المفعول ثم الفعل be ثم التصريف الثالث للفعل (Let + المفعول + البند + 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:
تحويل 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 (?):
وضع الفعل قبل الفاعل في الجملة المبنية للمجهول واختم الجملة بعلامة استفهام (؟)
Active: German is understood by Ann.
Passive: Is German understood by Ann?
4) Question words remain as they are.
نتظل 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 to whom إلى by whom وتحول who إلى whom
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: Who did the teacher punish?
   a) The teacher punished somebody.
   b) Somebody was punished by the teacher.

Passive: Whom did the teacher punish?

Changing Passive into Active
To change a sentence from passive into active voice, do the following:

1) Replace the subject by the object and delete the preposition 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

Passive: Tennis is being played by Ann and Tom.
Active: Ann and Tom are playing tennis.

Note the following
* إذا لم يكن هناك فاعلاً في الجملة عند تحويلها من المبني للمجهول إلى المبني للمعلوم ضع فاعلاً مناسباً:

Passive: The room was cleaned.
Active: The servant cleaned the room.

Questions
To change questions from passive to active voice, do the following:

1) Change the question into a statement:
   Is German understood by Ann?
   German is understood by Ann.

2) Change the statement into passive voice:
   Passive: German is understood by Ann.
   Active: Ann understands German.

3) Change the active statement into a question:
   Passive: Ann understands German.
   Active: Does Ann understand German?

Exercises:

Change into passive
1. Listen to teacher well.
2. Deliver this letter to the manager.
3. Follow the doctor’s instructions.
4. Write a message to Ann.
5. Fax these documents to the contractor.
6. Give this amount of money to your father.
7. Open all doors and windows.
8. Study your lessons carefully.
9. Be attention to what the teacher says.
10. 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 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:

* “a” or “an” is used with singular countable nouns.
  - This is a **boy** standing by a **car**.
* “some, any, a lot of, a lack of” can be used with countable and uncountable nouns.
  - We sang **some songs**.
  - They listened to **some music**.
* “many, a number of, several of, one of” are used with countable nouns only.
  - There are many books in the library.
* “much, a little of, an amount of, a bit of” are used with uncountable nouns.
  - 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.
  - a jar of **jam**
  - a packet of **tea**
  - a **piece of information**
  - a **glass of water**
* “Any” replaces “some” in questions and negative sentences:
  - He **refused** to give me **any** money.
  - She **hardly** does **any** thing.

“some” is used in offers and requests:

- 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.
- 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 وتقصده بها معنى مختلف في هذه الحالة

* Damage => damages
  - 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
  - The doctor advised him to eat as much fruit as he can.
  - The government plan to grow many fruits in Sinai.

* Hair => hairs
  - She has green eyes very long hair.
  - His wife found some hairs over his jacket.

**List of uncountable words:**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>تسكن</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice</td>
<td>نصيحة</td>
</tr>
<tr>
<td>Baggage</td>
<td>أمتعة</td>
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<tr>
<td>Behaviour</td>
<td>سلوك</td>
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<tr>
<td>Bread</td>
<td>خبز</td>
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<tr>
<td>Business</td>
<td>تجارة</td>
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<tr>
<td>Cash</td>
<td>نقود</td>
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<tr>
<td>Climate</td>
<td>مناخ</td>
</tr>
<tr>
<td>Clothing</td>
<td>ملابس</td>
</tr>
<tr>
<td>Damage</td>
<td>ضرر</td>
</tr>
<tr>
<td>Flu</td>
<td>انفلونزا</td>
</tr>
<tr>
<td>Food</td>
<td>طعام</td>
</tr>
<tr>
<td>Fruit</td>
<td>فاكهة</td>
</tr>
<tr>
<td>Fun</td>
<td>متعة</td>
</tr>
<tr>
<td>Furniture</td>
<td>أثاث</td>
</tr>
<tr>
<td>Glass</td>
<td>زجاج</td>
</tr>
<tr>
<td>Grass</td>
<td>عشب</td>
</tr>
<tr>
<td>Hair</td>
<td>شعر</td>
</tr>
<tr>
<td>Help</td>
<td>مساعدة</td>
</tr>
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<td>Homework</td>
<td>واجب منزلي</td>
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<td>أعمال منزلية</td>
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<td>Information</td>
<td>معلومات</td>
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<tr>
<td>Knowledge</td>
<td>معرفة</td>
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<tr>
<td>Laughter</td>
<td>ضحك</td>
</tr>
<tr>
<td>Lighting</td>
<td>ضوء</td>
</tr>
<tr>
<td>Lighting</td>
<td>إضاءة</td>
</tr>
<tr>
<td>Lightning</td>
<td>برق</td>
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<tr>
<td>Luck</td>
<td>حظ</td>
</tr>
<tr>
<td>Luggage</td>
<td>أمتعة</td>
</tr>
<tr>
<td>Macaroni</td>
<td>مكرونة</td>
</tr>
<tr>
<td>Machinery</td>
<td>الآلات</td>
</tr>
</tbody>
</table>
Exercises

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

1. We played …… computer games.
   a) a  b) any  c) some  d) much
2. I never have …… tea before breakfast.
   a) a  b) any  c) some  d) much
3. Would you like …… rice?
   a) any  b) the  c) many  d) some
4. Much information …… so that they can take a proper decision.
   a) are needed  b) will be needed  c) is needed  d) would be needed
5. Have you bought …… fruit recently?
   a) many  b) a  c) some  d) any
6. The news …… false.
   a) be  b) are  c) is  d) being
7. …… tourists visit Egypt every winter to enjoy its fine weather.
   a) any  b) a  c) much  d) many
8. …… people prefer the Red Sea to some western resorts.
   a) a little of  b) much  c) an amount of  d) a number of
9. They refused to give us …… food.
   a) some  b) several  c) a few of  d) any
10. May I have a …… of water, please?
    a) glass  b) jar  c) slice  d) piece

Do as shown in brackets:

1. She has a financial crisis and need …… help. (fill in the space)
2. I need some money. (negative)
3. He received (damages – a damage – some damage) from the car driver for the injury he caused to him. (choose)
4. I want some of …… cloth. (insert a relative pronoun)
5. Many believe that peace will soon prevail the region. (Begin with: Peace…)
6. I had some macaroni for the lunch. (use: “a”)
7. He (forbid) from getting out at late hours. (correct)
8. We offered him a job opportunity but he refused. (passive)
10. Nobody revealed the truth. (begin with: The truth....)
Adjectives

(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.

The … the ...
- The sooner, the better.
- The farther you go, the smaller you appear.

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.

Exercises

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

1. It is thoughtful ….. her help the old.
   a) for   b) with   c) to   d) of

2. She isn’t ……. tall as her mother.
   a) that   b) such   c) so   d) very

3. It was nice of you ……. me your umbrella.
   a) to give   b) give   c) giving   d) have given

4. The ….. you attend lectures the more you benefit.
   a) much   b) many   c) more   d) most

5. If he ……. enough money, he would spend a month in Rome.
   a) has   b) had   c) will have   d) had had

6. ….. rich, they would have bought a yacht.
   a) Had he been  b) He had been  c) Had he   d) If he had

7. It was ….. of her to help me answer the exercise.
   a) kindness  b) kinds  c) kind  d) kind to

8. It was nice of ……. to drive me to work.
   a) they   b) their   c) theirs   d) them

9. 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
(The man who drives the tractor is Freddie)

Notice the following:

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.

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.

“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.

“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.

“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.

“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.

Can be used when we talk about people who are verb subjects.
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Bracket جملتين فيهما كلمة مكررة: نحذف الكلمة المكررة في الجملة الثانية والتأتي بدلاً منها باسم موصول مناسب:

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- 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.
The girl **whose** hair is black is beautiful.

“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:**

The woman **whom** you wanted to see is a nurse. = The woman you wanted to see is a nurse.**

What = the thing(s) that
Every thing **that** happened was my fault = **What** happened was my fault.

All **that** you do annoys me.

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)
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:

Mustn’t/can’t + Inf. = Prohibition
- 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.
- You are not allowed to wear policemen’s uniforms. (Use: Mustn’t…)
- There is “No Parking” sign here. (Rewrite using a suitable modal verb)
  You mustn’t park here.

Shouldn’t/aught to + Inf. = inadvisability/criticism
- A seventy years old man should not wear light clothes in winter.
- You shouldn’t listen to these types of recordings.

Shouldn’t/aught to + Inf. = It is not good for + object + to + Inf.
- He shouldn’t waste his time in this way = it is not good for him to waste his time in this way.

Should/aught to + Inf. => Should/aught to + have + P.P.
- He should have come yesterday but he didn’t.

Verb. to be + to + Inf. = criticism
- 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) shouldn’t have come  d) shouldn’t come
9. 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:

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:

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.

“may” is used to express an uncertain future action.
- By the first quarter of the next century, population problem may have been solved.

“might” is used to express a very uncertain future action.
- By next week, all subjects might have summarized and assimilated.

“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:

“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.
- He wishes to go out now.

Wish + object + مفعول + noun
- I wish you a good luck

Wish/if only + past simple => would + Inf.
- If only it didn’t rain, I would go out.
- I wish I met him, I would tell him the truth.

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.
- 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.
- 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.

- 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:

1. I wish…….. to the moon.
   a) travel  b) travelling  c) to travel  d) I travel
2. I wish I ….. a programmer.
   a) were  b) was  c) be  d) am
   a) didn’t eat  b) had eaten  c) hadn’t eaten  d) wouldn’t eat
4. If only I ….. tomorrow’s meeting, I would meet important personalities.
   a) would attend  b) could attend  c) may attend  d) will attend
5. It was cloudy. I wish it …….. fine so that I would have the picnic.
   a) were  b) was  c) is  d) had been
6. 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
7. I wish she ……. me, I would have prepared for her visit.
   a) told  b) tells  c) has told  d) had told
8. I was not hungry. If ……. hungry, I would have eaten.
   a) I were  b) I was  c) I’d been  d) I’ve been
9. I wish I’d known that Samir ……. ill.
   a) were  b) is  c) will be  d) be
10. 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:

1. If only they (meet) me tomorrow. (correct)
2. I hope Egypt will achieve stable economy. (use: I wish…)
3. I regret ever knowing this type of men. (use: I wish…)
4. I wish she (arrive) yesterday. (correct)
5. He will have finished the novel by the end of the year. (passive)
6. If only I paid more attention to my uniform. (use: wish)
7. They ought to listen to the teacher. (begin with: The teacher…)
8. I wish they (be) to my birthday party next week. (put the verb in the correct form)
9. It is raining heavily. I wish I ……. an umbrella. (fill in the space)
10. 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.

التحويل إلى الكلام غير المباشر مع الأسئلة اتباع القواعد التالية:

1) Change “said “ to “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.

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”.

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.

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”.

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

* It will change the pronouns and names, the reference and conditions of ask, as in direct speech.

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.

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.
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:

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
- Without working hard, one can hardly achieve his aspirations.
- Before having a bath, she brushes her teeth.

Not + V-ing
- She blamed me for not helping her.
- I apologized for not coming on time.

By + ing
- By planning properly, third world countries could achieve high productivity rates.

Having + P.P. for the past
- Yesterday, she admitted having stolen the money.
- I was proud of having finished my task earlier than others.

List of Phrasal Verbs

About:
be happy about — يسعد بـ
joke about — ينكت على
<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>speak about</td>
<td>يتحدث عن</td>
</tr>
<tr>
<td>talk about</td>
<td>يتكلم عن</td>
</tr>
<tr>
<td>think about</td>
<td>يفكر في</td>
</tr>
<tr>
<td>warn about</td>
<td>يحذر من</td>
</tr>
<tr>
<td>worry about</td>
<td>يقلق من</td>
</tr>
</tbody>
</table>

**At:**
- aim at
- laugh at
- look at
- wonder at
- work at

**For:**
- account for
- apologize for
- call for
- care for
- excuse for
- hope for
- long for
- look for
- provide for
- search for

**From:**
- abstain from
- hinder from
- prevent from
- prohibit from
- suffer from

**In:**
- believe in
- delight in
- fail in
- help in
- share in
- succeed in
- take a pride in

**Of:**
- approve of
- be certain of
- beware of
- convince of
- despair of
- disapprove of
dream of — يحلم بـ

On:
- congratulate on — يهنئ
- 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 wander…)
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)
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:**

Some verbs are followed by gerunds:

- I **postpone writing** the report.
- She **confessed killing** her husband.

Some expressions are followed by gerunds:

- **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 ……
   a) laugh        b) laughing     c) laughed    d) laughs
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:

I/You/We/They/He/She/It  (’d)

Compare the following examples:

<table>
<thead>
<tr>
<th>Short form</th>
<th>Complete form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’d played a football match.</td>
<td>(= had + past participle)</td>
</tr>
<tr>
<td>He’d better play a football match.</td>
<td>(= had+better+ infinitive)</td>
</tr>
<tr>
<td>He’d play a football match.</td>
<td>(= would+ infinitive)</td>
</tr>
<tr>
<td>He’d rather play a football match.</td>
<td>(= would+rather+infinitive)</td>
</tr>
</tbody>
</table>

The short form (’d) may have one of two complete forms. Note the following:

الاختصار (’د) قد يكون أصله إحدى صيغتين كامثتين، انظر ما يلي:

a) If (’d) is followed by better+ infinitive or the past participle form, its origin will be (had).

If (’د) متبوعة بـ (better + المصدر أو بالتصريف الثالث فإن أصلها يكون (had).

<table>
<thead>
<tr>
<th>Short form:</th>
<th>Complete form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We’d studied our lessons before we went to play.</td>
<td>We had studied our lessons before we went to play.</td>
</tr>
<tr>
<td>You’d better go with your parents.</td>
<td>You had better go with your parents.</td>
</tr>
</tbody>
</table>

b) If (’d) is followed by the infinitive or rather + infinitive, its origin will be (would).

إذا كانت (’د) متبوعة بـ (المصدر أو بال مصدر بدون to فإن أصلها يكون (would.

<table>
<thead>
<tr>
<th>Short form:</th>
<th>Complete form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’d stay at home to read the story.</td>
<td>I would stay at home to read the story.</td>
</tr>
<tr>
<td>He’d rather not say what he thinks.</td>
<td>He would rather not say what he thinks.</td>
</tr>
</tbody>
</table>

Language Functions

a) The expression had better is always followed by the infinitive and means should.

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.

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 \textit{had better} or \textit{would rather}, just add \textit{not} after each of them.

\textbf{Affirmative:} \quad I'd (had) \textbf{better} go out with my friends.
\textbf{Complete form:} \quad I'd (had) \textbf{better not} go out with my friends.

\textbf{Short form:} \quad We'd (would) \textbf{rather} stay at home.
\textbf{Complete form:} \quad We'd (would) \textbf{rather not} stay at home.

\textbf{Note the Following:}

\begin{itemize}
    \item \textit{If a sentence contains two parts, with one \textit{had better} or \textit{would rather}, the sentence must be joined by the following sentence.
    \item \textbf{Example:} I would rather you \textit{had told} him what happened.
    \textbf{Affirmative:} I would rather you \textbf{told} him what happened.
    \textbf{Negative:} I would rather you \textbf{didn’t tell} him what happened.
\end{itemize}

\textbf{Exercises}

\textbf{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.

\textbf{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.

\textbf{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)
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.

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.

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.

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)
5. Tom leads (life - the life - a life) of carelessness.
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.
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:

<table>
<thead>
<tr>
<th>Quick / quickly - Friendly / in a friendly manner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare the following examples:</td>
</tr>
<tr>
<td>- Freddie is a quick runner.</td>
</tr>
<tr>
<td>- He runs quickly.</td>
</tr>
<tr>
<td>- Freddie is a friendly man.</td>
</tr>
<tr>
<td>- He treats people in a friendly way.</td>
</tr>
</tbody>
</table>

a) Adjectives describe nouns and precede them, while adverbs describe verbs and follow them. Compare the following:

<table>
<thead>
<tr>
<th>Adjective:</th>
<th>An old man has a slow walk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverb:</td>
<td>An old man walks slowly.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Tom is a smart student.</td>
</tr>
<tr>
<td>Adverb:</td>
<td>Tom answers the questions smartly.</td>
</tr>
</tbody>
</table>

b) To make an adverb of an adjective, just add -ly at the end of it. Note the following:

<table>
<thead>
<tr>
<th>Adjective:</th>
<th>The teacher’s explanation of the lesson is clear.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverb:</td>
<td>The teacher explains the lesson clearly.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Tom is a careful driver.</td>
</tr>
<tr>
<td>Adverb:</td>
<td>Tom drives carefully.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjective:</th>
<th>Sally is a friendly girl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjective:</td>
<td>Joe is a silly boy.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Sandra is a lovely singer.</td>
</tr>
</tbody>
</table>

c) There are some irregular adjectives that end with -ly. Note the following:

| Adjective: | Yes, all the words ending in -ly - some of these words end in -ly, too. |

<table>
<thead>
<tr>
<th>Adjective:</th>
<th>Sally is a friendly girl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjective:</td>
<td>Joe is a silly boy.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Sandra is a lovely singer.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Alice is a lively young woman.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Alice always works in a lively manner.</td>
</tr>
<tr>
<td>Adjective:</td>
<td>Uncle David is a fatherly man.</td>
</tr>
</tbody>
</table>

Quick / quickly - Friendly / in a friendly manner

Quickly / in a friendly manner

Friendy / in a friendly manner
**Adverb:** Uncle David deals with children in a fatherly way.

Following is a list of adjective and their adverbs:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>fatherly</td>
<td>in a fatherly way</td>
<td>motherly</td>
<td>in a motherly way</td>
</tr>
<tr>
<td>brotherly</td>
<td>in a brotherly way</td>
<td>sister</td>
<td>in a sisterly way</td>
</tr>
<tr>
<td>friendly</td>
<td>in a friendly way</td>
<td>elderly</td>
<td>in an elderly way</td>
</tr>
<tr>
<td>lovely</td>
<td>in a lovely manner</td>
<td>lively</td>
<td>in a lively manner</td>
</tr>
<tr>
<td>ugly</td>
<td>in an ugly manner</td>
<td>silly</td>
<td>in a silly way</td>
</tr>
<tr>
<td>cowardly</td>
<td>in a cowardly manner</td>
<td>miserly</td>
<td>in a miserly manner</td>
</tr>
</tbody>
</table>

**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 (cowardly - 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 (silly - 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:

<table>
<thead>
<tr>
<th>Become (get - turn - grow - go - fall - come)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare the following examples:</td>
</tr>
<tr>
<td>o The tree is <strong>getting</strong> taller.</td>
</tr>
<tr>
<td>o The ice <strong>turned</strong> into water.</td>
</tr>
<tr>
<td>o The child <strong>grows</strong> older.</td>
</tr>
<tr>
<td>o Noise makes people <strong>go</strong> mad.</td>
</tr>
<tr>
<td>o The thief has <strong>fallen</strong> silent in front of the officer.</td>
</tr>
<tr>
<td>o My dreams have <strong>come</strong> true.</td>
</tr>
</tbody>
</table>

- Adjectives can be used as verbs. To do this just add the verb **become** before the adjective. Note the following:

  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**.

- 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:

  **get** = **become**
  *Get* is used with sudden or speedy actions, like emotions and interactions.

  Example: The teacher **got angry** when the student gave a wrong answer.
  Example: When the noise stopped, the patient **got quiet**.

  **turn** = **become**
  *Turn* refers to the change as in colours and states.

  Example: The juice has **turned** sour.
  Example: The green plant **turned** yellow.

  **grow** = **become**
  *Grow* means to change gradually as time goes by.

  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.

  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.

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.

Example: My hopes of getting high marks came true.

Example: My father works hard to make his dream come true.

---

**Note the Following:**

* إذا أردت أن تعبر عن المبالغة في وصف صفة ما، استخدم التعبير التالي:

(get + comparative adjective + and + comparative adjective)

Example: The teacher got madder and madder because of the wrong answer.

* إذا جاء بعد اسم لا يمكن استبدال become:

بأي من هذه الأفعال: become اسم لا يمكن استبدال become *

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**

1. Allan came back so tired that he … asleep.
2. The man…red with anger because of the bad news.
3. The juice ….sour though Alice put it in the refrigerator.
4. The boys are ….fatter and fatter.
5. The green tree…..yellow because there is no water.
6. My dreams of being rich….true.
7. The surgery was failure so that the patient….dead.
8. I visited my sick friend and found him….better.
9. David has ….a famous doctor.
10. My uncle….old as I saw his hair grey.
11. When my wishes….true, I’ll be able to do whatever I like.
12. He was so exhausted that …asleep before having food.
13. Alas! The food….bad.
14. As it ….dark, Sally couldn’t see the pictures well.
15. The farmer….ill because he used unclean water.

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

1. The milk is not fresh! It has (grown - turned - gone) sour.
2. The madder the man got, the hotter he (grew - went - fall - got).
3. The teacher (turned - fell - got) ill suddenly and so he couldn’t come to school.
4. The red apple (grew - turned - got) black because of bad temperature.
5. 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:

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.

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

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.

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.

Example: The housekeeper included eggs in the things to buy.
Example: I prefer that you enclose the farm with palm trees.

Note the Following:

<table>
<thead>
<tr>
<th>Example</th>
<th>Including or Enclosing</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six people, including three women, died in the bus crush.</td>
<td>Including</td>
<td>لاحظ استخدام الكلمة (مشتملا على) في الأمثلة التالية:</td>
</tr>
<tr>
<td>All of us, including me, got high marks in the English exam.</td>
<td>Including</td>
<td></td>
</tr>
</tbody>
</table>

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.
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:

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).

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).

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 color or of certain type. In this sense it takes an object (clothes).

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.

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).

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).

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.

(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 ……..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.
Some uses of "get"

Study the following examples:

**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:

get = receive
Example: I got a letter from my French pen friend.
Example: Ann always gets the first prize.

get = earn
Example: Tom gets £200 a week.
Example: The government stresses that employees get high salaries.

get = buy
Example: Alice got a new car.
Example: I got the new piano a cheap price.

get = obtain
Example: Tom, get my book for me, please!
Example: Don’t answer the telephone, I’ll get it!

get = catch
Example: Hurry up, or you won’t get the school bus.
Example: Sally went out quickly to get the train.

get = prepare
Example: Mammy always gets lunch before we’re back from school.
Example: The secretary is getting everything for the manager.

get + adjective (منتقدة) = become
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**

**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**

**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**

**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:

**get + around**

- التنتشر (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**

- يتحلق 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**

- ينطق - 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 - يغلب 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

Example: All of us could get through the examination.
Example: He could get through all his problems.

get + rid of

Example: Doctors advise people to get rid of smoking.
Example: You must get rid of everything that distracts you from study.

get + up

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.
Study the following examples:

**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:

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:

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:

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:

Example: I looked for John everywhere, but couldn’t find him.
Example: Don’t look for troubles yourself.

**Note the Following:**

- Look up

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.
seem = appear = look

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:

**Example:** Sally *appears* / *seems* upset today. *(seem / appear + صفة)*

**Example:** He *seemed* / *appeared* a brave man. *(seem / appear + اسم موصوف)*

**Example:** He *seemed* / *appeared* to be your friend, but I doubt if he is. *(seem / appear + to + المصدر)*

**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:

**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 cannot be replaced by *seem*. Note the following examples:

**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 اللاجئون got happy as the fright اللاجئون 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.
10. There must be something wrong, Allan ……..very upset.
point at / point to / point out

Study the following examples:

**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:
  
  *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:

  *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:

  *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 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.
Study the following examples:

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 سنا - 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:

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 سنا

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:

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:

Example: Sally is the elder of the two sisters.
Example: We should respect our elders.

b) Eldest can be used as a noun that means the oldest person in a family. Note the following examples:

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.
Study the following examples:

<table>
<thead>
<tr>
<th>Advise / recommend / share / divide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice the difference between “advise” and “recommend”:</td>
</tr>
<tr>
<td>- Freddie <strong>advised</strong> his friend to stop smoking.</td>
</tr>
<tr>
<td>- The manager <strong>recommended</strong> him for the job.</td>
</tr>
<tr>
<td>Now notice the difference between “share” and “divide”:</td>
</tr>
<tr>
<td>- I <strong>shared</strong> a meal with my friends.</td>
</tr>
<tr>
<td>- Tom <strong>divided</strong> the cake into four pieces.</td>
</tr>
</tbody>
</table>

**advise** = نصح 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:

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:

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:

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:

Example: At his death, his property was **shared out** between his children.

Example: The staff **shared** responsibility among themselves.
divide = (إلى أجزاء متساوية)

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 شيئا 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:

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.

like + noun / pronoun

like / as

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:

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.

Example:

Example:

Example:

a) Like means such as when followed by a noun. Note the following examples:

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

Example:

Example:

Example:

b) As also means instead of or in the job of. Note the following examples:

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:

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 + صفة + as

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:

<table>
<thead>
<tr>
<th>Cut / cut out / pick / pick out</th>
</tr>
</thead>
</table>
| 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 / يقتطع - ينزع

a) Cut takes different meanings. Compare the following examples:

Example: Jimmy cut the robe with a pair of scissors. (مقطع)
Example: I’m going to the barber to cut my hair. (مقطع)
Example: While trying to cut tomatoes, I cut my finger. (مقطع)

a) Cut + out means to remove from the inside by cutting. Compare the following examples:

Example: She cut the advertisement out of the newspaper. (مقطع)
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:

Example: She went to the garden to pick some flowers. (يشتبك)
Example: The policeman caught a boy who picks pockets. (يشتبك)

b) Pick + out means to choose or to distinguish from surroundings. Compare the following examples:

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:

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:

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:

<table>
<thead>
<tr>
<th>Rise / raise / arouse / arise</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rise</strong> takes different meanings and is not followed by objects. Compare the following examples:</td>
</tr>
<tr>
<td>The sun rises in the east.</td>
</tr>
<tr>
<td>Freddie raised his hand to greet the team.</td>
</tr>
<tr>
<td>His words aroused the manager’s anger.</td>
</tr>
<tr>
<td>Their fame arises from their work.</td>
</tr>
</tbody>
</table>

**rise** =  
يشرق / ينهض / يرتفع / يستيقظ / ينبع

The verb *rise* takes different meanings and is not followed by objects. Compare the following examples:

<table>
<thead>
<tr>
<th>Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The sun rises in the morning but the moon rises at night.</td>
<td>(يشرق)</td>
</tr>
<tr>
<td>The employees rose to greet their manager.</td>
<td>(ينهض)</td>
</tr>
<tr>
<td>The price of tea has risen to one pound a packet.</td>
<td>(يرتفع)</td>
</tr>
<tr>
<td>Alice always rises before it is light.</td>
<td>(ينبع)</td>
</tr>
<tr>
<td>The River Nile rises from Lake Victoria.</td>
<td>(ينبع)</td>
</tr>
</tbody>
</table>

**raise** =  
يرفع / يزيد (يجمع) / يربي

The verb *Raise* also takes different meanings and is followed by objects. Compare the following examples:

<table>
<thead>
<tr>
<th>Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>She raised her finger to her lips as a sign of silence.</td>
<td>(يرفع)</td>
</tr>
<tr>
<td>The landlord raised the rent value.</td>
<td>(يزيد - يزود)</td>
</tr>
<tr>
<td>We should raise enough money for the holiday.</td>
<td>(يجمع)</td>
</tr>
<tr>
<td>This family raises two orphan children.</td>
<td>(يربي)</td>
</tr>
</tbody>
</table>

**arouse** =  
يثير المشاعر / يوقظ

The verb *arouse* means to excite one’s feelings or to awake from sleep. Note the following examples:

<table>
<thead>
<tr>
<th>Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The story aroused my pity and fear for the heroine.</td>
<td>(يثير الشفقة)</td>
</tr>
<tr>
<td>Just a minute, I’ll arouse my father.</td>
<td>(يوقظ من النوم)</td>
</tr>
</tbody>
</table>

**arise** =  
يظهر / ينهب / ينتج عن

The verb *arise* takes different meanings, and in some senses it may be followed by *from*. Note the following examples:

<table>
<thead>
<tr>
<th>Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulties will arise as we do the work.</td>
<td>(يظهر)</td>
</tr>
<tr>
<td>A strong wind arose and destroyed their boats.</td>
<td>(يتجه العاصفة)</td>
</tr>
<tr>
<td>What unhappiness can arise from the love of money!</td>
<td>(يتجه عن)</td>
</tr>
</tbody>
</table>
Exercises

Choose the correct answer:
1. The sun **rises** in the east.
2. You should get yourself accustomed to **arise** early.
3. Where does the River Nile **arise**?
4. My grandfather **raises** horses in his country house.
5. I asked the speaker to **raise** his voice.
6. A young man has to **find** mush money to live in a good way.
7. The film **rose** my pity for the orphans.
8. My grandfather **arouses** horses in his country house.
9. Be ready for any problems that may **arise** during work.
10. He is the only survived after a strong wind **rose** and destroyed the ship.
11. No happy events can **arise** from being niggardly.
12. When you want to speak, just **raise** your hand.

Fill in the spaces with **rise, raise, arouse, or arise** in the suitable form
1. When does the moon **rise**?
2. The price of sugar has **arose** to five pounds a kilo.
3. The house owner **arose** the rental value and we have to find another house.
4. When you speak to the crowd, try to **arouse** your voice.
5. This book **aroused** my interest in the types of Islamic art.
6. All goodness **arose** from mutual cooperation and unity.
7. The rich man took two orphan daughters to **arose** among his family.
8. When I am sleeping, don’t **arise** me for any reason.
9. In the course of work, some problems may **arise**, but you’ll overcome them all.
10. The Nile **arose** from Lake Victoria in eastern Africa.
Unit 16

cure / heal ; similar / the same

Study the following examples:

<table>
<thead>
<tr>
<th>Cure / heal - similar / the same</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice the difference between “cure” and “heal”:</td>
</tr>
<tr>
<td>This medicine will <strong>cure</strong> your illness.</td>
</tr>
<tr>
<td>His wounds are <strong>healing</strong>.</td>
</tr>
<tr>
<td>Now notice the difference between “similar” and “the same”:</td>
</tr>
<tr>
<td>The twins are closely <strong>similar</strong>.</td>
</tr>
<tr>
<td>Your new car is <strong>the same</strong> as mine.</td>
</tr>
</tbody>
</table>

**cure** = يعالج

The verb *cure* means to restore health to a person or animal and is followed by an object. Compare the following examples:

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:

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:

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:

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:

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:

*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 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:

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:

Example: Students should listen to the teacher to understand his words.

Example: Are you listening or are you just pretending?

Example: Listen! I hear somebody is coming.

hear = يسمع

The verb hear means to experience hearing without making any effort or paying attention. Note the following examples:

Example: Please raise your voice; I can’t hear you.

Example: I heard 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:

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:

لا تستخدم في صيغة الأمر ولا في الأزمنة المستمرة، فان الأمثلة التالية:

Example: I am not listening! (Impolite expression

Example: I can’t hear!
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.
9. Be silent and ………….to the teacher.
10. Can you ………….me now?
Unit 18
salary / wage / fee / fare ; cause / reason

Study the following examples:

<table>
<thead>
<tr>
<th>Salary / wages / fare / fees</th>
<th>Cause / reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare the following examples and notice the difference between “salary”, “wage”, “fare” and “fee”:</td>
<td></td>
</tr>
<tr>
<td>Freddie gets a thousand dollars as a monthly salary.</td>
<td></td>
</tr>
<tr>
<td>The wages of a carpenter are high.</td>
<td></td>
</tr>
<tr>
<td>I paid ten pounds taxi fare.</td>
<td></td>
</tr>
<tr>
<td>The school fees are 500 pounds per year.</td>
<td></td>
</tr>
</tbody>
</table>

**salary** = مرتب / راتب
Salary is a fixed regular payment, usually monthly, quarterly, or annually. Note the following examples:

- **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:

- **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:

- **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:

- **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** = سبب

*Cause* is a verb that means to lead to or be the cause of something. Note the following examples:

*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:

*Example:* What was the *cause* of the fire?

*Example:* Don’t complain without good *cause*.

**reason** = سبب / يجادل / يستنتج

*Reason* is a verb that takes different meanings in different structures. Note the following examples:

*Example:* I *reasoned* that since he did not attend my party he must be angry with me.

*Example:* I *reasoned with* the policeman to persuade him with the fact, but he didn’t.

*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:

*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 an English teacher was 500 pound a month.
10. A UN (United Nations) post gives an annual (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:

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:

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, feel*. Note the following examples:

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:

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:

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:

**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:

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 = 
&ny;عُرَاءً ً&yacute;اً مُفعةً 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:
Example: This man has boats for hire.
Example: You have to pay for the hire of the room.

rent = 
عُرَاءً ً&yacute;اً مُفعةً 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.

Rent 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:
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 = 
&yacute;م&uacute;رًا مُفعةً لفترة محددة، 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 = 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:

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:

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:

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:

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:

Example: This fur feels soft.
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:

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
Language Notes

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 عرفة): 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 بصورة 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

<table>
<thead>
<tr>
<th>Arabic</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>كما لو</td>
<td>as though</td>
</tr>
<tr>
<td>أرض جرداء</td>
<td>bare earth</td>
</tr>
<tr>
<td>أرض وعرة</td>
<td>bumpy ground</td>
</tr>
<tr>
<td>يتوقف</td>
<td>come to a stop</td>
</tr>
<tr>
<td>خطر ببالي</td>
<td>it struck me</td>
</tr>
<tr>
<td>يشبه</td>
<td>look like</td>
</tr>
<tr>
<td>يدير (محرك)</td>
<td>start up</td>
</tr>
<tr>
<td>آلّة تخترق الزمن</td>
<td>time machine</td>
</tr>
<tr>
<td>يمشي تجاه</td>
<td>walk down</td>
</tr>
</tbody>
</table>

Vocabulary

<table>
<thead>
<tr>
<th>Arabic</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>بعد الميلاد</td>
<td>A.D.</td>
</tr>
<tr>
<td>عضلاف جوي</td>
<td>atmosphere</td>
</tr>
<tr>
<td>رهيب</td>
<td>awful</td>
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<tr>
<td>قبل الميلاد</td>
<td>B.C.</td>
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<tr>
<td>تنفس</td>
<td>breath</td>
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<td>breathe</td>
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<tr>
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<td>choke</td>
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<tr>
<td>ضخم</td>
<td>colossal</td>
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<td>يسيل</td>
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<td>ضخم</td>
<td>huge</td>
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<td>غير مرئي</td>
<td>invisible</td>
</tr>
<tr>
<td>خطا</td>
<td>mistake</td>
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<td>مخطئ</td>
<td>mistaken</td>
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<tr>
<td>مثير للضوضاء</td>
<td>noisy</td>
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<tr>
<td>يلوت</td>
<td>pollute</td>
</tr>
<tr>
<td>ناطحات السحاب</td>
<td>skyscrapers</td>
</tr>
<tr>
<td>يحملق</td>
<td>stare</td>
</tr>
</tbody>
</table>

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 (لاحظ): to see and notice.
Example: I observed that the child’s behaviour was unusual.
other, another, others

other (adj.): أخر (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 (مشهور): 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 (يقلع): to stop having or doing something.
Example: I gave up smoking two years ago.
give in (يسلم): to yield.
Example: After a long chase the thief gave in to the police. | Don’t give in to their demands.

Vocabulary

<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
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<td>banker</td>
<td>موظف في بنك</td>
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<td>consider</td>
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<td>ordinary</td>
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<td>position</td>
<td>مركز / مكانة</td>
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<tr>
<td>poverty</td>
<td>فقر</td>
</tr>
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<td>success</td>
<td>نجاح</td>
</tr>
<tr>
<td>successful</td>
<td>ناجح</td>
</tr>
<tr>
<td>succeed</td>
<td>ينجح</td>
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</table>

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 (مؤات، 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 (حرج، خطير)
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 (كل شخص، الجميع): 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

<table>
<thead>
<tr>
<th>English</th>
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<tr>
<td>give a concert</td>
<td>يقيم حفلة موسيقية</td>
</tr>
<tr>
<td>give a lecture</td>
<td>يلقي محاضرة</td>
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<tr>
<td>give a speech</td>
<td>يلقي خطاب</td>
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<td>يخون</td>
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<td>give in</td>
<td>يستسلم</td>
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<td>give off</td>
<td>يتصاعد</td>
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<td>give out</td>
<td>يوزع</td>
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<td>give a party</td>
<td>يقيم حفلة</td>
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<td>just about</td>
<td>تقريباً</td>
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<td>tell lies</td>
<td>يكذب</td>
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Vocabulary

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<td>يغني</td>
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<td>singer</td>
<td>مغني</td>
</tr>
<tr>
<td>song</td>
<td>أغنية</td>
</tr>
</tbody>
</table>

fond of, interested in, enjoyable

fond of (مغرم ب): having a great liking for.
Example: They are fond of playing tennis.  
interested in (مهم بـ) : having or showing interest in.  
Example: He is interested in ancient history.  
enjoyable (ممتع - للاشياء) : 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 (ينتبه إليه):** 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 بـ):** v. + ing  
Example: He is capable of writing good letters.  
**able to (يأتي بـ):** to  
Example: He is able to write good letters.

**Expressions**

<table>
<thead>
<tr>
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<td>يتهتم بـ</td>
<td>be interested in</td>
</tr>
<tr>
<td>يتهتم بـ</td>
<td>interested in</td>
</tr>
<tr>
<td>ينسف</td>
<td>blow up</td>
</tr>
<tr>
<td>يتهتم بـ</td>
<td>care about</td>
</tr>
<tr>
<td>الإنشاء</td>
<td>composition</td>
</tr>
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<td>يركز علي</td>
<td>concentrate on</td>
</tr>
<tr>
<td>خطر</td>
<td>dangerous</td>
</tr>
<tr>
<td>يحسن إلي</td>
<td>do a favour</td>
</tr>
<tr>
<td>يحسن في القدرات</td>
<td>do better</td>
</tr>
<tr>
<td>يحسن إلي</td>
<td>do good</td>
</tr>
<tr>
<td>يضر بـ</td>
<td>do harm</td>
</tr>
<tr>
<td>يطبخ</td>
<td>do the cooking</td>
</tr>
<tr>
<td>يكتسب خبرة</td>
<td>gain experience</td>
</tr>
<tr>
<td>يتحسن</td>
<td>get better</td>
</tr>
</tbody>
</table>
get into trouble with
insist on
look after
pay attention to
persist in
physical education
succeed in
take care of
take things seriously

Vocabulary

annoy
figures
foreigner
form
grade
interest
interesting
notes
rarely
report
seriously
spend
stranger
term
untidy

enclosed by, surrounded by

closed 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.

enclose, include

close (رفق): 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
become involved in
friendly group
keep in touch with
know how to play
learn to play
make friends with
make the best use
<table>
<thead>
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<th>English</th>
<th>Arabic</th>
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</thead>
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<tr>
<td>show how to play</td>
<td>يبين كيف يعزف</td>
</tr>
<tr>
<td>spare time</td>
<td>وقت الفراغ</td>
</tr>
<tr>
<td>spend time</td>
<td>يقضى وقتا</td>
</tr>
<tr>
<td>take (do) exams</td>
<td>يمتحن</td>
</tr>
<tr>
<td>take place</td>
<td>يحدث</td>
</tr>
<tr>
<td>take the place</td>
<td>يحل محل</td>
</tr>
<tr>
<td>teach to play</td>
<td>يعلم كيفية العزف</td>
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<td><strong>Vocabulary</strong></td>
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<td>chess</td>
<td>شطرنج</td>
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<td>correspondence</td>
<td>المراسلة</td>
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<td>cycling</td>
<td>ركوب الدراجات</td>
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<td>find out</td>
<td>يكتشف</td>
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<tr>
<td>go up</td>
<td>ينحص</td>
</tr>
<tr>
<td>international</td>
<td>عالمي</td>
</tr>
<tr>
<td>look for</td>
<td>يبحث</td>
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<tr>
<td>pen-friend</td>
<td>صديق مراسلة</td>
</tr>
<tr>
<td>play</td>
<td>يعزف / يلعب</td>
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<tr>
<td>strangers</td>
<td>غرباء</td>
</tr>
<tr>
<td>water-skiing</td>
<td>التزلق على الماء</td>
</tr>
</tbody>
</table>

**Unit 6**

tomorrow, the next day, the other day

tomorrow (غداً): 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 (حدث): 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 (ينجاهل): pretend not to know or see.
Example: He ignored my advice.

be ignorant (يجهل): 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 building?

Expressions
Be dressed in (مرتدية)
Be seen dead in it (لا يرغب في ارتدائه)
Fashion houses (بيوت الموضة)
Fashionable (مساير الموضة)
Out of fashion (لا يساير الموضة)
Take place (حدث)

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 (يدخل)
Example: The student arrived late at school but the teacher allowed him to get in.
get on (يركب)
Example: The bus was so crowded that I couldn’t get on.

change
change: 1. (تغيير)
Example: There is a sudden change in the weather.
2. (فكرة)
Example: Can you give me change for a 20-pound note?
3. (الباقي)
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.
Example: They dressed themselves up as pirates and went to the party.
2. to make something or someone look attractive.
Example: He dressed himself up for the meeting. | They dressed the facts up to make them more interesting.
dress in (يرتد): 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** (دُوَلَاب 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.*  
**split** (يشق): to divide along a length into separate parts.  
Example: *The river splits into three small streams.*

**steal, rob**  
**steal** (مسرَق): 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**

<table>
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<tr>
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<tbody>
<tr>
<td>cause of freedom</td>
<td>قضية الحرية</td>
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<td>detective work</td>
<td>التحري</td>
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<tr>
<td>dress up</td>
<td>يلبس</td>
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<tr>
<td>lead to</td>
<td>يؤدي إلى</td>
</tr>
<tr>
<td>number plate</td>
<td>لوحة نمرة السيارة</td>
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<tr>
<td>sharp brain</td>
<td>تفكير خارق</td>
</tr>
<tr>
<td>sharp eyes</td>
<td>عيون حادة</td>
</tr>
<tr>
<td>take notice of</td>
<td>يلاحظ</td>
</tr>
<tr>
<td>turn out to be</td>
<td>يتضح</td>
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**Vocabulary**

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<td>يذكر</td>
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<td>minor</td>
<td>ثانوي</td>
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</tbody>
</table>
illusions, delusions

**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 leads to delusion.*

**steadily, firmly**

**steadily** (بثبت): 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** (ي تخمن): to form a judgement without knowing all the facts.
Example: *I don’t know the answer, but I’ll just guess.*

**expect** (يتنوع): 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**

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<td>ملاحظات</td>
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<td>عطر</td>
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<td>worn-out</td>
<td>بالية</td>
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Unit 9
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.
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): comes after the verb and before the noun
Example: The children are sleeping. Don’t wake up the sleeping children.
asleep (نائم): comes after the verb
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 يدهش
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

<table>
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<tbody>
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<td>bottom</td>
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<td>سقوط</td>
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<td>عرض</td>
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<td>محير</td>
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<td>exhibition</td>
<td>معرض</td>
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<td>experience</td>
<td>خبرة</td>
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<td>إضافات</td>
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<td>fun</td>
<td>متعة</td>
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<td>بريء</td>
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<td>براءة</td>
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<td>noise</td>
<td>ضوضاء</td>
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<td>realize</td>
<td>يدرك</td>
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<td>sleepy</td>
<td>نعسان</td>
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</table>

Unit 11

**invention, discovery, exploration**

**invention** (اختراق): 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 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** (تكنولوجيا): 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 / human body / human nature* الطبيعة البشرية

**humane** (إنساني - عاطف): 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** (الة حاسبة): a machine which makes calculations.
Example: *I usually use a computer to do all mathematical operations.* عمليات حسابية

**Expressions**

**hotel lobby** صالة الفندق
in charge of

負責

in the charge of

下屬

muscle powers

力量

power of mind

力量

Vocabulary

add

添加

age

年齡

available

可用的

basic

基本的

basis

基礎

benefits

利益

blocks

基礎

discover

發現

employ

僱用

employment

僱用

erect

直立

evil

惡

extend

延伸

gap

缺口

interruption

中斷

invent

發明

inventiveness

創造力

inventor

發明家

mankind

人類

miracles

神蹟

moisture

溼

mystery

謎

numerous

數量

power

力量

reduce

減少

search

搜尋

technology

技術

transport

運輸

wheel

車輪

holiday, leave, vacation

holiday (荊假): the period in the year when a person does not work.
Example: The Sixth of October is a national holiday of Egypt.

leave (假期): permission to be absent from duty.
Example: Tom is on leave today.

vacation (假期): 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** (نصح): 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** (هدئ): 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**

<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>ask about</td>
<td>يستفسر عن</td>
</tr>
<tr>
<td>hotel lobby</td>
<td>صالة الفندق</td>
</tr>
<tr>
<td>on holiday</td>
<td>في إجازة</td>
</tr>
<tr>
<td>see someone off</td>
<td>يودع</td>
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<tr>
<td>share … with</td>
<td>يشارك مع</td>
</tr>
<tr>
<td>sick leave</td>
<td>إجازة مرضية</td>
</tr>
<tr>
<td>tourist information</td>
<td>معلومات سياحية</td>
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</table>

**Vocabulary**

<table>
<thead>
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<th>Arabic</th>
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<tr>
<td>accept</td>
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<td>area</td>
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<td>يرتتب</td>
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<td>book</td>
<td>يحجز</td>
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<td>coach</td>
<td>أتوبيس بين المدن</td>
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<td>diary</td>
<td>مفكره</td>
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<tr>
<td>expect</td>
<td>يتوقع</td>
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<td>invitation</td>
<td>دعوة</td>
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<td>مسجد</td>
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<td>museums</td>
<td>متاحف</td>
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<td>organize</td>
<td>ينظم</td>
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<td>palaces</td>
<td>قصور</td>
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<td>receptionist</td>
<td>موظف استقبال</td>
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<tr>
<td>recommend</td>
<td>بوصي / ينصح</td>
</tr>
<tr>
<td>sights</td>
<td>مزارات سياحية</td>
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<td>temples</td>
<td>معابد</td>
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<td>tombs</td>
<td>مقابر</td>
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<tr>
<td>tour</td>
<td>جولة</td>
</tr>
<tr>
<td>tourism</td>
<td>سياحة</td>
</tr>
</tbody>
</table>
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 of the factory with rage.

fury (نوبة غضب - حنق): wild anger, rage.
Example: The workers expressed their fury by making a wild demonstration.

all right – alright

all right (على ما يرام): in good condition.
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.
Example: He has been ill, but now he is alright.

Expressions

argue with
black madness
compare to
forget about
in a rage
in time
lose his temper
on the basis of
on the occasion of
on time
owing to
pop out of
recover his strength
relief the pain
steam with anger

Vocabulary

angry
control
feelings
frustrated
mood
occasion
poet
shock

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 (ينتقى - يختار): 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. | 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 (يفارق 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 (الإنتاج): 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 مرتبة
products منتجات
quality جودة
value قيمة

van, car, vehicle
van (شاحنة): a covered road vehicle.
Example: A delivery van شاحنة نقل بضائع carries goods from place to place. | The thief был 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.

t entry (دخول): the act of entering  
Example: His entry into the country was illegal.

**so it is, so do I**

so it is (حقا): 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  
Example: The child wanted to go out but his mother didn’t let him.

b. let us: allow us to  
Example: Please let us get into the meeting room.

c. let’s: suggesting a plan  
Example: Let’s have a drink.

**Expressions**

car consumer goods  
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)

drive on (يستمر في القيادة)

fine (غرامة)

fine (غرامة)

park (يذكر السيارة)

permit (يصرح بـ)

present (حالي)

raise (يرتفع)

strict (صارم)

traffic (المرور)
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.

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 (مسرف - مبذر): 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 (يكتشف): 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 Bill invented the telephone in 1876.
find out (يكتشف / يعرف أمرا): to learn a fact.
Example: I found out that they are brothers.

Expressions

Based on
common cold
find out
for instance

Vocabulary

Antarctica
basically
business
cancer
completely
develop
education
eliminate
employ
Unit 17

outlook, view

outlook (مشفر): 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 (تقريبا - أو أقل قليلا): a little less than.
Example: It took nearly two weeks to finish the project. Almost is stronger than nearly. It means very nearly
Example: Almost all the guests have arrived.

about (تقريبا - 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 أَن): to: afterwards the source comes 
Example: I would prefer to have a drink.

would rather (أفضل أَن): to: afterwards the source does not come
Example: I would rather have a drink.

had rather (أفضل): to: be after the sentence (فعل وفاعل) (أفضل)
Example: I had rather you have a drink.

affect, effect

affect (بؤرة على): to produce an effect upon.
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. (يحق - يحقق)
Example: He effected many changes to the plan.

Expressions

by midnight مع منتصف الليل
cheerful music موسيقى مرحه
come true يتحقق
foggy night
ليلة كثيرة الضباب
weather forecast
تنبؤات جوية

Vocabulary

announcer
مذيع
announce
يعلن
area
منطقة
average
متوسط
cancel
بلغ
Celsius
درجة مؤوية
cheerful
متهج
conference
مؤتمر
correspondent
مراسل
foggy
ملئ بالضباب
heavily
بكثرة
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
تقدم لطلب وظيفة
background experience
تجارب سابقة
block capitals
حروف كبيرة
fluent in
فصح في
in detail
بالتفصيل
job application
طلب وظيفة
overseas travel
السفر لخارج
personal statement
بيانات شخصية
| Reason with | يجادل مع |
| Tell a joke | يحقن 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 | انسياطي |
| Introvert | انطوائي |
| Kind | عطوف/ نوع |
| Nationality | جنسي |
| Optimistic | متفائل |
| Pessimistic | متشائم |
| Punctual | منتظم |
| Questionnaire | استبيان |
| Reason | سبب |
| Reliable | يعتمد عليه |
| Sex | جنس |
| Shy | خجول |
| Talkative | ثرثار |
| Unemployment | بطالة |
| Visa | تأشيرة |

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**Unit 19**

**alone, lonely**

**alone** (بمفرد): 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 of oneself or an associate.  
Example: His bad conduct brought shame to all of his family.
outdoor, outdoors

outdoor: adj., done out of doors.
Example: He likes outdoor games.

outdoors: adv., in or into the open air.
Example: He spends most of his time outdoors.

Vocabulary

active
activity
admire
ambitious
anxious
arrows
balanced
bear
bossy
calm
cheerful
company
considerate
efficient
experienced
extrovert
intelligent
introvert
joke
kind
lively
normal
occasionally
optimistic
overcome
pessimistic
punctual
reliable
shyness
sociable
superficial
talkative
visitors
worry

recognize, know

recognize: to know again.
Example: He changed so much, and I couldn’t recognize him.

know: have in mind
Example: *I know him very well. He is my friend.*

**Expressions**

- a couple of hours: ساعات
- a married couple: زوجان
- can't help: لا يستطيع أن يمنع نفسه
- feel like: يريد
- it is worth: يستطيع
- it's no use: لاafa ثد
- 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: يعرف علي
- regret: يندم
- sound: يبدو
- surprise: دهشة

**List of Proverbs**

- A cat has nine lives.
  - القطة لها سعة 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 كالحديقة مليئة بالعذب الضارة
- A soft answer turneth a way wrath.
  - الإجابة الرقيقة تطرد الغضب
- A stitch in time saves nine.
  - غرز في وقتها توفر سعة 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 ذهب
- An eye for an eye, and a tooth for a tooth.
  - العين بالعين والسن بالسن
- Appearances are deceptive.
  - الظاهر خادع
- Better bend than break.
  - لأن تنحني خير من أن تتكس
- Better late than never.
  - الناخير 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.

Do as you would be done by.

Early to bed and early to rise make a man healthy, wealthy and wise.

Easier said than done.

Everything comes to him who waits.

Experience is the mother of wisdom.

First impressions are most lasting.

Forgive and forget.

Fortune knocks at least once at every man’s gate.

God helps those who help themselves.

Grasp all, lose all.

Half the world knows not how the other half lives.

Haste makes waste.

He who hesitates is lost.

He who would climb the ladder must begin at bottom.

Heath is better than wealth.

History repeats itself.

Honesty is the best policy.

If at first you don’t succeed, try, try and try again.

If you run after two hares you will catch neither.

If you want peace prepare for war.

It is better to give than to take.

It is easier to pull down than to build.

It is ill jesting with edged tools.

It is ill striving against the stream.

It is love that makes the world go round.

It is never too late to mend.

It is no use crying over spilt milk.

It takes all sorts to make a world.

Know your own faults before blaming others for theirs.

Knowledge is power.

Laugh and the world laughs with you, weep and you weep alone.

Learn to walk before you run.

Let bygones be bygones.

Life is short and time is swift.
Light not a candle to the sun.

Lightly comes lightly goes.

Like father, like son.

Live and learn.

Live not to eat, but eat to live.

Look before you leap.

Love is blind.

Man proposes, God disposes.

May God defend me from my friends; I can defend myself from my enemies.

Men are known by the company they keep.

Men are not to be measured in inches.

Moderation in all things.

Need is the mother of invention.

Never judge by appearances.

Never put off till tomorrow what may be done today.

Never say die.

Never tell your enemy that your foot aches.

Never trouble trouble till trouble troubles you.

No gain without pain.

No man is content with his lot.

No man is infallible.

Nothing seek, nothing find.

One cannot put back the clock.

One is never too old to learn.

One lie makes many.

Opportunity seldom knocks twice.

Out of sight out of mind.

Patience is virtue.

Pleasant hours fly fast.

Poverty is no sin.

Practice makes perfect.

Practice what you preach.

Prevention is better than cure.

Prosperity makes friends; adversity tries them.

Rats desert a sinking ship.

Rome was not built in a day.

Safety lies in the middle coarse.

Self-praise is no recommendation.

So many countries, so many customs.

Some are wise and some are otherwise.

Speech is silver; silence is golden.

Stretch your legs according to your coverlet.

Strike while the iron is hot.
Submitting to one wrong brings on another.

Take the rough with the smooth.

Take the will for the deed.

The darkest hour is that before the dawn.

The devil finds work for idle hands.

The early bird catches the worm.

The end justifies the mean.

The first blow is half the battle.

The greatest talkers are the least doers.

The last straw breaks the camels back.

The pen is mightier than the sword.

The road to hell is paved with good intentions.

The rotten apple inures its neighbours.

The tongue is not steel, yet it cuts.

There are two sides to every question.

There is a time to speak and a time to be silent.

There is no pleasure without pain.

There is no rose without a thorn.

There is no royal road to learning.

There is no smoke without fire.

There is nothing new under the sun.

There is safety in numbers.

There is no time like the present.

They brag most who can do least.

Think not on what you lack as much as on what you have.

Things are seldom what they seem.

Things done cannot be undone.

Those who live in glass houses should not throw stones.

Time and tide wait for no man.

To err is human, to forgive, divine.

Two blacks do not make a white.

Two heads are better than one.

United we stand, divided we fall.

Variety is the spice of life.

Walls have ears.

Want is the mother of industry.

Well begun is half done.

What can’t be cured must be endured.

When all men speak, no man hears.

When the cat is away the mice will play.
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 – car).
- 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 (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 – ignorable – 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 (pavement – platform – 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 – spilt – 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.
- 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 through 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 (futurologists – astronomers – astrologists) before taking any action.
- If the predictions made by (futurologists – 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-Discussion

الوظائف اللغوية

(Mini-Discussion)

1. Thanking

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

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

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

– 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

Offering Help in General

– 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

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

– 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

– 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:**
– 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.

**Special Case**

– I wonder if you could do me a favour?

[Accepting]

[Declining]

**Situation:**
You need help with some English exercises.
*You:* Could you please help me with these English exercises? (Requesting)
9. Request for Permission

- 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

- 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

- Congratulations.
- Many congratulations.
- Congratulations. I’m very happy for you.
- I congratulate you on your engagement.

[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

- 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

- 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

- 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
– 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
– 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
– 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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**
– 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. (Deducting)

**29. Stating possibility**
– 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**
– 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)
### 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:

**Before You Start:**

There are several points that you should consider when dealing with a dialogue:

1) Understand the context and the place where the dialogue takes place: a post office, hotel reception, train station, etc.

لا بد من فهم السياق ومعرفة المكان الذي يجري فيه الحوار: مكتب بريد أو مكتب استقبال فندق أو محطة قطار ...

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.

لا بد من فهم العلاقة بين طرفين الحوار وما إذا كانوا أصدقاء أو عميل يتحدث مع موظف استقبال أو زوج مع زوجته أو موظف مع ربيب أو طبيب مع مرضه...

3) You must have the ability to imagine the situation and guess what could happen.

لا بد أن يكون لديك القدرة على تخيل الموقف وأن تخيل ما يمكن أن يحدث فيه.

### How to Write:

There are several situations that a dialogue goes through:

1) Greeting:

<table>
<thead>
<tr>
<th>Nader:</th>
<th>Good morning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sami:</td>
<td>Good morning.</td>
</tr>
<tr>
<td>Answer:</td>
<td>Good morning.</td>
</tr>
</tbody>
</table>

2) Offering help:

<table>
<thead>
<tr>
<th>Salesman:</th>
<th>Can I help you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherif:</td>
<td>Yes, I’d like to buy a shirt, please.</td>
</tr>
<tr>
<td>Answer:</td>
<td>Can I help you?</td>
</tr>
</tbody>
</table>

3) Guessing a question for a given answer:

| Social activities are possible only through communication. Dialogue between people is the means of communication. | كيف تتعامل مع قطعة المحادثة
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------
| لا يمكن أن يوجد أي نشاط اجتماعي بدون تواصل، والحوار بين الناس هو وسيلة التواصل. | 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 ...
| 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 ربيب أو طبيب مع مرضه...
| 3) You must have the ability to imagine the situation and guess what could happen. | لا بد أن يكون لديك القدرة على تخيل الموقف وأن تخيل 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
| 1) Greeting: | التحية
| Nader: Good morning. | Sami: Good morning. |
| Answer: Good morning. | |
| 2) Offering help: | عرض المساعدة
| Salesman: Can I help you? | 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:  
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 bill 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
Paragraph Writing

Learn how to write effective English composition to:
• Present your ideas
• Express your opinions
• Develop your thoughts

Paragraph Styles

There are three major types of composition. By understanding them, you can develop your thoughts and write effective and powerful paragraphs:

1. Descriptive Style

Here you can develop your paragraph by:
- stating facts
- mentioning statistics
- making comparisons
- giving examples
- giving illustrations

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

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
- event
- incident

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

You should start your paragraph with a general introduction to introduce your idea. The introduction is a generalization which the writer expands later.

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.
- No one can deny that *books* play an important role in our life.
- It is taken for granted that *life in the countryside* is healthier than *life in the city*.
- There is no doubt that *overpopulation* is one of the most difficult problems facing developing countries.
- Last summer I went on a trip to *Luxor and Aswan*.

2. Body

After the introduction you expand your topic by giving examples or reasons or telling event depending on the writing style you follow.

You can use some of these phrases to link your sentences:
- It is important to note that ...
- We have to take into account that ...
- As a matter of fact, ...
- It is worth saying that ...
- It is undeniable that ...
- Moreover, ...
- In addition to that, ...
- Furthermore, ...
- Generally speaking, ...
- However, ...
- To my mind, ...
- In my opinion, ...

3. Conclusion

In the end of your paragraph you conclude by emphasizing the point you have been discussing.

You can use one of these phrases to introduce your conclusion:
- Finally, I’d like to say that ...
- We can come to the conclusion that ...
- In the end, I’d like to state ...
- I believe that ...
- We can summarize that ...
- In conclusion, ...

Finally, I’d like to say that...
Characteristics of Good Writing

1. Grammatically acceptable
   صحيحة نحويا
   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 مسارات 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.
   لابد من تدعم رأيك بالأدلة والشرح الوافي والأمثلة والتوضيح.

6. Significant
   ذات قيمة
   It should tell the audience something they want or need to know.
   لابد أن تعطي للقارئ معلومة مفيدة وأن تخبره بشيء ذات قيمة.

Linking Sentences

1. To Show Emphasis
   البيان التأكيد
   Certainly
   بالتأكيد
   In fact
   في الحقيقة
   Actually
   في الواقع
   As a matter of fact
   في حقيقة الأمر

2. To Show Addition
   البيان الإضافة
   Moreover
   بالإضافة إلى ذلك
   Furthermore
   علاوة على هذا
   In addition to that
   إضافة إلى ذلك

3. To Show Contrast
   البيان التناقض
   On the contrary
   على المكس
   Contrary to this
   على النقيض من ذلك
   However
   ولكن
Nevertheless
Although

4. To Show Comparison
In like manner
In the same way
Similarly
Correspondingly
Likewise

5. To Give Examples
For example
For instance
such as

6. To Introduce a Result
As a result
Consequently
Therefore
Accordingly

7. To Give Opinion
In my opinion
In my mind
I think/believe that

8. To Tell an Event
Once upon a time
Many years ago
I heard from a friend that
I read in a newspaper that

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
pave the way to
play a leading role in
relieve pressure on
a large sector of
vital subject
economic welfare
waste time
drug addiction

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?
**Letter Writing**

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**

1. **Address**
   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
   - الحي
   - المدينة
   - الدولة (إذا كان الخطاب موجه للخارج)
   - التاريخ
   25 Hassan Shaker St, Zamalek, Cairo, Egypt (A.R.E.)
   November 4, 1999

2. **Terms of Address**
   Terms of address differs as regards the person you are corresponding.
   تختلف صيغ التخاطب أو النداء حسب حالة الشخص الذي تراسله.
   1) If you are sending the letter to a relative, address him by this relation:
      إذا كنت ترسل الخطاب لقريب 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 لرئيسيك 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 “صديق” أو باسمه مجرد:
      Dear Friend, Dear Ali, Dear Sami, Dear Samira, etc.

3. **Letter Introduction**
   There are different ways to start your letter before you talk about your aim.
   هناك طرق عديدة لافتتاح خطاب قبل أن تتحدث عن الهدف أو الهدف من الخطاب.
a) If you start correspondence, you can start with any or some of the following introductory greetings:

- 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:

- 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

a) If you start correspondence, you can introduce your aim in one of the following ways:

- 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:

- 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

You can conclude your letter with one of the following sentences:

- 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
You should end the letter with one of the following phrases before signature:

- Yours,
- Yours Sincerely,
- Faithfully Yours,

التوقيع
ي ينبغي أن تنتهي خطابك بأحد هذه الجمل قبل التوقيع:

- توقيعك
- توقيعك حليماً
- توقيعك معتزلاً

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 Comprehension

Reading is one of the most sophisticated intellectual activities. It involves many cognitive and linguistic skills.

المهارات المطلوبة في القراءة

Skills Needed in Reading

1. Finding Information

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.

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

Sometimes the information is not mentioned directly in the text, but the student is required to make a conclusion.

<table>
<thead>
<tr>
<th>Recycling is a good business, too. For instance, a recycled aluminium container is 20% cheaper to make than a new one.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Why is recycling economically good?</td>
</tr>
<tr>
<td>Answer: Recycling is economically good because recycled articles are cheaper to make than new ones.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- When was the first successful air flight made?</td>
</tr>
<tr>
<td>Answer: The first successful air flight was made in 1903.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nicotine causes the production of adrenalin which makes the heart beat faster.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Adrenalin is ……</td>
</tr>
<tr>
<td>a) a vitamin                                  b) an acid                                  c) a hormone                                  d) substance</td>
</tr>
<tr>
<td>Answer: c) a hormone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upon its removal from the ground, natural gas is usually moved to market immediately, because it is very expensive to store in tanks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Natural gas is transported in ……</td>
</tr>
<tr>
<td>a) liquid form b) gaseous state c) solid form d) an inactive form</td>
</tr>
<tr>
<td>Answer: b) gaseous state</td>
</tr>
</tbody>
</table>

3. Paraphrase

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.

<table>
<thead>
<tr>
<th>“Other people followed the Wright brothers in their footsteps” means ……</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) They went with them b) They followed their footprints c) They did as they had done d) They were friendly with them</td>
</tr>
<tr>
<td>Answer: c) They did as they had done</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Octopi come in many different sizes. Some may be only few centimetres in breadth. Others are very large with tentacles three or four meters long.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Octopi come in many different sizes. Rewrite the sentence using other words for “come in.”</td>
</tr>
<tr>
<td>Answer: Octopi have many different sizes.</td>
</tr>
</tbody>
</table>
4. Understanding the Meaning of Words

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.

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

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.”

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

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:

a) General Title. This includes one abstract word, such as:
   - 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:
   - 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:

- 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.

8. **Ability to Comment**

The student may be required to give his personal opinion regarding the topic of the passage.

<table>
<thead>
<tr>
<th>The population is growing fast, with one and half million newborns every year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mention two problems that result from over-population.</td>
</tr>
<tr>
<td><strong>Answer:</strong> Over-population leads to food shortage and unemployment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The government made great efforts to encourage the youth to read. Comment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer:</strong> The government encourages reading by establishing many public libraries, providing books at cheap prices and sponsoring book fairs.</td>
</tr>
</tbody>
</table>

9. **Ability to Give Information not Mentioned in the Text**

Sometimes the student is required to give information not directly or indirectly mentioned in the passage. This depends on the student’s general information.

<table>
<thead>
<tr>
<th>Heart disease is caused by obesity, stress and smoking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Stress ..........</td>
</tr>
<tr>
<td>a) is a physical symptom</td>
</tr>
<tr>
<td>c) is a direct cause of cancer</td>
</tr>
<tr>
<td><strong>Answer:</strong> b) results from mental or physical distress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scientists have been studying dolphins to learn more about how these intelligent animals communicate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A dolphin is ..........</td>
</tr>
<tr>
<td>a) a wild animal</td>
</tr>
<tr>
<td>c) a marine animal</td>
</tr>
<tr>
<td><strong>Answer:</strong> c) a marine animal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The octopus is found in every ocean in the world.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The octopus is a sea ......</td>
</tr>
</tbody>
</table>
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

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.
   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.
   إذا أردنا تحسين ظروفنا المعيشية فلابد 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.
   البطالة مصدر تعاسة.
   - Freedom is the most precious thing in life.
   إن الحرية هي أثمن شيء في الحياة.
   - Means of transportation were not available.
   كانت وسائل النقل غير متاحة.

4) In English there is no sentence without a verb.
   Example:
   - Extremism is the plague of this age.
   التطرف وباء هذا العصر.

5) In English, adjectives come before nouns
   Example:
   - Serious work is the only way to achieve a happy life.
   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 فينقسم إلى جملتين أو أكثر.
Examples:

 إن التعليم هو الوسيلة الوحيدة لرفع مستوى المعيشة وتنال 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 بمصايف جميل ومواقع 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.

Examples:

 إن الصناعة والزراعة والبترول والسياحة هي الموارد الأساسية للدخل القومي.

Industry, agriculture, petroleum and tourism are the basic resources of national income.

(لاحتفظ أن الفاصلة تفصل بين الأمام المعطوفة)

إذا أردنا أن نحقق الرفاهية فلابد أن نعمل من أجل السلام.

If we want to achieve welfare, we must work for peace.

(لاحتفظ أن الفاصلة تفصل بين شطري الجملة البادئة بـ "If")

8) Observe the tense homogeneity in the same sentence in English.

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.

تتشتت الحكومة للاهادات لأنه يهدد السلام الاجتماعي.

The government struggled against terrorism because it threatened the social peace.

Note the following

لاحتفظ التالي

* إذا كان هناك مضاف ومضاف إليه في العربية (مثل: موارد مصر) فإنها تترجم إما بوضع of بين الأسمين مع (The resources of Egypt)

* إن شخصية المرء تعترف من خلال تصرفاته وأفعاله واتهاماته 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 (مثال: موارد مصر الأساسية) في ينبغي في الترجمة أن توضع الصفة قبل المضاف إليه (The basic resources of Egypt)

Every Egyptian should be proud of the great history of Egypt.

* كلمة "لقد" تترجم إلى الإنجليزية بوضع الزمن في الماضي.

Scientists have recently made a lot of achievements.

(V. to be) + (V. to be)

Addiction is a serious problem that threatens the society.
Tourism is considered one of the sources of national income.

Every person must realize that Egypt has a glorious history.

Every citizen must be ready to sacrifice himself for his country.

We must fight violence with every means possible.

All countries should work for the just and lasting peace.

We should encourage foreign investment so that we can provide more job opportunities for the youth.

We must increase efforts to achieve better life for future generations.

Terrorism is no longer a threat to the safety and stability of the country, thanks to the efforts of the security forces.

It is no longer possible to allow delay in the peace process.

Egypt enjoys safety and stability.

Every region in the world has conflicts and civil wars.

Throughout history, Egypt has been known for extraordinary achievements and smashing victories.

Doctors warn against smoking because it is very harmful to health.
Important Remarks

1- 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 مجتمعا.

Illiteracy is one of the most dangerous diseases in our society.

2- يمكن ترجمة عدد من الكلمات العربية بعدد أقل من الكلمات الإنجليزية، مثال: علاوة على ذلك => more over

لا بد من مجابهة التصحر والعمل على استصلاح الأرض.

Moreover, illiteracy threatens the future of the country.

3- يميل الأسلوب العربي في الكتابة إلى استخدام الكلمات البلاغية والمجازية فلا بد قبل ترجمتها من فهمها وتفسيرها.

كانت حرب أكتوبر ضربة => strike against

لا بد من مجابهة التصحر والعمل على استصلاح الأرض.

We must confront deforestation and work for the reclamation of land.

اً - قد يختلف ترتيب أجزاء الجملة بين العربية والإنجليزية فلا يجب التطابق التام في الترتيب.

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.

يعد 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.

يودي الفقر غالبا إلى انتشار الجريمة.

Worker’s salaries increase gradually.

تزداد أجور العاملين تدريجيا.

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 الكبيره 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 الوصول، لكن لابد من ذكره دائمًا 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
Egypt still faces a lot of problems. Unemployment and illiteracy are longstanding problems which should be eliminated.

Smoking is very harmful to man’s health. It causes a lot of fatal diseases.

The press plays a vital role in society as a means of communication.

Israel has denounced the call for disarmament in the Middle East.

Egypt has been calling for peace in the Middle East for a long time.

The terrorists were planning to destroy the country’s economy, but the police stopped them.

Every Egyptian should be proud of the great history of Egypt.

The army’s smashing victory was undeniable.

Tourism does not flourish in unstable countries.
Some countries were not aware of the dangers of moral corruption.

The developing countries did not achieve much economic progress in recent years.

Egypt has never given up to terrorism.

Never has a lazy person achieved any success.

Important Remarks

1. - If the English sentence is in the simple past tense and there is a main verb, translate it into Arabic as "لم يكن". If there is another verb, start the sentence with "لم يفعل ...

2. - If the English sentence is negative, start the Arabic sentence with "لم يفعل ...

3. - If there is a word you don't know, try to guess its meaning from the context.

4. - Punctuation marks in Arabic may differ from those in English. For example, in Arabic, the colon is represented with a wāw لظ.

5. - Acronyms are used in English. Before translating, make sure you know the full meaning:

- UN => United Nations
- PLO => Palestine Liberation Organization

Important Expressions
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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:

- سيقوم الكمبيوتر في المستقبل القريب بكثير من الأعمال التي يقوم بها الإنسان في الوقت الحالي.
- لقد برهنت مصر للعالم كلها أنها لا تخشى الحرب ولكنها تريد السلام الذي يحمي منجزات الأجيال من الدمار.
إن تزايد السكان في دولة نامية يعوقه عن التقدم.

هناك من يعارضون استخدام الطاقة النووية لما تؤدي إليه من أخطار.

إنه شخصية المرء تعرف من خلال تصرفاته وآرائه واتجاهاته وعلاقاته بالأخرين.

يجب أن يدرك كل فرد أن مصر تاريخا حافلا وحضارة عريقة وأنها أعطت أكثر مما أخذت.

إنه إنشاء الكثير من مكتبات الطفل خطوة هامة نحو إثراء ثقافة الطفل.

إن نتطلع بتفاؤل شديد إلى عالم يسوده التعاون والسلام والرخاء.

الشعب الذي لا يملك قوته لا يملك حرية.

يعتبر غزو الصحراء وبناء المجتمعات الجديدة من سبيل دعم الاقتصاد القومي وحل كثير من مشاكلنا الاجتماعية.

لقد تحول العالم إلى قرية صغيرة بفضل التقدم الهائل في وسائل الاتصالات والمواصلات.

تمثل السياحة مصدرًا هاماً من مصادر الدخل القومي وإذا أجبت تشجيعها لكي تزدهر.

من الواجب على الحكومة توفير فرص عمل أمام الشباب وتضخيمهم على الإقامة في المدن الجديدة.

تنبأ وسائل الإعلام دورًا حيويا في تكوين الرأي العام.

يجب أن نتصدى لكل حركات الإرهاب التي تهدد السلام الاجتماعي. فمجتمعنا ينبذ العنف والجريمة وكذا التطرف.

لا شك أن مترو الأنفاق قد ساعد على حل الكثير من مشاكل المرور.

يجب أن يسود السلام والأمن بين الشعوب من أجل رفاهية العالم.

نحن مدينون بالكثير للذين يتبرعون بدمائهم لإنقاذ المصابين في الحوادث اليومية.

تمدنا الكتب بالمعرفة التي جمعتها الأجيال السابقة.

يأتي السياح إلى مصر لمشاهدة آثارها العظيمة.