

Ministry of Higher Education &
Scientific Research
University of Diyala
Al Muqdad College of Education



Department	Psychological and Educational Guidance
Stage	Third
Topic	Auxiliary Verbs

By

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1. Introduction About Verbs in English Language

مقدمة حول الأفعال في اللغة الإنكليزية

هناك ثلاثة انواع من الأفعال في اللغة الإنكليزية وهي (Full verbs, Modal auxiliary verbs, and auxiliary verbs)

a) Full verbs:

تسمى هذه الأفعال بالأفعال الرئيسية و تكون لها معنى في سياق الجملة ، تستخدم في الجملة الإنكليزية اما بمفردها او تأتي معها افعال مساعدة ، مثال على تلك الأفعال (play, think, read, write, want,).

b) Modal auxiliary verbs:

تسمى هذه الأفعال بالأفعال الناقصة و تستخدم مع الأفعال الرئيسية ، تختلف عن الأفعال المساعدة في كونها تحمل معنى (كالإلزام و الوجوب الإستطاعة) مثال على تلك الأفعال (can, should, must, will,).

c) Auxiliary verbs:

تسمى هذه الأفعال بالأفعال المساعدة و تستخدم مع الأفعال الرئيسية لتكوين ازمنة الفعل او تستخدم للسؤال او للنفي ، مثال على تلك الأفعال افعال الـ (do, be, and have).

1.1 Auxiliary verbs:- الأفعال المساعدة

هناك ثلاثة انواع من الأفعال المساعدة في اللغة الإنكليزية وهي (do, be, and have).

1.1.1 do verbs:

تتكون من ثلاثة افعال وهي (do, does, and did) ، تستخدم للسؤال او للنفي.
يتوقف استخدام كل واحدة منها على عدد الفاعل و زمن الجملة. وكما مبين ادناه:

- تستخدم في الزمن المضارع مع : (الفاعل الذي يزيد عن واحد, I, you, we, they, do:

Ex: Do you see Ahmed?

Ex: They do not like their job.

Ex: What do men work?

- **does: (it, he, she, المفرد)** : (الفاعل المفرد) مع : تستخدم في الزمن المضارع مع

Ex: Does he play football?

Ex: She does not leave today.

Ex: What does Ali work?

- **Did:** (تستخدم مع جميع الأفعال في الزمن الماضي)

Ex: What did you say?

Ex: We did not buy anything

Ex: Where did Ali go?

1.1.2 *be* verbs:

تسمى هذه الأفعال بأفعال الكينونة و تشمل (*be, been, am, is, are, was, and were*). تستخدم هذه الأفعال المساعدة بالصيغتين التاليتين:

- ***be* / *verb+ing*** (تستخدم لتكوين صيغ أفعال مستمرة لوصف أحداث مستمرة أو مؤقتة)

Ex: He is washing his hair.

Ex: They were going to work.

Ex: I have been learning English for two years.

- ***be* + past participle** (التصريف الثالث للفعل)

(تستخدم لتكوين صيغ الفعل المبني للمجهول)

Ex: Paper is made from wood.

Ex: My car was stolen yesterday.

1.1.3 *have* verbs:

تشمل (*have, has and had*). تستخدم هذه الأفعال المساعدة لتكوين صيغ الأفعال التامة وكما مبين أدناه:

- ***has* + (it, he, she, المفرد) + past participle** (تستخدم لصياغة الفعل المضارع التام)

Ex: He has worked in seven different countries.

- ***have* + (I, you, we, they, الذي يزيد عن واحد) + past participle** (تستخدم لصياغة الفعل المضارع التام)

Ex: They have written their homework.

- ***had* + فاعل + past participle** (تستخدم لصياغة الفعل الماضي التام)

Ex: She was crying because she had heard some bad news.

1.2 Auxiliary verbs and negation: الأفعال المساعدة و صيغة النفي

يتم نفي الجمل الإنكليزية بإضافة المقطع (not) أو اختصاره (n't) للفعل المساعد ، اما اذا لم تحتوي الجملة على فعل مساعد فيتم استخدام (don't, doesn't, and didn't) وذلك حسب فعل و زمن الجملة.

Ex: He's working. > He isn't working.

Ex: I was thinking. > I wasn't thinking.

Ex: We've seen the play. > We haven't seen the play.

Ex: She works in a bank. > She doesn't work in a bank.

Ex: They like skiing. > They don't like skiing.

Ex: He went on holiday. > He didn't go on holiday

يمكن إختصار الأفعال المساعدة (be, have) مع صيغ النفي ، الا انه لا يمكن اختصار (not) في هذه الحالة.

Ex: He's not playing today. (= He isn't playing today.)

Ex: We're not going to Italy after all. (=We aren't going to Italy after all).

Ex: I've not read that book yet. (= I haven't read the book yet.)

1.3 Auxiliary verbs and questions: الأفعال المساعدة و صيغة السؤال

يتم تكوين صيغة السؤال بتقديم الفعل المساعد على الفاعل ، اما اذا لم تحتوي الجملة على فعل مساعد فيتم استخدام (do, does, and did) و ذلك حسب فعل و زمن الجملة.

- Ex: She's wearing jeans. > What is she wearing?
Ex: You aren't working. > Why aren't you working?
Ex: You were born in Paris. > Where were you born?
Ex: Peter's been to China. > Has Peter been to China?
Ex: We have been studying. > Have you been studying?
Ex: I know you. > Do I know you?

1.4 Auxiliary verbs and short answers: الأفعال المساعدة و الأجوبة القصيرة

تستخدم الأجوبة القصيرة في اللغة الإنكليزية بشكل شائع في المحادثات اليومية ، حيث تعتبر الإجابة بـ (yes, no) لوحدها غير مهذبة لذلك يتم صياغة الأجوبة القصيرة بإعادة استخدام الفعل المساعد بعد (yes, no) ، اما في حالة عدم وجود فعل مساعد في الجملة يتم استخدام (do, does, and did) و ذلك حسب فعل و زمن الجملة.

- Ex: Are you coming with us? > Yes, I am.
Ex: Have you had breakfast? > No, I haven't.
Ex: Kate likes walking. > No, she doesn't.
Ex: Mary didn't phone. > Yes, she did.

1.5 do, be and have as full verbs: صيغ (do, be and have) كأفعال رئيسية

تستخدم (do, be and have) في الجملة كأفعال رئيسية لها معاني خاصة:

- الفعل الرئيسي Do

- Ex: I do my washing on Saturdays.
Ex: She does a lot of business in Eastern Europe.
Ex: What do you do?

- **Be** الفعل الرئيسي

Ex: We are in class at the moment.

Ex: They were at home yesterday.

- **Have** الفعل الرئيسي

Ex: He has a lot of problems.

Ex: They have three children.

References

- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
- Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

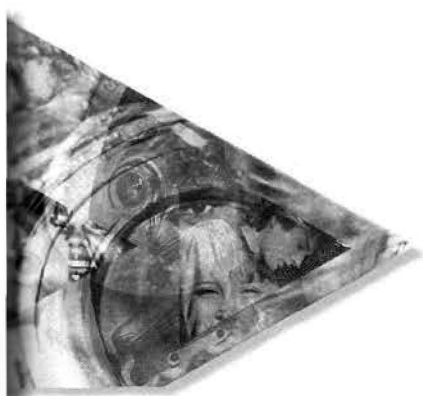
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Department	Psychological and Educational Guidance
Stage	Third
Topic	Auxiliary Verbs (Exercises)

By

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1

Auxiliary verbs • *have / have got*
Word formation • Words that go together
Prepositions – verb + preposition

It's a wonderful world!

Auxiliary verbs

1 The forms of *be*, *do*, and *have*

T 1.1 Read the sentences.

Present Simple

I speak Italian.

I don't speak Spanish.

Do you speak Italian?

My father speaks Italian.

My mother doesn't speak Italian.

Does your father speak Italian?

Continue these sentences in the same way.

Present Simple

1 I like skiing.

I _____ snowboarding.

_____ you _____ ?

My father _____ .

My mother _____ .

_____ your father _____ ?

Present Continuous

2 I'm studying English.

_____ Spanish.

Past Simple

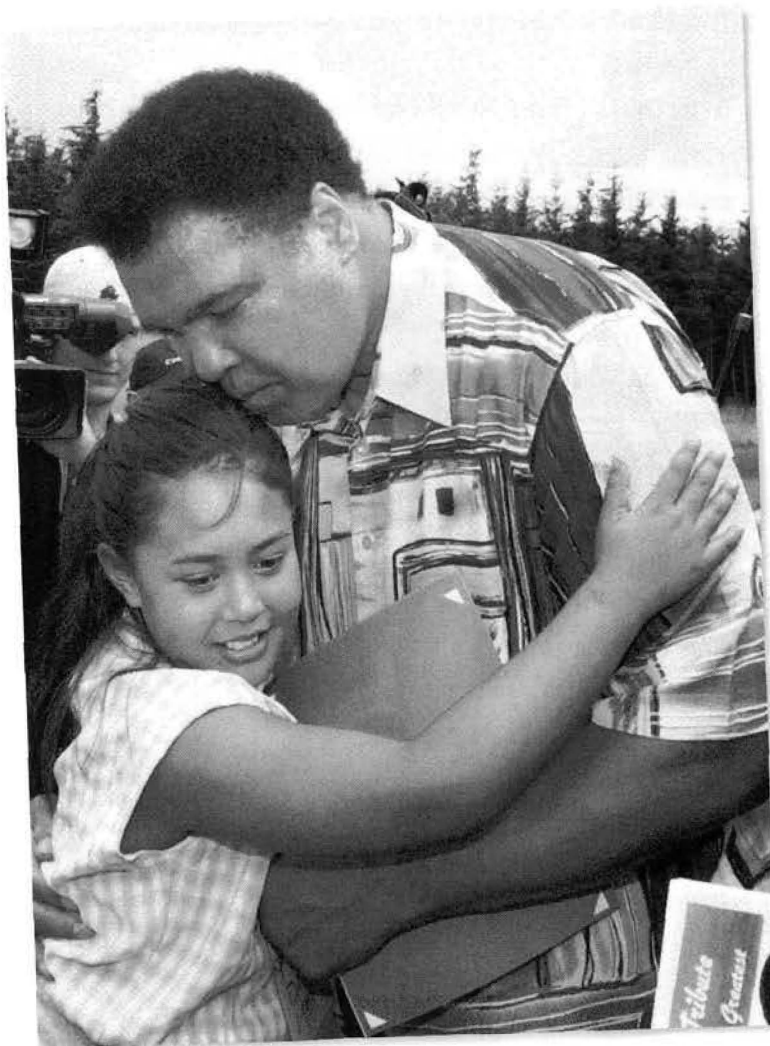
3 I saw the Empire State Building.

_____ the Statue of Liberty.

Present Perfect

4 I've met Muhammad Ali.

_____ Pelé.



2 Full verb or auxiliary verb?

Read the sentences. Is the verb in bold an **auxiliary** verb (A) or a **full** verb (F)?

- 1 ☒ **A** **Have** you ever been to China?
- 2 ☒ **F** We **had** a lovely meal at Angie's.
- 3 ☐ **Did** anyone phone last night?
- 4 ☐ We **did** the washing-up before we went to bed.
- 5 ☐ She **has** coffee for breakfast every morning.
- 6 ☐ We **weren't** using your CD player, honestly!
- 7 ☐ Where **were** Andy and Lou at lunchtime?
- 8 ☐ Philippa never **does** her homework.
- 9 ☐ What **have** you done with my pen?
- 10 ☐ Why **are** you looking so sad?
- 11 ☐ We've got a new computer at home.
- 12 ☐ We **have** a new computer at home.

3 Contracted forms

Rewrite the sentences with contractions where possible.

- 1 I do not know where the post office is.
I don't know where the post office is.
- 2 She has got two brothers and she does not get on with either of them.

- 3 He has no brothers and sisters – he is an only child.

- 4 We were not happy with the hotel so we did not stay there for long.

- 5 He did not go to the party because he had a cold.

- 6 They are getting married when they have saved enough money.

- 7 John is not sure where Jill is.

- 8 She is parking the car. It is always difficult in our street.

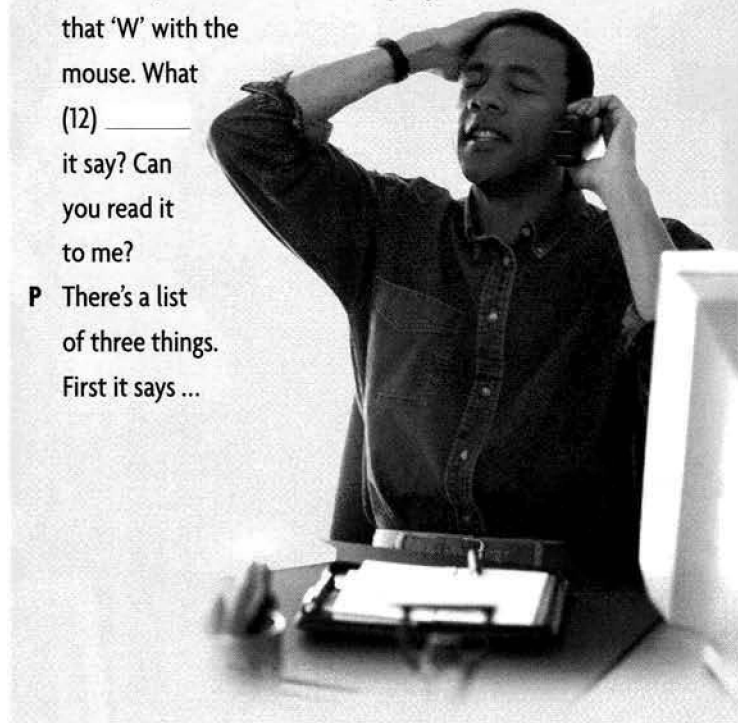
- 9 I do not want them to know who I am.

- 10 Do you not understand what I am saying?

4 My computer's gone wrong!

- 1 **T 1.2** Complete the telephone conversation with auxiliary verbs. Use contractions where possible.

- D** Good afternoon, Computer Helpline, Damian speaking. How can I help you?
- P** Oh, at last! Hello, Damian. I (1) _____ got a real problem with my computer. It (2) _____ (not) working at all!
- D** OK, OK. Tell me your name and your company name and describe what (3) _____ happened.
- P** My name's Phil Evans. I (4) _____ (not) work for a company, I'm self-employed. I work at home, and I (5) _____ trying to meet an important deadline at the moment. This morning I (6) _____ working away happily, when suddenly everything stopped and a message came up on the screen. Then the screen went blank.
- D** OK Phil, (7) _____ (not) worry! What (8) _____ the message say?
- P** I can't remember exactly, because I (9) _____ (not) understand it, but I think it said something about 'not enough memory'.
- D** It's OK, Phil. I think I know what the problem is. Tell me, Phil, (10) _____ you switched the computer off?
- P** No, I (11) _____ (not). It's still on.
- D** Fine, Phil. Now do exactly what I say. Go to your computer, OK? Can you see a 'W' in the top right-hand corner? Click on that 'W' with the mouse. What (12) _____ it say? Can you read it to me?
- P** There's a list of three things. First it says ...



5 Making questions

Put the words in the correct order to make questions. Then answer them about you.

- 1 parents / where / were / your / born

Where were your parents born?

They were born in _____

- 2 moment / what / you / at / are / the / wearing

_____ ?

- 3 play / any / the / at / sports / weekend / you / do

_____ ?

- 4 up / time / morning / what / did / get / this / you

_____ ?

- 5 person / famous / ever / a / have / met / you

_____ ?

- 6 mother / look / your / you / like / do

_____ ?

- 7 go / you / where / holiday / were / did / child / when /
you / on / a

_____ ?

2 Answer the questions about you with a short answer and some more information.

1 Do you speak three languages?

Yes, I do. I speak French, German and Russian. /

No, I don't. I only speak two, French and Russian.

2 Are you having a holiday soon?

3 Did you have a good holiday last year?

4 Have you ever been to Florida?

5 Do you often travel abroad?

6 Does your best friend sometimes go on holiday with you?

References

Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Topic	Present Tenses in English

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1. Present Tenses in English: زمن المضارع في اللغة الإنكليزية

هي عدد من صيغ الأفعال المستخدمة في الجمل الإنكليزية و التي تستخدم لوصف أحداث ، نشاطات او حالات تحدث في الوقت الراهن او للتعبير عن حقائق او عادات تحدث بصورة متكررة.

1.1 Present Simple Tense: زمن المضارع البسيط

تتكون صيغة الجملة في زمن المضارع البسيط مما يأتي:

Subject + verb+ complement

تحدد صيغة الفعل في زمن المضارع البسيط اعتماداً على الفاعل ، فإذا كان الفاعل (they,we,you,I) او اي اسم جمع فيكون الفعل مجرد بدون اي اضافة:

Ex: We go to the market.

Ex: They *play* football.

Ex: The students *finish* their homework.

اما اذا كان الفاعل (it, he, she) او اي اسم مفرد فيضاف (s) الشخص الثالث الى الفعل.

Ex: She *goes* to the market.

Ex: He *plays* football.

Ex: The student *finishes* their homework.

اذا انتهى الفعل بالأحرف (ss, sh, ch, x, o) فيضاف (s) للفعل مثل:

(misses, washes, watches, fixes, goes)

اذا انتهى الفعل بأحد حروف العلة (a, e, o, u) + (y) فيضاف (s) مباشرة للفعل مثل:

(buys, surveys, plays, enjoys).

اما اذا انتهى الفعل بأحد الحروف الصحيحة + (y) فيتحول (y) الى (i) و يضاف (es) للفعل:

(carries, flies, worries, tries).

1.1.1 Use of Present Simple Tense: استخدام زمن المضارع البسيط

١- يستخدم المضارع البسيط في التعبير عن الأحداث التي تتكرر باستمرار (عادة متكررة):

Ex: I go to work by car.

Ex: She drinks ten cups of coffee a day.

Ex: I wash my hair twice a week.

٢- يستخدم المضارع البسيط للتعبير عن الحقائق (التي تكون صحيحة دائماً):

Ex: Ronaldo comes from Brazil.

Ex: Some birds fly south in winter.

Ex: My daughter has brown eyes.

٣- يستخدم المضارع البسيط للتعبير عن الأحداث (التي تدوم طويلاً):

Ex: He works in a bank.

Ex: I live in a flat near the centre of town.

Ex: I prefer coffee to tea.

1.1.2 Use of Adverbs of Frequency with Present Simple Tense:

استخدام ظرف التكرار مع زمن المضارع البسيط

يستخدم ظرف التكرار (adverbs of frequency) مع المضارع البسيط:



يستخدم ظرف التكرار قبل الفعل الرئيسي (full verb):

Ex: I *usually* start school at 9.00.

Ex: I don't *often* go to bed late.

Ex: She *never* eats meat.

الا انه يستخدم بعد افعال الكينونة (be verbs):

Ex: I am not *often* late for school.

Ex: He is *never* late.

Ex: We are *rarely* at home at the weekends.

بعض الظروف يمكن استخدامها في بداية او نهاية الجملة مثل (sometimes , usually):

Ex: *Sometimes* we play cards.

Ex: We play cards *sometimes*.

Ex: *Usually* I go shopping with friends.

Ex: I go shopping with friends *usually*.

هناك مجموعة من الظروف تستخدم في نهاية الجملة مثل (every day, every night,):

Ex: He phones me *every night*.

1.2 Present Continuous Tense: زمن المضارع المستمر

تتكون صيغة الجملة في زمن المضارع المستمر مما يأتي:

Subject + (am/is/are) + verb + ing + (complement)

يتحدد اختيار الفعل المساعد اعتماداً على الفاعل:

Ex: I	+ am	} eating
Ex: She/He/It/ اسم مفرد	+ is	
Ex: We/They/You/ اسم جمع	+ are	

إذا انتهى الفعل بالحرف (e) فيتم حذفه عند اضافة الـ (ing) مثل: (smoking, coming) ، اما اذا انتهى الفعل بـ (ee) فلا يحذفان عند اضافة (ing) مثل: (agreeing).

إذا انتهى الفعل بالحرفين (ie) فيتم تحويلهما الى (y) عند اضافة الـ (ing) مثل: (lie > lying).

اما اذا كان الفعل متكون من مقطع واحد و ينتهي بحرف علة واحد و حرف صحيح واحد فيتم مضاعفة الحرف الصحيح الأخير عند اضافة (ing) مثل: (stopping, getting, running).

يستثنى من ذلك عندما يكون الحرف الصحيح الأخير (y/w) ، فلا يتم مضاعفة الحرف الصحيح ، مثل:

(playing, showing).

1.2.1 Use of Present Continuous Tense: استخدام زمن المضارع المستمر

١- يستخدم المضارع المستمر في التعبير عن الأحداث التي تحدث في وقت الكلام:

Ex: Don't turn the TV off, I *am watching* it.

Ex: She *is reading* the newspaper.

٢- يستخدم المضارع المستمر في التعبير عن الأحداث الحالية ولكن ليس بالضرورة وقوعها في وقت الكلام:

Ex: Don't take that book. Jane *is reading* it.

٣- يستخدم المضارع المستمر في التعبير عن الأحداث المؤقتة:

Ex: I *am living* with friends until I find a place of my own.

٤- يستخدم المضارع المستمر في التعبير عن الأحداث المخطط القيام بها في المستقبل:

Ex: I *am having* lunch with Glenda tomorrow.

2-State Verbs: أفعال الحالة

هناك مجموعة من الأفعال التي تستخدم عادةً في زمن المضارع البسيط فقط ، ولا يمكن استخدامها ضمن زمن المضارع المستمر وذلك لأن معانيها تتعلق بحالات أو حقائق وليست أحداث أو نشاطات، و يمكن تقسيمها الى عدة مجاميع وهي:

1- Verbs of thinking and opinions: أفعال الرأي و الاعتقاد

(believe, think, understand, agree, doubt, know, mean, imagine, realize, suppose, remember, deserve, expect, forget, prefer).

Ex: I *believe* you.

Ex: I *know* his face, but I *forget* his name.

2- Verbs of emotions and feelings: أفعال العواطف و الشعور

(like, love, hate, care, hope, wish, want, admit).

Ex: I *like* black coffee.

Ex: I don't *care*.

3- Verbs of having and being: افعال الملكية و الكونية

(belong, own, have, possess, contain, need, depend on, weigh, come from, cost, seem, resemble, appear).

Ex: This book *belongs* to Jane.

Ex: He *has* a lot of money.

Ex: How much does it *cost*?

4 Verbs of the senses: افعال الإحساس

(look, hear, taste, smell, feel).

Ex: The food *smells* good.

من الممكن استخدام مجموعة من هذه الأفعال مع المضارع المستمر ، لكن سيكون المعنى في هذه الحالة يشير الى فعل او نشاط و ليس حالة: قارن الجمل التالية:

Ex: I *think* you're right. (رأي)

Ex: We *are thinking* of going to the cinema. (نشاط ذهني)

Ex: He *has* a lot of money. (تملك)

Ex: She *is having* a bad day. (نشاط)

Ex: I *see* what you mean. (فهم)

Ex: *Are you seeing* Ali tomorrow? (نشاط)

Ex: This soup *tastes* awful. (حالة)

Ex: I *am tasting* the soup to see if it needs salt. (نشاط)

3. Passive Voice: المبني للمجهول

تتكون صيغة المبني للمجهول (بصورة عامة) في اللغة الإنكليزية كما مبين ادنا:

التصريف الثالث للفعل + past participle + افعال be + مفعول به جملة المبني للمعلوم Object

(فاعل جملة المبني للمعلوم + by)

تعتمد صيغة افعال *be* على زمن الجملة ، حيث تستخدم صيغة المبني للمجهول مع جميع الأزمنة ، الى انه سيتم تناول صيغة المبني للمجهول في هذا الموضوع مع زمن المضارع البسيط و المضارع المستمر فقط ، لكن قبل ذلك من المهم التطرق الى بعض الملاحظات المهمة حول صيغة المبني للمجهول بصورة عامة:

١- تستخدم صيغة المبني للمجهول للتركيز على المفعول به لجملة المبني للمعلوم Active Sentence بدلاً من الفاعل:

Ex: Ali is reading the book. Active Sentence جملة مبني للمعلوم

The book is being read by Ali. Passive Sentence جملة مبني للمجهول

فهنا اراد المتكلم ان يركز على قراءة الكتاب بدلاً من التركيز على الشخص الذي قام بالقراءة.

٢- يتم حذف او عدم ذكر (فاعل جملة المبني للمعلوم + by) في الحالات التالية:

أ- عندما يكون الفاعل غير معروف:

Ex: My apartment was robbed.

في هذه الجملة سارق الشقة غير معروف.

ب- عندما يكون الفاعل غير مهم:

Ex: This bridge was built in 1886.

في هذه الجملة من غير المهم ذكر من بنى الجسر.

ت- عندما يكون الفاعل معروف للجميع ومن غير المهم ذكره:

Ex: I was fined \$100 for speeding.

في هذه الجملة من المعروف للجميع ان من يقوم بتغريم السائق المسرع هم شرطة المرور ، فلا داعي لذكرهم.

3.1 Present Simple and Present Continuous Passive:

المبني للمجهول مع المضارع البسيط و المضارع المستمر.

١- تتكون صيغة المبني المجهول مع المضارع البسيط كما يأتي:

التصريف الثالث (am , is , are) + past participle + مفعول به جملة المبني للمعلوم Object
(فاعل جملة المبني للمعلوم + by) + للفعل.

Ex: The mechanic services my car every six months. Active

My car is serviced every six months (by the mechanic). Passive

٢- تتكون صيغة المبني المجهول مع المضارع المستمر كما يأتي:

التصريف (am , is , are) + being + past participle + مفعول به جملة المبني للمعلوم Object
(فاعل جملة المبني للمعلوم + by) + الثالث للفعل.

Ex: The designer is redecorating the house. Active

The house is being redecorated (by the designer). Passive

References

- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
- Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

Ministry of Higher Education &
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Department	Psychological and Educational Guidance
Stage	Third
Topic	Present Tenses in English (Exercises)

By

Assistant Instructor
Mustafa Flaih Hasan

7 Present Simple or Present Continuous?

- 1 Is the verb form in the sentences correct (✓) or incorrect (✗)?
Correct the wrong sentences.

- 1 ☐ I'm thinking you should go to the dentist.
- 2 ☐ What are you thinking of doing on Saturday?
- 3 ☐ Why do you leave so early? Don't you enjoy the party?
- 4 ☐ Nobody is ever laughing at my husband's jokes. It's so embarrassing.
- 5 ☐ I don't believe a word he says. He always tells lies.
- 6 ☐ We're seeing our bank manager at half past two.
- 7 ☐ I'm not seeing how I can help you.
- 8 ☐ Does this train stop at Oxford?
- 9 ☐ He's never knowing the answer.

- 2 **T 2.4** Put the verbs in the correct form, Present Simple or Present Continuous.

Conversation 1

- A What (1) _____ (that man/do) over there?
B He (2) _____ (wait) for the bank to open.
A But the banks (3) _____ (not open) on Saturday afternoons.
B (4) _____ (you/think) he's a bank robber? Watch out! He
(5) _____ (take) something out of his pocket. He
(6) _____ (walk) towards us!
C Excuse me. Could you tell me the time, please?

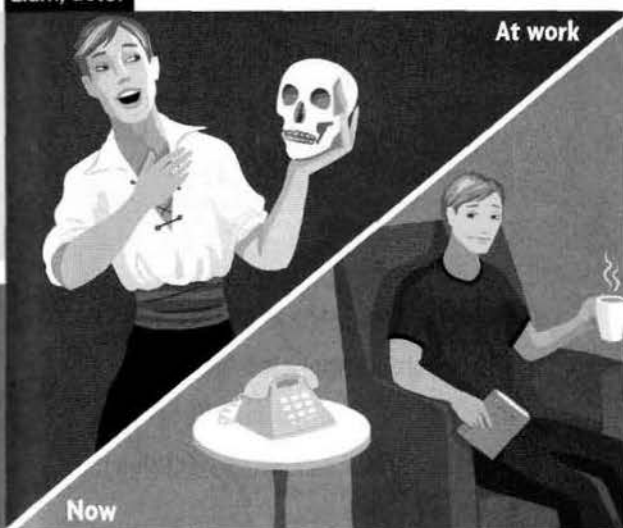
Conversation 2

- A What (7) _____ (you/do)?
B I (8) _____ (pack) my suitcase. I (9) _____ (leave) you
and this house.
A But I (10) _____ (not/understand). Where (11) _____
(you/go)?
B I (12) _____ (not/know). The only thing I (13) _____
(know) is that Peter (14) _____ (meet) me at the airport at
six o'clock.

- 3 Complete the pairs of sentences with the verb in brackets. Use the Present Simple for one and the Present Continuous for the other.

- 1 I _____ (think) of having a party.
I _____ (think) that's a great idea!
- 2 _____ you _____ (see) what I mean?
What time _____ you _____ (see) the doctor?
- 3 They _____ (have) a fantastic house.
They _____ (have) a fantastic holiday.

Liam, actor



Rita, basketball coach



Graeme and Sally, organic farmers



8 Adverbs of frequency

Are the adverbs of frequency in the correct (✓) or incorrect (✗) places? Correct the wrong sentences.

- 1 ☒ Do usually you sit here?
Do you usually sit here?
- 2 ☐ I have always liked Peter.
- 3 ☐ Never I have anything to eat in the morning.
- 4 ☐ I usually take my daughter to school.
- 5 ☐ I go sometimes abroad on business.
- 6 ☐ I have never enough money.
- 7 ☐ We often have tests in class.
- 8 ☐ Our teacher gives us always too much homework.
- 9 ☐ Sonja always is late for class.

Present passive

9 Past participles

Rewrite the sentences in the passive.

- 1 They speak English here.
English is spoken here.
- 2 They produce Nokia phones in Finland.

- 3 They include service in the bill.

- 4 We are redecorating our kitchen at the moment.

- 5 They make champagne in France.

- 6 Another company is taking over our company.

- 7 The company employs about 1,000 people.

- 8 We grow all our vegetables on the farm.

- 9 They are pulling down that block of flats because it is unsafe.

- 10 They deliver our newspapers before breakfast.

References

Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Department	Psychological and Educational Guidance
Stage	Third
Topic	Word Formation by Derivation

By

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1. Word Formation by Derivation: تكوين الكلمات عن طريق الاشتقاق

تكوين الكلمات (Word Formation) تتم بطرق متعددة في اللغة الإنكليزية ، حيث يتم من خلال تلك الطرق اشتقاق كلمات او تكوين كلمات جديدة. من اشهر اساليب تكوين الكلمات هو اسلوب الاشتقاق (Derivation) ، حيث يتم وفق هذه الطريقة تكوين الكلمات بإضافة مقاطع او حروف في بداية او نهاية الكلمة. تسمى المقاطع او الحروف التي تضاف في بداية الكلمات (Prefixes) ، اما تلك التي تضاف في نهاية الكلمات فتسمى (Suffixes).

- teach + er > teacher
suffix
-
- en + large > enlarge
prefix

من المهم الإشارة الى انه عملية اشتقاق الكلمات لا تتم من قبل المتكلم او الكاتب ، بل ان تلك الاشتقاقات و الإضافات ثابتة.

يرتبط مفهوم اشتقاق الكلمات بمفهوم آخر يسمى اجزاء الكلام (parts of speech) او تصنيف الكلمة (word class) ، حيث يشير هذا المفهوم الى تصنيف الكلمات كـ (أسماء ، افعال ، صفات ، ظروف و غيرها). عند اشتقاق كلمة جديدة من كلمة اخرى فإنه يحدث التالي:

١- الكلمة الجديدة تكون بنفس التصنيف كـ (فعل ، صفة ، و غيرها) و مخالفة بالمعنى للكلمة المشتقة منها:

- kind (صفة) بمعنى (لطيف) > unkind (صفة) بمعنى (قاسٍ)
- obey (فعل) بمعنى (يطيع) > disobey (فعل) بمعنى (يعصي)

٢- الكلمة الجديدة تكون بتصنيف مختلف ومقاربة بالمعنى للكلمة المشتقة منها:

- kind (ظرف) بمعنى (بلطف) > kindly (صفة) بمعنى (لطيف)
- beauty (صفة) بمعنى (جميل) > beautiful (اسم) بمعنى (جمال)

1.1 Examples about Derivation: امثلة عن الاشتقاق

ادناه عدد من الأمثلة عن اشتقاق الكلمات مع توضيح تصنيف و معانى الكلمات ، سيتم استخدام تصنيف الكلمات مع مختصراتها و هي:

ظرف (Adv) Adverb ، اسم (N) Noun ، صفة (Adj) Adjective ، فعل (V) Verb

A- Deriving words from *adjectives*: اشتقاق كلمات من الصفات

المقطع المضاف	صنف الكلمة الجديدة	مثال
in-	Adj	accurate دقيق > inaccurate غير دقيق
un-	Adj	usual مألوف > unusual غير مألوف
dis-	Adj	honest أمين > dishonest غير أمين
-ness	N	happy سعيد > happiness سعادة
-ity	N	sincere مخلص > sincerity اخلاص
-ly	Adv	clear واضح > clearly بوضوح
en-	V	large كبير > enlarge يكبر

B- Deriving words from *nouns*: اشتقاق كلمات من الأسماء

المقطع المضاف	صنف الكلمة الجديدة	مثال
dis-	N	order نظام > disorder فوضى
ex-	N	wife زوجة > ex-wife زوجة سابقة
-hood	N	child طفل > childhood طفولة
-ship	N	king ملك > kingship ملكية
-less	Adj	power قوة > powerless قوي
-ful	Adj	beauty جمال > beautiful جميل
-ic	Adj	science علم > scientific علمي
-al	Adj	magic سحر > magical ساحر
en-	V	cage قفص > encage يحاصر

C- Deriving words from *verbs*: اشتقاق كلمات من الأفعال

المقطع المضاف	صنف الكلمة الجديدة	مثال
un-	V	tie يقيّد > untie يحل العقدة
dis-	V	continue يستمر > discontinue يتوقف
re-	V	write يكتب > rewrite يعيد الكتابة
-ment	N	govern يحكم > government حكومة
-al	N	refuse يرفض > refusal رفض
-er	N	teach يدرس > teacher مدرس
-able	Adj	note يلاحظ > notable قابل للملاحظة

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- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
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Department	Psychological and Educational Guidance
Stage	Third
Topic	Past Tenses in English

By

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1. Past Tenses in English: ازمنة الماضي في اللغة الإنكليزية

تستخدم ازمنة الماضي المختلفة للتعبير عن أحداث او مدد زمنية بدأت و انتهت في الماضي. سيتم تناول الماضي البسيط و الماضي المستمر في هذه المحاضرة بينما سيتم تناول الماضي التام في المحاضرات القادمة.

1.1 Past Simple Tense: زمن الماضي البسيط

يستخدم هذا الزمن للتعبير عن أحداث أو مواقف حدثت في الماضي وانتهت في وقت الكلام. تتكون صيغة الجملة في زمن الماضي البسيط مما يأتي:

Subject + verb (in past form)+ complement

على عكس زمن المضارع البسيط ، تكون صيغة الفعل في زمن الماضي البسيط متشابهة مع مختلف الأفعال ، بمعنى انه صيغة الفعل الماضي في زمن الماضي البسيط لا تتأثر بعدد الفاعل ، لاحظ الأمثلة ادناه:

Ex: (I\He\She\It\We\You\They\Ahmed) arrived yesterday.

Ex: (I\He\She\It\We\You\They\Ahmed) left at 3 o'clock.

هناك نوعان من الأفعال الماضية في اللغة الإنكليزية، القياسية (regular) وغير القياسية (irregular). يقصد بالأفعال القياسية هي تلك الأفعال الماضية التي يتم صياغتها بإضافة (ed أو d) إلى الفعل المجرد ، وهي كالتالي:

اغلب الأفعال الماضية القياسية يتم صياغتها بإضافة (ed) للفعل مثل: (want>wanted) .(help>helped)

إذا انتهى الفعل بالحرف (e) فيضاف (d) فقط للفعل مثل: (like>liked , use>used).

إذا كان الفعل متكون من مقطع واحد و ينتهي بحرف علة واحد و حرف صحيح واحد فيتم مضاعفة الحرف الصحيح الأخير عند اضافة (ed) مثل: (stopped, planned).

يستثنى من ذلك عندما يكون الحرف الصحيح الأخير (y/w) ، فلا يتم مضاعفة الحرف الصحيح ، مثل: (played, showed).

اما إذا انتهى الفعل بأحد الحروف الصحيحة + (y) فيتحول (y) الى (i) و يضاف (ed) للفعل: (carry>carried, hurry>hurried).

اما الأفعال غير القياسية فهي تلك الأفعال التي لا يتم صياغتها بإضافة (ed أو d) إلى الفعل. على العكس من ذلك فإن الصيغ الماضية لتلك الأفعال ثابتة ويجب حفظها، مثل:

(become>became, break>broke, begin>began).

1.1.1 Use of Past Simple Tense: استخدام زمن الماضي البسيط

١- يستخدم الماضي البسيط في التعبير عن الأحداث التي بدأت و انتهت في الماضي:

Ex: John *left* two minutes ago.

Ex: We *met* in 2000.

Ex: I *went* to Manchester last week.

٢- يستخدم زمن الماضي البسيط في الأسلوب القصصي ، حيث يتم التعبير من خلالها عن حدثين أو أكثر بشكل متتابع.

Ex: Mary *walked* into the room and stopped. She *listened* carefully. She *heard* a noise coming from behind the curtain.

٣- يستخدم الماضي البسيط للتعبير عن عادات متكررة في الماضي، مثل:

Ex: When I *was* a child, we *lived* in a small house by the sea.

غالبًا ما يتم التعبير عن هذا باستخدام (used to) بمعنى (كان معتاد على):

Ex: We **used to** *live* in a small house by the sea.

1.1.2 Past Simple and Time Expressions

التعابير الزمنية المستخدمة مع الماضي البسيط

هناك العديد من التعابير الزمنية (Time Expressions) التي تستخدم مع زمن الماضي البسيط.

Ex: I met her {
last night.
two days ago.
yesterday morning.
in 2001.
in summer.

1.2 Past Continuous Tense: زمن الماضي المستمر

يستخدم هذا الزمن لوصف المواقف أو الأحداث الماضية التي كانت مستمرة في وقت ما في الماضي. بمعنى آخر يستخدم هذا الزمن للتعبير عن فترة زمنية معينة في الماضي كانت الأحداث فيها مستمرة.

Ex: I was working yesterday morning.

تتكون صيغة الجملة في زمن الماضي المستمر مما يأتي:

Subject + (was/were) + verb + ing + (complement).

يحدد اختيار الفعل المساعد اعتماداً على الفاعل:

I/She/He/It/ اسم مفرد	+	was	} eating.
We/They/You/ اسم جمع	+	were	

1.2.1 Use of Past Continuous Tense: استخدام زمن الماضي المستمر

يستخدم زمن الماضي المستمر غالباً مع زمن الماضي البسيط في نفس الجملة ، وكما يأتي:

١- يستخدم الماضي المستمر للتعبير عن الأحداث المستمرة قبل وربما بعد وقت معين في الماضي:

Ex: At 7 o'clock this morning I *was having* my breakfast.

٢- يستخدم الماضي المستمر للوصف في الماضي:

Ex: Jan looked beautiful. She *was wearing* a green cotton dress.

٣- يستخدم الماضي المستمر للتعبير عن حدث متداخل مع حدث آخر:

Ex: When the phone rang, I *was having* a shower.

٤- يستخدم الماضي المستمر للتعبير عن نشاط غير مكتمل في الماضي وذلك على النقيض من الماضي البسيط الذي يعبر عن نشاط مكتمل:

Ex: I *was reading* a book during the flight. (I didn't finish it.)

3.1 Past Simple and Past Continuous Passive:

المبني للمجهول مع الماضي البسيط و الماضي المستمر.

١- تتكون صيغة المبني المجهول مع الماضي البسيط كما يأتي:

التصريف الثالث للفعل (was, were) + past participle + مفعول به جملة المبني للمعلوم Object
(فاعل جملة المبني للمعلوم + by).

Ex: They built the bridge in 1876. Active

The bridge was built in 1876. Passive

٢- تتكون صيغة المبني المجهول مع الماضي المستمر كما يأتي:

التصريف (was, were) + being + past participle + مفعول به جملة المبني للمعلوم Object
(فاعل جملة المبني للمعلوم + by) + الثالث للفعل.

Ex: He was defusing the bomb when it exploded. Active

The bomb was being defused when it exploded. Passive

References

- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
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Department	Psychological and Educational Guidance
Stage	Third
Topic	Past Tenses in English (Exercises)

By

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4 A holiday in Florida

T 3.2 Complete the text with the correct form of the verbs, Past Simple or Past Continuous.

A special holiday in Florida

Last February, I (1) decided (decide) to go on holiday to Florida. The day I (2) _____ (leave) England it (3) _____ (rain), but when I (4) _____ (land) in Florida, the sun (5) _____ (shine) and a lovely, warm breeze (6) _____ (blow) from the sea. I (7) _____ (take) a taxi to my hotel. As I (8) _____ (check in), someone (9) _____ (tap) me on the shoulder. I (10) _____ (can not) believe my eyes! It was my old girlfriend. She (11) _____ (stay) at the same hotel. The next day, we (12) _____ (go) snorkelling and (13) _____ (see) hundreds of beautiful fish. It (14) _____ (get) dark when we (15) _____ (return) to our hotel after a wonderful day. We (16) _____ (spend) the rest of the week together.

It was very romantic.

We (17) _____ (feel) very sad when the holiday (18) _____ (end).



3 Past Simple or Past Continuous?

Choose the correct form of the verb.

- 1 They fell / *were falling* in love when they *worked* / *were working* in Rome.
- 2 She *read* / *was reading* quietly in her room when suddenly the lights *went* / *were going out* and she *heard* / *was hearing* a scream.
- 3 He *stood* / *was standing up*, *walked* / *was walking* across the room, and *closed* / *was closing* the window.
- 4 A young woman *walked* / *was walking* into the office. She *carried* / *was carrying* a baby.
- 5 *Didn't you meet* / *Weren't you meeting* your wife while you *lived* / *were living* in Italy?
- 6 I *saw* / *was seeing* you in the park yesterday. You *sat* / *were sitting* with your arm round Tom.
- 7 As soon as I *walked* / *was walking* into the room, she *handed* / *was handing* me the letter.
- 8 His father was really angry with him because he *listened* / *was listening* to music while he *did* / *was doing* his homework.
- 9 Why *didn't they visit* / *weren't they visiting* me when they *stayed* / *were staying* in London?
- 10 What *did you write* / *were you writing* when your computer *crashed* / *was crashing*?

5 What was he doing? What did he do?

Read the newspaper stories and answer the questions.



Hero saves man's life

Jack Easton, 38, was driving home from work at around 6.30 in the evening when he saw a yellow VW van, driven by Ken Sharpe, crash into a tree. Without thinking of his own safety, he pulled the young man out of the van and took him straight to hospital. The doctors say Ken will make a complete recovery.

- 1 What was Jack Easton doing when he saw the accident?
He was driving home from work.
- 2 What did Jack Easton do when he saw the accident?

LOTTERY WIN FOR UNEMPLOYED MAN

Unemployed painter, John Phillips, received a very pleasant surprise last night. He was watching TV when a man from the lottery read the winning numbers. They were the numbers on John's ticket. He had won £1,000,000. He immediately gave his wife a big kiss and took his whole family out for an expensive meal.



- 3 What was John Phillips doing when he heard the good news?
- 4 What did John Phillips do when he heard the good news?



Shock for bank customers

Customers in the Whitehall Savings Bank received a terrible shock yesterday. People were standing in queues chatting to each other when two masked robbers burst into the bank. Sixty-year-old Martin Webb suffered a heart attack and was taken to hospital. The robbers escaped with £500,000.

- 5 What was happening in the bank when the robbers burst in?
- 6 What happened to Martin Webb when the robbers burst in?

12 Past passive

Rewrite the sentences using the passive.

- 1 Somebody broke my glasses.

My glasses were broken.

- 2 Nobody asked him to come.

He wasn't asked to come.

- 3 Somebody left the lights on.

The lights _____.

- 4 Somebody told me about it yesterday.

I _____.

- 5 Nobody invited her to the party.

She _____.

- 6 Somebody took us to the hospital.

We _____.

- 7 Nobody gave them any information.

They _____.

- 8 Did anybody find the missing child?

Was _____ ?

- 9 Did anything disturb you in the night?

Were _____ ?

References

Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Department	Psychological and Educational Guidance
Stage	Third
Topic	The Present Perfect

By

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1. The Present Perfect: المضارع التام

المضارع التام هو في الأساس زمن المضارع ، ولكنه يعبر أيضاً عن تأثير الأحداث والأنشطة الماضية في الحاضر و كما مبين في الرسم التوضيحي ادناه:



المضارع التام يعني "قبل الآن" ، تتكون صيغة الجملة في المضارع التام مما يأتي:

Subject + (has, have) + past participle + complement + التصريف الثالث للفعل

1.1 Use of Present Perfect: استخدام المضارع التام

١- يستخدم المضارع التام للتعبير عن أحداث بدأت في الماضي ولا تزال مستمرة (ماض غير مكتمل):

Ex: We *have lived* in the same house for 25 years.

Ex: Peter *has worked* as a teacher since 2000.

Ex: How long *have you known* each other?

تستخدم التعابير الزمنية المسبوقة بـ (for , since) في هذا الاستخدام ، حيث تستخدم (for) مع المدة الزمنية ، بينما تستخدم (since) مع الموعد الزمني المحدد.

Ex: <i>for</i>	<div>two years a month a few minutes half an hour ages.</div>	<i>since</i>	<div>1970 the end of the class August 8 o'clock Christmas</div>
----------------	---	--------------	---

٢- يستخدم المضارع التام للتعبير عن أحداث جرت في وقت ما في حياة الإنسان ، حيث انتهت تلك الأحداث في الماضي لكن أثرها ما تزال محسوسة في الوقت الحاضر.

Ex: I *have been* to the United States. (I still remember.)

Ex: She *has written* poetry and children's stories. (in her writing career)

الظروف (*ever, never, before*) شائعة في هذا الاستخدام:

Ex: I have *never* tried bungee jumping.

Ex: I haven't tried sushi *before*.

Ex: Have you *ever* been to Australia?

٣- يستخدم المضارع التام للتعبير عن الاحداث الماضية التي لها نتائج في الحاضر. الاحداث عادة ما تكون في الماضي القريب ، مثل:

Ex: The taxi *hasn't* arrived yet. (We're still waiting for it.)

Ex: What *have* you *done* to your lip? (It's bleeding.)

الظروف (*yet, already, just*) شائعة في هذا الاستخدام:

Ex: I haven't done my homework *yet*. (Negative)

Ex: I have *already* done my homework.

Ex: She has *just* had some good news.

ملاحظة : كمقارنة بين الاستخدامين في النقطتين (٢ و ٣) لاحظ الفرق في المعنى بين الجملتين التاليتين:

Ex: He *has been* to the United States.

(حدث ماضي له اثر محسوس - الشخص ليس في امريكا الآن)

Ex: He *has gone* to the United States.

(حدث ماضي له نتيجة في الحاضر - الشخص في امريكا الآن)

1.2 Present Perfect Passive: المبني للمجهول مع المضارع التام

تتكون صيغة المبني المجهول مع المضارع التام كما يأتي:

التصريف (has , have) + been + past participle + مفعول به جملة المبني للمعلوم Object
(فاعل جملة المبني للمعلوم + by) + الثالث للفعل.

Ex: The company has produced two million cars this year.

Active

Two million cars have been produced this year.

Passive

2. Comparison between Present Perfect and Past Simple:

مقارنة بين المضارع التام و الماضي البسيط

يستخدم المضارع التام للتعبير عن الأحداث غير المكتملة بينما يستخدم الماضي البسيط للأحداث المكتملة. قارن الفرق بالمعنى في المثالين التاليين:

Present Perfect

Ex: I *have lived* in Texas for six years.

ما زال يعيش هناك

Past Simple

Ex: I *lived* in Texas for six years.

لم يعد يعيش هناك

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- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
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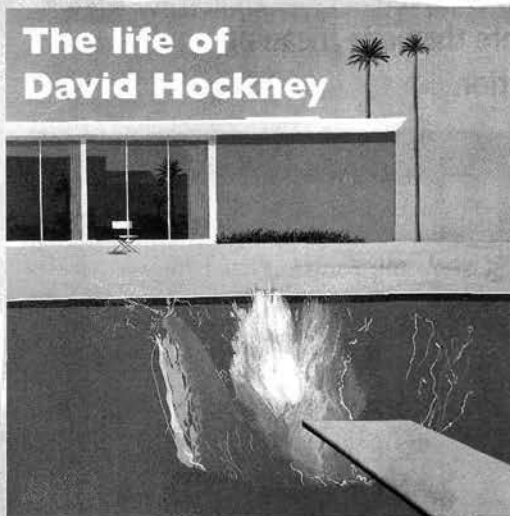
Department	Psychological and Educational Guidance
Stage	Third
Topic	The Present Perfect (Exercises)

By

Assistant Instructor
Mustafa Flaih Hasan

2 Choosing the correct tense

Tick (✓) the correct form of the verb.



The life of David Hockney

1 David Hockney _____ in 1937 in Bradford, a town in the north of England.

- ☐ born
☐ is born
☐ was born

2 He _____ interested in painting and design all his life.

- ☐ is
☐ was
☐ has been

3 He _____ at the Royal College of Art from 1959–62.

- ☐ studies
☐ has studied
☐ studied

4 Over the past twenty years, he _____ to most parts of the world.

- ☐ has travelled
☐ travels
☐ travelled

5 He first _____ to America when he was twenty-five.

- ☐ went
☐ has gone
☐ has been

6 His most famous work is called *A Bigger Splash*, which _____ in 1967.

- ☐ painted
☐ has painted
☐ was painted

7 Hockney _____ stage sets and books.

- ☐ also designed
☐ has also designed
☐ is also designed

8 He _____ in Los Angeles for many years.

- ☐ lives
☐ has lived
☐ lived

9 He _____ married.

- ☐ never
☐ has never
☐ is never

10 He _____ with friends in a villa in the mountains above Los Angeles.

- ☐ lives
☐ has lived
☐ lived

4 *been or gone?*

Complete the sentences with *been* or *gone*.

- 1 A Where's Mum?
B She's _____ to the post office.
- 2 Where have you _____ ? You're so late!
- 3 A Are you going to the library today?
B No, I've already _____. I went yesterday.
- 4 If anyone phones, tell them I've _____ to lunch.
I'll be back at two.
- 5 We've never _____ to Japan, but we'd like to go.
- 6 A When are you going on holiday?
B We've already _____. We went to Florida.
- 7 A What happened to your neighbours?
B Didn't you know? They've _____ to live in
the south of France.

2 Put the word in brackets in the correct place in the sentences.

- 1 I've heard about your accident. (just)

- 2 Have you had breakfast? (yet)

- 3 I've finished my exams. (already)

- 4 Have you been to Thailand? (ever)

- 5 I haven't seen that film. (yet)

Present Perfect passive

9 Active or passive?

Choose the correct form of the verb in these sentences.

- 1 Angela *'s just promoted* / *'s just been promoted* to area manager of Eastern Europe.
- 2 I *'ve applied* / *'ve been applied* for a job.
- 3 How many times *have you injured* / *have you been injured* playing football?
- 4 Bob's wife *has just lost* / *has just been lost* her job.
- 5 My sister *has passed* / *has been passed* her final exams.
- 6 My brother *has given* / *has been given* tickets to the concert.
- 7 The population of our city *has risen* / *has been risen* to nearly a million.
- 8 A strike *has called* / *has been called* by the air traffic controllers.
- 9 They *haven't offered* / *haven't been offered* more money by the management.
- 10 How much money *have you saved* / *have you been saved* for your round-the-world trip?

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Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Department	Psychological and Educational Guidance
Stage	Third
Topic	Present Perfect Continuous

By

Assistant Instructor
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1. Present Perfect Continuous: المضارع التام المستمر

تتكون صيغة الجملة في المضارع التام المستمر مما يأتي:

Subject + (has, have) + been + verb + -ing + (complement)

1.1 Use of Present Perfect Continuous: استخدام المضارع التام المستمر

١- يستخدم المضارع التام المستمر للتعبير عن أحداث بدأت في الماضي ولا تزال مستمرة:

Ex: I *have been studying* English for three years.

٢- يستخدم المضارع التام المستمر للتعبير عن أحداث جرت في الماضي و أدت الى نتائج في الحاضر.

Ex: I *have been working* all day. (I'm tired now.)

Ex: Roger *has been cutting* the grass. (I can smell it.)

2. Comparison between Present Perfect and Present Perfect Continuous:

مقارنة بين المضارع التام و المضارع التام المستمر

١- يستخدم المضارع التام للتعبير عن الأحداث الدائمة بينما يستخدم المضارع التام المستمر مع الأحداث المؤقتة:

Ex: I *have lived* here all my life. (حدث دائم)

Ex: I *have been living* in this house for the past few months. (حدث مؤقت)

٢- لأن المضارع التام يعبر عن حدث مكتمل فنستخدمه إذا كانت الجملة تعطي رقما أو كمية ، بينما لا يمكن التعبير عن ذلك باستخدام المضارع التام المستمر.

Ex: I *have been reading* all day. I *have read* **ten** chapters.

٣- يستخدم المضارع التام مع الأفعال التي لا تحمل معنى المدد الزمنية الطويلة ، مثل:

(*find, start, buy, die, lose, break, stop*).

Ex: I *have found* my key.

بينما يستخدم المضارع التام المستمر مع الأفعال التي تحمل معنى المدد الزمنية الطويلة ، مثل:

(*wait, work, play, try, learn, rain*).

Ex: I *have been waiting* for a long time.

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- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
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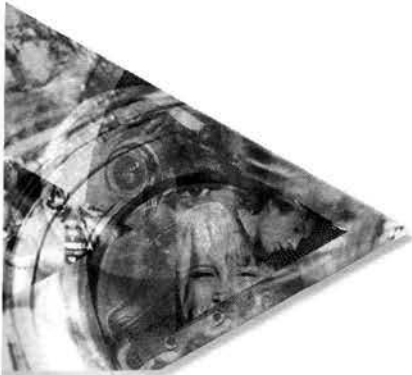
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Department	Psychological and Educational Guidance
Stage	Third
Topic	Present Perfect Continuous (Exercises)

By

Assistant Instructor
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10

Present Perfect Continuous • Time expressions
Suffixes • Prepositions of time

Obsessions

Present Perfect Continuous

1 Present Perfect Simple or Continuous?

1 **T 10.1** Underline the correct form of the verb.



- 1 I've had / been having an accident with your car, Helen. I'm really sorry.
- 2 I don't believe it! Somebody has eaten / been eating my chocolates! They've nearly all gone!
- 3 I've waited / been waiting for you for ages! Where have you been?
- 4 I've broken / been breaking a glass. I'm awfully sorry.
- 5 How many biscuits have you eaten / been eating today?
- 6 **A** Why is your face so red?
B I've run / been running.
- 7 I have never met / been meeting a nicer person in my life.
- 8 How long have you known / been knowing Charles and Lisa?
- 9 He's written / been writing a book for nearly a year. It'll be finished soon.
- 10 He's written / been writing a book. I saw it in the bookshop.
- 11 The children are very quiet. They've watched / been watching videos all morning.
- 12 They've watched / been watching five videos already.

2 Complete the sentences with the correct form of the verb in brackets, Present Perfect Simple or Continuous.

- 1 I'm exhausted! I've been working (work) all day, and I haven't finished (not finish) yet.
- 2 He _____ (have) a lot of jobs over the past few years.
- 3 Someone _____ (move) my car keys. I _____ (look) for them for ages, but I _____ (not find) them yet.
- 4 I _____ (shop) all morning, but I _____ (not buy) anything.
- 5 That's one of the best jokes I _____ ever _____ (hear).
- 6 **A** You're really dirty! What _____ you _____ (do)?
B I _____ (work) in the garden.
- 7 Everything's white! It _____ (snow).
- 8 I _____ (listen) to you for the past half an hour, but I'm afraid I _____ (not understand) a single word.
- 9 **A** Are you all right?
B No, I _____ (work) on the computer for hours, and I've got a headache.
- 10 I _____ (try) to lose weight for ages. I _____ (lose) five kilos so far.

References

Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Department	Psychological and Educational Guidance
Stage	Third
Topic	Future Forms

By

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1. Introduction to Future Forms: مقدمة حول صيغ المستقبل

هناك عدة صيغ (وليس أزمنة) في اللغة الإنكليزية تستخدم للإشارة إلى المستقبل. من أكثر تلك الصيغ شيوعاً: (will, going to , and Present Continuous).

Ex: I *will* see you later. (will)

Ex: We are *going to* see a film tonight. Do you want to come? (going to)

Ex: I *am seeing* the doctor tomorrow evening. (Present Continuous)

يلاحظ في الصيغة الثالثة استخدام المضارع المستمر للإشارة إلى المستقبل. يعتمد اختيار الصيغة من قبل المتكلم على كيفية رؤية الحدث المستقبلي من قبل المتكلم من حيث كون الحدث (تخطيط مستقبلي ، نية مستقبلية ، قرار مستقبلي ، تقديم عرض مستقبلي ، تنبأ مستقبلي أو ترتيب مستقبلي).

1.1 Will:

تتكون صيغة استخدام *will* كالتالي:

Subject + will + verb (فعل مجرد) + complement (تكملة الجملة)

يتم استخدام *will* للتعبير عن (قرار ، نية أو عرض) يتم اتخاذها أو تقديمها في لحظة التحدث كحدث مستقبلي.

Ex: I *will* have the steak, please.

Ex: I *will* see you tomorrow. Bye!

Ex: We *will* go out for coffee.

كما يتم استخدام *will* للتعبير عن تنبؤ أو حقيقة في المستقبل.

Ex: Those flowers *will not* grow under the tree. It's too dark.

Ex: Our love *will* last forever.

Ex: You *will* be sick if you eat all those sweets!

1.2 Going to:

تتكون صيغة استخدام *going to* كالتالي:

Subject + (is, are, am) + going to + verb (فعل مجرد) + complement (تكملة الجملة)

يتم استخدام *going to* للتعبير عن (قرار ، نية أو تخطيط) يتم إتخاذها قبل لحظة التحدث كحدث مستقبلي.

Ex: When I grow up, I am *going to* be a doctor.

Ex: Jane and Peter are *going to* get married after they graduate.

Ex: We are *going to* paint this room blue.

كما يتم استخدام *going to* للتعبير عن تنبؤ ، خاصةً عندما يعتمد على حقيقة حالية ، اي ان هناك دليل وقت الكلام على أن شيئاً ما سيحدث بالتأكيد.

Ex: It isn't *going to* rain today. (Look at that beautiful blue sky)

Ex: Our team is *going to* win the match. (only five minutes left to play)

1.3 Present Continuous:

يمكن استخدام المضارع المستمر للتعبير عن الترتيب المستقبلي (كالإتفاق) بين الأشخاص ، وعادة ما يشير إلى المستقبل القريب.

Ex: We *are going to* out with Jeremy tonight.

Ex: I *am having* my hair cut tomorrow.

References

- Quirk, Randolph, Greenbaum, Sidney, Leech, Geoffrey, & Svartvik, Jan. (1985). *A Comprehensive Grammar of the English Language*. London, England: Longman Ltd.
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Stage	Third
Topic	Future Forms (Exercises)

By

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5

Future forms • *somebody, nobody, anybody, everybody*
make or do? • Prepositions – *in, at, on* for place

On the move

Future forms 1

1 will or going to?

T 5.1 Complete the conversations with *will* or *going to* and the verb in brackets. Careful! Sometimes both forms are possible.



- 1 A Why are you wearing your old clothes?
B Because I am going to wash (wash) the car.
- 2 A I've got a headache. Have you got any aspirin?
B Yes, they're in the bathroom. I _____ (get) some for you.
- 3 A Don't forget to tell me if I can help you.
B Thank you. I _____ (give) you a ring if I think of anything.
- 4 A Why are you making sandwiches?
B Because we _____ (have) a picnic on the beach.
A What a lovely idea! I _____ (get) the towels and the swimming costumes.
- 5 A I'm going now! Bye!
B Bye! What time _____ you _____ (be) back tonight?
A I don't know. I _____ (call) you later.
- 6 A Who do you think _____ (win) the World Cup?
B Brazil _____ (win), of course!

- 7 A You've still got my CD. Have you forgotten?
B I'm sorry. Yes, I'd forgotten. I _____ (fetch) it now.
- 8 A Dad, can you lend me ten pounds, please?
I _____ (give) it back tomorrow.
B I don't know. What _____ you _____ (do)?
A I _____ (see) the new Tom Hanks film.
- 9 A Your exams start in two weeks' time. When _____ you _____ (start) revising? You haven't done any revision yet.
B I know. I _____ (do) some tonight.
A You're going out tonight.
B I _____ (start) tomorrow night, then.



- 10 A Can you take me to Harrods, please?
B Yes, jump in.
A How long _____ it _____ (take)?
A About ten minutes.
- 11 A Do you like the shirt I bought for Peter's birthday?
B Mmm. I'm sure he _____ (like) it, too.
A What _____ you _____ (do) for his birthday?
B We're going out for a meal.

Future forms 2

5 Making arrangements

T 5.3 Complete the conversation with the Present Continuous form of the verbs in the box.

invite	drive	have	make	stay
get	bring	give	travel	deliver



A Can you keep a secret?

B Yes, of course. What is it?

A I (1) 'm having a surprise party for Rosa next Saturday. It's her thirtieth birthday.

B A surprise party! That'll be difficult to arrange without her knowing. Who (2) _____ you _____?

A Everybody. All our friends, her friends from work, all her family, even her two aunts from Scotland. They (3) _____ down on Friday evening and they (4) _____ her cousins with them.

B What about the food and drink? Where (5) _____ you _____ that from?

A It's all arranged. Marcello's restaurant (6) _____ all kinds of food and drink on Saturday afternoon, and their chef (7) _____ even _____ a special birthday cake with pink icing and sugar flowers.

B Excellent! And what (8) _____ you _____ Rosa for her birthday? Have you got her a good present?

A Oh yes! I've booked a very special holiday. A week for two in Bali! We (9) _____ first class and (10) _____ in a five-star hotel.

B That's a great idea. Very clever! I can see that you're going to enjoy her birthday, too! Am I invited to this party?

A Of course. But keep it a secret!

References

Soars, Liz, & Soars, John. (2006). *New Headway: Intermediate Student's Book*. Oxford, England: Oxford University Press.

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Department	Psychological and Educational Guidance
Stage	Third
Topic	Nationality Words

By

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1. Nationality Words: (الإنتماء الوطني)

عندما نريد ان نشير إلى دولة أو منطقة فإنه بإمكاننا استخدام:

١- اسم الدولة أو المنطقة ، مثل (Turkey, Japan, Germany, Brazil, Asia).
و هي بمعنى (تركي ، الياباني ، الماني ، البرازيل ، آسيا) على التوالي.

٢- اسم مفرد نستخدمه للإشارة للشخص المنتمي لبلد معين أو منطقة محددة ، مثل
(a Turk, a Japanese, a German, a Brazilian, an Asian).
و هي بمعنى (تركي ، ياباني ، الماني ، برازيلي ، اسوي) على التوالي.

٣- اسم جمع يبدأ بـ (the) يشير لجميع سكان بلد ما أو منطقة ما ، مثل
(the Turks, the Japanese, the Germans, the Brazilians, the Asians)
و هي بمعنى (الشعب التركي ، الشعب الياباني ، الشعب الألماني ، الشعب البرازيلي ، الآسيويون) على التوالي.

٤- الصفة ، مثل (Turkish, Japanese, German, Brazilian, Asian)
و هي بمعنى (التركي ، الياباني ، الألماني ، البرازيلي ، الآسيوي).

عادة ما يكون اسم اللغة الوطنية للبلد هي نفس صيغة الصفة ، في هذه الحالة تعتبر الكلمة المعبرة عن اللغة
(اسم و ليس صفة) ، مثل:

Ex: Do you speak *Chinese*?

Ex: *Russian* is difficult to learn.

2. Example about Nationality Words: أمثلة حول كلمات الجنسية (الإنتماء الوطني)

Country/Region اسم البلد	Adjective الصفة	Person (noun) اسم الشخص	People (plural noun) اسم الشعب
Algeria	Algerian	an Algerian	the Algerians
Italy	Italian	an Italian	the Italians
Morocco	Moroccan	a Moroccan	the Moroccans
Norway	Norwegian	a Norwegian	the Norwegians
Greece	Greek	a Greek	the Greeks
Iraq	Iraqi	an Iraqi	the Iraqis
China	Chinese	a Chinese	the Chinese
Portugal	Portuguese	a Portuguese	the Portuguese
Russia	Russian	a Russian	the Russians
Egypt	Egyptian	an Egyptian	The Egyptians
Netherlands	Dutch	a Dutchman/woman	the Dutch
Denmark	Danish	a Dane	the Danes
Finland	Finnish	a Finn	the Finns
Poland	Polish	a Pole	the Poles
Switzerland	Swiss	a Swiss	the Swiss
Hungary	Hungarian	a Hungarian	the Hungarians
Spain	Spanish	a Spaniard	the Spanish

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