

Direct and Indirect speech

الكلام المباشر هو :

الكلام الصادر عن المتكلم نفسه ، ويوضح بين علامتى تنصيص "....."

-She Said," I need more money" (مباشر)

- She said that she needed more money. (منقول)

الكلام غير المباشر هو الكلام المنقول عن المتكلم بواسطة شخص اخر

1- statement الجمل الخبرية

لتحويل اى جملة خبرية نتبع الاتى :

١- تبقى said كما هي ويمكن نستخدم (promised/explained)

٢- نحول الى said to

٣- نحذف الاقواس

٤- نربط ب that ، او يمكن حذفها

٥- تتغير الضمائر حسب المتكلم او المخاطب



فعل ماضى + فاعل + said (that) فاعل القول

فعل ماضى + فاعل + مفعول + told فاعل القول

أ - ضمائر المتكلم تعود على فاعل جملة فعل القول وتحول كما يلي :

* I .. he / she me .. him / her my .. his / her

* We .. they us ... them our .. their

ب- ضمائر المخاطب تعود على مفعول جملة فعل القول وتحول كما يلي :

* You I / he / she / we / they فاعل

* you me / him / her / us / them مفعول

* your my / his / her / our / their ملكية

تحويل أفعال القول

say	say	Say to	Tell
says	says	Says to	Tells
said	said	Said to	Told

• تتغير الازمنة حسب الجدول الاتى :

Direct كلام مباشر		Indirect كلام غير مباشر	
مضارع بسيط	Go / goes Am/is/are	ماضى بسيط	Went Was/were
ماضى بسيط	Went / played	ماضى تام	Had gone/had played
مضارع مستمر	Am/is/are + going	ماضى مستمر	Was /were + going
مضارع تام	Have /has + p.p	ماضى تام	Had + p.p
افعال ناقصة	Can/may/will Shall/must	ماضى	Could/might/would/ should/ Had to

كما تحول الظروف الزمنية والمكانية كالاتى

yesterday	→	the day before - the previous day
tomorrow	→	the next (following) day
now	→	then
	→	today
	→	that day

tonight	→	that night	ago, last	→	Before/the previous
next	→	the following	here	→	there
this	→	that	these	→	those

Ex → أمثلة

1-tamer said, "I want to stop smoking."

- Tamer told me that he wanted to stop smoking.

2-Ahmad said to me, "I can swim fast."

-Ahmad told me that he could swim fast.

3- He said to me: "I will see you tomorrow"

He told me that he would see me the next day

4-" I'm coming home at six " Nadia said.

- Nadia said that she was coming home at six.

5-The interviewer said" This is going to be the subject of the programme next week.

The interviewer said that this was going to be the subject of the programme the following week.

6-He said" I will visit you"

He promised / said that he would visit me.

7-He said "Pesticides can be poisonous."

He explained that pesticides could be poisonous

لاحظ: لا يتم تغيير ما بداخل الأقواس في هذه الجمل

❖ لأن ما بداخل الأقواس حقيقة علمية.

Ali said to Ramy, " The sun rises in the morning."

Al told Ramy that the sun rises in the morning..

❖ لأن فعل القول مضارع بسيط .

Rania says, " I will travel to London."

Rania says that she will travel to London.

❖ لأن الحدث قيل في الحال أو قبل فترة بسيطة مع (just now – a moment ago)

He said just now, " I have already passed the exam."

He said just now that he has already passed the exam.



Unit II



الماضي التام المستمر Past continuous Perfect

١. التكوين Form:

يتكون الماضي التام من had +been+ v ing

When I met ali, he had been walking for 2 hours.

٢. الاستخدام Usage:

١- يعبر عن حدث كان مستمرا في الماضي (بدا وانتهى في الماضي) قبل وقوع حدث اخر

Ex-hany had been looking for work for over a year before he got a job.

2-We had been driving for 5 hours when our car ran out of petrol

When we visited my cousins in Canada, they had been living there for six months.

٢-يستخدم بعد (because) لتوضيح حدث استمر لفترة في الماضي وكانت له نتيجة واضحة في الماض

-There were floods because it had been raining for three days.

- My father was tired because he had been working in the farm all day.
-he was tired because he had been running for two hours

٣- يستخدم الماضي التام المستمر مع الكلمات الآتية:

since / for/ all / before/when/how long

- ex-He had been driving for only three weeks, so it is not surprising that he his driving test
2-Ali had been trying to call me for 10 minutes before I finally answered the phone

٤-ويأتي عادة مع أفعال يمكن أن تستغرق فترة طويلة مثل

(wait / do / study / live / work / stay / play / watch / sleep / write/ talk / run / walk / travel, ..etc)

- Ex-They had been waiting for an hour before the train arrived
2-What had he been doing when the accident happened?

٥- هناك أفعال لا تستخدم في الأزمنة المستمرة عموما ومنها الماضي التام المستمر هي أفعال الشعور و الحواس و الملكية و المعرفة

-We were good friends. We had known each other for 10 years.

لا يستخدم الماضي التام المستمر مع الأفعال التي لا تستغرق عادة فترة طويلة في حدوثها وفي هذه الحالة نستخدم الماضي التام مثل:

: (break down / stop / close / open/ end / finish/leave/give)

- She was late for the meeting because her car had broken down.

٦-إذا ذكرنا مرات حدوث الفعل لا يستخدم الماضي التام المستمر بل نستخدم الماضي التام

- When I met Ahmed, he had finished typing 3 reports.



١. التكوين Form

يتكون الماضي التام من had + p.p. أمثلة:

After I had done my homework, I went to bed. نمت بعد أن قمت بعمل واجبي،
Before he travelled abroad, he had graduated.

٢. الاستخدام Usage

يستخدم الماضي التام ليصف حدث وقع قبل حدث آخر في الماضي.

After Mai had returned from school, she studied her lessons.

حالة if الثالثة.

If I had been more careful, I wouldn't have lost my mobile.

٣: يستخدم الماضي التام بعد (because) لتوضيح سبب/مبرر حدوث شيء في الماضي (حدث تم اولا) وكانت له نتيجة واضحة في الماضي:

ex→I was very tired because I had studied too much

He went to hospital because he had eaten bad food.

←Charles's father went to prison because he had got into debt.

٣. الكلمات الدالة واستخدامها Key words

١-After /as soon as → ماضى بسيط → ماضى تام

ماضى بسيط → After /as soon as → ماضى بسيط

Ex-After/as soon as I had done my homework, I watched TV .

Ex- I watched TV .After/as soon as I had done my homework,

٢-Before/ by the time/when → ماضى بسيط → ماضى تام

ماضى بسيط → Before/ by the time/when → ماضى تام

Ex- I had done my homework before/ by the time I watched TV .

→ before/ by the time I watched TV I had done my homework.

3- ماضى بسيط غالباً منفي —————> till - until —————> ماضى تام

→ I didn't watch tv (till / until) I had done my homework.

لم يكدا..... حتى ←
 4- ماضى بسيط + past simple + p.p. **when** + **than**
 no sooner + had + فاعل + **hardly** + **when**
 scarcely + **when**

E.g. They had no sooner finished painting our new house than we moved into it.
 They had hardly finished painting our new house when we moved into it.

إذا بدأت الجملة بـ **no sooner/hardly/scarcely** نضع الجملة الأولى فى صيغة استفهام.

No sooner + had + subject + p.p. + **than** + past simple
 Hardly + had + subject + p.p. + **when** + past simple
 Scarcely + had + subject + p.p. + **when** + past simple

E.g. **No sooner** had they finished painting our new house **than** we moved into it.
Hardly had they finished painting our new house **when** we moved into it.



ملاحظات

ملحوظة ١ : ياتى بعد after/before فعل v.ing اذا لم ياتى بعدها فاعل

After + الفعل + ing → ماضى بسيط / Before + الفعل + v.ing → ماضى تام

Ex- **After** doing the shopping , she returned home .

→ **She had done** the shopping **before** returning home .

ملحوظة ٢ : تستخدم Having + P.P بدلا من after/as soon as + S + had + P.P

Ex → **after** she had done the shopping , she returned home .(having)

→ **Having** done the shopping , she returned home .

ملحوظة ٣ : ماضى تام + فترة زمنية فى الماضى (yesterday/2013) By +

E.g. By yesterday, he had reached Paris./ By 1913, the titanic had shipwrecked.

ملحوظة ٤ : ياتى الماضى التام بعد هذه الافعال فى الماضى وهى :

.....discovered\found\realized\knew.....S. + had + P.P

Ex: When I arrived at the station I **found** that the train had left the station.

→ as soon as I saw ahmed, I **realized** that I had forgotten his book at home.

ملحوظة ٥ : ياتى بعد Before that ماضى تام وبعد After that ماضى بسيط:

Ex: I watched the film but before that I had done my homework.

Ex: I had had a shower , after that I went out.

Unit 12



Future continuous المستقبل المستمر

١. التكوين Form:

will (won't) be + v.ing

→ You **will be waiting** for her when her plane arrives tonight.

→ This time next week, I **will be travelling** to Cairo

- يستخدم المستقبل المستمر للتنبؤ بحدث سوف يكون مستمرا في وقت ما أو خلال فترة محددة في المستقبل

- I'll be playing tennis from 7 to 9 p.m.
- ▶ The government will be trying to reduce the effects of climate change
- I think that I'll be working on the project for the next 15 to 20 years.
- We think that fewer people will be living with these diseases in the future.

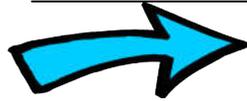
may be + V.ing

- يستخدم (may be v.ing) للتعبير عن أحداث محتملة الحدوث (أحداث غير مؤكدة) ستكون مستمرة في المستقبل

- Many more people may be moving to Cairo in the next 50 years.
- In 100 years, people may be living in space.
- When she's 21, she may be working in London.
- In 2030, people may be taking medicines which cure diabetes completely.

Unit 13

الأسئلة في الخير مباشر Questions



النوع الاول Yes/ No questions

لتحويل هذا النوع نتبع الاتي :

١- نحول said / said to الى : (asked – wanted to know –wondered- inquired)

٢ - نحذف الاقواس

٣ - نربط ب " If / whether " بمعنى اذا /لو .

٤ - نحذف " do/does / did " ونضع الفاعل قبل الفعل المساعد والناقص.

٥ - يتم ترتيب الجملة (فاعل + فعل + مفعول)

انتبه

فعل ماضى + فاعل + (أداة استفهام / if) + مفعول + asked فاعل القول

Examples →

1- "Are you going to visit the pyramids, Ali?" Said Ahmed

→ Ahmed asked Ali if / whether he was going to visit the pyramids.

2- "Can you speak French, Ola?" said Mona

→ -Mona asked ola if/ whether she could speak French .

3-Amira said to Radwa, "Have you ever been to Aswan?"

→ Amira asked Radwa if/whether she had ever been to Aswan

4- " do you like chicken, hany ? said Adel.

→ Adel asked hany if he liked chicken.

5-"Is Randa Mona's best friend?" Warda wanted to know.

Warda wanted to know if randa was mona's best friend

النوع الثاني Wh questions

لتحويل هذا النوع نتبع الاتي :

١- نحول said / said to الى : (asked – wanted to know –wondered/inquired)

٢ - نحذف الاقواس

٣ - نربط الجملة بكلمة الاستفهام الموجودة .

٤ - يتم ترتيب الجملة (فاعل + فعل + مفعول)

Examples →

1- "Where did you spend your holiday, Khaled?" Nasser wanted to know.

Nasser wanted to know where Khaled had spent his holiday.

2 - "How long will the pain last? Hany asked me

-hany asked me how long the pain would last

3 "Who shall I invite to my birthday party, Hania?" Riham asked.

Riham asked hania who she should invite to her birthday party

4-Tom said to Noha, "How old are you?"

Tom asked Noha how old she was.

5-What were you doing yesterday? I asked him

I asked him what he had been doing the day before.

6-"How many students are there in your class, Imad?" Sami wanted to know.

Sami wanted to know How many students there were in the class



Unit 14

حروف الجر

١- أفعال يأتى بعدها حرف جر.

find out about	يحصل على معلومات حول	- looking forward to	يتطلع الي
Apply for	يتقدم ل	Belong to	تخص/تتنمى ل
Look for	يبحث عن	Thank ...for	يشكر على
hear from	يتلقى أخبار من	-dream about / of	يحلم بـ
hear of	يسمع عن	-succeed in	ينجح في
died of	يموت بـ	-stop sb. from....	يمنع من
believe in	يومن بـ	prevent sb. from ...	يمنع من
depend on	يعتمد علي	accuse sb. of	يتهم بـ

1-The explorers were looking for diamonds. Which job will you apply for in the future?

I'm looking forward to going on holiday. In 1918, millions of people all over the world died of Spanish flu.

٢- صفات يأتى بعدها حرف جر .

good at	جيد فى	afraid of	خائف
keen on	متحمس	frightened of	خائف
interested in	مهتم بـ	angry with	غضبان
Famous for	مشهور بـ	annoyed with	متضايق
Popular with	محبوب لدى	proud of	فخور
Worried about	قلق على	brilliant at	ذكي

-Are you afraid of the dark? / Ali is worried about his exam.

-I'm interested in learning more about him. He was so keen on writing

٣- أسماء يأتى بعدها حرف جر .

reform of	إصلاح	damage to	تلف - خسارة
reason for : cause of	سبب	Result of	نتيجة ل
answer / solution to	حل ل	way of	طريقة
popularity with	شعبية لدى	difficulty (in)	صعوبة فى
popularity of	شعبية	advantage of	ميزة
interest in	اهتمام فى	chance of	فرصة ل

-He helped in the reform of agriculture. →What is the answer to the problem?

The popularity of Naguib Mahfouz is worldwide. →What is the cause of the fire?

حالة "if" الصفرية: (zero conditional)

→ If/when + مضارع بسيط → مضارع بسيط



* تستخدم لوصف افعال او احداث تكون حقيقة عادة

EX → if I feel hot , I take a bath . → If/when I feel ill, I stay at home.
→ if I have a headache, I take aspirin. → Streets become wet if it rains
→ If I am tired , I go to bed. → If I'm very thirsty, I drink water.

* تستخدم للتعبير عن حقائق علمية ثابتة (مثل قوانين الطبيعة والفيزياء و الفلك)

Ex → if/when metals are heated , they expand. If you heat ice, it melts -
If you put oil on water, it floats. / if you boil water , it evaporates.

-لا بد ان تكون الحقيقة عامة وليست خاصة وإذا كانت الحقيقة خاصة نستخدم الحالة الاولى:

-If you heat the ice in this pan, it will melt
- if you don't water these plants soon , they will die
What happens if you freeze water?
What do you drink if you are very thirsty?

- صيغة السؤال في الحالة الصفرية كالاتى:

حالة "if" الأولى: (1st conditional)

تتكون حالة "if" الأولى من التالي:

If + المصدر + will/can/may/should + الفاعل , جملة في المضارع البسيط

If I have a lot of money, I will buy a car.

نستخدم حالة "if" الأولى عندما نتحدث عن:

١. شرط في المستقبل. مثل:

If you study hard, you will succeed.

٢. التنبؤ prediction. مثل:

If there are clouds, it will rain.

٣. الوعد promise. مثل:

If you get high marks, I will buy you a new mobile phone.

٤. التهديد threat. مثل:

If you annoy your brother, I will punish you.

ملاحظات:

١- ممكن ان يكون جواب الشرط نصيحة او الزاماً:

If you want to succeed , you should study hard.
If there is a law , you must obey it.

٢- ممكن ان يكون جواب الشرط جملة امرية او طلب او نهى:

1- If you meet ali , invite him to the party.
2- If you see my father, don't tell him what happened.

٧- صيغة السؤال في الحالة الاولى كالاتى:

What will + sub + do if (جملة مضارع بسيط) ?
What will you study if you go to university?

حالة "if" الثانية: (2nd conditional)

تتكون حالة "if" الأولى من التالي:

If + المصدر + would/might/ could+ الفاعل , جملة في الماضي البسيط

نستخدم حالة "if" الثانية عندما نتحدث عن:

١- تعتبر عن موقف غير محتمل أو شيء تخيلى في المضارع

- If I had a million dollars, I would buy a big house
- If I saw a snake, I'd walk away from it very slowly.
- If I wanted a relaxing holiday, I'd choose a small hotel in a quiet place.
- If I were a bird, I could fly.

٢- تستخدم الحالة الثانية أيضا للتعبير عن النصيحة: مع استخدام WERE مع جميع الضمائر

- If I were you, I'd help poor people - .If I were you, I wouldn't waste my time.

- صيغة السؤال في الحالة الثانية كالآتى : ← (جملة ماضي بسيط) What would + sub + do if

What would you do if you saw a snake?

حالة "if" الثالثة: (3rd conditional)

تتكون حالة "if" الثالثة من التالي:

If + جملة في الماضي التام , would/could/might + have + p.p. + الفاعل

١- تستخدم الحالة الثالثة للتعبير عن تعبر مواقف مستحيلة الحدوث أو التغيير في الماضى أو مواقف كنا نتخيلها فى الماضى كما تعبر عن الندم.

→ If I had (I'd) left home on time, I would (I'd) have caught the school bus. -

→ If I had felt ill, I would have stayed at home.

→ I would have answered my phone if I had heard it ringing.

- صيغة السؤال في الحالة الثالثة كالآتى : ← (جملة ماضي تام) What would + sub + have +pp if

What would you have done if you had stayed at home today?

Unit 16

Obligation/ Necessity الإلزام/ الضرورة

present		past		future	
Have to Has to Must Have got to Has got to Need/needs to تستخدم للاحداث التى يمكن ان تكون ضرورية او غير ضرورية	+ مفعول To + inf It is necessary for	Had to كان مضطر ان Needed to	+ مفعول To + inf It was necessary for	Will have to Will need to	+ مفعول To + inf It will be necessary for

١- تستخدم have/has to للتعبير عن أمر مفروض مثل القواعد العامة واللوائح المدنية ليس لدى اختيار فى فعلها

(مدرسة، مكتبة، قوانين مرور)

- - He has to be at work at 8 o'clock.
- You have to drive on the right.
- You have to wear your uniform. We have to go to school every day.
- ▶ My children have to study ancient history at school next year.
- He had to take a taxi because he was late
- Hassan needs to go the bank after he finishes work.

e.g. You must stop smoking

→ You must remember to drive on the left.

٣ - تستخدم (المشاعر او الامنيات) للتعبير عن احساس قوي بضرورة عمل شيء من وجهة نظر المتكلم أو للتعبير عن أن شيء مهم بالنسبة لنا وفي هذه

الحالة تستخدم فقط مع الضمائر I / We ومع You في حالة السؤال

→ We must tell the truth. → I must visit my grandparents more often.

▶ I must buy a present for my mother. → I must work hard for the exams next week.

٣- كما تستخدم في حالة توجيه دعوة أو التعبير عن مشاعر صادقة

→ You must come to my party tonight. → You must try a piece of my cake

Lack of Necessity عدم الضرورة

present		past		future	
<p>Don't Have to Doesn't have to Don't/doesn't need to Needn't</p>	<p>مفعول +To + inf It isn't necessary for</p>	<p>Didn't have to Didn't need to لم يكن ضروريا فعل شيء ولم نفعله Needn't have + p.p لم يكن ضروريا فعل شيء ولم ولكن تم نفعله</p>	<p>مفعول +To + inf It wasn't necessary for</p>	<p>Won't have to</p>	<p>مفعول +To + inf It won't be necessary for</p>

→ -she doesn't have to/needn't /doesn't need to buy more dresses.

▶ My father doesn't have to work today. because it is a holiday.

- I didn't have to do the shopping yesterday. My brother did it.

- I didn't need to go to school yesterday. It was a holiday.

- You needn't have brought your umbrella. It's not going to rain.

- in some countries, children don't need to wear school uniform.

نستخدم 'mustn' بمعنى ممنوع أو غير مسموح كما تعني أن هناك قواعد و قوانين يجب إتباعها و المخالفة تعرضك للعقاب.

Mustn't =	Be not allowed to	غير مسموح	} + مصدر
	Be forbidden to	ممنوع	
	Be prohibited / banned to	ممنوع	
	It's against the law to	ضد القانون	
	No + v.ing		

E.g. You mustn't park here = it is not allowed to park here = You are forbidden to park here

Unit 17

Participle clauses عبارات اسم الفاعل

- هي مجموعة من الكلمات تبدأ بـ (V.ing) وهي تأتي قبل أو بعد الجملة الرئيسية

1- Reaching the top of the hill, he was amazed by the wonderful view.

2- Taking out his notebook, he began to write a poem.

3- Continuing his writing, Mike didn't notice the black clouds.

الاستخدام

١- تستخدم هذه العبارات بدلا من جملة كاملة تبدأ بـ (When / While / As/after) وي بعدها فاعل وفعل

- **As Sara was walking to town yesterday, she saw two of her friends.**

- **Walking to town yesterday, Sara saw two of her school friends.**

- **When she opened the door. she saw all her friends.**

- **Opening the door, she saw all her friends.**

- **While she was talking to her friend and forgot everything around her.**

- **Talking to her friend she forgot everything around her.**

٢- تستخدم هذه العبارات بدلا من جملة كاملة تبدأ بـ (and)

→ **The bird flew away and made a very loud noise**

The bird flew away , **making a very loud noise**

→ - **Sara looked out of the window and saw two cats fighting.**

- **Looking out of the window, Sara saw two cats fighting.**

٣- فاعل عبارة اسم الفاعل يجب ان يكون هو نفس الفاعل للجملة الرئيسية

→ **I heard the phone rang and I picked it up.**

Hearing the phone rang , I picked it up .

Unit 18

الاستطاعة/ الاحتمال/ الاذن

► can / could for ability / possibility and permission

1- can / can't + infinitive:

تستخدم للتعبير عن القدرة على عمل شيء في المضارع أو المستقبل:

can + inf. = am / is / are + able to + inf.

am / is / are + capable of + v. + ing

have / has the ability to + inf.

- I **can see** very well without glasses.
= I have the ability to see well without glasses.
- We **can solve** this problem.
= We have the ability to solve this problem

→ I **can ride** a bike, but I **can't swim**.

تستخدم أيضا للتعبير عن الاحتمال في المضارع

- I **can play** tennis in the park whenever I want to.
- We **can't waste** time watching TV.

كما تستخدم للاذن او التصريح للتعبير عن شيء مسموح به أو غير مسموح به في المضارع

- In some countries, you **can** drive at the age of 17.
(The law says this is permitted)
- In some cities, people **can't** use their cars every day.
(This is not permitted / it's against the law.)

→ If your number ends in two, you **can** only drive on Mondays.

→ You **can** borrow my car tomorrow if you drive carefully.

→ You **can** use my pen, but you **can't** borrow my camera

كما تستخدم استنتاجا مؤكدا سلبيا (لا يمكن ان يكون) في الماضي

He **can't have won** the tennis match. He doesn't know how to play. (This is not possible.)

2- could / couldn't + infinitive:

تستخدم للتعبير عن قدرة عامة على عمل شيء في الماضي

- By the age nine, I **could** swim 100 metres, but I **couldn't** go swimming on my own.
 - A hundred years ago, many people **couldn't** read or write.
- I **could** speak English when I was six.

أما للتعبير عن قدرة محددة في الماضي على الرغم من وجود صعوبة نستخدم

was / were + able to + inf.

managed to + inf.

succeeded in + v. + ing:

- I took my car to the garage this morning, where one of the mechanics **was able to / managed to start it**.
- I'd been trying to send that e-mail all day. Finally, I **succeeded in sending** it at six o'clock in the evening.

كما نستخدم للتعبير عن شيء مسموح به أو غير مسموح به في الماضي

- In the past people **could drive** a car without passing a driving test.
- In the past, women **couldn't vote** in elections.

و نستخدم **could** للتعبير عن أي شيء مسموح به في المضارع والمستقبل نستخدم

- You **could borrow** my camera tomorrow.
- تستخدم **could** للتعبير عن الاحتمال Possibility في المضارع:
- We **could** ban cars from cities. (This would be possible if we wanted it.)
 - We **could** end world hunger if we thought that it was important enough.
 - We **could** run out of oil in the next 20 years

