

# Unit 7

# Language

Direct questions → Indirect (reported questions).  
 أسئلة مباشرة → أسئلة منقولة (غير مباشرة)

المطلوب تحويل الأسئلة المباشرة إلى أسئلة غير مباشرة  
 (نقلها إلى شخص آخر)

a) Yes/No: سؤال يبدأ بـ Yes/No وأخره (?)

e.g. 1) 'Are you busy today?'  
 He asked us if we were busy today.

2) 'Have they finished their homework?'  
 I asked if they had finished their homework.

3) 'Is Sami at home?'  
 She asked me if he was at home.

4) 'Was the film interesting?'  
 They asked her if the film had been interesting.

قاعدة تحويل Yes/No إلى سؤال غير مباشر  
 (be, have, modals)  
 (1) if + introductory verb + ...  
 (2) whether + ...  
 (3) ...  
 (4) ...  
 \* (الفاعل يكون الفعل للمصدر مباشرة) (الباقى يتحول كما هو)

تحويل الضمائر: الضمير you يتحول إلى المفعول به بعد asked مباشرة  
 إذا في السؤال you والمفعول به =  
 they ← them & you } I ← me  
 we ← us = = } he ← him  
 she ← her = =

تحويل الأفعال: الفعل المضارع ← الماضي / الفعل الماضي يتحول إلى had + V3  
 Will → would  
 Can → could  
 would → would  
 could → could  
 must → had to  
 modals

Are you on duty?

She asked if you <sup>were</sup> on duty -  
if I <sup>was</sup> on duty  
me if I <sup>was</sup> on duty

هل انت على  
الدور





Wh- questions: (سؤال وأجزاءه) (؟)   
 What- Where- When Why, How. How much

How long. - How often (كم مره) ...   
 *How long* (كم المدة)   
 *How often* (كم مره)   
 *How much* (كم المبلغ)   
 *How many* (كم العدد)

(1) فعل التقديم + اباءة اسوال + فعل   
 القاعدة (P)

(2) ترك الفعل + ونفتعل لتحويل الفعل (be, have, modals)

(3) رفع لتحويل الفعل + الفعل الجاهز

(4) الفعل + الفاعل + الفعل الجاهز   
 *had + V3*

(5) فعل التقديم + اباءة اسوال + حذف   
 do, does, did + *you*   
 *نزل مع تحويل*

- 1) Where do you live?   
 I asked him where he lived.
- 2) How old are you?   
 She asked me how old how old I was.
- 3) Where are you going?   
 I asked her where she was going.
- 4) What did Sami eat?   
 The doctor asked Sami what <sup>he</sup> Sami had eaten.
- 5) When does the train leave?   
 The passengers asked when the train left
- 6) Why didn't the patient take the medicine?   
 The doctor wanted to know why the patient hadn't <sup>taken</sup> the medicine.
- 7) When will the train arrive?   
 I asked the operator when the train would arrive.



where <sup>أين</sup> /do you live?

The man asked me where I lived.

where <sup>أين</sup> /are you going?

I asked her where she was going.

why <sup>لماذا</sup> /didn't you have breakfast?

The man asked his children why they hadn't had breakfast.

didn't → hadn't + V3

don't  
doesn't → didn't + V1

why don't you like E?

The teacher asked the students why they didn't like E.

How many new books <sup>أين</sup> /did you buy?

They asked her <sup>أين</sup> how many new books she had bought.

## Subject / object questions:-

السؤال عن الفاعل / المفعول به

(P) السؤال عن الفاعل (أول الجملة)

القاعدة

Who من (عاش)

(1) نظر للفعل الأول

+ إذا الفعل

What ما الذي (تحدث عن)

ما من

إذا آخره في

أو مودال

إذا الفعل مجرد الـ

لفظية S

إذا الفعل جمع لتحويل مفرد

are → is

were → was

have → has

do → does

السؤال عن الفاعل بصيغة المفرد

1) The player scored a goal.

who scored a goal?

2) Ahmad speaks E. fluently.

who speaks E. fluently?

3) Cotton grows in warm countries.

what grows in warm countries?

4) The snakes have eyes.

what has eyes?

5) Children are noisy.

who is noisy?

6) Dogs bark at night

what barks at night?

7) Salma can make sweets.

who can make sweets?

8) who wrote the letter? Ahmad. (Who, What)9) what do you drink in the morning? Coffee. (Who, What)10) Who sent the photos? (Sent, did send)

Subject/object questions:

السؤال عن المفعول به / وسط أو أخر الجملة :-

القاعدة	(1)	(2)	(P)
من (مفعول)	Who	تنظر للفعل الأول	-----?
الذي (مفعول)	What	إذا كان ما بعد تضعه قبل الفاعل وتكمل الجملة كما هي (عكس القرب inversion)	

مثال 1) Salma can drive a car. غير عكس  
 What can Salma drive \_\_\_\_\_? a car.

2) He is writing a letter now.  
 What is he writing now \_\_\_\_\_? a letter.

(1)	(2)	(3)
Who } أد	+ إذا الفعل الثاني عكس ما بعد تضعه	+ الفاعل الأول الجملة عكس
What } للجواب	+ do أد does للفعل آفوس did (1)	+ كذا ed = V1 ← V2 (3)

a) The teacher asked Faisal a question.

- (1) who did the teacher ask a question \_\_\_\_\_? Faisal.
- (2) what did the teacher ask Faisal \_\_\_\_\_? a question

b) Our neighbour put off the fire in our house.

- 1) who puts off the fire in our house \_\_\_\_\_? our neighbour
- 2) what do our neighbour put off in our house? the fire.





تأخرت + متأخرة

She is late, isn't she?

Salma isn't late, is she?

you'll come back, won't you?

I won't be there, will I?

people are never mean, are they?

تأخرت  
تأخر

He lives in Hebron, doesn't he?

Ali and I studied hard, didn't we?

Ali and you  $\Rightarrow$  didn't they

Fatin read a novel, didn't she?

they often read novels, don't they?

الأفعال العشرة لا نفس التصريفات

يقول	يؤلم	يقطع	يقرب	يقرب	يقرب	يقرب
يخرج	يؤذي	يضع	يضر	يضر	يضر	يضر
يضع	يؤذي	يضع	يضر	يضر	يضر	يضر
cut	put	hit	hurt	shut		
set	let	bring	cost	spread		
يقرأ	ينتشر	يقرأ	ينتشر	يقرأ		

هذه الأفعال لا نفس التصريفات

إذا آخرها  $\leftarrow$  مضارع

إذا وجد ظرف تكرر  $\leftarrow$  تكون مضارع

إذا لم يوجد ظرف تكرر أو  $\leftarrow$  تكون ماضي

I have seen the film, haven't I?

I have a car, don't I?

has  $\rightarrow$  does  
had  $\rightarrow$  did

She has two kids, doesn't she?

They had a big farm, didn't they?

He had come before the guests arrived, hadn't he?

have  
has  
had

إذا جاء بعدها  $\leftarrow$  يكون مصدر  
إذا بدون  $\leftarrow$  يكون تأخر

Did you eat the cake?

Didn't you eat the cake?  
سؤال سلبية

ألم تأكل الكعكة  
تكون

doubt  $\leftarrow$  الشك

الزعاج annoy  
غضب anger  
مفاجأة surprise

You / finish / yet (negative question)  
Haven't you finished yet?



# Unit 7

# Worksheet

Change the following into reported (indirect) questi.

1. Are you happy in the new house?

They asked her if she was happy in the new house.

2. Who do you write to?

I asked Sami who he wrote to.

3. Why didn't you apply for the job?

My father asked me why I hadn't applied . . .

4. When will they leave the station?

He asked when they would leave.

5. Have you ever been to a concert?

The teacher asked the boy if he had ever been to an concert

6. Why don't you phone?

My cousin asked me why I didn't phone.

7. Who do you want to speak to?

The manager asked us who we wanted to speak to.

8. Where is the nearest police station?

The stranger asked where the nearest police station was.

9. Are you satisfied with your name?

They asked me if I was satisfied with my name.

10. When does school begin?

The student asked when school began.



Do <sup>دو</sup> Palestinian students usually <sup>يختارون</sup> choose technical subjects?

asked if Palestinian students usually chose technical subjects.

← <sup>سأل</sup> How much of your free time <sup>تضيعة</sup> do you waste on chat?  
My father asked Salma how much of your time = she wasted on chat

# Unit 7 Worksheet

11) Have the tourists enjoyed the trip?

The guide asked if the tourists had enjoyed the trip.

12) Is it important for schools to prepare students for work?  
My friend asked me if it was important.

13) At what age do children begin school?

John asked the head teacher at what age children began school.

14) What does Samir wear at work?

The boss asked what Samir wore at work.

vi	wear	v2	wore	v3	worn
	bear		bore		born
	wear		wore		worn
	bear		bore		born

15) Why didn't you take the medicine?

The doctor asked the patient why he/she hadn't taken.

16) How much money did you pay for the new mobile?

My friend asked how much money I had paid for the new mobile.

17) Can you speak any foreign language?

I asked her if she could speak.

18) Is the post office far from here?

The old lady asked if the post office was far from here.

19) How long have you been waiting the train?

I asked the passenger how long he had been waiting the train.

20) Who scored the goal last night?

One of the supporters asked who had scored the goal

last night.

the night before  
the previous night

Why don't you like E?  
The teacher wondered why <sup>د. ل. س</sup> (you I) didn't like E.

Why didn't you call last night?  
My friend asked me why I hadn't called last night.

Are you pleased with your new job?

I asked her <sup>أ. م. ب</sup> if she was pleased with her new job

him → his new job      us → our  
me → my  
هم → my  
أهلهم → their

my  
our  
your  
their  
her  
his  
its

our ← us ← your  
their ← them ← your  
my ← me ← your  
his ← him ← your  
her ← her ← your  
his ← Ahmad ← your  
her ← Salma ← your  
their ← people ← your

Did someone <sup>أ. م. ب</sup> tell you the answer?

I asked her <sup>أ. م. ب</sup> if someone had told her the answer



1. Who do you want to speak to?  
The manager asked me who I wanted to speak to.
2. Are you happy with your new house?  
I asked my brother if he was happy with his new house.
3. Why did you miss the meeting?  
The boss asked why I had missed the meeting.
4. Why didn't you apply for the job?  
My friend asked me why I hadn't applied for the job.
5. When will they leave to the station?  
He asked when they would leave to the station.
6. Have you ever been to a concert?  
The teacher asked the boy if he had ever been to a concert.
7. Why didn't you phone me?  
My cousin asked me why I hadn't phoned her.
8. Who do you write to?  
My friend asked who I wrote to.

❖ Choose the correct answer:

- a. Who \_\_\_\_\_ a message? (sent / did send) الا اشتقاقتك انظر الفاسد  
3 كفاي
- b. \_\_\_\_\_ drove the car downtown? (What / Who) وطا اند
- c. Who \_\_\_\_\_ these dishes? (broke / did break)
- d. \_\_\_\_\_ makes you relax in the evening? Coffee. (What / Who) يقولوا
- e. All participants received certificates at the end of the project. المشاركين  
Who \_\_\_\_\_ received certificates at the end of the project? All participants.

➤ Add question tags to the sentences below:

1. Coronavirus has a dangerous effect on sick people, doesn't it ?
2. Rania's never visited Paris, has she ?
3. I cut my finger two days ago, didn't I ?
4. Dina and Muna never wear uniforms, do they ?
5. She's sent us two invitations, hasn't she ?
6. Heba has had no money, has she ?
7. Your aunt works as a teacher, doesn't she ?
8. Nabil's aunt hit him hard, didn't she ? الا اشتقاقتك انظر الفاسد
9. Their problem won't be solved easily, will it ?
10. She wasn't playing tennis when I saw her, was she ?
11. She's finished her studies, hasn't she ?

I / you and I → we

اي انا او ضمير مع I ← we  
اي انا او ضمير مع you ← you



12. We'd prefer to stay at a hotel, would n't we ?
13. He has been here recently, hasn't he ?
14. Their story wasn't true, was it ?
15. She's the fastest in the group, isn't she ?
16. The letter hasn't arrived yet, has it ?
17. My little brother hurt his finger, didn't he ?
18. He's never been late, has he ?
19. She cut her finger while opening the can, didn't she ?
20. He's taken the right decision for the whole family, hasn't he ?
21. Your neighbors never use their car, do they ?
22. Rami hurt his hand while fixing the door, didn't he ?
23. She's walked all the distance to the bus station, hasn't she ?
24. Ahmad has never travelled to America, has he ?
25. Ahmad's car's really durable, isn't it ?
26. The student's books had disappeared, hadn't they ?
27. Sami had much work to do yesterday, hadn't he ? ~~was~~ didn't he
28. They weren't satisfied with their new job, were they ?
29. Shadia and I prefer orange colour, don't we ?
30. The student read the poem by heart, didn't he/she ?
31. I'd sat there before I asked for a permission, hadn't I ?
32. They usually cut these branches in March, don't they ?
33. My grandmother's sickness made it difficult for her to move, didn't it ?
34. The news of the queen's death shocked everyone, didn't it ?
35. She put too much sugar in her tea, didn't she ?
36. This job isn't really suitable for younger people, is it ?
37. Lina and I enjoy hiking in the valley, don't we ?
38. The project of rebuilding the hospital cost much money, didn't it ?
39. The criteria of evaluation aren't clear, are it ?
40. He's never late for school, is he ?
41. She's very pretty, isn't she ?
42. You never come on time, do you ?
43. She's never been annoying, has she ?
44. It can't be easy as it looks, can it ?
45. She rarely comes these days, doesn't she ?
46. Children won't come to the party, will they ?
47. He had cake and coffee for dessert, didn't he ?
48. We'd rather travel by bus, wouldn't we ?





die died died

# Unit 7 (B) 54

2016

الوفاة موت death (n) موت ملكة الملكة

- The news of the queen's death shocked everyone, didn't it?
- I'd sit there before I asked for a permission, wouldn't I?
- She's never been annoying, has she.....?
- He is never late for his appointments, is he.....?
- We haven't seen him for a long time, have we.....?
- My children prefer watching cartoons, don't they.....?
- Farid likes eating fried chicken, doesn't he.....?

before (I'd sat) hadn't I  
جلس (I'd sat) hadn't I  
sit sat sat  
جلس set set set

2017

- They usually cut these branches in March, don't they.....?
- My grandmother's sickness made it difficult for her to move, didn't it.....?
- The student read the poem by heart, didn't he/she.....?
- She's very pretty, isn't she.....?
- You never come on time, do you.....?
- She put too much sugar in her tea, didn't she.....?
- This job isn't really suitable for younger people, is it.....?
- Lina and I enjoy hiking in the valley, don't we.....?

He set out to work early, didn't he?

2018

Correct the sentences (there is one mistake in each sentence):

- They'd replace the offer soon, don't they?
- They often put their books on the shelves, didn't they?

## Question Words

Circle the correct answer:

2016

1. Who sent the message? (sent) (did send)

2017

- ..... who ..... drove the car downtown? / Ahmad. (What) (Who)
- what kind of ..... music do you prefer? / Pop music. (What kind of) (How long)
- what ..... makes you relax in the evening? / Coffee. (Who) (What)
- How often ..... do you make a revision on your plans? / Monthly. (How many / How often)

## Unit Seven – Reporting Questions

Report the questions:



# Unit 8

Reported: <sup>نصائح</sup> advice, <sup>أوامر</sup> commands, <sup>أوامر</sup> orders, <sup>طلبات</sup> requests.

جملته

'You should study harder.'

The teacher told me to study harder

القاعدة

فعل التقديم

The teacher told  
The teacher advised  
عطي أو دل الجملة

me	to + V1	مع تحويل
(1)	(2)	I ← You
		my ← your
		was ← is
		were ← are
		had ← have
		could ← can
		V2 ← V1

- 1) had better → V1
- 2) should → V1
- 3) to → V1
- 4) don't → V1

\* الفعل المحرر كانه بعد

طريقة الثانية

'You should study harder.'

The teacher advised me that I should study harder

القاعدة

فعل التقديم

The teacher told me that

The teacher advised me that

مع أو دل الجملة كما كان  
التي تحتاج تحويل كقولها  
التي لا تحتاج تنزيل كقولها

- 1) 'You'd better invest money in successful companies.'  
A friend told me to invest money in successful companies
- 2) A friend advised me that I had better

2) جملتين

طريقة 1  
 He told  
 He advised  
 He warned

الفعل بـالمواقع الأربعة

me                      not to + V1 ----  
 (1)                      (2)

طريقة 2  
 He told  
 He warned  
 He advised

me that صياغة الجملتين

طريقة 3  
 He advised

me <sup>up</sup> against V+ing لا يفتح not against's

\* التقديم  
 He warned me against (الطريقة الثالثة)

الفعل مجزئ بـالمواقع الأربعة المذكورة سابقاً.

1 مثال You'd better not invest in losing projects.

- 1) He told me not to invest in losing projects
- 2) He told me that I had better not invest in losing projects
- 3) He warned me against investing in losing projects.

2 مثال Don't spend much time on getting things perfect

1) He advised me against spending much time ...

2) He warned me not to spend much time ----

لا استعمل  
 that  
 مع جملتين  
 Don't  
 لأن that تأتي  
 بعد فعل  
 فعلية لا أمرية  
 لا يوجد ضمير قائل

correct: He told me against smoking.

not to smoking  
 warned of  
 advised

Units

3)

Remember that +  $\text{تذکرہ}$  +  $\text{یاد دہانی}$  ---

Don't forget that +  $\text{تذکرہ}$  +  $\text{یاد دہانی}$  ---

دیکھو

He told me <sup>Remember</sup> to <sup>تذکرہ</sup> do

He advised me not to +  $\text{تذکرہ}$

2 طریقے

He advised me that --

He warned me that ---

to  $\text{تذکرہ}$   $\text{یاد دہانی}$  \*  
remember  $\text{تذکرہ}$   $\text{یاد دہانی}$

that  $\text{تذکرہ}$   $\text{یاد دہانی}$  \*  
remember  $\text{تذکرہ}$   $\text{یاد دہانی}$  \*  
thab 9

مثال

1) Remember that business is hard work.

They told me that business was hard work.

not to  $\text{تذکرہ}$   $\text{یاد دہانی}$  \*  
forget  $\text{تذکرہ}$   $\text{یاد دہانی}$

2) Remember that medicine is a tough career.

She told me to remember that medicine was a tough career.

that  $\text{تذکرہ}$   $\text{یاد دہانی}$  \*  
Don't forget  $\text{تذکرہ}$   $\text{یاد دہانی}$

مثال

1) Don't forget that business start-ups are hard work.

They warned that business start-ups were hard work

2) Don't forget that time is valuable.

He told me not to forget that time was valuable.



It is difficult to find a job nowadays.

↓  
Finding a job nowadays was difficult.

Remember that your uncle is coming tonight.

My mother told me that my uncle was coming tonight.

My mother told me to remember that my uncle was coming tonight.

جيس  
Remember that + do + do ---

He told me to remember that ---  
He advised

He told me that  
He advised

Don't forget that do do ---

Don't forget that جيس ← Don't forget that thatzo

Don't جيس ← not to zo

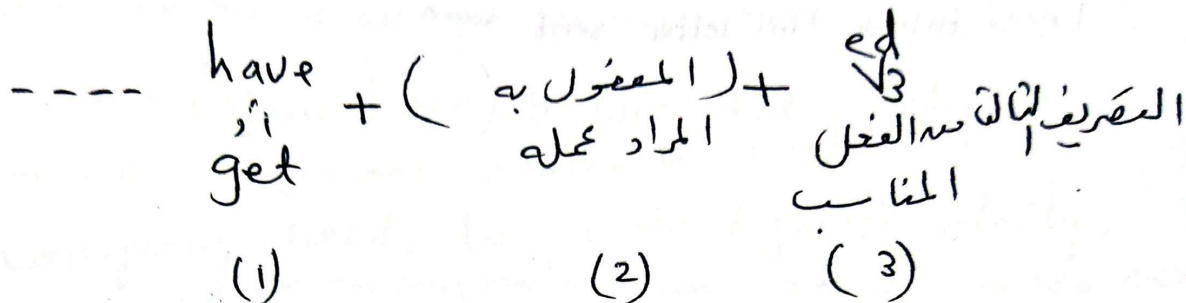
جيس ← to zo Remember

Remember that جيس ← that zo Remember

Causative Structure

تركيب السببية

عندما نريد من شخص ما أن يقوم بعمل ما لنا ننقل تركيب السببية كما يلي



الأفعال المناسبة

1. Sign (إشارة) : يُوقَّع letter, paper, report, document, chequ  
 (توقيع) (رسالة) (ورقة) (تقرير) (وثيقة) (شيك)
2. redecorate (تجديد الديكور) : يرزف house, room, kitchen, wall, door  
 يردهم
3. Service (يخدم) : Car, Computer, machine, engine, clock  
 (آلة) (حرك)
4. repair (يصلح/يُصلح) : Car, Computer watch : (stopped working)  
 ساعة يد
5. Cut (يقطع/يبرع) : hair, tree, meat...  
 يقص الشعر
6. check (يفحص) : application (figures, numbers)  
 طلب (الوظيفة) (أرقام) (أشياء...)
7. clean (ينظف) : jacket, clothes---
8. make (made) Sweets, products - يعمل/يصنع
9. notice : يلاحظ
10. take (took) taken





Rewrite the following using Causative structure

1. They need to (the children's room) twice a year.  
They need to have/get the children's room redecorated twice a year.
2. He should (his car). The engine makes strange noise  
He should have his car serviced The engine makes strange noise.
3. You must (your hair) before the party.  
You ~~must~~ must have your hair cut before the party.
1. The Company needs to (the figures) daily.  
The company needs to have the figures checked daily

cut. redecorate. check. service.

Rewrite the following using Causative structure:-

1. If you want to wear earrings, you should <sup>وہ</sup> pierce your ears.  
have your ears pierced

2. He <sup>v2</sup> took his car to the garage and repaired it. <sup>had / got</sup> have it repaired

3. Mustafa wants to (notice his products) by people.  
have his products noticed by people

4. I need to send this letter soon.  
have this letter sent soon

5. The Company needs an accountant to check the figure  
to have the figures checked

Correct

You should have signed the report before publishing it

have the report signed

We have our car service once a year.

# Language

## Unit 9

The use of: Wish, regret, Should have + V3  
كان عليك أن... ، يتحسّر ، يتنمّن

\* التمنيّ عكس الواقع لذو: المنهنيّ منفيّ  
والتمنيّ مثبت .

1) Wish قاعدة (1)

starter

I Wish فاعل جمع  
He Wishes فاعل مفرد

(2)

الفاعل أو الجملة  
+ ينزل كما هو

(تحوير الاسم إلى ضمير)  
إذا تكرّر الاسم

(3)

+ المنهنيّ

had

أد +

hadn't

للجملة المنهنيّة

(4)

ed

V3

p.p.

مثال

لقد دعيتُ أن الجملة منفية

I didn't study medicine.

I wish I had studied medicine.

2) Ahmad bought a new car.

إذا تكرّر الاسم نحوه إلى ضمير  
Ahmad wishes he hadn't bought a new car.

3) She was <sup>كسول</sup> lazy when she was younger.

She wishes she hadn't been lazy when she was younger

4) They <sup>طغ</sup> didn't obey their father.

القاعدة  
They wish they had obeyed their father

5) I <sup>تبللت</sup> got wet because I didn't have a <sup>مطر</sup> raincoat.

I wish I had had a raincoat

إذا في الجملة because ثم بالجملة التي بعدها ونزل ما قبلها  
← لأن ← ثم بالجملة قبلها ونزل ما بعدها



regret : قاسية

الشيء الذي  
والتي

(1) Starter

They regret  
She regrets

(2) + V+ing  
not+V+ing

مثال

1) I ate a big meal before going to bed.  
I regret eating a big meal before going to bed

2) He didn't listen to his father's advice.  
He regrets not listening to his father's advice

3) The students were noisy yesterday.  
The students regret being noisy yesterday

توصية متأخرة late advice

3) قاسية : Should have + V<sup>ed</sup>  
Shouldn't have + V<sup>ed</sup>

مثال

1) He wasted much time on texting.  
He should n't have wasted much time on texting

2) She failed because she didn't study hard.  
She should have studied hard

\* He had the chance to pass the ball, but he didn't  
He regrets not passing the ball  
He wishes he had passed the ball  
He should have passed the ball

He bought upmarket furniture (regret)  
He regrets buying " " تأسف

~~I got wet because~~ I didn't have a raincoat.  
I regret not having a raincoat.

