

Units 1-3
Vocabulary

fiction	الخيال/ الأدب القصصي	importance	أهمية
poetry	الشعر	influence	يؤثر على/ تأثير
publish	ينشر (كتاب/ مجلة)	discipline	يهذب/ ينظم/ نظام/ انضباط
publisher	الناشر	strict	صارم/ حازم/ متشدد
believe in	يؤمن بـ	spoil	يفسد/ يتلف
believer	مؤمن	head teacher	مدرس أول
attach	يرفق بـ	layer	طبقة
attachment	مرفق	sensible	عاقل/ حكيم
average	معدل/ متوسط	circle	دائرة
style	أسلوب/ نمط	semicircle	شبه دائرة/ نصف دائرة
collection	مجموعة	fatherly	أبوي
district	حي سكني/ منطقة/ مقاطعة	enthusiastic (about)	متحمس (بشأن)
confusing	مربك/ محير	enthusiast	شخص متحمس
confused	مربك/ متحير	enthusiasm	الحماس
disabled	معاق	press	يضغط/ الصحافة
disability	إعاقة	button	زر
available	متاح/ متوفر	recycle	يعيد التصنيع
establish	يؤسس/ يرسخ	recycling	إعادة التصنيع
fixed	ثابت/ محدد	bleach	بييض/ يجعل لونه أبيض
routine	طريقة العمل اليومية المعتادة	mix	يمزج/ يخلط/ يختلط
midday	منتصف اليوم (12 ظهرًا)	mixture	مزيج/ خليط
insist	يصر	roller	إسطوانة/ بكرة
fashionable	مساير للموضة	soak	ينقع/ يغمر
old-fashioned	قديم/ غير مساير للموضة	trade	يتاجر/ تجارة
pioneer	رائد	e-book	كتاب إلكتروني
law	القانون	compare	يقارن
lawyer	محامي	download	يقوم بالتحميل من الإنترنت
secretary	سكرتير/ سكرتيرة	upload	يرفع على الإنترنت
diplomat	دبلوماسي (يعمل بالخارجية)	available	متاح/ متوفر
graduate	يتخرج/ خريج	unavailable	غير متاح/ غير متوفر
custom	عادة (مجتمعية)	paperback (book)	كتاب ذو غلاف ورقي
retire	يتقاعد	bestseller (book)	كتاب يحقق أعلى مبيعات
retirement	التقاعد	reduce	يقلل
association	جمعية/ اتحاد/ رابطة	remove	يزيل
culture	الثقافة	replace	يستبدل/ يحل محل
cultural	ثقافي	replacement	استبدال/ بديل
ministry	وزارة	screen	شاشة
political science	علوم سياسية	gadget	آلة/ جهاز صغير

silence	سكوت / صمت / سُكُوت	encyclopedia	موسوعة / دائرة معارف
serious	جاد / خطير	inaccurate	غير دقيق
concerned	مهتم	media	وسائل الاعلام
award	جائزة / يمنح جائزة	update	يُحدِث
honour	يكرم / شرف تكريم	convince = persuade	يقنع
plan	يخطط / خطة	access (v)	يدخل الي / يحصل على
responsible	مسئول	search engine	محرك بحث
irresponsible	غير مسئول / عديم المسؤولية	keywords	كلمات دلالية / مفتاحية
lecture	يحاضر (يلقى محاضرة) / محاضرة	relevant	متعلق / متصل بالموضوع

Definitions

confused	unable to understand something clearly
routine	a usual way in which you do things
publisher	a person or company that produces books, magazines, etc., and makes them available for people to buy
attachment	something you attach to / send with an email
custom	something that people do because it is traditional
establish	to give someone a respected position in society or an organization
law	the system of rules that people in a country or place must obey
pioneer	one of the first people to do something that other people will continue to develop
association	an organization of people with the same interests or who do the same kind of work
discipline	to teach someone to obey rules and control their own behaviour
layer (n)	one of several levels of different materials that are on top of each other
silence (v)	to make someone stop giving their opinions
spoil	let a child do whatever they want, with the result that they behave badly
strict	making sure that people always obey rules
button	a small part on a machine that you can press to make it start, stop, etc.
enthusiastic	showing a lot of interest and excitement about something
gadget	a small tool or machine that helps you do something
paperback	a book with a soft paper cover.
encyclopedia	a large book that contains facts
press	to push something firmly and steadily
soak	cover something with liquid for a period of time
access (v)	find and use information, especially on a computer
relevant	directly related to the subject or problem being discussed
search engine	a computer programme that looks for keywords on different websites
update	add the most recent information about something

Prepositions & Expressions

at midday / midnight	في منتصف النهار / الليل	set up	ينشئ/ يؤسس
type onto the computer	يكتب على الكمبيوتر	have an effect on	له تأثير على
expert on/ in/ at	خبير في	give myself goals	أحدد لنفسى أهدافاً
get confused	يرتبك	behave well/ badly	يتصرف بشكل جيد/ سيئ
a ten-minute break	راحة مدتها 10 دقائق	natural with	طبيعي مع
a fixed routine	روتين ثابت/ محدد	strict with	صارم مع (شخص)
take time + to+inf.	يستغرق الوقت	strict about	صارم بشأن (شيئ)
spend time + v.ing	يقضي الوقت	in a curved line	في خط منحنى
e-mail attachments	مرفقات بالبريد الإلكتروني	come with fresh ideas	يبتكر أفكار جديدة
graduate in law	يتخرج في مجال القانون	have the honour of	لديه شرف أن
believe in	يؤمن بـ	show interest about	يظهر الإهتمام نحو
make a story into a film	يحول قصة إلى فيلم	enthusiastic about	متحمس بشأن
The father of the modern story	والد (رائد) القصة الحديثة	download from the internet	يقوم بالتحميل من الإنترنت
translate into	يترجم إلى (لغة)	download onto the computer	يحمل ملفات على الكمبيوتر
give me a headache	يسبب لي صداع	available online	متاح عبر الإنترنت
establish him as a writer	تحقق له مكانة ككاتب	break into pieces	يكسرها إلى قطع صغيرة
on average	في المتوسط	become part of history	يصبح جزءاً من التاريخ
above/ below average	فوق/ تحت المتوسط	press together	يضغطهم معاً
be thought of as	يُعتبر كـ	mix together	يخلطهم معاً
lecture about/ on	يحاضر عن...	mix with chemicals	يخلط بالمواد الكيميائية
give a lecture	يلقي محاضرة	cover something with	يغطي شيئاً بـ
obey rules/ the law	يطيع القواعد/ القانون	soak something in water	ينقع شيئاً في الماء
relating to = related to	مرتبط بـ/ متعلق بـ	hold 8 million books	تتسع لثمانية مليون كتاب
concerned/ associated with	مرتبط بـ/ متعلق بـ	be behind his success	يقف خلف نجاحه
associate/ participate in	يشارك في	examine a patient	يفحص مريض
take part in	يشارك في	URL (Uniform Resource Locator)	محدد موقع المعلومات الموحد

Language Notes

🏠 **abroad** بالخارج

- He worked **abroad** for most of his life.

🏠 **aboard** على متن الطائرة/ السفينة

- All the passengers went **aboard** the plane.

🏠 **experience** خبرة عامة (اسم لا يعد) 🏠 **experiences** تجارب/ مواقف في الحياة

🏠 **experiment** تجربة معملية (اسم يعد)

- This job needs a lot of **experience**.
- Haqqi gained a lot of **experiences** when he lived abroad.
- Our teacher does simple **experiments** in the laboratory.

🏠 **graduate in** يتخرج من كلية أو جامعة معينة في مجال معين 🏠 **graduate from** يتخرج من كلية أو جامعة معينة

🏠 **a graduate of** خريج من كلية أو جامعة معينة

- He **graduated in** law at Cairo university.
- He **graduated from** the faculty of medicine.
- He is a **graduate of** the faculty of medicine.

- 🏆 **win** (a match/ a championship/ a competition/ a contest/ a race/ a medal/ a cup/ a prize/ war)
يكسب (مباراة/ بطولة/ منافسة/ مسابقة/ سباق/ ميدالية/ كأس/ جائزة/ حرب)
- 🏆 **win** (love/ support/ loyalty/ trust/ a cup/ approval)
يكسب/ يفوز بـ (حب/ تأييد/ ولاء/ ثقة/ استحسان)
- 🏆 **beat** (يُهزم/ يتغلب على منافسه (في الحرب أو في الرياضة))
• Al Ahly **beat** Zamalek by 2 - 0. • Egypt **beat** Israel in 1973.
- 🏆 **earn** (money/ a living) يكسب مال/ يكسب قوت يومه
• The manager of the company **earns** a lot of money.
- 🏆 **gain** (experience/ information/ knowledge/ reputation) يكتسب (خبرة/ معلومات/ معرفة/ سمعة)
- 🏆 **gain** (speed/ height/ weight) يكتسب (سرعة/ ارتفاع/ وزن)

Make or DO?

make friends	يتخذ أصدقاء	do an operation	يقوم بعملية جراحية
make sure	يتأكد	do an experiment	يجري تجربة معملية
make contributions	يقوم بإسهامات	do a job	يؤدي وظيفة
make sense	له معني	do work	يقوم بالعمل
make a decision	يقرر / يتخذ قرار	do the homework	يقوم بواجبه المدرسية
make a difference to	يحدث اختلاف في	do the housework	يقوم بأعمال منزلية
make a mistake	يخطئ/ يرتكب خطأ	do wrong	يخطئ
make parts of cars	يصنع أجزاء السيارات	do good	يُفيد
make a suggestion	يقدم اقتراح	do harm	يضر
make a promise	يعد	do the shopping	يتسوق
make achievements	يحقق إنجازات	do the washing up	يقوم بغسل الأواني
make peace	يحقق السلام	do the cleaning	يقوم بالتنظيف
make war	يشن حرب	do the sweeping	يقوم بالكنس
make lunch / dinner	يعد الغداء / العشاء	do a favour	يقدم خدمة أو معروف
make use of	يستفيد من	do a project	يعمل بحث/ دراسة
make up (his) mind	يتخذ قرار	do research	يقوم بعمل أبحاث
make a noise	يثير ضوضاء	do without	يستغني عن
make arrangements	يقوم بترتيبات	do (his) hair	يصفف شعره
make an offer	يقدم عرض	do something/ nothing	يفعل شيء / لا شيء
make changes to	يُجري تغييرات علي	do the cooking	يقوم بالطهي
make a plan	يُعد خطة	do your best	تفعل ما بوسعك
make progress	يحقق تقدم	do sport	يمارس الرياضة
make a phone call	يُجري مكالمة تليفونية	do gymnastics	يمارس ألعاب الجمباز
make a prediction	يتنبأ	do exercises	يؤدي تمارين رياضية
make money	يجني أموالاً	do a survey	يُعد استطلاع رأي
make efforts	يبذل جهوداً	do repairs	يقوم بإصلاحات
make a profit	يحقق ربح	do business	يقوم بعمل
make a discovery	يتوصل لاكتشاف	do duties	يؤدي واجباته

- ✎ **insist on** (+V.ing/ N.) يصر على ✎ **insist (that)** (جملة كاملة فعلها مصدر +) يصر أن
- He **insisted on** watching the match.
 - He **insisted on** his innocence.
 - He **insisted (that)** I go with him.

✎ **لاحظ استخدام (a/ an) قبل الفترات الزمنية بمعنى في/ لكل ويمكن أن نستخدم بدلاً منها كلمة (per)**
 (في الساعة an hour – في الشهر a month – في الأسبوع a week – في اليوم a day)

- He drive at 100 kilometres **an hour**. = per hour
- He earns 400 \$ **a month**. = per month

✎ **لاحظ عدم جمع الكلمات الآتية إذا جاء قبلها عدد وبعدها إسم (حيث يكون العدد والتميز صفة مركبة للإسم)**
 (day – week – month – hour – minute)

- He has a **ten-minute break** every hour.
- He went on a **two-week holiday** to Luxor.
- ✎ **ولكن نجمع هذه الكلمات إذا لم يكن بعدها إسم**
- He has a break for **ten minutes** every hour.
- He went on a holiday for **two weeks** to Luxor.
- ✎ **وفي حالة وجود كلمة (time) بعد هذه الكلمات نستخدم (s) في حالة المفرد و (s') في حالة الجمع**
- **A week's time**
- **Two months' time**

✎ **لاحظ بعض الكلمات يمكن أن تستخدم كفعل أو كإسم مثل:**

- | | | | | | |
|----------|-------------|-----------|-------------------|--------------|------------------|
| ◆ ache | يؤلم/ ألم | ◆ silence | صمت / سكوت / يسكت | ◆ discipline | ينظم / انضباط |
| ◆ demand | يطلب/ طلب | ◆ lecture | يُحاضر / محاضرة | ◆ influence | يؤثر على / تأثير |
| ◆ chat | يحدث/ دردشة | ◆ break | يكسر / راحة/ فسحة | ◆ face | يواجه/ وجه |
- A good teacher should **discipline** students.
 - **Discipline** is necessary to achieve success.
 - He **lectured** at Cairo University last year.
 - He gave **lectures** on building society.

✎ **لاحظ الصفات المنتهية بـ (ly) عند تحويلها إلى ظروف نستخدم الصيغة التالية:**

→ **In a/an + adj.+ way**

- | | | | | | | | |
|---------------|------|------------|-------|-------------|-------|------------|------------|
| ◆ fatherly | أبوي | ◆ motherly | أمومي | ◆ brotherly | أخوي | ◆ friendly | ودود |
| ◆ neighbourly | ودود | ◆ lovely | جميل | ◆ ugly | قبيح | ◆ lively | نشيط/ حيوي |
| ◆ silly | سخيف | ◆ lonely | وحيد | ◆ likely | محتمل | ◆ unlikely | غير محتمل |

- He has **fatherly** feelings towards students. He behaves **in a fatherly way** towards them.
- He is a **silly** person. He behaves **in a silly way**.

✎ **لاحظ استخدام (مبكرًا / مبكرًا early) كصفة أو ظرف بدون تغيير**

- He always comes in an **early** time. He gets up **early** in the morning.

✎ **conduct = behaviour** تصرف ✎ **conduct (heat – electricity)** يوصل (الحرارة / الكهرباء)

✎ **conduct (a survey – a study – an experiment)** يجري (استطلاع رأي – دراسة – تجربة)

✎ **a conducted tour** جولة سياحية منظمة بصحبة مرشد

- He was arrested for unlawful **conduct**. سلوك غير قانوني.
- This material **conducts electricity** well. توصل الكهرباء.
- They **conducted a survey** to ask local residents المحليون what they would like.
- They went on a **conducted tour** of Spain.

✎ **made of** مصنوع من (مادة لم تتغير بعد الصنع) ✎ **made from** مصنوع من (مادة تغيرت بعد الصنع)

✎ **made in** مصنوع في (بلد / سنة)

- This table is **made of** wood.
- The cake is **made from** flour, sugar and eggs.
- This car is **made in** Japan.
- This car is **made in** 2010.

Exercise on Vocabulary

Choose the correct answer:

1. In my country, it's the (law – custom – rule – regulation) for women to get married in white.
2. His collection of short stories (beat – gained – earned – won) an important prize.
3. I was in a hurry and I forgot to (approach – catch – attach – coach) an important document.
4. Magdi Yacoub was one of the first heart transplant (engineers – mountaineers – pioneers – volunteers).
5. My sister loves clothes and buys very (changeable – believable – fashionable – comparable) dresses.
6. The flight attendant welcomed us (aboard – abroad – broad – broaden).
7. My parents gave me a (coronation – competition – recommendation – collection) of modern short stories for my birthday.
8. All people must (obey – break – destroy – damage) the law.
9. A (biologist – beginner – pioneer – bystander) is one of the first people to do something that others will continue.
10. The government has promised to provide more money to help (homeless – homes – the homeless – home).
11. Some people believe that (experiments – experience – experiences – examples) on animals should be banned.
12. I had several bad (experiences – experience – experiments – extensions) during my last trip.
13. Hany has (earned – won – gained – beaten) a lot of weight recently.
14. Brazil (earns – wins – pays – buys) millions of pounds a year from coffee exports.
15. Which team do you (export – import – support – report)?
16. It's difficult for a small supermarket to (compete – impede – complete – correct) with the big supermarkets.
17. This book is a work of (infection – perfection – fiction – affection) and not intended as a historical account.
18. His first short story (appointed – posted – allowed – established) him as one of the great short story writers of the Arab world.
19. At her father's (absence – insistence – conscience – consequence), Sally has been moved into a new class.
20. It is (custom – customary – dietary – elementary) to give people gifts on their birthday.
21. He graduated (at – on – in – of) law at Cairo university.
22. The instructions are terribly (accusing – diagnosing – possessing – confusing). Could you help me with them, please?
23. Yehia Haqqi was one of the pioneers of modern Egyptian (literary – letters – literature – features).
24. Yehia Haqqi is still thought of as the (father – first – mother – reader) of the modern short story and the novel in Egypt.
25. Yehia Haqqi was a strong (liar – believer – belief – reader) in the power of books.
26. Yehia Haqqi's novels were translated (about – for – at – into) many languages.
27. He worked (aboard – broad – abroad – award) for more than 20 years.

28. Haqqi is a writer of children's (friction – detection – infection – fiction).
29. My mother has a (belief – relief – brief – chief) that children learn best by playing games.
30. Ali's cousin is (disabled – ashamed – adapted – admired) and cannot walk very well.
31. Have you (done – made – acted – achieved) any arrangements for the holidays?
32. I can't come out because I've got to (achieve – make – do – act) the washing up.
33. In spite of the rain, he was (insistent – resistant – hesitant – competent) on going out.
34. Good (bacterial – dictatorial – secretarial – serial) skills should enhance your chances of getting a job.
35. I sent my friend an email with a photo as an (attached – attachment – attack – attractive).
36. Early black and white photos show people in (old-fashioned – ancient fashioned – new fashioned – fashionable) clothes.
37. The Sun is at its strongest at (midnight – midyear – dawn – midday).
38. My friend and I are going to enter an athletics (connection – combination – competition – compression). We all hope to win something.
39. Yehia Haqqi came from a poor (district – restrict – instinct – distinct) of Cairo.
40. I really enjoyed this book. It is written in a very simple (direction – position – style – location).
41. Ali (did – made – acted – achieved) a good job when he made that new table.
42. Kamal didn't want to tidy his room before he went out, but his mother (told – ordered – insisted – said).
43. London has a/an (average – number – ability – water) of 55.7 mm of rain each year.
44. My grandmother has spent a lot of time reading since her (development – amazement – arrangement – retirement).
45. Not many people have read my cousin's book because she could not find a (library – publisher – bookshop – bookseller).
46. Although Nawal has a (disability – disables – disabled – disable), she is very good at sports.
47. I have a ten (minutes – minute – minute's – minutes') break for something to eat at midday.
48. Haqqi's first short story was (declared – published – advertised – come out) in 1925.
49. Haqqi's story, The Postman, was (done – worked – played – made) into a film.
50. He (spoilt – did – developed – directed) a new style of writing which is respected today.
51. Using the computer for a long time (does – makes – works – gives) me a headache.
52. My daily (routine – habit – custom – way) starts when my alarm o'clock goes off at 6.30.
53. Ali (did – made – makes – does) a good job when he was working with us .
54. My (lawyer – doctor – nurse – secretary) types my new story onto the computer.
55. Professor Ali is giving a series سلسلة of (architecture – lectures – mixtures – creatures) on Einstein's theories. نظريات
56. Ali's grandfather was a doctor and later worked for the (ministry – section – country – industry) of health.
57. The teacher told us about the (worthlessness – importance – appearance – attendance) of revising before exams.
58. The tourist went on a (instructed – abducted – retreated – conducted) tour of Egypt, visiting all the ancient sites.
59. The history teacher (advanced – announced – influenced – balanced) my decision to become a teacher, too.

60. A week-old moon has the shape of a (semi-circle – semi-final – rectangle – triangle).
61. Shakespeare's plays have been very (influential – confidential – impartial – potential); many writers have used his stories.
62. The head teacher believes that (discipline – indifference – violence – noise) is very important in the classroom.
63. To (silence – defend – assist – rob) someone is to make them stop giving their opinions.
64. To (boil – foil – toil – spoil) children is to make them do whatever they want, with the result that they behave badly.
65. The word '(friendly – cowardly – fatherly – silly)' describes behaviour that is typical of a kind or concerned father.
66. A (layer – lawyer – destroyer – prayer) is one of several levels of different materials that are on top of each other.
67. My boss is very (strict – abstract – constrict – construct). He doesn't allow anyone to leave before the job is done.
68. A (serious – cautious – conscientious – nutritious) person is someone who is quiet and does not often laugh.
69. A/An (abstract – direct – strict – exact) person is someone who makes sure that people always obey rules and does not let people behave badly.
70. Phone me after school and we can have a (chat – chart – scratch – check) about the weekend.
71. Let's play a game in the (brake – shake – break – steak) between lessons.
72. The tourist sat by the pool and (raced – faced – financed – forced) the sun.
73. The teacher (dreamed – divided – founded – demanded) to know why I was late.
74. Her heart (attached – curved – ached – blamed) for the people who had died in the plane crash.
75. Mr. Youssef set up an (appreciation – aviation – association – station) to help children in 1968.
76. My mother had a strong (affluence – defiance – influence – innocence) on my early childhood.
77. Exercise can make a big (dependence – difference – conference – correspondence) to your state of health. *الصحية الحالة*
78. People have translated his books into many languages, (computing – including – cooperating – adding) English and French.
79. Soldiers fight for the (humour – tumour – honour – labour) of their country.
80. She has all the (quantities – qualities – queries – quests) to be a good doctor.
81. I (give – achieve – score – reach) myself goals and plan to achieve them.
82. Teachers must (inspire – respire – conspire – aspire) and encourage their students.
83. He decided to devote the (rest – reserve – resign – resort) of his life to scientific research.
84. (Cultural – Corporal – Capital – Coral) exchange is a way of connection between countries.
85. She complained of a/an (ache – headache – earache – toothache) in her shoulder which kept her awake at night.
86. He (pictured – lectured – captured – cultured) at the University of Cairo about biology.
87. Our teacher treats us in a fatherly (style – way – method – technique).
88. My father said that his teacher was very (serious – strict – fatherly – kind). My father couldn't talk in his class.
89. The (command – expand – remark – demand) for gold this month is more than the supply.
90. The word "straight" is the opposite of (curved – curving – carved – curvature).

91. There was a thin (payer – buyer – player – layer) of oil on the surface of the water.
92. Leaving lights always on is a/an (stable – responsible – irresponsible – irritable) behaviour.
93. His stories were very (success – failure – failed – successful) and made him famous.
94. He won many (awards – cups – rewards – words) for his writing.
95. Abdel Tawab Youssef died in 2015, (age – aging – aged- ages) 87 years.
96. Do you often (encourage – discourage – insult – spoil) your students to work hard?
97. My father said that his teacher (serious – smart – fatherly – disciplined) the class easily.
98. My father always encourages me to take (place – part – up – down) in conversations.
99. He studied (policy – politics – political – physical) science at university.
100. Many people have grown (down – up – in – on) reading the books of Abdel Tawab Youssef.
101. New teachers always come with (French – flash – fishy – fresh) ideas.
102. My mother has a special (gauge – garage – gadget – garbage) for cutting vegetables.
103. Adel loves windsurfing. He is very (enjoyable – enthusiastic – excellent – efficient) about it.
104. The story is an interesting (furniture – torture – encyclopedia – mixture) of fact and fiction.
105. I'm going to (downtown – download – downstream – downplay) some information from the internet for my school project.
106. The television picture is really clear. You have an enormous (steam – scream – screen – stem).
107. My grandparents' house is old-fashioned and does not have many (gadgets – galleries – technology – electricity).
108. This novel is not (bearable – preventable – avoidable – available) as an e-book yet, but you'll be able to get it next year.
109. The best thing about a (paperback – paperwork – paperclip – paper shop) is that you can easily carry it and read it at any time.
110. Her brother has not shown any (idealism – symbolism – enthusiasm – patriotism) for any sport.
111. I wanted to complain to the manager of the shop, but he was (unattainable – unavailable – unavoidable – unbelievable).
112. Before you can cook these beans, you have to (bleach – drown – sink – soak) them for 3 hours.
113. You can (press – bleach – approach – attach) white shirts to keep them looking clean.
114. (Encyclopedias – CD-ROMs – Biographies – Screens) can hold a lot of information and are small enough to carry in your pocket.
115. Oil and water don't (fix – prefix – suffix – mix). Even if you shake يَرُجُ them together they separate تنفصل into two layers.
116. The vase (pulled – rolled – pushed – walked) off the edge of the table and smashed. تهشمت
117. A/An (novel – story – encyclopedia – tale) is a large book that contains facts.
118. To (confess – depress – press – undress) is to push something hard.
119. To (repeat – retreat – renovate – recycle) is to put used objects through a process so that they can be used again.
120. A (roller – ruler – boiler – beaker) is a round piece of wood or metal that can be rolled.
121. You can get this novel as an (e-book – e-mail – e-learning – e-commerce) from the bookshop over there.
122. In ancient Egypt, (paper – papyrus – leather – bush) was used for writing and drawing.
123. (Recycling – Receiving – Reappearing – Recording) is definitely good for the environment.
124. The first paper was (done – gone – made – looked) by the Chinese two thousand years ago.

125. When paper was made (of – from – in – at) wood, it became much cheaper.
126. Most of today's newspapers and magazines are made from (recited – recycled – removed – redone) paper.
127. CD-ROMs can (hold – catch – touch – fetch) huge amounts of information.
128. The television is not on. Can you (release – press – dress – impress) the button.
129. The best thing about an (ebook – email – ebanking – ecommerce) is that you can carry a whole library and read from it at any time.
130. My father is a football (enthusiastic – enthusiast – realistic – idealistic). He plays and watches it on TV whenever he can.
131. To turn the computer on, you must press this (bazaar – basket – battery – button).
132. My first computer did not work, so they sent me a (requirement – retirement – replacement – rearrangement).
133. There has been a lot of (trap – trace – track – trade) between Egypt and Europe.
134. That play is very popular. You'd better check the (ability – availability – advisability – ambiguity) of tickets.
135. Some people believe that CD-ROMs will (place – displace – replace – balance) libraries.
136. I took a great photo of the Pyramids, and I'm (overloading – downloading – offloading – uploading) it onto a website now.
137. Paper was very (cheap – priceless – expensive – valueless) because it was made from cotton.
138. Arab travellers who traded (in – with – by – from) China learned how to make paper.
139. An (enthusiasm – enthusiast – enthusiastic – enthuse) person shows a lot of interest and excitement about something.
140. A (drawback – backpack – feedback – paperback) is a book with a soft paper cover.
141. More than two hundred thousand copies of this novel have been sold. It's a (bestseller – best selling – best sold – best buyer).
142. The (reference – encyclopedia – brochure – bookture) is a small book which you can carry easily in your pocket.
143. The teacher is going to (write – do – mark – manufacture) our homework tomorrow.
144. I'm going to wait until they (prevent – increase – reduce – replace) the price of the phone before I buy it.
145. We can't use the internet at the moment because the computer is (out of line – offline – online – in line).
146. The students were very helpful and helped to (remove – rescue – respect – research) some of the rubbish that was in the canal.
147. Hazem does not like cold water but we (encouraged – convinced – confused – discouraged) him that swimming is good for him.
148. The school secretary is (irresponsible – respected – responsible – awarded) for sending emails to the parents.
149. I sometimes get (confirmed – confident – confused – concluded) between the meanings of whether and weather.
150. The computer in the library does not work, so they are going to (reduce – replace – download – upload) it.

Grammar in Points

Past Simple الماضي البسيط

- I **visited** my uncle 3 days ago. • We **went** to Cairo last week. > حدث في وقت محدد في الماضي
- When I **was** on holiday, I **went** to the sea every day. > عادة في الماضي وانتهت
- He **went** home. It **was** very dark. He suddenly **heard** a strange noise. > سرد قصة في الماضي
- First he **saw** the film. Then he **had** dinner and went to bed. > أحداث متتالية في الماضي
- If he **knew** the truth, he wouldn't believe it. > الحالة الثانية لـ (If)
- I **didn't meet** him yesterday. > في حالة النفي
- **Did you go** to school yesterday? - Yes, I did. / No, I didn't. > في حالة السؤال بفعل مساعد
- **What did you do** yesterday? - I went to the park. > في حالة السؤال بأداة استفهام
- He **wrote** the book yesterday. → The book **was written** yesterday. > المبنى للمجهول

Used to

- He **is used to drinking** coffe in the morning. > عادة متكررة في المضارع
- = He **is in the habit of drinking** coffe in the morning.
- I **am not used to drinking** coffe in the morning. > في حالة النفي في المضارع
- **Are you used to smoking?** – Yes, I am. / No, I'm not. > في حالة السؤال في المضارع
- He **used to smoke** in the past. > عادة كانت موجودة في الماضي وانتهت
- = He **was used to smoking** in the past. = He **was in the habit of smoking** in the past.
- = He **no longer smokes** at present. = He **doesn't smoke any longer/ anymore.**
- He **didn't use to stay** up late. > عادة لم تكن موجودة في الماضي
- = He **wasn't used to staying** up late.
- **Did you use to smoke** in the past? – Yes, I did. / No, I didn't. > في حالة السؤال في الماضي
- = **Were you used to smoking** in the past? – Yes, I was. No, I wasn't.
- Water **is used to generate** electricity.
- Papyrus **was used for writing** in ancient Egypt. } صيغة مبني للمجهول من فعل use

Past Continuous الماضي المستمر

- Between three and five yesterday, I **was studying** English. } حدث استمر لفترة معينة في الماضي
- We **were watching** Tv at 7 o'clock last night.
- I **was having** a shower when the phone rang. } حدث كان مستمر في الماضي عندما قطعه حدث آخر
- **While we were walking**, it started to rain. > حدثان استمرتا معاً في وقت واحد في الماضي
- **While I was studying**, my father **was reading**.
- **When he arrived**, he **found** the door locked. = **On arriving**, he found the door locked.
- While he **was playing** the game, he **got** hurt. = **During** the game, he got hurt.
- He **was writing** the letter. → The letter **was being written**. > في حالة المبني للمجهول
- What **were you doing** when I saw you? > في حالة السؤال

Present Perfect المضارع التام

- I **have done** this job for many years. = I still do this job. > حدث بدأ في الماضي وما زال مستمر
- My car **has broken** down. = I have to go to work by bus. > حدث في الماضي وتأثيره موجود الآن
- I **have just written** the letter. > حدث انتهى قبل وقت قصير
- Twenty million people **have seen** the film **already**. > تأكيد وقوع الحدث
- I **haven't finished** my homework **yet**. > تدل على عدم اكتمال الحدث
- I **haven't seen** her since **October**. = I **last saw** her in **October**.
- **Have you ever travelled** by plane? • No, I **have never travelled** by plane.
- **It's the first time** I **have been** to this place. • **This is the only play** I **have seen**.
- Egypt **has made** great progress in the last few years.
- He **has written** the letter. → The letter **has been written**. > في حالة المبني للمجهول

Past Perfect الماضي التام

◆ يستخدم الماضي التام ليصف حدث وقع قبل حدث آخر في الماضي:

- When I **arrived** at the station, the train **left**.. = I arrived, then the train left.
- When I **arrived** at the station, the train **had left**. = The train left before I arrived.
- **As soon as** I **had seen** her, I **knew** there was something wrong.
- **After** he **had read** the book, he **went** to bed.
= **After reading** the book, he **went** to bed. = **Having read** the book, he **went** to bed.
- **Before** he **went** out, he **had done** his homework.
= **Before going** out, he **had done** his homework.
- He **didn't leave** till / until I **had given** him permission.
- He **was** angry because she **had insulted** him. • The film **had** already **started** when I **arrived**.
- I **had no sooner** read the book than I **slept**. = **No sooner** had I read the book than I **slept**.
- **It was only when** he **had read** the book that he **slept**.
- He **had cleaned** the room by then. → The room **had been cleaned** by then. > مبني للمجهول

Future Forms صيغ المستقبل

- **Shall I meet** you on Friday? • **Shall we have** a party? > اقتراح
- I **shall / will help** you with your homework? > عرض
- I'll **be** 18 next week. • Next Friday **will be** the first of May. > حقيقة مستقبلية
- I'll **make** some coffee. • The phone is ringing. I'll **answer** it. > قرار سريع
- I expect she **will pass** the test. • I'll **probably see** him soon. > تنبؤ بدون دليل
- I'll **have** coffee, please. > طلب • I'll **clean** the car for you. > عرض
- I'll **give** you the money. > وعد • I'll **call** the police. > تهديد
- **If** I know his address, I'll write him a letter. > الحالة الشرطية الأولى
- I think it's going to rain. The sky's looking very dark. > تنبؤ مبني على دليل
- I'm going to start a new business. > خطط أو نوايا مستقبلية
- **Are you going to buy** a new car? = **Do you intend to buy** a new car?
- He's **flying** to India next Monday. (He's got his tickets.) > ترتيبات في المستقبل
- The film **starts** at 9 o'clock. • The train leaves at 5 o'clock. > مواعيد محددة مسبقا

Future Continuous المستقبل المستمر

- I'll be playing tennis tomorrow from 7 to 9 p.m. } حدث سيكون مستمرًا في وقت معين في المستقبل
- This time next week, I will be travelling to Cairo. } حدث سيكون مستمرًا عندما يقطعه حدث آخر
- I will be waiting for you when you arrive tonight. > حدثان سيستمران معًا في نفس الوقت
- I will be working next week while you will be playing. > تخمين ما يفعله شخص الآن
- Don't call him now, he'll be doing his homework. > شيء محتمل استمراره في المستقبل
- In 100 years, people may be living in space. >

Future Perfect المستقبل التام

- By 2050, they will have moved to a new house. > حدث سيكتمل قبل وقت معين في المستقبل
- By the time I travel abroad, I'll have sold the house. > حدث سيكتمل قبل حدث آخر في المستقبل
- By next year, the new building will have been finished. > في حال المبنى للمجهول

Exercise on Grammar

Choose the correct answer:

1. Yesterday, my sister (gives – has given – gave – would give) me a book she had finished reading the day before.
2. While I (have come – were coming – was coming – came) to school today, I saw an old friend.
3. What (are you doing – were you doing – do you do – have you done) at midday yesterday?
4. While my car (was mending – was being mended – has mended – had mended), I went shopping.
5. As soon as he (takes – has taken – will take – had taken) the photo, he showed it to his friend.
6. As soon as the robbers (had arrested – had been arrested – were arresting – are arrested), they were taken to jail.
7. He (didn't use to – isn't used to – used – uses) need much sleep, but he does now.
8. Yesterday evening, we (were revising – revised – have revised – was revising) for our English test when all the lights went out.
9. Our block of flats (was built – were built – has been built – was building) five years ago.
10. After Mona had played the piano, she (was helping – has helped – helped – will help) her sister with her homework.
11. By the time he was 12, my brother (learnt – had learnt – has learnt – learns) 3 languages.
12. Before I (had had – had – have – have had) breakfast this morning, I had brushed my teeth.
13. When I went to my friend's flat, he (already left – has already left – have already left – had already left) for school.
14. My father retired last week. He (worked – has worked – has been working – had worked) for the same company for 25 years.
15. Adel asked which team was red because he (doesn't see – hasn't seen – can't see – had not seen) these teams before.
16. Jack knew Steve was at the match because Steve (had phoned – phones – was phoning – would phone) him before he went.
17. By the time she (finishes – finished – has finished – was finishing) writing her report, she had drunk six cups of tea.

18. We (miss – had missed – are missing – have missed) the bus, so we had to walk.
19. After I (finish – have finished – had been finishing – had finished) my homework, I watched my favourite TV programme.
20. Before (wrote – writing – had written – has written) this novel, he had become famous as a playwright.
21. After his father had died, the mother (doesn't send – won't send – hasn't sent – didn't send) her son to school.
22. By the time Ahmed was 20, his father (had spent – was spending – has spent – is spending) all his money.
23. He (has found – found – finds – will find) work as a secretary to someone who had been a friend of his father's.
24. The teacher (told – were telling – have told – were told) us to give in our homework on Tuesday.
25. We (told – are telling – was told – were told) to give in our homework on Thursday.
26. There was a strong smell and the sound of frying. Obviously Mrs. Jones (cooks – was cooking – has cooked – was cooked) fish.
27. He was a successful writer when people realized that his books (had written – written – had been written – wrote) by other people.
28. When I saw him, he (hadn't finished – hasn't finished – wasn't finishing – doesn't finish) his work yet.
29. He didn't know the truth until he (reads – has read – would read – had read) the newspaper.
30. No sooner (he had – has he – had he – would he) left the building than it collapsed.
31. I was terribly afraid because I (have – am – was – had) never flown before.
32. I once (used to read – was reading – had read – have read) the newspaper everyday. Now I don't have the time.
33. I sat down and (did – was doing – was done – had done) my homework.
34. I was reading a book when you (phoned – were phoning – were phoned – had phoned) me last night.
35. She gave it to me while (read – were reading – reading – had read) the newspaper.
36. I didn't answer the phone because I (prayed – was praying – was prayed – had prayed).
37. I (had – was – had had – had) just finished doing the exercise when my father returned home.
38. Where did you (used – using – use – uses) to play when you were young?
39. They (were listening – listened – listen – had listened) to music while their mother was cooking.
40. She (didn't put – wasn't put – doesn't put – isn't put) into prison until she had confessed with her crime.
41. Mona (didn't – wasn't – won't – don't) forgive him until he apologizes for his mistakes.
42. How long ago (will – has – did – had) your uncle begin his new job?
43. The last time I visited Manal (was – has been – did – had been) three months ago.
44. (When – During – While – On) my sleep, someone knocked on the door.
45. Having (had seen – seeing – seen – saw) the film, I went to bed.
46. On arriving home, Adel (discover – discovers – had discovered – discovered) what had happened.
47. It wasn't (after – when – until – before) I had seen Ahmed that I recognised him.

48. It was only when Mum had returned (than – that – then – this) I left home.
49. I (enjoy – am enjoying – had to enjoy – have enjoyed) reading novels since I was a young child.
50. I (have had – had had – have to have – am having) my own computer for 3 years now.
51. My phone (hadn't worked – hasn't worked – wasn't working – isn't working) very well since I dropped it last week.
52. I'm sorry. I (had been – was being – am being – have been) really busy recently.
53. I have been very ill since we last (have met – met were meeting – had met – met).
54. My brother (has just passed – has just been passing – has just been passed – is just passing) his university exams – that's why he looks so happy.
55. Have you finished this exercise (for – since – already – ever)? –Yes, I have finished it.
56. My father (had travelled – had been travelling – has travelled – is travelling) to Asia six times in the last two months.
57. It is the best decision I have (ever made – never made – been made – made ever) in my life.
58. A fire (had broken – has broken – is broken – has been broken) out at a hotel in the city centre. The fire is burning now.
59. Don't take that cup. I (have finished – have been finishing – haven't finished – hadn't finished) my coffee yet.
60. That's the first time I (saw – was seen – have been seeing – have seen) you get angry.
61. I (write – am writing – was writing – have written) stories for as long as I can remember.
62. His books (influence – influenced – has influenced – have influenced) children for many years.
63. This is the most interesting book I have (never – ever – yet – just) read .
64. Oh! I (lost – lose – am losing – have lost) my passport. What should I do?
65. My cousin has lived abroad (when – for – ago – since) his childhood.
66. Omar, (has – have – did – had) you read that book I recommended?
67. I can't phone my parents because I (lose – lost – have lost – had lost) my phone.
68. Have you (ever tried – tried ever – never tried – tried never) English food?
69. Basel (isn't – didn't – wasn't – hasn't been) hungry because he has eaten a big lunch.
70. He (eats – has eaten – had eaten – is eating) three sandwiches up till now.
71. These trees (grew – grows – will grow – have grown) phenomenally tall over the years.
72. The manager has met many people (when – on – after – since) he arrived at his office.
73. I haven't heard from my brother (since – ago – just – for) his travel.
74. We started to live here more than 20 years (for – ago – since – so far).
75. We have lived here (for – ago – since – so far) more than 20 years.
76. Radwa doesn't know what flying is like as she (never flies – has never flown – never flew – had never flown).
77. You look pale. (Has anything happened – Will anything happen – had anything happened – Was anything happening) to you?
78. Agatha Christie's books (have been translated – were being translated – translated – have translated) into more than 40 languages.
79. Noha has (already – yet – never – ever) cleaned her room. It looks nice now.
80. How long (did – were – had – have) you studied English?
81. My brother (is going – will go – has gone – has been) to Paris, he came back last week.
82. Where is your father? My father (has been – has gone – had gone – had been) to Cairo.

83. It's arranged. We (will go – go – are going – may go) to the Red Sea this summer.
84. I think my cousin (will study – studies – going to study – would study) engineering. He is very clever at Maths.
85. My German lesson (is stating – starts – has started – start) at four o'clock this afternoon.
86. The launch of the satellite (is being – are being – is – was) at 7.50 tomorrow.
87. I am studying medicine. I (may be – am going to be – am being – be) a doctor.
88. She (will – should – is going to – may) probably do the shopping tomorrow.
89. Perhaps they (are visiting – are going to visit – will visit – may visit) us next Saturday.
90. Somebody is knocking on the door. I (am going – will go – have gone – go) and open it.
91. What are your plans for tomorrow? – I (am going to play – play – have played – shouldn't play) tennis with a friend.
92. He's driving at breakneck speed. سرعة قصوى He (has – would have – is going to have – is having) an accident.
93. (Will you – Are you going to – Do you – Should you) help me with this heavy bag, please?
94. Don't worry. I (lend – am lending – will lend – should lend) you the money you need.
95. Don't phone me at 8.00 a.m. tomorrow. I (drive – will be driving – have driven – would drive) the kids to school then.
96. Look at those black clouds. It (rains – is raining – is going to rain – isn't raining).
97. She has decided that she (is studying – is going to study – studies – will study) medicine.
98. Be careful! You (will spill – are spilling – are going to spill – spill) your coffee.
99. By next Christmas we (will be – are being – will have been – have been) here for eight years.
100. By the time we (got – had got – get – getting) to the party, most people will have left.
101. By the time we get to the stadium. The match (will have started – is starting – was starting – had started).
102. In the future, every new book will probably be (publish – publishing – published – publishes) as an e-book.
103. Do you think CD-ROMs will ever (be replaced – be replacing – have replaced – replace) traditional books completely?
104. By this time next week, (I'll have heard – I hear – I am hearing – I heard) my test results.
105. We (will be used – are using – are used – will use) less paper if we read e-books.
106. The new underground railway line (will have been built – will be building – has built – have built) by 2012.
107. I'm sorry but your car (won't repair – can't repair – repaired – won't be repaired) this week.
108. It is hoped that the road (is reducing – will reduce – will be reduced – will have been reduced) early morning traffic.
109. The new road (won't be finished – won't have finished – won't be finishing – has finished) until the year 2015.
110. It is said that the number of road accidents (cut – cuts – will cut – will be cut) by 20%.
111. I'm sure that these predictions (will come – will be coming – may come – may be coming) true.
112. I wonder what we (will do – shall do – do – will be doing) this time next year.
113. In five years' time, Ali will probably (be lived – still live – be still living – still living) with his parents.
114. In an hour's time, Hanaa (will be travelling – will travel – travels – travelled) home on the train.

115. It's arranged. We (will swim – will be swimming – may be swimming – may swim) in the red sea tomorrow morning.
116. Where do you think you (would work – may work – will be working – will work) when you're 50?
117. They (may be setting – will set – will be setting – would set) a new company in the future. It's probable.
118. Running too many programs at the same time (will probably make – will probably be made – has probably been made – is probably made) the computer crash.
119. I (will shoot – shoot – have shot – am shooting) you if you come any closer.
120. The traffic is terrible. We (will have missed – miss – are going to miss – are missing) our flight.
121. At one o'clock tomorrow, I (will eat – am going to eat – will be eating – will have eaten) lunch with my friends.
122. We (will have – are having – will have had – are going to have) a family party on Saturday. Would you like to come?
123. I'm sorry I can't talk now. I (am calling – will call – will have called – to call) you later.
124. I haven't seen my cousin in England for five years. I'm sure she (will grow – is going to grow – is growing – will have grown) a lot!
125. Will you watch this film with me tomorrow evening? – Sorry, I (will read – am going to read – will be reading – am reading).
126. There's a good film on TV tonight. It (finish – finishes – will finish – is finishing) at ten o'clock.
127. There's a good film on TV tonight. I think that it (finish – finishes – will finish – is finishing) at ten o'clock.
128. (Shall you do – Do you do – Are you doing – Will you do) anything next Saturday?
129. We won't start the meeting until you (arrives – had arrived – will arrive – arrive).
130. She won't go shopping (when – as soon as – until – by) she has dusted the furniture.
131. The water is boiling. I (will turn – am going to turn – am turning – turn) the gas off.
132. I'm not at work tomorrow. I (will go – go – am going – have gone) to Cairo on business.
133. I feel dizzy. I think I (will – am – am going to – will be) fall down.
134. There is a hole in the bottom of the boat. I think it (will sink – am sinking – is going to sink – sinks).
135. She intends to (visit – am going to visit – visiting – visited) her aunt next Friday.
136. Before there was a bus to her village, Mona and her brother (had always walked – were walking – have always walked – walk) to school.
137. Ola is nervous because she (never gives – had never given – never used to give – has never given) a talk to the class before.
138. It is very hot in the house. I (am turning – turn – will turn – am going to turn) on the air conditioner.
139. The mechanic (will finish – will have finished – will be finishing – is finishing) repairing my car by the end of the week.
140. When we saw the hotel, we (were knowing – had known – have known – knew) that it was a great place for holiday.
141. Dina (hasn't finished – hadn't finished – not finishing – haven't finished) the test when the teacher told them to stop.
142. The car (was moving – moves – has moved – is moving) fast when it hit the tree.

143. I've tried Chinese food, but I haven't tried French food (already – never – yet – just).
144. The teacher says that we (going to study – study – are studying – studying) relative clauses next week.
145. My grandfather (is being – will be – is going to be – will have been) 70 on his next birthday.
146. The police know what the thief (has done – does – was doing – is doing) at 8 o'clock last night.
147. The tourists (didn't stop – stopped – haven't stopped – won't stop) walking until they had reached the top of the mountain.
148. It's 35 degrees and it's only 7 a.m. It (was – is going to be – is being – will be being) very hot today.
149. I (won't leave – wouldn't leave – hadn't left – wasn't left) the office until I had checked that all the doors were locked.
150. By the time he (had come – comes – is coming – will come) back home, I will have finished all the exercises.