

GRADE TWELVE
GRAMMAR / Fourth Period

الكلام المباشر والكلام الغير مباشر
The reported Speech

عند تحويل **جملة خبرية** لغير المباشر تتبع الآتي:

- ١ : نحذف الأقواس ونربط الجملتين ب **That**
- ٢ : في معظم الجمل ضمير الفاعل في جملة مابين الأقواس يحول على حسب المتكلم خارج الأقواس من حيث المذكر و المؤنث .
- ٣ : نحدد زمن الجملة حتى يمكن تغير الازمنة كما سنوضح بالجدول التالي .
- ٤ : نغير الضمائر كالجدول الآتي :

مباشر →	غير مباشر
I	مؤنث He / She مذكر
We	They
(متحدثا لشخص واحد) -You	مفعول I / فاعل me
(متحدثا لأكثر من شخص) -You	مفعول We / فاعل us
My	مؤنث His / Her مذكر
(متحدثا لشخص واحد) Your	My
(متحدثا لأكثر من شخص) Your	Our
Our	Their
Myself (for a boy / a man)	مؤنث Himself / Herself مذكر
(متحدثا لشخص واحد) Yourself	Myself
(متحدثا لأكثر من شخص) Yourself	Ourselves
-Ourselves	themselves

٥ : نغير الأزمنة كالجدول الآتي :

مباشر	غير مباشر
مضارع بسيط	ماضي بسيط
مضارع مستمر	ماضي مستمر
مضارع تام	ماضي تام
ماضي بسيط	ماضي تام
will	would
can	could
shall	should

• أي فعل ناقص أو مساعد يحول للماضي منه.

٦- : نغير بعض الكلمات والظروف كالجدول التالي :

مباشر	غير مباشر
this	that
these	those
now	then
today	that day
tonight	That night
ago	before
tomorrow	the next day
yesterday	the day before
last + زمن	the + زمن + before
next + زمن	the following+ زمن

لاحظ الأمثلة الآتية :

1 : " I will go to my school with you "

Adel said **that he would** go to **his** school with **me**.

2 : " I watched this movie last week "

Rawan told the girls **that she had watched that** movie the week before.

Question

أولا : السؤال ب هل (Yes or No question)

عند تحويل الجملة الاستفهامية (السؤال ب هل) لغير المباشر نتبع الآتي:

- ١ : نحذف الأقواس ونربط ب **If**
- ٢ : نضع **الفاعل قبل الفعل** مع تحويل الضمائر بالشكل المعتاد .
- ٣ : نحذف do / does / did ان وجدت .
- ٤ : نغير الأزمنة والكلمات والظروف مثل ما ذكرنا في الجدول السابق.

" Will she drive her car ? "

He asked **if** she **would** drive her car.

" Have you watched the match ? "

They wanted to know **if I had watched** the match.

" Do you like fish? "

She asked me **if I liked** fish.

" Did you write your homework ? "

The teacher asked **if I had written my** homework.

ثانيا : السؤال بأداة استفهام (Wh question)

عند تحويل الجملة الاستفهامية (السؤال بأداة استفهام) لغير المباشر نتبع الآتي:

- ١ : نحذف الأقواس ونربط بنفس أداة الاستفهام الموجودة.
- ٢ : نضع **الفاعل قبل الفعل** مع تحويل الضمائر بالشكل المعتاد .
- ٣ : نحذف do / does / did ان وجدت .
- ٤ : نغير الأزمنة والكلمات والظروف مثل ما ذكرنا في الجدول السابق.

" Where will she go today ? "

He asked **where she would** go that day.

" Where did you watch the match? "

They asked me **where I had** watched the match.

" Why do you always arrive late ? "

She asked **us why we** always **arrived** late.

ORDER

تحويل الجملة الامرية لغير المباشر

أولا : الأمر الممثت

- ١ : نحذف الأقواس ونربط ب **To** بعدها مصدر الفعل
- ٢ : نغير الضمائر بالشكل المعتاد حسب الجداول السابقه.

" Study **your** lessons "
My father told **me to** study **my** lessons.

" Do **your** best at school "
The teacher told **the students to** do **their** best at school .

ثانيا الأمر المنفي :

- ١ : نحذف الأقواس وكلمة **Don't** أو **Never** ونربط ب **Not to**
- ٢ : نغير الضمائر بالشكل المعتاد حسب الجداول السابقه.

"Don't speak in class"
He ordered him **not to** speak in class.

"Never play with matches at your home"
My father told me **not to play** with matches at **my** home

Make and DO

DO

- استخدام الفعل ' do ' للتعبير عن الأنشطة اليومية أو وظائف. لاحظ أن هذه عادة ما تكون الأنشطة التي لا ينتج عنها أي شئ مادي ملموس .

- ◆ Do a job .
- ◆ Do housework / homework
- ◆ وهناك بعض التعبيرات الخاصه التي تستخدم مع " do "
- ◆ do one's best
- do good
- do harm
- do a favour
- do business
- ◆ do a research
- ◆ do an experiment
- ◆ do shopping
- ◆ do damage

◆ Make

استخدام ' make ' للتعبير عن النشاط الذي ينتج عنه شيء ملموس ، مثل :

make food

make a cup of tea / coffee

make بعض التعبيرات الخاصة التي تستخدم مع

- ◆ make plans
- make an exception
- make arrangements
- make a telephone call
- make a decision
- make a mistake
- make noise
- make money
- make an excuse
- make an effort
- ◆ make a suggestion
- ◆ make a promise
- ◆ make a success
- ◆ make a mess

Inverted Sentences

الجملة المعكوسة الترتيب

1- I have **rarely** seen such a beautiful butterfly.

Rarely have I seen such a beautiful butterfly.

2- I have **never** heard such a stupid thing.

Never have I heard such a stupid thing.

◆ لاحظ ترتيب الجمل وهي تبدأ بالكلمات التي تدل على الحال أو النفي ثم فعل مساعد مناسب في نفس زمن الجمله ثم الفاعل ثم الفعل الاصيل للجمله في الزمن المناسب ، فبقية الجمله

◆ بقيه الجمله → الفعل → فاعل → فعل مساعد → كلمه الحال الاصيلي

◆ كلمه الحال أو النفي هي موجوده اساسا في الجمله الاصيليه المطلوب تحويلها .

◆ الفعل المساعد اذا كان موجود في الجمله نستخدمه أما في حاله عدم وجود فعل مساعد نستخدم (do – does – did) حسب زمن الجمله .

◆ الفاعل هو نفسه الموجود في بدايه الجمله الاصيليه .

◆ الفعل الاصيلي اذا كان بعد have – has – had يكون في التصريف الثالث ، أما اذا كان بعد do – does – did فيكون الفعل في المصدر .

◆ بقيه الجمله كما هي في الاصل .

- 1- We knew **little** about what was going to happen to us next.
Little did we know about what was going to happen to us next.
- 2- I **well** remember when I saw her for the first time.
Well do I remember when I saw her for the first time.
- 3- I was **so happy** that I arranged a big party.
So happy was I that I arranged a big party
- 4- **My happiness was such** that I arranged a big party.
Such was my happiness that I arranged a big party.
- 5- We had **hardly/scarcely/barely** started to watch the film **when** the light went off.
Hardly/Scarcely/Barely had we started to watch **when** the lights went off.
- 6- I had **no sooner** taken a sachet of this medicine **than** I felt much better.
No sooner had I taken a sachet of this medicine **than** I felt much better
- 7- **As soon as** he sees a teacher, he starts asking him questions.
No sooner does he see a teacher **than** he starts asking him questions.
- 8- They **not only** took care of me, **but** also treated me as if I were their own daughter.
Not only did they take care of me, **but** also treated me as if I were their own daughter.

Causative Verbs

الافعال السببيه

• أولاً : الشكل

• تتكون الافعال السببيه من التركيبه التاليه :-

التصريف الثالث للفعل الاصلي → الشئ الذي نتحدث عنه + ضمير ملكي → بأشكاله have فعل → فاعل P.P.

- والمقصود بالافعال السببيه اننا طلبنا من شخص اخر ان يقوم بعمل ما لنا وهو في هذه الحاله يشبه الى حد كبير المبني للمجهول .
- والان ادرس المثال التالي :

Jack had his house painted.

• و الان كيف نحول جمله باستعمال الافعال السببيه Causative verbs

* My hair was cut last week. (Begin with : I)

• سوف تكون الاجابه حسب تركيب الجمله السببيه كالتالي :-
التصريف الثالث للفعل الاصلي → الشئ الذي نتحدث عنه + ضمير ملكيه → بأشكاله have فعل → فاعل P.P.

• I → had → my → hair → cut last week

Unit Ten

Past Perfect Tense / الماضي التام

- يستخدم للتأكيد على أن حدث وقع وتم في الماضي قبل حدث آخر . ويكون الحدث الذي تم أولا في صيغة الماضي التام .

- I had written the letter before you came home.

• الشكل :

had + p.p

• الكلمات الدالة :

After – before – as soon as – no sooner – by – by the time – when-
because

Past Perfect Continuous / الماضي التام المستمر

- يستخدم للتعبير أن حدث كان مستمر في الماضي قبل حدوث شيء آخر في الماضي .
- يستخدم للتعبير عن حدث كان مستمر في الماضي.

- He had been having sleepless nights for long.
- The boys had been playing for half an hour when we arrived home.

• الشكل :

had + been + verb + ing

• الكلمات الدالة :

After – before – recently – for – when

UNIT ELEVEN

المنى للمجهول The Passive voice

عند تحويل جملة خبرية للمجهول تتبع الآتي:



- ١ - نحدد كل من الفاعل والفعل والمفعول به .
- ٢ - نضع المفعول في بداية الجملة كفاعل جديد.
- ٣ - نضع الشكل المناسب من أشكال فعل **be**.
- ٤ - نضع الفعل الاصيل للجملة مع تحويله للتصريف الثالث .p.p.
- ٥ - نضع بقية الجملة نفس ما هي .
- ٦- يمكن أن نضع الفاعل مسبقا بكلمة **by**

أولا المضارع البسيط :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → am, is, are → المفعول به

The servant cleans the room every day.
The room is cleaned every day (by the servant) .

ثانيا الماضي البسيط :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → was, were → المفعول به
He scored two goals in the match.
Two goals were scored in the match.

ثالثا المضارع المستمر :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → am, is, are +being → المفعول به

They are planting some trees in the garden.
Some trees are being planted in the garden.

رابعا الماضي المستمر :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → was, were +being → المفعول به

The mechanic was repairing my father's car.
My father's car was being repaired.

خامسا المضارع التام :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → have, has + been → المفعول به

The teacher has corrected the exam papers.
The exam papers have been corrected.

سادسا الماضي التام :

بقية الجملة → التصريف الثالث لفعل الجملة الأصلي → had + been → المفعول به

He had finished the report.
The report had been finished.

سابعا المستقبل البسيط والأفعال الناقصة : مهم

بقية الجملة → التصريف الثالث لفعل الجملة → be → الفعل الناقص الموجود بالجملة → المفعول به

They will prevent violent films on TV.
Violent films will be prevented on TV.

She can solve the problem easily.
The problem can be solved easily.

• **Either Or** اما او

- تستخدم لربط جملتين في حالة الاثبات .
- يمكن ان تربط فاعلين أو فعلين أو مفعولين به .
- الفعل بعد OR يتبع أقرب فاعل من حيث المفرد والجمع .
- Either the students or the teacher **is** in class.
- Either the teacher or the students **are** in class.

• **Neithernor** لا ولا

- تستخدم لربط جملتين في حالة النفي .
- يمكن ان تربط فاعلين أو فعلين أو مفعولين به .
- الفعل بعد NOR يتبع أقرب فاعل من حيث المفرد والجمع .
- Neither the students nor the teacher **is** in class.
- Neither the teacher nor the students **are** in class.

- Both..... and كلا من و

• تستخدم لربط جملتين في الاثبات ويكون بعدها الفعل في صيغة الجمع .

- Both the students and the teacher are in the classroom right now.

Relative Pronouns

• تستخدم ضمائر الوصل لربط جملتين ببعض . وسوف نلقي نظرة فيما يلي على طريقة استخدام ضمائر الربط .

• Who

تحل محل فاعل عاقل في الجملة الثانية .

- This is **the boy**. **He** won the first prize.

• على حسب القاعدة السابقة عند ربط الجملتين السابقتين يجب ان نحذف الفاعل العاقل في الجملة الثانية (**He**) ونضع بدلا منها **who** وتصبح الجملتان جملة واحدة .

- This is the boy **who** won the first prize .

Which

• تحل محل فاعل أو مفعول به غير عاقل في الجملة الثانية .

- I sold **the car**. **It** used to break down a lot .
- I sold the car **which** used to break down a lot.
- This is **the cat** . we bought **it** last week.
- This is the cat **which** we bought last week.

Whom

• تحل محل مفعول به عاقل في الجملة الثانية وغالبا ما يكون المفعول به في الجملة الثانية ضمير .

- This is **the boy**. The car hit **him** yesterday.
- This is the boy **whom** the car hit yesterday.

Whose

• تحل محل ضمير ملكية في الجملة الثانية (my – his – her – their – its)

- This is the man . His car hit the boy last week.
- This is the man whose car hit the boy last week.

• That

• بمعنى الذي / التي وهي تحل محل أي واحده من الضمائر السابقة .

- This is **the girl**. You met **her** in the mall.
- This is the girl **that** you met in the mall.

• Where

• بمعنى حيث وهي تستخدم للتعبير عن المكان . تحل محل ضمير مفعول به في الجملة الثانية يعود على مكان في الجملة الاولى .

- This is **the house** . we live in **it** .
- This is the house **where** we live.

Verbs ending in –ing

• يمكن ان ينتهي الفعل ب ing في الحالات التاليه : -
• اذا كان في صيغة الازمنة المستمرة :

- We are **watching** a film now.

• اذا كان في بداية الجملة :

- **Learning** foreign languages is not easy.

• اذا كان قبله فعل اخر :

- I don't like **swimming**.

• اذا كان في موقع او يستخدم ك اسم :

- My hobby is **collecting** flowers.

• اذا كان قبله حرف جر :

- Sara is fond **of listening** to music.

AS AS •

• تربط جملتان الاولى بها صفة والثانية بها نفس الصفة

• الفاعلان مختلفان

• شكل الجملة كالآتي :

• **فاعل الثانية + as + الصفة + as + V to be + فاعل الاولى**

- He is very short. His mother is very short.
 - He is as short as his mother.

حروف الجر / The Propositions

استخدامات حرف الجر in

- ١ : مع الشهور .
in October - in June - in March - in December - in August
- ٢ : مع أجزاء اليوم (الصباح – الظهر – المساء) بشرط أن تكون مسبوقه ب (the)
in the morning - in the noon - in the evening
- ٣ : مع تواريخ السنين .
in 1985 - in 2002 - in 1847
- ٤ : مع فصول السنة .
in Spring - in Autumn - in Summer - in Winter
- ٥ : مع أي شيء بة كلمة (room)
in the bedroom - in the bathroom - in the classroom

استخدامات حرف الجر on

- ١ : مع الأيام .
on Sunday - on Friday - on Wednesday
- ٢ : مع تواريخ الكاملة (يوم وشهر وسنة)
on 19th of April - on February 7th - on 12 / 5 / 2005
- ٣ : مع بعض الأفعال والكلمات الآتية :

insist on	يصر علي
Keen on	شغوف ب
on foot	علي الأقدام
on duty	في العمل
on business	في مهمة عمل
on shelf	علي الرف
on time	في الوقت المحدد

استخدامات حرف الجر at

- ١ : مع الوقت .
at 6 o'clock - at 10 o'clock
- ٢ : مع أجزاء اليوم (الصباح – الظهر – المساء) بشرط أن لا تكون مسبوقه ب (the)
At noon - at night - at midnight
- ٤ : مع بعض الكلمات الآتية :

at home - at club - at school - at the cinema - at the library -
good at - bad at

استخدامات حرف الجر by

١ : مع وسائل المواصلات بشرط ألا تكون مسبقة ب (the) أو (a)

by bus - by ship - by car - by train

لاحظ بعض هذه المصطلحات

Suffer from	يعاني من
Different from	يختلف عن
Prefer to	يفضل ... علي
Intend to	ينوي أن
Blame for	يلوم علي
Pay for	يدفع من اجل
Good at	جيد في
Laugh at	يسخر من
Agree with	يوافقك الرأي
Proud of	فخور ب

From a,b,c and d choose the correct answer :-

- 1-My brother will travel abroad he wants to complete his studies.
a- in order to b- so that c- because d- in spite of
- 2- Both the teacher.....the students like English lessons very much.
a- or b- and c- nor d-either
- 3- The boys used to in the tennis in the club, they don't do now .
a- play b- playing c- played d- plays
- 4- A good game should be Interesting and enjoyable .
a- either b -neither c-both d- or
- 5- The student hasn't done his homework, so he made a story to the teacher .
a- out b- up c- of d- up for
- 6- The secretary hasn't finished the reports.....
a- just b- since c- yet d- for
- 7- You shouldgreat effort if you want to succeed.
a- do b- making c- make d- did
- 8- The playerleg was sprained in the match won the fair play award.
a- who b- whose c- whom d- which
- 9- This is the placewe learn morals and values
a. who b. which c. whose d. where
- 10- I'm going to the hospital my friend is having an operation.
a. where b. which c. who d. whose
- 11- The man interviewed me was very friendly.
a. which b. where c. whom d. who
- 12- I talked to the girl.....car was broken in front of the shop.
a. whose b. which c. who d. where
- 13- What did you do with the money.....your mother gave you ?
a. who b. where c. whose d. which
- 14- This test is for students.....language is not English.
a. whose b. which c. who d. where
- 15- How..... do you go to the school library ?
a- far b- much c- often d- many

- 16- I'm afraid I can't watch the match . I'm busy to watch it.
a- too **b- enough** **c- very** **d- so**
- 17- How about..... to the park and enjoy our time.
a- going **b- go** **c- went** **d- goes**
- 18- Believe it or not , I repaired the car
a- me **b- my** **c- myself** **d- mine**
- 19- I couldn't buy the house because I found it..... than I expected .
a- most expensive **b- expensive** **c- less expensive** **d- more expensive**
- 20- I have been studying English about ten years.
a- since **b- just** **c- for** **d- ago**
- 21- I'll my best to repair the TV , but I'm not sure I can.
a- do **b- make** **c- did** **d- making**
- 22- Is this book..... ?
a- your **b- yourself** **c- yours** **d- you**
- 23- I got the highest marks in the exam.....
a- easy **b- easily** **c- easiest** **d- easier**
- 24- My father travelled to London Business.
a- in **b- at** **c- of** **d- on**
- 25- He decided to go to work..... the doctor advised him to have rest.
a- because of **b- in spite of** **c- however** **d- although**
- 26- She told me her address I wrote down on a piece of paper.
a- which **b- where** **c- who** **d- when**
- 27- My father a magazine in his room now.
a- read **b- is reading** **c- are reading** **d- will read**
- 28- This boy usually in the mosque .
a- prays **b- is praying** **c- has prayed** **d- prayed**
- 29- I my dinner.
a- has just eaten **b- will just eat** **c- have just eaten** **d- have just ate**
- 30- The teacherthe lesson soon .
a- will explain **b- has explained** **c- have explained** **d- explained**
- 31- Adel hurt his back while he in the garden .
a- were working **b- working** **c- was working** **d- work**
- 32- Dana always her holidays abroad .
a- spent **b- spend** **c- spending** **d- spends**
- 33- Look , Ahmedtowards us .
a- is coming **b- was coming** **c- comes** **d- came**
- 34- The film before I arrived at the cinema.
a- started **b- had started** **c- will start** **d- has started**
- 35- It's too cold, I wish I my coat now.
a- have **b- had** **c- have had** **d- has**
- 36- The boy fell off the tree while hesome fruits.
a- Were picking **b- are picking** **c- was picking** **d- is picking**
- 37- The maidcleaning the house.
a- has just finished **b- have just finished** **c- is just finishing** **d- finishes**

- 38- Unfortunately , the manager his office before I arrived.
 a- has left b- had left c- have left d- is leaving
- 39- As Iin the mobile I hit another car.
 a- had talked b- was talking c- have talked d- talked
- 40- Shethe story all day long .
 have been reading b- has been reading c- had been reading d- is reading

Correct the underlined mistakes in the following sentences :

- 1- When my father arriving at the airport, the plane already take off.

- 2- I finishes the report before I come here.

- 3- The thief escape by the time the police arrive.

- 4- Nour buy a new car after she sell her old one.

- 5-We look for a house for ages before we find a suitable one.

- 6- He not pay any attention so he don't know what to do.

- 7- I has a headache because I work on the computer all day.

- 8-Pandas was originally find in several parts of Asia.

- 9-How long are you been work on this project?

- 10- I asked Abdullah when his father did came back last night.

- 11- He asked me that I can help him do his homework.

- 12- Mrs. Mariam is in the lab. He is making an experiment.

- 13- Excuse me. Can I do an appointment from the manager.

- 14- My car breaked down yesterday. I repaired it at the mechanic's.

- 15- This computer starts not. We need to have it format.

- 16- No sooner I had left when they arrived.

- 17- Not only worked Salma hard at school and also she helped her mother at home.

Language Functions

A) What would you say in the following situations :-

1 - Your brother is feeling ill .

.....

2- Your father bought you a present on your birthday .

.....

3- You want to borrow your friends book .

.....

4- Your friend tells you that smoking doesn't damage the lungs .

.....

5- You saw someone trying to climb the school wall .

.....

6- Your friend had a terrible car accident .

.....

7-Your little sister is complaining from her eyes.

.....

8-Your friend has decided to buy a new car and wants your opinion.

.....

9-Your brother has difficulty in choosing a suitable job.

.....

10- The mechanic had failed to repair your car on time.

.....

11- Your sister helped you in hanging the portrait on the wall.

.....

12- Your family wants to spend the summer holiday in London.

.....

13- One of your friends doesn't know how to make use of leisure time.

.....

14- Your brother wants to paint his room with light green

.....