

**Answered copy**



# THE SWORD

**2025-2026**

**Vocabulary – Grammar- Writing -Reading**

**Argumentative Essay  
Persuasive Essay  
Complaint letter**

**Reading -Main purpose  
Closest meaning**

**Vocab-Idioms-Compound noun  
Preposition**

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## Vocabulary Module 8,9&10

English	Definition	Arabic Translation
Five -Star	a symbol in a rating system that judges the quality of hotels and restaurants	خمس نجوم
Porter	A person employed to carry luggage and other loads.	حمّال
Luggage trolley	A cart used to transport suitcases and bags in hotels or airports.	عربة أمتعة
Lobby	A large open area at the entrance of a hotel or building.	ردهة الفندق
Key card	A plastic card used to unlock hotel room doors.	بطاقة دخول الغرفة
Tip	A small amount of money given as a reward for service.	بقشيش
Linen	Fabric items such as sheets, towels, and tablecloths.	مفارش - كتان
Housekeeping	The management of cleaning and maintaining a hotel or home.	خدمة تنظيف الغرف
Complimentary	Provided free of charge.	مجاني
Wake-up call	A scheduled phone call to wake someone at a specific time.	مكالمة إيقاظ
Valet	A person who parks guests' cars or provides personal services.	خادم موقف السيارات

### Fill in the Gaps

Star | Porter | Luggage trolley | Lobby | Key card | Tip | Linen | Housekeeping | Complimentary | Wake-up call | Valet

- We booked a five-**star** resort expecting luxury, but it turned out to be disappointing.
- The **porter** helped us carry our suitcases to our room.
- Please leave a small **tip** for the server who brought our food.
- I forgot my **key card**, so I couldn't enter my room.
- The **lobby** at the hotel entrance was beautifully decorated.
- If you need fresh towels, contact **housekeeping**.
- The **valet** helped us park our car when we arrived.
- The hotel offers a **complimentary** breakfast for all guests.
- We used a **luggage trolley** to move our heavy luggage to our room.
- The receptionist arranged a **wake-up call** to ensure I didn't miss my flight.
- The **linen** in our room was soft and clean.

### Circle the correct answer for each question:

- The \_\_\_\_\_ brought our bags to the room and showed us how to use the lights.  
a) Housekeeping      **b) Porter**      c) Chef      d) Management
- We left a small \_\_\_\_\_ on the table to thank the cleaner for her excellent service.  
a) Card      b) Linen      **c) Tip**      d) Receipt
- The hotel gave us a \_\_\_\_\_ bottle of water and free snacks when we checked in.  
a) Paid      b) Expensive      **c) Complimentary**      d) Reserved
- I couldn't get into my room because I lost my \_\_\_\_\_.  
a) Wallet      **b) Key card**      c) Luggage trolley      d) Ticket
- A hotel rated with five \_\_\_\_\_ is usually very luxurious and offers excellent service.  
**a) Stars**      b) Rooms      c) Cards      d) Services



## Prepositional Prepositions

By	At
By accident - بالصدفة	At (the) risk - معرض للخطر / في خطر
By air - عن طريق الجو	At a distance - على بُعد
By chance - بالصدفة	At a loss - في حيرة / مرتبك
By credit card - ببطاقة الائتمان	At all costs - مهما كان الثمن / مهما كلف الأمر
By mistake - بالخطأ	At least - على الأقل
By oneself - بمفرده / لوحده	At once - فوراً / على الفور
By surprise - على حين غرة / فجأة	At present - في الوقت الحالي
By taxi - بسيارة أجرة / عن طريق التاكسي	At work - في العمل

## Part 1: Multiple Choice Questions Choose the correct answer:

- Layla was so nervous during her speech that she was \_\_\_\_\_ for words.  
a) **at a loss**      b) at a distance      c) by mistake      d) by accident
- I'm sorry. I sent the wrong file \_\_\_\_\_.  
a) **by accident**      b) by chance      c) at once      d) by surprise
- I bumped into my old neighbor \_\_\_\_\_ while visiting a café downtown.  
a) at once      b) **by chance**      c) by mistake      d) at a loss
- \_\_\_\_\_ sounding rude, I have to say I don't agree with your decision.  
a) By mistake      b) **At the risk of**      c) By surprise      d) At work
- You won't face this challenge \_\_\_\_\_. I'll be here to support you.  
a) **by yourself**      b) by surprise      c) at once      d) at a distance
- This shipment needs to arrive \_\_\_\_\_. It's highly urgent.  
a) **at all costs**      b) at least      c) at present      d) by oneself
- If someone gets injured, call for help \_\_\_\_\_.  
a) at present      b) **at once**      c) at work      d) at a distance
- When I told Sarah about the party, her excitement caught me \_\_\_\_\_.  
a) at a loss      b) **by surprise**      c) at once      d) by mistake
- She likes to sit at \_\_\_\_\_ when she reads her book.  
a) **a distance**      b) all costs      c) present      d) a loss
- Driving in this storm is dangerous; you are at \_\_\_\_\_.  
a) **the risk of**      b) work      c) a distance      d) all costs
- Maria was by \_\_\_\_\_ when she met her favorite celebrity at the mall.  
a) mistake      b) surprise      c) chance      d) **accident**
- The manager had to complete the report by \_\_\_\_\_ since his team left early.  
a) air      b) accident      c) credit card      d) **himself**
- Fatima is at \_\_\_\_\_ right now, but she'll join us for dinner later.  
a) **work**      b) a loss      c) a distance      d) present



**Part 2: Fill in the blanks with the correct preposition: "at" or "by"**

1. We should head to the train station\_ **at**\_ once, or we'll miss the departure.
2. \_\_\_ **At**\_ the risk of offending you, I think this project needs more work.
3. Could you confirm our reservation \_ **by**\_ email by tomorrow?
4. I knocked over my coffee cup \_ **by**\_ mistake, and it spilled everywhere.
5. I was completely\_\_\_ **at**\_ a loss when my friend announced her sudden move.
6. I enjoy hiking \_\_\_ **by**\_ myself; it's peaceful and calming.

English Word	Arabic Translation	Definition	Example Sentence
Maze	متاهة	A complex network of paths designed to confuse.	The children got lost in the garden's tricky maze.
Columns	أعمدة	Vertical structures that support buildings.	The palace's grand hall was supported by marble columns.
Chimney	مدخنة	A structure through which smoke escapes from a fireplace.	Smoke came out of the chimney after they lit the fireplace.
Tower	برج	A tall structure often part of a building or standing alone.	The ancient castle had a tall tower that offered a beautiful view of the city.
Fresco	لوحة جدارية (رسم على الجدران)	A decorative painting on a wall or ceiling.	The painting on the museum wall was a stunning example of a fresco.
Terrace	شرفة (مكان مفتوح للاسترخاء)	An outdoor area connected to a building, often used for relaxing.	We enjoyed our morning coffee on the sunny terrace.

**Choose the Correct Answer**

1. Visitors admired the intricate designs carved into the marble \_\_\_\_\_ that supported the temple.  
A) column      B) chimney      C) maze      D) terrace
2. From the top of the \_\_\_\_\_, you could spot boats sailing far out at sea.  
A) fresco      B) chimney      C) tower      D) terrace
3. The children giggled as they tried to escape the confusing garden \_\_\_\_\_.  
A) column      B) chimney      C) maze      D) terrace
4. Smoke curled lazily from the brick \_\_\_\_\_, blending into the twilight sky.  
A) column      B) chimney      C) maze      D) fresco
5. The artist worked tirelessly to complete a breathtaking \_\_\_\_\_ above the palace entrance.  
A) fresco      B) chimney      C) tower      D) terrace
6. We enjoyed brunch on the spacious \_\_\_\_\_, shaded by a large umbrella.  
A) column      B) chimney      C) maze      D) terrace



Fill in the Blanks Use the words from the list below. (There is one extra word.)

- fresco / columns / terrace / deposit / tower / maze / chimney \*

1. The historic fortress was built with strong stone **columns** to ensure its stability.
2. The rooftop **terrace** was a perfect place for relaxing under the stars.
3. The medieval castle had a winding stone staircase leading to its tallest **tower**.
4. The villa's dining room ceiling featured an impressive **fresco** depicting scenes of nature.
5. The quaint cottage had a charming brick **chimney** that released puffs of smoke in winter.
6. Getting lost in the outdoor **maze** was the highlight of the children's day at the park.

Some adjectives can be transformed into nouns by adding specific suffixes like

**Common Suffix Rules:**

- **-ity** → Used for adjectives ending in **-ar, -ic,**
- **-ness** → Used for adjectives ending in **-y, -ous, or -less.**
- **-ance** → Used for adjectives ending in **-ant or -ent** (but not always).
- **-ence** → Often used for adjectives ending in **-ent**, with some exceptions.

Adjective	Noun Form	Adjective	Noun Form
similar	similarity	aware	awareness
popular	popularity	lonely	loneliness
secure	security	nervous	nervousness
curious	curiosity	sweet	sweetness
public	publicity	conscious	consciousness
real	reality	serious	seriousness
fatal	fatality	careless	carelessness
significant	significance	absent	absence
relevant	relevance	patient	patience
tolerant	tolerance	convenient	convenience
ignorant	ignorance	innocent	innocence
distant	distance	exist	existence
important	importance	different	difference
		confident	confidence

Fill in the blank with the correct noun form of the word:

1. His remarkable sense of (curious) **curiosity** helped him solve the complex puzzle.
2. The sudden (absent) **absence** of the manager surprised everyone.
3. The teacher praised her for her (confident) **confidence** in completing the project.
4. His (serious) **seriousness** during the speech impressed the audience.
5. The scientist emphasized the (important) **importance** of renewable energy for the future.
6. The family celebrated their son's (innocent) **innocence** after a long court battle.
7. Their (distant) **distance** made it easier to transport goods across the country.
8. The rising (popular) **popularity** of electric cars is changing the automotive industry.
9. Her (aware) **awareness** in yoga improved her mental and physical health.
10. The sudden **existence** of wildlife in the area amazed researchers.
11. His **tolerance** towards others helped him make friends easily.



12. The **absence** of the missing documents caused major delays.  
 13. He admired her **patience** in handling the crisis calmly.  
 14. The children's **sweetness** filled the room with laughter.  
 15. His **confidence** in public speaking boosted his career.

<b>Spacious</b>	Large with lots of room	واسع - يحتوي على الكثير من المساحة
<b>Bustling</b>	Busy with people and activity	صاخب - مليء بالناس والنشاط
<b>Tranquil</b>	Calm and peaceful, without noise	هادئ - هدوء وسكينة بدون ضوضاء
<b>Residential</b>	Having houses but not commercial areas or factories	سكني - به منازل فقط بدون مناطق تجارية أو صناعية
<b>Creepy</b>	Causing feelings of fear	مخيف - يسبب الشعور بالخوف
<b>Iconic</b>	Famous; representing a place or idea	أيقوني - مشهور ويمثل مكاناً أو فكرة
<b>Picturesque</b>	Attractive in an old-fashioned way; scenic	خلاب - جذاب بطريقة تقليدية أو بمنظر طبيعي
<b>Dull</b>	Boring, uninteresting	ممل - غير مثير للاهتمام
<b>Abandoned</b>	Something people have left forever, permanently empty	مهجور - مكان تركه الناس للأبد
<b>Stunning</b>	Very impressive	رائع - مثير للإعجاب بشكل كبير

Choose the correct word that best fits the meaning of the sentence.

- The hotel room was so \_\_\_\_\_ that we easily fit three large suitcases inside.  
 a) Bustling      b) **Spacious**      c) Stunning      d) Picturesque
- I felt \_\_\_\_\_ walking through the dark alley alone at night.  
 a) Tranquil      b) **Creepy**      c) Iconic      d) Dull
- The streets of New York are always \_\_\_\_\_ with people rushing to work and tourists exploring.  
 a) **Bustling**      b) Spacious      c) Stunning      d) Abandoned
- The cabin by the lake was peaceful and \_\_\_\_\_, perfect for relaxing.  
 a) Bustling      b) Creepy      c) **Tranquil**      d) Iconic
- The Eiffel Tower is one of the most \_\_\_\_\_ landmarks in the world.  
 a) Residential      b) **Iconic**      c) Stunning      d) Dull
- The old, \_\_\_\_\_ house was covered in dust and cobwebs.  
 a) Stunning      b) Spacious      c) **Abandoned**      d) Bustling
- We stayed in a charming, \_\_\_\_\_ village with cobblestone streets and beautiful flowers.  
 a) **Picturesque**      b) Dull      c) Spacious      d) Bustling
- The museum's new exhibit was incredibly \_\_\_\_\_ everyone was amazed by the artwork.  
 a) **Stunning**      b) Creepy      c) Tranquil      d) Residential
- My neighborhood is a quiet \_\_\_\_\_ area, far from busy shopping centers.  
 a) Bustling      b) **Residential**      c) Spacious      d) Picturesque
- The lecture was so \_\_\_\_\_ that half the class started yawning.  
 a) Bustling      b) Iconic      c) **Dull**      d) Stunning



Word	Meaning	Arabic Translation
<b>Bill</b>	A statement of money owed for services	فاتورة (مطعم - هاتف - كهرباء)
<b>Cash</b>	Money in the form of coins or notes	نقد (أموال ورقية أو معدنية)
<b>Change</b>	Coins or small bills given back after overpaying	فكة (باقي النقود)
<b>Receipt</b>	A written proof of payment	إيصال / وصل
<b>Cheque</b>	A written order directing a bank to pay a specific amount	شيك
<b>Tip</b>	Extra money given for good service	بقشيش / إكرامية
<b>Fee</b>	A payment for a service, membership, or privilege	رسوم (خدمة - دراسة - تسجيل)
<b>Loan</b>	Money borrowed that must be paid back with interest	قرض
<b>Debt</b>	Money owed to someone, usually due to borrowing	دين
<b>Expense</b>	Money spent on products or services	نفقات / مصروفات
<b>Deposit</b>	Money placed in a bank account or held as security	إيداع مالي / عربون / تأمين
<b>Instalment</b>	A partial payment made regularly to pay off a debt	قسط
<b>Fine</b>	A financial penalty for breaking rules or laws	غرامة مالية
<b>Note</b>	A piece of paper money	ورقة نقدية

### Multiple Choice Questions (Meaning-Based Sentences)

- The waiter handed me the **bill** after dinner so I could pay for the meal.  
a) Receipt **b) ✓ Bill** c) Fee d) Note
- I forgot my card, so I had to pay in **cash**.  
a) Debt b) Cheque **c) ✓ Cash** d) Fine
- After buying a coffee, I got some **change** back from the cashier.  
a) Receipt **b) ✓ Change** c) Deposit d) Fee
- The shopkeeper gave me a **receipt** as proof of my purchase.  
**a) ✓ Receipt** b) Fine c) Loan d) Fee
- I wrote a **cheque** to pay my rent this month.  
a) Fine b) Fee **c) ✓ Cheque** d) Deposit
- I left a generous **tip** for the excellent service at the restaurant.  
a) Loan **b) ✓ Tip** c) Instalment d) Change
- We had to pay a small **fee** to enter the museum.  
a) Fine **b) ✓ Fee** c) Debt d) Bill
- I applied for a **loan** to buy a new car.  
**a) ✓ Loan** b) Note c) Change d) Expense
- My **debt** is so high this month because I borrowed a lot of money.  
a) Instalment **b) ✓ Debt** c) Fine d) Receipt
- Buying new furniture was an unexpected **expense** this month.  
**a) ✓ Expense** b) Deposit c) Tip d) Loan
- The landlord asked for a **deposit** before confirming the apartment rental.  
a) Bill b) Fine **c) ✓ Deposit** d) Cheque
- I pay my car loan in monthly **instalments** to make it affordable.  
a) Tips **b) ✓ Instalments** c) Fees d) Expenses



13. I had to pay a **fine** because I parked illegally.  
 a) ✓ **Fine** b) Tip c) Loan d) Receipt
14. The cashier gave me a five-dollar **note** when I asked for change.  
 a) Receipt b) ✓ **Note** c) Cheque d) Fee
15. After fixing my car, the mechanic handed me the **bill** for the total amount.  
 a) ✓ **Bill** b) Change c) Instalment d) Loan

Phrase	Preposition	Example Sentence	Arabic
Owe	to	I owe \$50 to my friend for lunch.	مدين ل
Pay	in cash	I prefer to pay in cash at small shops.	الدفع نقداً
Pay	by -card - cheque	She paid by credit card for her new shoes.	دفع ببطاقة انتمان
At an extra cost		You can upgrade your seat at an extra cost.	مقابل تكلفة إضافية
Wasted money	on	He wasted all his money on video games.	أضاع أمواله على
A little short	Of money	I'm a little short of cash today.	نقص المال
Save	up	I'm saving up for a new car.	يوفر
Paying	for	I'm paying for dinner tonight.	يدفع ثمن
Borrow	from	I borrowed \$20 from my brother.	يقترض - يستلف
Spend	on	She spent a fortune on designer clothes.	ينفق على
Free of charge		Entry is free of charge.	مجاني تماماً
On a tight budget		I'm living on a tight budget this month.	ميزانية محدودة
Have money	on me	Don't worry, I have some money on me.	معي مالا

### Fill in the blanks with the correct preposition

- I always pay **in** cash when I go to the market.
- John is saving **up** for a new phone.
- We are currently living **on** a tight budget.
- Please pay **by** credit card if you don't have cash.
- I'm a little short **of** money this month.
- She borrowed \$20 **from** her friend.
- He spends too much money **on** video games.
- Can you pay **for** this gift for me?
- I owe \$100 **to** my landlord.
- The book was given to me free **of** charge.



11. I always have some cash **on** me for emergencies.
12. If you waste your money **on** unnecessary items, you'll run out quickly.
13. The ticket price is \$50, but with special seats, there's an extra \$10 charge **at** an extra cost.
14. Instead of paying **by** cheque, she decided to pay by card.
15. I need to save **up** for my upcoming trip.

Phrase	Meaning (English)	Meaning (Arabic)
Cost an arm and a leg	To be very expensive.	شيء مكلف للغاية
Go from rags to riches	To become wealthy and successful after starting your life very poor.	من الفقر إلى الثراء
Be rolling in money	To be extremely well-off.	غني جداً، في وفرة من المال
Get paid peanuts	To have a very low salary.	تتقاضى راتباً ضئيلاً
Live on a shoestring	Without spending much money.	العيش بميزانية ضئيلة، دون صرف الكثير من المال
Not grow on trees	Money is not easily obtained, so you shouldn't waste it.	المال لا ينمو على الأشجار، لذا يجب عدم هدره
Throw money around	To spend money carelessly, on things that are not necessary.	إنفاق المال بشكل متهور على أشياء غير ضرورية
Money is no object	Money is not an important issue (usually when you're willing to spend a lot).	المال ليس مشكلة، أو ليس له أهمية

### Choose the correct option to complete the sentence:

1. The new luxury car I bought really \_\_\_\_\_.  
 a) cost an arm and a leg                      b) get paid peanuts  
 c) throw money around                      d) live on a shoestring
2. He was born in poverty, but after hard work, he managed to \_\_\_\_\_.  
 a) be rolling in money                      b) get paid peanuts  
 c) go from rags to riches                      d) throw money around
3. After receiving a huge bonus, she was so happy to be \_\_\_\_\_.  
 a) cost an arm and a leg                      b) get paid peanuts  
 c) rolling in money                      d) live on a shoestring
4. I'm really enjoying my new job, but unfortunately, I \_\_\_\_\_ for all the effort I put in.  
 a) be rolling in money                      b) get paid peanuts  
 c) throw money around                      d) money is no object
5. As a student abroad, I had to \_\_\_\_\_ and avoid unnecessary expenses.  
 a) live on a shoestring                      b) go from rags to riches  
 c) be rolling in money                      d) throw money around
6. My parents always tell me to save money and remind me that \_\_\_\_\_.  
 a) money doesn't grow on trees                      b) cost an arm and a leg  
 c) money is no object                      d) get paid peanuts
7. He's always \_\_\_\_\_, buying expensive gadgets he doesn't really need.  
 a) throw money around                      b) live on a shoestring  
 c) get paid peanuts                      d) be rolling in money

### Fill in the blanks with the correct phrase .

1. • The new designer handbag **cost an arm and a leg**, but I had to buy it.
2. • After years of hard work, he managed to **go from rags to riches** and now owns a successful company.
3. • With his promotion, he's now **rolling in money** and buys whatever he likes.
4. • Although I love my job, I **get paid peanuts** compared to others in my field.



5. • As a student in a foreign country, I had to **live on a shoestring** and be careful with my budget.
6. • You need to save money for the future because **money doesn't grow on trees.**
7. • Stop **throwing money around** on things you don't really need!
8. • When it comes to her shopping, **money is no object;** she buys whatever she wants.

Collocation	Meaning in Arabic
Window shopping	التبضع دون شراء الأشياء (التجول في المحلات دون الشراء)
Car boot sale	بيع من صندوق السيارة
Bargain hunting	البحث عن صفقات (البحث عن العروض بأسعار منخفضة)
Special offer	عرض خاص (عرض أو تخفيض مؤقت)
Designer label	ملصق مصمم (علامة تجارية لمنتج يحمل توقيع مصمم فاخر)
Fitting rooms	غرف القياس (الغرف التي تُستخدم لتجربة الملابس)
Damaged goods	سلع تالفة (منتجات تعرضت للتلف أو الضرر)
Shopping trolley	عربة التسوق (العربة المستخدمة لنقل المشتريات)
Chain store	سلسلة متاجر (مجموعة من المتاجر المملوكة لشركة واحدة)
Half price	نصف السعر (خصم بنسبة 50% على السعر الأصلي)

### Choose the correct collocation that fits each sentence.

1. I went to the mall and ended up just looking around without buying anything. It was a bit of \_\_\_\_\_.  
a) Window shopping      b) Car boot sale      c) Bargain hunting      d) Shopping trolley
2. There was a \_\_\_\_\_ last weekend, where people were selling old clothes and furniture from their cars.  
a) Designer label      b) Chain store      c) Car boot sale      d) Half price
3. I enjoy \_\_\_\_\_ during sales season because I can find great deals.  
a) Designer label      b) Fitting rooms      c) Bargain hunting      d) Special offer
4. They have a \_\_\_\_\_ for all items in the store; everything is 40% off for this week only.  
a) Window shopping      b) Special offer      c) Car boot sale      d) Damaged goods
5. She bought a beautiful handbag with a famous \_\_\_\_\_ from a luxury store.  
a) Chain store      b) Half price      c) Designer label      d) Shopping trolley
6. I picked up some new clothes, but I had to go to the \_\_\_\_\_ first to check the size.  
a) Fitting rooms      b) Car boot sale      c) Chain store      d) Damaged goods
7. He bought a brand-new phone, but it stopped working after a week. It was clearly \_\_\_\_\_.  
a) Damaged goods      b) Special offer      c) Chain store      d) Half price
8. We went to the supermarket with a \_\_\_\_\_ trolley to put all our groceries in.  
a) Fitting      b) Bargain      c) Shopping      d) Window
9. They have several \_\_\_\_\_ stores across the city, so I can shop at any of them.  
a) Chain      b) Car      c) Fitting      d) Special
10. The shoes I wanted were on sale for \_\_\_\_\_ price during the clearance event, so I bought them immediately.  
a) Designer      b) Half      c) Car      d) Damaged



Complete the sentences with the correct collocation from the list below.

**shopping- boot sale – hunting – offer - label - Fitting- store-**

1. I spent the afternoon window **shopping** in different shops, just admiring the new collections.
2. At the car **boot sale**, I found some really nice furniture at a great price, even though it's used.
3. She loves bargain **hunting** for clothes during sales, always looking for the best deals.
4. They have a special **offer** where everything is 50% off because it's the end of the season.
5. The dress I bought has a designer **label**, meaning it was made by a top designer.
6. I tried on the jacket in the **fitting** room before deciding to buy it.
7. There are many chain **stores** in the city, so it's easy to find one near my house.

**JOBS**

Root Word	Derived Word <b>er</b>	Root Word	Derived Word <b>or</b>
Trade	Trader	Invest	Investor
Manage	Manager	Supervise	Supervisor
Cash	Cashier	Investigate	Investigator
Bank	Banker	Financial advice	Financial advisor
Loan office	Loan officer	Govern	Governor
Root Word	Derived Word <b>ian</b>	Root Word	Derived Word <b>ist</b>
Politic	Politician	Economy	Economist
Statistics	Statistician	Science	Scientist
Library	Librarian	Reception	Receptionist
Technology	Technician	Journal	Journalist
Mathematics	Mathematician	Philanthropy	Philanthropist



**Complete the sentences with the correct form .**

- • The company hired an **investor** to manage its portfolio.
- The **supervisor** is responsible for ensuring all safety protocols are followed.
- The police hired an **investigator** to find out more about the case.
- He became a successful **economist** after studying global markets for years.
- The **trader** sold handmade crafts at the market every weekend.
- She was appointed as the new **manager** of the team.
- The **cashier** is responsible for handling transactions at the counter.
- The **banker** approved my loan application after reviewing my credit score.
- The **loan officer** explained the terms and conditions of the mortgage.
- The **politician** addressed the crowd about the upcoming elections.
- The **mathematician** presented new findings on the study of prime numbers.
- The **technician** is working on improving the software system.
- The **librarian** helped me find the book I needed for my research.
- A **scientific** experiment was conducted to test the hypothesis.
- The **receptionist** greeted the guests with a warm smile.
- The **journalist** wrote a feature article about the new art exhibit in town.
- The **philanthropist** donated millions of dollars to support education.
- The **technician** fixed the faulty equipment in the lab.
- The **mathematician** solved a complex equation that baffled many experts.
- The **scientist** conducted a groundbreaking study on climate change.



# GRAMMAR

## القواعد

### Types of Questions in English

#### (Subject Questions) الفاعل

- ✓ لنسأل عن الفاعل **who, which وwhat.**
- ✓ في هذه الحالة لا نستخدم فعل مساعد (مثل do/does/did)
- ✓ تركيب الجملة: **Wh- word + الفعل في الحالة المثبتة (affirmative form)**

- ❖ **Who went to the museum?** Hassan and Ali went to the museum.
- ❖ **What woke you up?** A loud noise woke me up.
- ❖ **Which book won the award?** The science book won the award.
- ❖ **Whose are these keys?** They are my father's.
- ❖ **How many people are going with you?** Five people are going with me.

#### ثانياً: أسئلة المفعول

#### (Object Questions)

- ✓ لنسأل عن المفعول **who, whom, which وwhat** نستخدم كلمات السؤال
- ✓ في هذه الحالة نحتاج إلى استخدام فعل مساعد (مثل do/does/did)
- ✓ تركيب الجملة:  
**الفعل المساعد + الفاعل + الفعل الرئيسي؛ Wh- word +**

- ❖ **Who did you ask to help you?** I asked Laila.
- ❖ **What are you learning?** I'm learning Spanish.
- ❖ **Which of the books do you prefer?** I prefer the red one.
- ❖ **Whose keys did you find?** I found Ahmed's keys.
- ❖ **How much money do we need?** We need 50 dollars.

النوع	السؤال	الإجابة
سؤال عن الفاعل	Who went to the museum?	Hassan and Ali went.
سؤال عن المفعول	Who did you see at the museum?	I saw Ahmed.
سؤال عن الفاعل	What made that noise?	A loud noise did.
سؤال عن المفعول	What did you hear?	I heard a loud noise.
للأسئلة عن الملكية <b>whose</b> . لأسئلة عن الأشخاص عندما يكونون مفعولاً به (رسمية أكثر) <b>whom</b> . للأسئلة عن الأشياء أو الأفعال أو المعلومات العامة <b>what</b> . لأسئلة عن الأشخاص عن الأشخاص <b>who</b> . لأسئلة عن الأشخاص عندما يكونون مفعولاً به (رسمية أكثر) <b>whom</b> . للأسئلة عن الأشياء أو الأفعال أو المعلومات العامة <b>what</b> . لأسئلة عن الأشخاص عن الأشخاص <b>who</b> . لأسئلة عن الأشخاص عندما يكونون مفعولاً به (رسمية أكثر) <b>whom</b> .		

كلمة السؤال	المعنى	مثال	الإجابة
Who	شخص (فاعل أو مفعول به)	<b>Who</b> called you yesterday?	My friend Ali.
Where	مكان	<b>Where</b> did you park the car?	In front of the mall.
Why	سبب	<b>Why</b> are you laughing?	Because the joke was funny.
When	وقت	<b>When</b> is the meeting?	At 3 PM.
How	كيفية / وسيلة	<b>How</b> do you cook pasta?	I boil it for 10 minutes.
What	شيء / فكرة / فعل	<b>What</b> is your favorite sport?	Football.



Which	اختيار (بين خيارات محدودة)	Which shirt do you prefer?	The blue one.
Whose	ملكية	Whose laptop is this?	It's mine.
Whom	مفعول به (رسمية أكثر)	Whom did you invite to dinner?	My cousin.
What kind	نوع	What kind of coffee do you like?	I prefer espresso.
What time	وقت محدد	What time does the movie start?	At 8 PM.
How many	عدد (قابل للعد)	How many chairs are there?	There are six.
How much	كمية أو سعر (غير قابل للعد)	How much sugar do you need?	Just one spoon.
How long	مدة أو طول زمني	How long did you stay abroad?	For three months.
How often	تكرار	How often do you read books?	Every weekend.
How far	مسافة	How far is the nearest hospital?	About 2 kilometers away.
How old	عمر	How old is your brother?	He's 10 years old.
How come	لماذا (بأسلوب غير رسمي)	How come you didn't call me?	I forgot, sorry!

Sentence	Question Word	Question
I graduated from school two years ago.	When	When did you graduate from school?
The mechanic repaired the car last week.	Who	Who repaired the car last week?
He is always late because he never sets the alarm clock.	Why	Why is he always late?
The library is right across the street.	Where	Where is the library?
That book is mine.	Whose	Whose book is this?
They stayed at a hotel.	Where	Where did they stay?
They cut the grass.	What	What did they cut?
He gives Harry a driving license.	What	What does he give Harry?
They watched the video yesterday.	When	When did they watch the video?
They went home because they were tired.	Why	Why did they go home?
He took the umbrella because it rained.	Why	Why did he take the umbrella?
She wore black jeans last Tuesday.	When	When did she wear black jeans?
He lives in a small village in Wales.	Where	Where does he live?
I play three times a week.	How	How often do you play?

Fill in the blanks with the correct question word (Who, What, Where, When, Why, How, etc.) based on the information given.

1. **What** is your favorite color?
2. **Where** do you live? I live in New York.
3. **How** are you feeling today?
4. **When** does she usually go to bed?
5. **When** is your birthday?
6. **Why** did you go to the concert last night?
7. **How** do you get to work? By car or by bus?
8. **Where** is the nearest bank from here?



9. **Where** is that noise coming from?
10. **Why** are you so late today?

**Read the following statements and rewrite them as questions:**

1. I visited the museum last weekend. (When)  
Question: **When did you visit the museum?**
2. She plays the piano very well. (How)  
Question: **How does she play the piano?**
3. They went on vacation to Paris last summer. (Where)  
Question: **Where did they go on vacation last summer?**
4. I bought a new phone yesterday. (What)  
Question: **What did you buy yesterday?**
5. He didn't come to the meeting because he was sick. (Why)  
Question: **Why didn't he come to the meeting?**
6. They finished the project on Friday. (When)  
Question: **When did they finish the project?**
7. You saw Tom at the party last night. (Who)  
Question: **Who did you see at the party last night?**
8. I take the train every morning. (How often)  
Question: **How often do you take the train?**

**Use the answers to write the corresponding questions:**

1. **Answer:** I went to **the park** yesterday.  
**Question:** **Where did you go yesterday?**
2. **Answer:** Sarah bought **a new car** last week.  
**Question:** **Who bought a new car last week?**
3. **Answer:** The meeting starts at **10 AM.**  
**Question:** **When does the meeting start?**

**Choose the correct wh- word to complete the questions.**

1. \_\_\_\_\_ did you go last summer?  
a) **Where**                      b) **When**                      c) **what**                      d) **How**
2. \_\_\_\_\_ is your favorite book?  
a) **What**                      b) **Where**                      c) **Who**                      d) **Why**
3. \_\_\_\_\_ do you feel about the new movie?  
a) **Where**                      b) **Why**                      c) **How**                      d) **When**
4. \_\_\_\_\_ do you usually wake up in the morning?  
a) **why**                      b) **How**                      c) **Where**                      d) **When**
5. \_\_\_\_\_ do you want for dinner?  
a) **How**                      b) **Where**                      c) **what**                      d) **Why**
6. \_\_\_\_\_ is your birthday?  
a) **When**                      b) **Where**                      c) **How**                      d) **What**



# Gerund and infinitive

## 1- Full Infinitive (to + verb) I agree **to** do that **to** + المصدر

Usage	Example	Arabic Explanation
Expressing purpose	I went to the post office <b>to</b> post some letters. <b>With too and enough</b>	للإشارة إلى الهدف أو الغرض من الفعل، من أجل فعل شيء ما It is too hot to drink. It is hot enough to drink
After it + be + adjective	It's <b>nice to meet</b> you. It's <b>stupid to do</b> that	after <i>it + be + adjective</i> ( <i>it's nice, it was stupid,</i> مع الصفات It was great to see you after such a long time
After certain adjectives	She was happy to help.	after <b>the first/second/last/best</b> , etc. Neil Armstrong was <b>the first man to</b> walk on the moon. • after certain adjectives: <b>afraid, surprised, free, happy, ready, sorry.</b> At last he was free to do what he wanted.
After certain verbs <b>بعد أفعال محددة</b>	I <b>hope to see</b> you again.	(afford, agree, appear, decide, forget, hope, learn, manage, need, offer, plan, promise, refuse, seem, tend, want, would like, etc.)
After question words	I don't know <b>what to</b> do.	<b>بعد الكلمات الاستفهامية للدلالة على الشيء الذي يجب القيام به</b> "what", "how", "where"

## 2. -ing Form

Usage	Example	Arabic Explanation
As a noun (subject or object)	Exercis <b>ing</b> is important. Swimm <b>ing</b> is the best .	<b>اسم يشير إلى النشاط أو الفعل الذي يحدث</b>
After physical activities	We <b>went fishing</b> . \ <b>go shopping</b> \ <b>enjoy playing</b> football	"go", "enjoy", "avoid". بعد الأفعال التي تشير إلى الأنشطة الجسدية مثل
After certain verbs <b>بعد أفعال محددة</b>	I <b>enjoy reading</b> books. Martin <b>suggested going</b> to the theatre on Thursday.	(avoid, enjoy, finish, like, love, hate, imagine, keep, risk, spend (time), suggest, consider, etc.)
After certain expressions <b>بعد تعبيرات محددة</b>	<b>It's no use trying</b> to do everything yourself. It's worth trying to do everything yourself.	(be interested in, can't stand, don't mind, how about, it's no use, it's no good, it's worth, there's no point (in), be used to, etc.)
After prepositions <b>بعد حروف الجر</b>	I'm excited <b>about going</b> to university next year.	after prepositions ( <b>for, about, without</b> , etc.) <i>I'm so excited about going to university next year.</i>



## 3. Bare Infinitive (Without "to")

المصدر بدون أي إضافة

Usage	Example	Arabic Explanation
After modal verbs <b>بعد الأفعال الناقصة</b>	You <b>should study</b> harder.	(can, may, must, should, etc.).
After <b>let</b> and <b>make</b>	My parents <b>let me stay up</b> later.	Mum <b>makes me eat</b> the sandwich.
After "would rather" and "had better"	<b>I'd rather stay</b> home.	<b>I'd rather go</b> to the cinema tonight. You'd <b>better tell</b> me everything you know about this.

## 4. Verbs that can be followed by either the full infinitive or the -ing form

Verb	Both Forms Possible	Explanation
Like	I like <b>to read</b> / <b>reading</b> books.	"like", "love", "start", "continue" prefer".
Start	The movie started <b>to rain</b> / <b>raining</b> .	

## 5. Verbs with Different Meanings Based on Form

المعنى يختلف

Verb	-ing Form	Full Infinitive	Arabic Explanation
Try	Try <b>drinking</b> tea. <b>(experiment)</b>	Try <b>to finish</b> the task. <b>(make an effort)</b>	<b>"Try + ing"</b> يعني أن تجرب شيء <b>"Try + infinitive"</b> يعني بذل <b>المعرفة</b> جهد.
Remember	Do you remember meeting him? (memory)	Did you remember to lock the door? (action to do)	"Remember + ing" يشير إلى تذكر شيء حدث بالفعل، يعني أن تتذكر فعل شيء <b>" + infinitive"</b> قبل القيام به.
Forget	<b>I'll never forget visiting Paris.</b>	Steve forgot to say that he is leaving. (action you forgot to do)	<b>"Forget + ing"</b> يشير إلى نسيان شيء <b>حدث في الماضي</b> ، بينما يعني أنك نسيت <b>"Forget + infinitive"</b> أن تقوم بشيء ما.
Stop	<b>Stop smoking . (terminate action)</b>	I stopped to make tea. (pause to do something else)	<b>"Stop + ing"</b> يعني التوقف عن فعل شيء يعني التوقف للقيام بشيء

## Part 1: Choose the Correct Form (Gerund or Infinitive)

- I enjoy **reading** books in my free time.
- She plans **to travel** to Japan next summer.
- He suggested **going** to the beach for the weekend.
- My parents advised me **to take** the train instead of driving.
- I can't afford **to buy** a new laptop right now.
- She is interested in **learning** new languages.
- We decided **not to attend** the meeting because of the weather.
- I hate **waking** up early in the morning.
- They promised **to help** us with the project.
- He is good at **playing** the guitar.



## Part 2: Fill in the Blanks with Gerund or Infinitive

- I can't stand **waiting** in long lines.
- He seems **to be** very tired today.
- I forgot **to call** my friend yesterday.
- We need **to finish** the report by tomorrow.
- They prefer **to stay** at home rather than going out.
- She forgot **to send** the email before leaving the office.
- I can't imagine **living** in a different city.
- It's important **to be** on time for the meeting.
- I've decided **to take** a break from work.
- He has a habit of **speaking** too loudly.

11. Choose the correct answer :

## Purpose

- I went to the store \_\_\_\_\_ some groceries.  
A) to buy      B) buying      C) buy      D) bought
- She entered the room \_\_\_\_\_ the teacher.  
A) to meet      B) meeting      C) meet      D) to meetin

## After "It + be + Adjective"

- It's easy \_\_\_\_\_ this problem.  
A) solving      B) solved      C) to solve      D) solve
- It's silly \_\_\_\_\_ that.  
A) doing      B) to do      C) do      D) done
- He was ready \_\_\_\_\_ the challenge.  
A) to face      B) facing      C) face      D) faced
- She was sorry \_\_\_\_\_ late.  
A) being      B) to be      C) be      D) been

## After Certain Verbs (Infinitive)

- I hope \_\_\_\_\_ you soon.  
A) seeing      B) to see      C) see      D) seen
- They decided \_\_\_\_\_ to the concert.  
A) going      B) to go      C) go      D) gone

## After Question Words

- Do you know how \_\_\_\_\_ this machine?  
A) to use      B) using      C) use      D) used
- I don't know where \_\_\_\_\_.  
A) go      B) to go      C) going      D) gone

## Gerund Form as a Noun

- \_\_\_\_\_ is a fun way to stay fit.  
A) Swim      B) Swimming      C) To swim      D) Swam
- I enjoy \_\_\_\_\_ in the park.  
A) run      B) running      C) to run      D) ran

## After Certain Verbs (Gerund)

- She suggested \_\_\_\_\_ to the museum.  
A) going      B) to go      C) go      D) gone
- He avoided \_\_\_\_\_ the subject during the meeting.  
A) discussing      B) to discuss      C) discuss      D) discussed

## After Prepositions (Gerund)

- I'm interested in \_\_\_\_\_ new friends.  
A) meeting      B) to meet      C) meet      D) met



16. She's excited about \_\_\_\_\_ meeting her friends.  
 A) meeting B) to meet C) meet D) met

### Bare Infinitive (Without "to")

17. She can \_\_\_\_\_ the piano very well.  
 A) play B) to play C) playing D) played
18. I'd rather \_\_\_\_\_ to the beach tomorrow.  
 A) go B) to go C) going D) went

### After Modal Verbs

19. You should \_\_\_\_\_ harder for your exams.  
 A) studying B) to study C) study D) studied
20. He can \_\_\_\_\_ the presentation tomorrow.  
 A) giving B) to give C) give D) gave

### After Let and Make (Bare Infinitive)

21. My parents let me \_\_\_\_\_ out late on weekends.  
 A) to go B) go C) going D) gone
22. The teacher made us \_\_\_\_\_ extra homework.  
 A) to do B) do C) doing D) done

### Verbs with Different Meanings Based on Form

23. I tried \_\_\_\_\_ the new dish at the restaurant.  
 A) to cook B) cooking C) cook D) cooked
24. Don't forget \_\_\_\_\_ your homework before the class.  
 A) doing B) do C) to do D) done

### Choice Questions

- The team agreed \_\_\_\_\_ together for the competition.  
 A) playing B) to play C) play D) played
- I can't imagine \_\_\_\_\_ in another country.  
 A) live B) to live C) living D) lived
- John apologized for \_\_\_\_\_ his colleague yesterday.  
 A) be B) to be C) being D) been
- The children are not old enough \_\_\_\_\_ the exam alone.  
 A) to take B) taking C) take D) took
- It's too late \_\_\_\_\_ the meeting now.  
 A) visiting B) visited C) visit D) to visit
- We enjoyed \_\_\_\_\_ at the park during the summer.  
 A) to have B) having C) have D) had
- I was thrilled \_\_\_\_\_ my favorite band perform live.  
 A) to see B) seeing C) see D) saw
- He avoided \_\_\_\_\_ about his past during the interview.  
 A) discussing B) to discuss C) discuss D) discussed
- I would rather \_\_\_\_\_ at home than attend the party.  
 A) to stay B) staying C) stay D) stayed
- She kept \_\_\_\_\_ after each failure.  
 A) working B) to work C) work D) worked
- He promised \_\_\_\_\_ his notes after the lecture.  
 A) helping B) to help C) help D) helped



# Reported Speech

## Statements

(1) في الجمل الخبرية:

(1) نذكر اسم الشخص او نقوم بتحويل فعل القول

(say= say, say to= tell, said= said, said to= told)

(2) يتم حذف الاقواس ونضع (that) ثم يتم اختيار الضمير المناسب للشخص (القائد) سواء كان مذكر أو مؤنث أو جمع

(3) تحويل الزمن إلى الماضي

I -----he\she	we-----they	تحويل ضمائر الجملة حسب المتكلم و المخاطب تحويل المضارع الى ماض
She said, "I am hungry."	She said that she was hungry.	
She said to Ali, "I will buy a car."	she told Ali that she would buy a car .	
He said, "I can't remember your name."	He told me that he couldn't remember my name.	
'I enjoy working in my garden,' said Bob.	Bob said that he enjoyed working in his garden.	
ضمير الملكية My -----his/her	Our -----their	
'We played tennis for our school,' said Alina.	Alina told me they had played tennis for their school	
Me\you -----him/her	Us -----them	
ضمير المفعول "I'll see you tomorrow," Ali said to sara	Ali told Sara that he would see her tomorrow.	

Direct	Indirect
play -don't -doesn't play	V2 played - didn't play
(am/is/are) + Ving	(was/were) + Ving
(have/has) + V3	had + V3
(have/has) + been + Ving	had been + p.p
V2 played -didn't play	had + V3 hadn't played
will – can – shall – may – must	would–could–should–might–had to



Tense	Direct Speech	Reported Speech
present simple	I <b>like</b> ice cream	She said (that) <b>she liked</b> ice cream.
present continuous	I <b>am living</b> in London	She said (that) <b>she was living</b> in London.
past simple	I <b>bought</b> a car	She said (that) she <b>had bought</b> a car OR She said (that) she <b>bought</b> a car.
past continuous	<b>I was walking</b> along the street	She said (that) <b>she had been walking</b> along the street.
present perfect	I <b>haven't seen</b> Julie	She said (that) <b>she hadn't seen</b> Julie.
past perfect*	I <b>had taken</b> English lessons before	She said (that) <b>she had taken</b> English lessons before.
will	I <b>ll</b> see you later	She said (that) she <b>would</b> see me later.
would*	I <b>would</b> help, but..”	She said (that) she <b>would</b> help but...
can	I <b>can</b> speak perfect English	She said (that) she <b>could</b> speak perfect English.
could*	I <b>could</b> swim when I was four	She said (that) she <b>could swim</b> when she was four.
might*	I <b>may</b> come late	She said (that) <b>she might</b> come late
must	I <b>must</b> study at the weekend	She said (that) she <b>must</b> study at the weekend OR She said she <b>had to</b> study at the weekend

## ثانياً:- تحويلات ظروف

this	that	ago	before
these	those	now	then
yesterday	the day before	last week	the week before
tomorrow	the following day	next week	the following week
To night	That night	here	there

## ثانياً:- تحويلات ضمائر (حسب ما سبق)

لا يتم تحويل الأزمنة (إذا كان فعل القول مضارع)  
 لا يتم تحويل الأزمنة (إذا كان الكلام منذ فترة قصيرة) "now/just now/ a moment ago"  
 لا يتم تحويل الأزمنة (إذا كانت جملة القول تعبر عن حقيقة)



**1. Report these statements :**

1. Alya said, "I work in a bank."  
She said **(that)** she worked in a bank.
2. "We studied last night."  
She told me **(that)** they had studied the night before.
3. "I'm playing tennis."  
She said **(that)** she was playing tennis.
4. "I was waiting for the bus when he arrived."  
She told me **(that)** she had been waiting for the bus when he arrived.
5. "I have never been there before."  
She said **(that)** she had never been there before.
6. "I don't go to the party."  
She told me **(that)** she didn't go to the party.
7. "I will come later."  
She said **(that)** she would come later.
8. "He hasn't eaten breakfast."  
She told me **(that)** he hadn't eaten breakfast.
9. Ahmad said, "I live in Doha."  
He said **(that)** he lived in Doha.
10. Aisha said, "I can sing a song."  
She said **(that)** she could sing a song.

**Report these sentences:**

1. "I visited my parents at the weekend."  
She told me **(that)** she had visited her parents at the weekend.
2. "She hasn't eaten sushi before."  
She said **(that)** she hadn't eaten sushi before.
3. "I hadn't travelled by underground before I came to London."  
She said **(that)** she hadn't traveled by underground before she came to London.
4. "They will help if they can."  
She said **(that)** they would help if they could.
5. "I was sleeping when Julie called."  
She said **(that)** she had been sleeping when Julie called.

**Direct Speech to Reported Speech:**

1. **Direct Speech:** "I will call you later," he said.  
**Reported Speech:** He said **(that)** he would call me later.
2. **Direct Speech:** "We have finished the project," they exclaimed.  
**Reported Speech:** They exclaimed **(that)** they had finished the project.
3. **Direct Speech:** "I can't believe it," she whispered.  
**Reported Speech:** She whispered **(that)** she couldn't believe it.
4. **Direct Speech:** "They are coming to the party," he mentioned.  
**Reported Speech:** He mentioned **(that)** they were coming to the party.
5. **Direct Speech:** "I won't be able to attend the meeting," she explained.  
**Reported Speech:** She explained **(that)** she wouldn't be able to attend the meeting.
6. **Direct Speech:** "I have visited this museum before," he admitted.  
**Reported Speech:** He admitted **(that)** he had visited that museum before.
7. **Direct Speech:** "I love reading books," she said.  
**Reported Speech:** She said **(that)** she loved reading books.



8. **Direct Speech:** "They are leaving for vacation next week," he told us.  
**Reported Speech:** He told us **(that)** they were leaving for vacation the following week.
9. **Direct Speech:** "I watched a movie last night," she said.  
**Reported Speech:** She said **(that)** she had watched a movie the night before.
10. **Direct Speech:** "I am going to the store now," he announced.  
**Reported Speech:** He announced **(that)** he was going to the store then.

THE SWORD



## Reporting Verbs

She said, " I'll **do** the report by Friday, for sure.'

(**promise**)

She **promised to do** the report by Friday.

أفعال يأتي بعدها المصدر

He said , 'I'm really sorry I didn't **get** back to you sooner. "

( **apologized**)

He **apologised for not getting** back to me sooner. ' verb + **"ing"** أفعال يأتي بعدها

verb + to + infinitive

أفعال يأتي بعدها المصدر

agree	يوافق	refuse	يرفض	offer	يعرض	promise	يعد
demand	يطلب	threaten	يهدد	claim	يدعى		

He said to me, "Yes, I'll come with you."

(agree)

He agreed to come with me.

"Right, let's buy the car in the morning!" we said.

(agreed)

**We agreed to buy the car in the morning**

"I'll study really hard for the exam." said Luke.

(promised)

**Luke promised to study really hard for the exam**

"I'm not going to help you because I'm too busy." Ryan told me.

(refused)

**Ryan refused to help me because he was too busy**

"□ If the neighbors don't stop throwing rubbish into our garden, I will call the police!" said Mrs. Clark. (threatened)

Mrs. Clark **threatened** that if the neighbors didn't stop throwing rubbish into their garden, she would call the police.

□ "I want to speak to the owner!" yelled the man. (demanded)

**The man demanded to speak to the owner.**

verb + sb (فاعل) + to + infinitive

advise	ينصح	allow	يسمح	Ask	يسأل	beg	يتوسل
command	يأمر	encourage	يشجع	forbid	يمنع	instruct	يعطي تعليمات
invite sb	يدعو	order	يأمر	permit	يسمح	remind	يذكر
urge	يحث	warn	يحذر	want	يريد		

"You should take a coat," He said.

(advise)

He advised me to take a coat

"You can use my phone," He said.

(allow)

He allowed me to use his phone

'**Don't** talk to strangers on your way home from school.'

(warned)

**The teacher warned the children not to talk to strangers on their way home from school.**

"You will not borrow the car tonight." Dad said to Al jory.

(forbade)

**Dad forbade Al Jory to borrow the car that night**



## Verb + that- clause (تكملة + فعل + فاعل)

1

agree	يوافق	boast	يتفاخر	Claim	يدعى	complain	يشتكى
deny	ينكر	exclaim	يعلن بقوة	explain	يفسر	inform	يعلم
		promise	يعد	suggest	يقترح		

He said, "I'm brilliant dentist."

Use boast

He boasted **that he was** a brilliant dentist.

"You will be called back within a week." Mr. Mo. Samir said to me. (inform)

Mo. Samir informed me **that I would be called** back within a week.

1. "Okay, Omar can go to the party" said Omar's Dad. (agree, using clause)

Omar's Dad agreed **that Omar could go to the party.**

2. She said, " I will call you." (promised that)

She promised that she would call me.

3. You need to get back at 8:00 o'clock." Wadha said. (remind)

Wadha reminded me to get back at 8:00 o'clock

## verb + "ing" form (تكملة + فعل + فاعل)

Admitted  
Apologized for

اعترف  
اعتذر

أصر على

insisted on  
Denied

أنكر

accused sb of  
complained to sb about

اتهم شخص ب  
اشتكى لشخص بخصوص شيء

اقترح

Suggested

He said, "You **broke** the vase."

(accuse)

He **accused** me of **breaking** the vase.

"I'll make the coffee!" Fatima said.

(insist)

**Fatima insisted on making the coffee.**

"I didn't download that album illegally!" he said.

(denied)

**He denied downloading that album illegally.**

"Yes, I downloaded that film without paying," She said.

(admit)

**Sally admitted downloading that film without paying.**

'I will attend the meeting tomorrow,' Jenny said.

(Report the sentence using "insist")

**Jenny insisted on attending the meeting tomorrow.**

"I didn't **get** a pay rise." said Jack.

(denied)

**Jack denied getting a pay rise.**

"Let 's **take** up a new hobby." Walter said

(suggested)

**Walter suggested taking up a new hobby.**

"George **cheated** on the test." said Cynthia.

(accused)

**Cynthia accused George of cheating on the test.**



## 1. Report these statements :

1. Lower your weapons," the colonel told the soldiers. (commanded)

**The colonel commanded the soldiers to lower their weapons.**

2. "You should not go on the trip to the Science Museum if you aren't feeling well," Mary said to Thomas. (advised)

**Mary advised Thomas not to go on the trip to the Science Museum if he wasn't feeling well.**

3. "Why don't we go to the Young Inventors Exhibition next week?" Lucy said. (suggested)

**Lucy suggested going to the Young Inventors Exhibition next week.**

4. "Don't touch the exhibits, please," the museum guide told us. (asked)

**The museum guide asked us not to touch the exhibits.**

5. "Leave the room now!" the teacher told the unruly student. (ordered)

**The teacher ordered the unruly student to leave the room.**

6. "Please, please let me stay up late to watch the film, Mum," Mia said. (begged)

**Mia begged her mum to let her stay up late to watch the film.**

7. "Yes, I downloaded that film without paying," she said. (admitted)

**She admitted downloading that film without paying.**

8. "I'll make the coffee!" said David. (insist + on)

**David insisted on making the coffee.**

9. "I'll study really hard for the exam" said Luke. (promise + to + infinitive)

**Luke promised to study really hard for the exam.**

10. "This is where the station is" said Klara. (explain, using question word + clause)

**Klara explained where the station was.**

11. "Right, let's buy the car in the morning!" we said. (agree + infinitive)

**We agreed to buy the car in the morning.**

12. "How about having Indian food?" I said. (suggest, using verb-ing)

**I suggested having Indian food.**



Questions	2-السؤال
<b>Yes / No Questions</b>	
<b>Sub. + asked + n. / pro + if + n./pro + past verb</b>	
Teacher asked, "Do you like playing football, Ahmed?"	
Teacher asked Ahmed if he liked playing football.	
<b>WH. Questions</b>	
<b>Sub. + asked + n. / pro + wh الأداة + n./pro + past verb</b>	
Teacher asked, "Where do you live, Ali?"	
Teacher asked Ali where he lived.	

**Change these direct questions into reported speech:**

- "Where is he?"  
**She asked me where he was.**
- "What are you doing?"  
**She asked me what I was doing.**
- "Why did you go out last night?"  
**She asked me why I had gone out the night before.**
- "Do you live in London?"  
**She asked me if I lived in London.**
- "Did he arrive on time?"  
**She asked me if he had arrived on time.**
- "Have you been to Paris?"  
**She asked me if I had been to Paris.**
- "Can you help me?"  
**She asked me if I could help her.**
- "Will you come later?"  
**She asked me if I would come later.**

Commands		3- في الجمل الأمرية:
<b>Affirmative commands</b> مثبت	<b>Negative commands</b> منفي	
Father: "Do your homework."	Teacher. "Don't talk to your neighbour."	
Father <b>told</b> me <b>to do</b> my homework.	The teacher <b>told</b> me <b>not to talk</b> to my neighbour.	

- "Don't argue with me!" his father said.  
**His father told me not to argue with him.**
- "Open your book, Mary," Susan said.  
**Susan told Mary to open her book.**
- The boss said to the secretary, "Don't forget to post this letter today!"  
**The boss told the secretary not to forget to post the letter that day.**
- "Let's not fight over this!" she said.  
**She suggested not fighting over it.**
- The teacher told the pupils, "Hand in your homework next Friday!"  
**The teacher told the pupils to hand in their homework the following Friday.**



اليس كذلك ؟

السؤال المزيل (Question Tag)

**What Are Question Tags?** Question tags are short questions added to the end of a statement. They are used **to confirm or verify information**, **or sometimes to ask for agreement**. They are closely linked to the statement's verb structure

هو سؤال قصير يأتي في نهاية الجملة

يتكون من الفعل المساعد (can/could/will/would...) أو الفعل الناقص (be/have/do) + ضمير (I/he/she/it/they...)

<ul style="list-style-type: none"> <li><b>She is</b> coming to the party, <b>isn't she?</b></li> <li><b>They like</b> pizza, <b>don't they?</b></li> </ul>	جملة مثبتة _____ سؤال نفي
<ul style="list-style-type: none"> <li><b>He isn't</b> going to the concert, <b>is he?</b></li> <li><b>We didn't</b> finish our homework, <b>did we?</b></li> </ul>	جملة منفية _____ سؤال مثبت

جملة مثبتة	سؤال نفي	جملة منفية	سؤال مثبت
<b>She loves</b> dancing	<b>doesn't she?</b>	<b>He doesn't</b> like coffee	<b>does he?</b>
<b>They play</b> football every weekend	<b>don't they?</b>	<b>You don't</b> enjoy hiking	<b>do you?</b>
<b>He is</b> studying hard	<b>isn't he?</b>	<b>She isn't</b> feeling well	<b>is she?</b>
<b>We are</b> leaving soon	<b>aren't we?</b>	<b>They aren't</b> coming tonight	<b>are they?</b>
<b>She has</b> cleaned her room	<b>hasn't she?</b>	<b>He hasn't</b> finished his work	<b>has he?</b>
<b>They have</b> finished their project	<b>haven't they?</b>	<b>You haven't</b> seen her yet	<b>have you?</b>
<b>He went</b> to the gym	<b>didn't he?</b>	<b>She didn't</b> tell you	<b>did she?</b>
<b>She was</b> waiting for you	<b>wasn't she?</b>	<b>He wasn't</b> aware of the meeting	<b>was he?</b>
<b>They were</b> planning a trip	<b>weren't they?</b>	<b>They weren't</b> expecting us	<b>were they?</b>
<b>He had</b> arrived early	<b>hadn't he?</b>	<b>He hadn't</b> called yet	<b>had he?</b>
<b>She will</b> visit tomorrow	<b>won't she?</b>	<b>She won't</b> forget	<b>will she?</b>
<b>He can</b> drive	<b>can't he?</b>	<b>He shouldn't</b> be rude	<b>should he?</b>
<b>They must</b> be tired	<b>mustn't they?</b>	<b>You couldn't</b> hear me	<b>could you?</b>





Complete with a tag question.

### Complete with a Tag Question:

1. She loves playing chess, **doesn't she?**
2. They aren't coming to the event, **are they?**
3. He didn't finish his homework, **did he?**
4. You will join us later, **won't you?**
5. They can't hear us, **can they?**
6. I am your friend, **aren't I?**
7. She hasn't been to Spain, **has she?**
8. He won't forget his keys, **will he?**
9. We should call her, **shouldn't we?**
10. They were listening to music, **weren't they?**
11. Nobody knows the answer, **do they?**
12. Peter enjoys swimming, **doesn't he?**
13. He wasn't working yesterday, **was he?**
14. She must leave now, **mustn't she?**
15. Let's go to the beach, **shall we?**
16. You aren't serious, **are you?**
17. He was playing football, **wasn't he?**
18. We've seen this movie before, **haven't we?**
19. She had finished her project, **hadn't she?**
20. Somebody called you earlier, **didn't they?**

### Also note the following exceptions:

- **Let's** do something together tonight, **shall we?**
- Open the window, **will / can / could you?**
- Don't forget to call me, **will you?**
- **Somebody** is at the door, **aren't they?**
- **Nobody** is home, **are they?**



## READING

**Directions: Read the following then answer questions 10 to 13.**

### **Advantages and Disadvantages of E-commerce (Argumentative)**

1. In today's economy, business moves at a rapid pace and shows no sign of slowing down. Many of the pioneering changes that have taken place are due to electronic commerce, commonly known as E-commerce. As a matter of fact, the introduction of mobile communication devices and wireless technologies into the workplace has brought about multiple changes and almost unlimited possibilities for traders. These new technologies offer many advantages for businesses, but there are disadvantages as well.

2. To start with, E-commerce increases the speed in which transactions take place. This means that customers no longer have to wait in line to buy items but can now securely complete transactions online. Similarly, customers do not have to travel to pick up their merchandise. Instead, they can have it shipped directly to them. Also, customers are offered plenty of choices, which reduces face-to-face interaction, thus saving precious time.

3. Another important benefit of E-commerce is that shipping companies provide adequate information online so that customers can place their own orders and trace them from their homes or offices. This is very likely to reduce costs and errors while also engaging the consumer. For example, Fed-Ex was a pioneer in the use of online follow-up. They allowed customers to enter a code number on the Fed-Ex web site to **monitor** their packages. This removed the operator from the transaction, cut expenses, and satisfied the customer.

4. **On the other hand**, E-commerce has also several risks too. Firstly, there are hidden costs that come along online operations. For instance, online purchases are often accompanied by high shipping and restocking fees, a lack of warranty coverage, and unacceptable delivery times. The online purchases must be shipped, and the shipping charges are often high. In fact, many E-commerce companies have developed a reputation of overcharging for shipping and handling. According to NPD Group Inc., "excessive shipping fees constitute one of the major obstacles for online customers when deciding whether to buy online or at a traditional store."

5. Another major problem of E-commerce is network unreliability and lack of security. Indeed, one of the main roadblocks to the wide acceptance of E-commerce by both businesses and consumers is the clear lack of adequate security for online transactions. This has led consumers to be increasingly cautious about providing credit card information over the Internet. For instance, in the first quarter of 2001, Amazon.com announced that customer credit card information was stolen from one of its branches. Also, with a user population of 4.39 billion worldwide, the Internet is a very busy information highway. In other words, when an e-commerce website cannot serve its customers because its Internet connection is down, it is very likely to lose sales, credibility, and even customers.

6. In conclusion, E-commerce has known a remarkable development and success over the last years. I personally believe that despite the numerous examples of its successful growth, there are many examples where E-commerce failed to succeed. It is very important that people intending to do business online take all the factors that lead to success into consideration and figure out all the dangers that may lead to failure.



**What is the writer's MAIN PURPOSE in this text?**

- A. to discuss two sides of E- commerce**
- B. to suggest ways to improve E- commerce
- C. to warn against the dangers of E- commerce
- D. to help people make an E-commerce website

**Which of the following is CLOSEST in meaning to the underlined word "monitor" in paragraph (3)?**

- A. pay
- B. track**
- C. weigh
- D. receive

**Read the text again and decide if the statements are true, false or not Given . Write T, F, or nG.**

E-commerce decreases the speed in which transactions take place	<b><u>F</u></b>
customers can follow their orders from their homes or offices.	<b><u>T</u></b>

**Based on paragraph (2), how can E-commerce increase the speed in which transactions happen? Mention THREE aspects.**

1st aspect:	Customers can securely complete transactions online without waiting in line.
2nd aspect:	Customers do not have to travel to pick up their merchandise.
3rd aspect:	Customers have plenty of choices, which saves time and reduces face-to-face interaction.

**From paragraph (4), mention THREE examples of hidden costs that come along online operations.**

1st example:	High shipping fees
2nd example:	Restocking fees
3rd example:	Lack of warranty coverage



## Reading 2

Directions : Read the following then answer questions 1 to 5

1. Your life today is essentially the sum of your habits. How in shape or out of shape you are? How happy or unhappy you are? How successful or unsuccessful you are? All are results of your habits. What you repeatedly do eventually from the person you are, the things you believe, and the personality that you portray. But what if you want to improve? What if you want to form new habits? How would you go about it? There's a helpful framework that can make it easier to stick to new habits so that you can improve your health, your, and your life in general. The process of building a habit can be divided into four simple four steps: clue, desire, response and reward. Breaking it down into these essential parts can help us understand what a habit is, how it works, and how to improve.

2. First, there is the clue. The clue activates your brain to start a behaviour. It is a bit of informative that predicts a reward. Our prehistoric ancestors were concentrating on clues that signaled the location of primary rewards like food and water. Today, we spend most of our time learning clues that predict secondary rewards like money and fame, power and status, or a sense of personal satisfaction. Your internal and external environment for hints of where rewards are located. Because the clue is the first indication that we're close to a reward, it naturally leads to a desire.

3. Desires are the second step of the habit circle, and they are the motivational force behind every habit. Without some level of motivation or desire, we have no reason to act. What you need is not the habit itself but the change in state it delivers. You are not motivated by brushing your teeth but rather by feeling of a clean mouth. Every desire is linked to an appeal to change your internal state.

4. The third is the response. The response is the actual habit you perform, which can take the form of a thought or an action. Whether a response occurs depends on how motivated you are and how much resistance is associated with the behaviour. If a particular action requires more physical or mental effort than you are willing to expend, then you won't do it. Your response also depends on your ability. It sounds simple, but a habit can occur only if you are capable of doing it.

5. Finally, the response delivers a reward. Rewards are the end goal of every habit. The clue is about noticing the reward. The desire is about wanting the reward. The response is about obtaining the reward. We chase rewards because they serve two purposes: they satisfy us by providing benefits like food and water which deliver energy to survive. Also, they teach us how to get a promotion that more and respect.



Choose the correct answer :

1- Which of the following BEST summarises the MAIN idea of the article ?

- Habits cannot be acquired easily .
- Obtaining habits passes in four major stages .
- Certain habits can only affect a person's lifestyle .
- There are only two reasons behind gaining new habits .

2- Which of the following BEST describe the writer's opinion .

- A habit can prevent an action from happening .
- Goals need a lot of time and effort to be achieved .
- Certain habits are sometimes difficult to be obtained .
- Human brain only examines a person's internal environment .

3- According to paragraph 2 ,what is the difference between the past and present prediction of rewards ? Give example from paragraph .

Difference :	In the past, rewards were primarily related to survival, such as food and water. Today, rewards are more associated with secondary goals like money, fame, power, and personal satisfaction.
Examples :	Past rewards: "Our prehistoric ancestors were concentrating on clues that signaled the location of primary rewards like food and water." Present rewards: "Today, we spend most of our time learning clues that predict secondary rewards like money and fame, power and status, or a sense of personal satisfaction."

4- According to paragraph 5 , what are two factors that cause response to occur?

Factor 1:	How motivated you are.
Factor 2:	How much resistance is associated with the behavior.

5- Read the texts again and decide if the statements are True , False or NOT Mentioned . Write T , F , or NM .

Sticking to new habits can improve your personality .	T
The change in state caused by a habit is less important than the habit itself .	F



# w r i t i n g

Write a **persuasive essay** stating your position (for or against) about **Internet** provide a justification for your point of view. النص الإقناعي

**المقدمة** | **I am writing this essay to persuade the reader with my point of view and express my opinion that we should use the internet because it is very important for many reasons.**

**السبب الأول** | **The first reason is that** the internet makes life easier. **It is a fact that** we can communicate with our family and friends easily. **For example,** we can use many programs to call them for free.

**السبب الثاني** | **The second reason is** having fun. **According to recent research, 90% of people** use the internet to chat, play games, and watch movies.

**السبب الثالث** | **The third reason is** learning online. **It is believed that** online learning is very important these days, especially after the COVID-19 pandemic.

**الخاتمة** | **To sum up, for all these reasons, we should use the internet to have a better life because of these reasons .**

“ The benefits going abroad for a holiday“

“**going abroad for a holiday means better life.**” H.N. **this is the best quotation to begin my essay as I am going to present my point of view and to persuade the reader that we should go abroad for a holiday for many reasons.**

**Firstly, Get to know new culture .** According to the last study in Qatar Foundation, **90% of people who go abroad for a holiday do that to know new culture, to see new places and to gain experiences.**

**Furthermore, you will Learn new language .there is a fact which depends on many researches,** going abroad for a holiday helps you to learn new language and to speak English better.

**Finally, Lots of fun for kids . For example,** if you go a broad with your kids, you will feel them I a different mode. As I have a friend who told me that it was the best moment for his kids when they were abroad.

**To sum up,** for all these reasons we should support going abroad for a holiday because **You Get to know new culture and Learn new language. It is the time to have a better life, it is the time to go abroad for a holiday.**



## Argumentative Essay النص النقاشي

Write an **ARGUMENTATIVE ESSAY** to discuss **both the advantages and disadvantages of videogames.**

**pros:** entertainment, develop skills, .... etc.

**cons:** waste a lot of time, damage eyesight .... etc.

*\* Your essay will be evaluated on basis of clear and organized ideas, strong details, and effective sentences.*

“Everything we have in life has two sides” this is the best saying to begin my essay. Most people believe that اسم الموضوع has many advantages, while others see that it has many disadvantages. I am writing this essay to present the pros and cons of اسم الموضوع

To begin with, some people say it has a lot of advantages. firstly, - \_\_\_\_\_

الميزة الاولى.it is a fact شرحها \_\_\_\_\_

Secondly, \_\_\_\_\_ الميزة الثانية For example, شرحها \_\_\_\_\_ -

**On the other hand**, it has many disadvantages. **First of all**, - \_\_\_\_\_ السلبية

الاولي + شرحها there is a scientific research which shows that \_\_\_\_\_

**Also**, \_\_\_\_\_ السلبية الثانية + شرحها According to Qatar Foundation ,90% of people who \_\_\_\_\_.

In conclusion, \_\_\_\_\_ has benefits and drawbacks. We have to weigh both sides carefully to learn how to deal with it . However, I believe that \_\_\_\_\_ is not completely bad or a completely good .it is about how we can use it wisely and safely.



Write a **LETTER of COMPLAINT** to **Mr. James Warson**, the manager of *New South Hotel* **complain about your stay at their hotel last summer.**

**Your name:** A. Salim **Your phone number:** 5577xxx

### Helping tips

- *Unfriendly staff*
- *Inconvenient rooms and facilities*
- *Poor & expensive services*

خطاب الشكوى

### Model Answer

Dear **Mr. James Watson**,

I am writing this letter to complain about my stay at your hotel last summer. I was so disappointed and didn't expect to face this situation. So, I would like to express my dissatisfaction with your services.

**First, the service was really poor. For example,** the AC was not working. It was my first shock that made me feel upset. **As a result,** I couldn't sleep at all. Can you imagine how it feels when you are trying to sleep while the room is hot? **Also,** there was a bad smell in the bathroom. **In other words,** it was not cleaned.

**To make matters worse,** the staff were unfriendly and rude. They never answered the phone when I called. **In addition,** they were impolite and unhelpful when they talked to us. I was deeply offended.

**Considering the above,** I need a refund and an apology. Unless I hear from you, I will take this matter further. I look forward to hearing from you.

Contact me on: **5577xxx**

**Yours sincerely,**

A.Salim

Dear manager,

I am writing to complain about -----نقل من السؤال.

First, the service was bad. The air conditioner was not working, and the place was too hot. Also, there was a bad smell. it wasn't cleaned well.

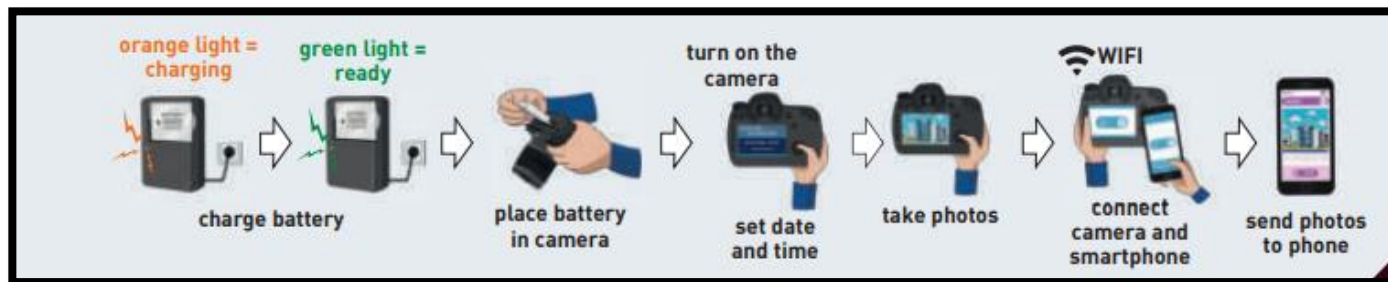
To make things worse, the staff were rude and unhelpful. They didn't help, they were not polite.

To sum up , I would like a refund and an apology. If I don't hear from you, I will make a problem. I look forward to your reply.

You can contact me at: رقم التليفون من السؤال

Yours sincerely,  
اسمك من السؤال





The diagram shows the different steps involved in using a digital camera for the first time.

To begin with, it is necessary to charge the battery. An orange light shows that the battery is charging; it turns green when the battery is ready to use.

Once it is ready, the battery should be placed in the camera.

Then, the camera needs to be turned on, and the date and time set.

After that, the camera can be used to take photos.

The next step is to connect the camera to a smartphone using Wi-Fi.

Once that is done, photos can be sent from the camera to the phone.

base Form	V1	Past Simple	V2	Past Participle	V3	Translation (Arabic)
see		saw		seen		يرى
go		went		gone		يذهب
eat		ate		eaten		ياكل
drink		drank		drunk		يشرب
take		took		taken		يأخذ
write		wrote		written		يكتب
break		broke		broken		يكسر
speak		spoke		spoken		يتحدث
give		gave		given		يعطي
drive		drove		driven		يقود
fly		flew		flown		يطير
know		knew		known		يعرف
grow		grew		grown		ينمو
throw		threw		thrown		يرمي
choose		chose		chosen		يختار
begin		began		begun		يبدأ
sing		sang		sung		يغني
ring		rang		rung		يرن
swim		swam		swum		يسبح
run		ran		run		يجري

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