

Toppers

To get the full mark

كتاب يصل بك إلى القمة

2021

in

Hello! English

الصف الثالث الثانوى

2021

Compiled and edited

By

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Focus on Grammar

① The Past Simple Tense الماضي البسيط

Start Point

+	Verb + -ed (or d)	: He worked for the police two years ago .
-	S + didn't + inf.	: He didn't work for the police two years ago .
?	Did ... + S + inf.	: Did he work for the police two years ago ?

وتفصيلاً:

Form التكوين	Sub. + الفاعل + (inf. + d / ed / ied)..... يُتكون الماضي البسيط من التصريف التصريف الثاني للفعل بإضافة (d-ed-ied) للأفعال المنتظمة. ◀ الأفعال الشاذة لها تصريفات خاصة.... لذلك تُحفظ. Ex: I watched a nice film last night. Ex: She read an interesting story two days ago .
Negation النفي	Sub. + (did not) didn't + inf..... ◀ يُنفي الماضي البسيط بـ (didn't + inf.) أو (التصريف الثاني + never) Ex: I didn't watch a nice film last night. = I never watched ...
Yes / No Question السؤال بـ (هل)	Did + sub. + inf. + ? Ex: Did you watch a nice film last night? Ex: Did She read an interesting story two days ago ?
(Wh.) Questions السؤال بـ (أداة استفهام)	(Wh-word) + did + sub. + inf. + ? Ex: What did you watch last night?
Passive المبنى للمجهول	(Obj. مفعول) + (was / were) + P.P. + Ex: A nice film was watched last night (by me).

الإستخدام Usage

يستخدم الماضي البسيط للتعبير عن:

- ① To refer to an action which started and finished in the past, often with a **time** or **date**:
◀ حدث بدأ وانتهى في الماضي في وقت محدد مع وجود ظرف زمني (سواء الماضي القريب أو البعيد).

Ex: She **visited** London in **2010**.

Ex: The Pharaohs **built** the pyramids thousands of years **ago**.

- ② To refer to one event followed by another in the past: لوصف أحداث متتابعة في الماضي

Ex: I **woke up**, **dressed** up, **had** my breakfast, and then **went** to school.

Ex: He **bought** a meal. **After that**, he **went** to his office.

I → woke up dressed up had breakfast went to school



- ③ To talk about long-term situations in the past which are no longer true with (**for**):
◀ للحديث عن مواقف / أحداث استمرت فترة طويلة في الماضي ولم تعد تحدث الآن مع وجود (**for**):

Ex: Ahmed Alaa **worked** for the police force **for** over 15 years.



4 To describe past habits or repeated actions:

◀ لوصف عادات ماضية أو أحداث متكررة وانتهت الآن مع (**used to + inf.**) بمعنى (اعتاد أن أو كان ..)

Ex: Mariam **used to play** tennis **when** she **was** young. (= She **no longer plays** tennis)

Used to + inf. VS Be / Get used to + Gerund / (pro)noun

◀ تعبر (**used to + inf**) عن عادة كانت في الماضي وانتهت الآن (اعتاد أن).

Ex: Ahmed **used to be** overweight when he was young, but now he **isn't**.

◀ تعبر (**be + used to + inf+ing**) عن عادة كانت في الماضي ومستمرة حتى الوقت الحاضر (معتاد على).

Ex: I'm **used to watching** foreign movies.

Ex: People in Matrouh **are used to (eating)** spicy food / hot weather.

◀ معنى (**get + used to + gerund (-ing form)**) يصبح مُعتاداً على شيء ما بالتدريج.

= Become **accustomed to + something**

Ex: After a couple of days, Samy **got used to waking** up early in the morning.

! Often we use 'get used to + gerund' with 'could' and 'cannot'.

◀ غالباً ما نستخدم (**get used to + gerund**) مع ('could' and 'cannot').

Ex: I **can't get used to working** so many hours. I am so tired.

(I am finding it **impossible** to become accustomed to this)

Watch out!

Watch out!

! يستخدم الماضي البسيط مع **ظروف التكرار** ليعبر عن **عادة** كانت تحدث في الماضي وانتهت الآن وهي:

(**always / often / usually / sometimes / every dayetc.**)

Ex: When I **was** on holiday, I **usually walked** on the beach. (= used to walk...)

Words and phrases often used with the past simple

◀ غالباً ما يستخدم الماضي البسيط مع **ظروف زمنية** وتوضع **أول** أو **آخر** الجملة مثل:

Yesterday / last (week- month- winter....) / once = once upon a time / one day / ago
 in the past / in ancient times / in old days / the other day / from..... to..... / in 1989....etc.

Choose the correct answer:

- I'm starving. I.....my breakfast over five hours ago.
 a) was having b) had c) had had d) have had
- He stood up, got his briefcase and.....the office.
 a) leaves b) has left c) left d) had left
- He..... a lot when he was young.
 a) has travelled b) travels c) travelling d) used to travel
- When.....you last have a haircut?
 a) had b) did c) do d) were

My test 1

Answer: 1.b 2.c 3.d 4.b

2 The Past Continuous Tense الماضي المستمر

Start Point

+	was / were + v +-ing	: He was watching the news.
-	S+ was / were + not + v +-ing	: They weren't watching the news.
?	Was / Were... + v +-ing	: Were they watching the news?

وتفصيلاً:

Form التكوين	Sub. (الفاعل) + was / were + v+-ing (was / were + v + -ing) { We / They / You / People } + were reading / writing.... { I / He / she / It / Ali } + was reading / writing.....
Negation النفي	{ We / They / You / People } + were not (weren't) reading / writing.... { I / He / She / It / Ali } + was not (wasn't) reading / writing..... ينفى الماضي المستمر بوضع (not) بعد (was / were)
Yes/No Question السؤال بـ (هل)	Were + (I / We / they / you / جمع) + v-ing.....? Was + (he / she / it / اسم مفرد) + v- ing.....? Ex: Were you watching the match yesterday evening? Ex: Was she watering the garden at 7 o'clock yesterday morning?
(Wh.) Question السؤال (أداة استفهام)	(Wh-word) + (was / were) + sub. الفاعل + v-ing.....? Ex: What were you doing at 10 o'clock last night?
Passive المبنى للمجهول	(Obj. مفعول) + (was / were) + being + P.P.+..... Ex: While the office was being cleaned , the staff arrived.

الإستخدام Usage

يستخدم الماضي المستمر للتعبير عن:

- To talk about an action that happened at a particular time:
 حدث كان مستمرًا في وقت محدد أو معين في الماضي (إشارة أكثر تحديدًا).
Ex: Tarek was eating dinner at **noon yesterday**.
- To talk about an action that was interrupted by an event in the past:
 حدث كان مستمرًا (حدث طويل) عندما قطعه حدث آخر قصير (ماضي بسيط) ← (حدثان متقاطعان).
Ex: I hurt my back **while** I **was working** in the garden.
Ex: The car began to make a strange noise **when** we **were driving** home.
- To refer to an action or actions which happened for a length of time in the past.
 حدثان - أو أكثر - كانا مستمرين في نفس الوقت في الماضي، لا يقطع أحدهما الآخر. ← (حدثان متزامنان).
Ex: While my dad **was reading** his newspaper, I **was doing** my homework.
Ex: While / As / When I **was doing** my homework, my sister **was helping** my mother.
- To refer to repeated past actions or annoying past habits (with always, continually,.....etc.)

يمكن استخدام كل من (باستمرار **always / forever / constantly**) مع **الماضي المستمر** للتعبير عن الضيق والغضب نتيجة عادات ماضية متكررة لأشخاص تبعث على الضيق .

Ex: I didn't like having Ali for my roommate last year. He **was always leaving** his dirty clothes on the floor.

Ex: My parents **were constantly complaining** about my actions.

Quick Tip

لا يستخدم **الماضي المستمر** مع (**State verbs**) أى أفعال الإدراك والحواس والشعور أو تلك التى تصف الحالة ولكن نستخدم **الماضي البسيط**.

Ex: While Mariam **was** ill, a lot of her friends **visited** her.

Ex: She **seemed** ill **when** I visited her.

أفعال الثبوت State verbs

وهى تلك الأفعال الواصفة للأحوال النفسية والأفكار وما ليس فيه حركة؛ ولذلك لا تستخدم فى الأزمنة **المستمرة** إلا فى **أحوال معينة ومعان خاصة** وهى:

Thoughts: أفعال التفكير	agree, assume, believe, forget, hope, know, remember , suppose , think, understand,..
Feelings: أفعال الإحساس والمشاعر	love, hate, prefer, want, desire, dislike, enjoy, mind, adore, despise....etc.
Senses: أفعال الحواس	feel, hear, see, smell, taste.
Other existing states: أفعال أخرى	be, seem, appear, sound, resemble, look like, consist of, contain, exist,.. etc.

لاحظ المقارنة الآتية:

أفعال الحركة Action (dynamic) verbs	أفعال الثبوت State verbs
Ex: I'm seeing a lawyer tonight. (=I'm meeting)	Ex: I see exactly what you mean. (=I understand أفهم)
Ex: I am thinking about this grammar. (= I'm considering أفكر)	Ex: I think Ahmed is a kind man. (= I believe أعتقد)

Words and phrases often used with the Past Continuous

غالباً ما يستخدم **الماضي المستمر** مع (**while / as / just as / when**)

① { While As / Just as When }	+	ماضي مستمر was / were +v-ing	+	ماضي بسيط S + V2
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Ex: While I **was walking** down the street , it **began** to rain.

② { While As / Just as When }	+	ماضي مستمر was / were +v-ing	+	ماضي مستمر was / were +v-ing
-------------------------------------	---	--	---	--

Ex: While I **was studying** in my room, my friend **was having** a party in another room.

- 3 ماضى بسيط
S + V2 + { While
As / Just as
When } + ماضى مستمر
was / were + v-ing

Ex: Mariam **phoned** while we **were having** dinner.

Ex: Yomna **fell** asleep while she **was watching** a movie.

- 4 **When** ماضى مستمر , ماضى بسيط

Ex: When it **began** to rain, I **was walking** down the street.

- ! **While** (لابد أن يكون الفاعل واحداً في الجملتين) ماضى بسيط , V + -ing (بدون فاعل) ..

Ex: While **walking** down the street, I **ran** into an old friend.

= Ex: While **I was walking** down the street, **I ran** into an old friend.

- 5 ماضى مستمر **because** ماضى بسيط

Ex: I **didn't hear** the phone when it rang **because** I **was having** a shower.

Watch out!

► During or while?

! لاحظ أن (**During**) حرف جر يتبعها اسم فقط وتستخدم في أول أو وسط الجملة و تحل محل (**While**).

- 6 **During + noun**, ماضى بسيط

► During → (the film / (**my**) flight / office hours / the twentieth century / the day...etc.)

Ex: **During** my **flight** to America, I felt ill. = I felt ill **during** my flight to America.

Watch out!

◀ يستخدم الماضى البسيط لوصف أحداث متتابعة فى الماضى فى حين يستخدم الماضى المستمر لوصف حدث واحد.

Ex: I **was walking** along the road when I **saw** Dan. So I **stopped**, and we **had** a chat.

Compare:

Ex1: **When** Karam arrived, we **were having** dinner. (= We had already started before he arrived.)
◀ بدأنا بالفعل فى تناول طعام العشاء قبل أن يصل كريم

Ex2: **When** Karam **arrived**, we **had** dinner. (= Karam arrived, and then we had dinner.)
◀ وصل كريم أولاً ثم تناولنا طعام العشاء

► Choose the correct answer:

- While I.....at home, a salesman called.
a) was being b) were c) was d) have been
- I saw you in the park yesterday. You.....on the grass and reading a book.
a) sat b) were sitting c) had sat d) have sat
- She was cooking the dinner while.....to her husband.
a) talked b) had talked c) being talked d) talking
- We rented a small flat.....the summer.
a) while b) during c) since d) when
- We didn't hear the intruder because we.....on the top floor that night.
a) are sleeping b) have slept c) had slept d) were sleeping

Answer: 1.c 2.b 3.d 4.b 5.d

My test 2

③ The Past Perfect Tense زمن الماضي التام

Start point

+	S + had + p.p	: He had listened to the news by ten.
-	S + had not + p.p	: He hadn't listened to the news by ten.
?	Had + S + p.p	: Had he listened to the news by ten?

وتتصلاً:

Form	التكوين	يتكون الماضي التام من: Sub. + had ('d) + P.P.
		Ex: By the age of twenty, I had learnt how to drive a car. Ex: She had read an interesting story before going to bed.
Negation	النفى	Sub. + (had not) hadn't + P.P..... Ex: I hadn't done my homework before midnight.
Yes/No Question	السؤال بـ (هل)	Had + sub. + P.P. +? Ex: Had you had your breakfast before coming to school?
(Wh.) Question	السؤال بـ (أداة استفهام)	(Question Word) أداة الإستفهام + had + sub. + P.P +? Ex: What had you done before coming to school?
Passive	المبنى للمجهول	(Obj. مفعول) + (had+ been) + P.P. + Ex: All my jobs had been done before midday.

الإستخدام Usage

يستخدم الماضي التام للتعبير عن:

- To talk about things that happened before a certain time in the past:

حدث وقع قبل وقت معين في الماضي (مع By / Before + point of time).

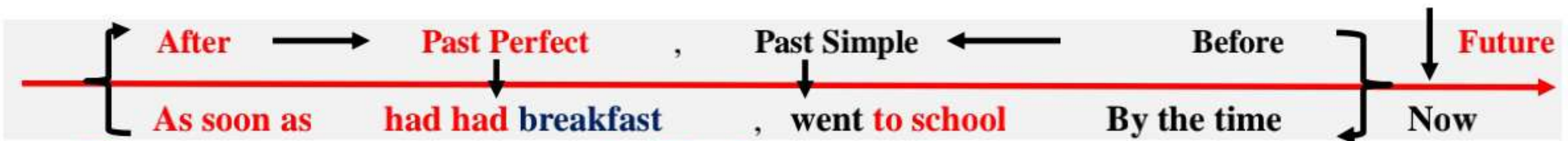
Ex: Ahmed **had done** all his homework **before / by midnight**.

- To talk about the earlier of two actions in the past. The later action is in the past simple:

حدث تم واكتمل قبل وقوع حدث آخر في الماضي: أي إذا وقع حدثان في الماضي؛ فالحدث الذي وقع أولاً (حدث أول) يوضع في زمن الماضي التام أما الحدث الآخر (حدث ثان) فيوضع في زمن الماضي البسيط.

Ex: After I **had had** my breakfast, I **went** to school.

لاحظ خط الزمن وتتبع الأسهم لتعرف الفرق بين (after / before) وأي الحدثين وقع أولاً.



Ex: Before I **went** to school, I **had had** my breakfast.

Words and phrases often used with the "Past Perfect"

The past perfect is often used with words like **when, as soon as, by the time, after, by the time** to show **the order of events**:

غالباً ما يستخدم الماضي التام والماضي البسيط مع روابط معينة لبيان ترتيب الأحداث وهي كالتالي:

Ex: By the time I **decided** to go on a diet, I **had put** on ten kilos.

1	After As soon as When	+	ماضي تام S.+ had + p.p.	+	ماضي بسيط S + V2

Ex: After I **had finished** my work, I **took** a break.

Ex: He **told** me as soon as he **had heard** the news.

! **After** (بدون فاعل) → **v.+ing** / Noun. اسم, ماضي بسيط

Ex: After **finishing** my work, I **took** a break. = I **took** a break **after finishing** my work.

! **Having + p.p.** , ماضي بسيط

Ex: **Having finished** my work, I **took** a break.

Ex: **Having been arrested** by the police, the criminal **went** to prison.

= (**After** the criminal **had been** arrested by the police, the criminal **went** to prison.)

مبنى للمعلوم

مبنى للمجهول

2	Before By the time When	+	ماضي بسيط S + V2	+	ماضي تام S + had + p.p.

Ex: **Before** I took a break , I **had finished** my work.

! **Before....** بدون فاعل → **+ Noun.** اسم / **v.+ing** , ماضي تام

Ex: **Before taking** a break , I **had finished** my work.

3	After As soon as When	+	ماضي بسيط S + V2	+	ماضي بسيط S + V2

◀ نستخدم القاعدة السابقة عندما يكون سياق الأحداث واضحاً لا لبس فيه.

Ex: **When** she **saw** a snake in front of her, she **cried**. (The sequence of events here is clear)

Ex: He **told** me as soon as he **heard** the news.

Watch out!

! **لاحظ:** يطلق مدرسو اللغة الإنجليزية على (**when**) لقب (**Crazy when**) ؛ إذ يتبعها ماض بسيط أو تام أو مستمر حسب السياق فهي تساوي في المعنى كلاً من (**after / while / before**) (راجع زمن الماضي المستمر)

- | | |
|---------------------------------------|---|
| ▶ When ماضي تام , ماضي بسيط | ▶ When I arrived at the station, the train had left . |
| ▶ When ماضي بسيط , ماضي تام | ▶ When I had arrived at the station, the train left . |
| ▶ When ماضي بسيط , ماضي بسيط | ▶ When I arrived , the train left . (لا يوجد فارق زمني) |
| ▶ On + اسم / v.ing , ماضي بسيط | ▶ On my arrival / arriving at the station, the train left . |

لاحظ الفرق:

▶ **When** she **arrived** at the station, the train **had already left**.

(= The train **had already left** the station **before** she arrived.)

◀ كان القطار قد غادر بالفعل قبل أن تصل إلى المحطة .

▶ **When** she **arrived** at the station, the train **left**.

(= She **arrived**, and then the train **began to leave**.)

◀ وصلت للمحطة أولاً ثم بدأ القطار في مغادرتها.

4 ماضي تام **till / until** ماضي بسيط (منفي غالباً)

Ex: I **didn't go** to school **until** I **had had** my breakfast.

Ex: My laptop **wasn't repaired** **until** a computer engineer **had examined** it.

! ماضي بسيط **till / until** ماضي بسيط (مثبت)

Ex: He **lived** in Matrouh **until** he **died**. Ex: We **waited** for the bus **until** it **arrived**.

Quick Tip

Till is used more in **speaking** than in **writing**; it is generally not used in **formal English**.
(**Till**) أكثر استخداماً وشيوعاً في المحادثات عنها في اللغة الرسمية المكتوبة.

5 ماضي تام **because** ماضي بسيط

Ex: We **weren't** hungry **because** we **had** already **eaten**.

Ex: Asmaa **felt** ill **because** she **had eaten** too much chocolate.

6 ماضي تام **By** + (في الماضي) نقطة زمنية **→**

By قبل / قبيل **→** (midnight / midday / the age of 14 / 1977/.....), **S** + had + p.p.

Ex: **By** midnight, they **had come** to an agreement.

◀ يستخدم الماضي التام والماضي البسيط مع التعبيرات الآتية ومعناها (لم يكذب يفعل كذا.....حتى.....)

7 Sub + had +	<table border="0"> <tr><td rowspan="3"> <table border="0"> <tr><td>no sooner</td></tr> <tr><td>hardly</td></tr> <tr><td>scarcely</td></tr> </table> </td> <td rowspan="3"> <table border="0"> <tr><td>+</td><td>P.P.</td><td>.....</td><td>than</td></tr> <tr><td>+</td><td>P.P.</td><td>.....</td><td>when</td></tr> <tr><td>+</td><td>P.P.</td><td>.....</td><td>when</td></tr> </table> </td> <td>ماضي بسيط</td> </tr> <tr> <td>ماضي بسيط</td> </tr> <tr> <td>ماضي بسيط</td> </tr> </table>	<table border="0"> <tr><td>no sooner</td></tr> <tr><td>hardly</td></tr> <tr><td>scarcely</td></tr> </table>	no sooner	hardly	scarcely	<table border="0"> <tr><td>+</td><td>P.P.</td><td>.....</td><td>than</td></tr> <tr><td>+</td><td>P.P.</td><td>.....</td><td>when</td></tr> <tr><td>+</td><td>P.P.</td><td>.....</td><td>when</td></tr> </table>	+	P.P.	than	+	P.P.	when	+	P.P.	when	ماضي بسيط	ماضي بسيط	ماضي بسيط
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ماضي بسيط																					
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Ex: The plane **had scarcely taken off** **when** it returned to the airport.

Watch out!

! لاحظ عندما تأتي الروابط السابقة في أول الجملة فلا بد من عمل صيغة استفهام: أى نبدأ بـ (فعل مساعد + فاعل)

<table border="0"> <tr><td>No sooner</td></tr> <tr><td>Hardly</td></tr> <tr><td>Scarcely</td></tr> </table>	No sooner	Hardly	Scarcely	<table border="0"> <tr><td>+</td><td>had</td><td>+</td><td>sub.</td><td>+</td><td>P.P.</td></tr> </table>	+	had	+	sub.	+	P.P.	<table border="0"> <tr><td>than</td></tr> <tr><td>when</td></tr> <tr><td>when</td></tr> </table>	than	when	when	ماضي بسيط
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+	had	+	sub.	+	P.P.										
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ماضي بسيط															
ماضي بسيط															

Ex: No sooner **had** she drunk the coffee **than** she began to feel drowsy.

◀ لم تكذب تحتسى القهوة حتى شعرت بالنعاس.

Quick Tip

No sooner.....than; Scarcely....when.....;Hardly.....when.

! لاحظ أننا لا نستخدم التعبيرات السابقة في المواقف والمناسبات العادية، إذ أنها تصف حدثاً غير عادي أو غير متوقع ويحدث بسرعة وحينما لا يكون هناك حدث غير عادي فلا بد من استخدام: **As soon as, after, when**

8 ماضي بسيط **that** ماضي تام **that**
=It wasn't **until** ماضي تام

Ex: It was **only when / after** he **had watched** the film **that** he **slept**.

=It wasn't **until** he **had watched** the film **that** he **slept**.

◀ عادة ما نستخدم الماضي التام مع نفس الظروف والتعبيرات المستخدمة مع المضارع التام وهي:
(just , already, yet, since, for, ever, never, it was the first / second time, it was the most..... , still...etc.)

Ex: Mriam and Yomna **had just left** and there was nobody at home.

Ex: It was **the first time** in his life he'd felt truly happy.

Quick TIP

◀ لاحظ الظرف (still) يأتي قبل الفعل المساعد في الجمل المنفية.

Ex: They **still hadn't** finished writing their reports, (**NOT** they **still didn't** finish.....)

Grammar extra

! يمكن استخدام الماضي البسيط بعد الكلمات الآتية:

1 It's (high/ about) time

◀ حان الوقت / أن الأوان أن....

To suggest that something should be done now or in immediate the future:

Ex: It's (**high / about**) time I **went** home.
It's too late.

2 would rather/ sooner

◀ أفضل أن..

For current, general or future preference:

Ex: Ali **would rather /sooner** we **bought** a house than **carried** on renting.

لاحظ أن الفاعل بعدهما مختلف عن الفاعل قبلهما.

Ex: I'd **rather** he **didn't** waste so much time playing video games.

3 Wish / if only

◀ أتمنى

Wishes about now , the future or generally

Ex: Do you **wish** you **had** a bigger house?

Toppers only فقط للفائقين فقط

! إذا جاء ثلاثة أفعال في الجملة فالحدث الذي وقع أولاً يوضع في زمن الماضي التام أما الفعلان الآخران فيوضعان في زمن الماضي البسيط.

1 After / As soon as / When ماضى تام **that** ماضى بسيط , ماضى بسيط

Ex: When / After I **returned** home, I **discovered** **that** my flat **had been robbed**.

Ex: After / As soon as I **got out**, I **realised** **that** I **had left** my wallet at home.

◀ الفيصل أى من الأحداث الثلاثة وقع أولاً فيوضع في زمن الماضي التام والآخران في الماضي البسيط كما شرحنا سابقاً وكما في المثال التالي :

Ex: After I **heard** **that** I **had passed** the exam, I **phoned** my dad.

أنا نجحت أولاً (ماضى تام وحدث أول) وفور سماعي للنتيجة (حدث ثان) ، أبلغت والدي (حدث ثالث وتتابع أزمنة).

◀ وقد يكون الترتيب أيضاً كالتالي: ماضى بسيط + ماضى مستمر ثم ماضى بسيط حسب سياق الجملة.

Ex: When he **realized** I **was looking** at him, he **turned** away.

◀ ويمكن اجتماع الثلاث أزمنة (بسيط + مستمر + تام) في جملة واحدة والفيصل هو معنى وسياق الجملة مثل:

Ex: I **was standing** in line **when** they **announced** that the tickets for the movie **had sold out**.

◀ لاحظ: في المثال السابق ثلاثة أزمنة مختلفة: حدث مستمر وهو وقوفى فى الطابور قطعه حدث ثانى وهو إعلان ثم ماضى تام الذى يعد فى الأساس حدث أول تم واكتمل.

Used to or would?

◀ تستخدم كل من (**used to + inf. / would + inf**) للحديث عن عادات متكررة في الماضي.

Ex: She **used to** keep the front door locked, (but she stopped doing this)

=She **would** leave the door unlocked whenever she was at home.

◀ وعند النفي نستخدم الآتي:

S+ didn't use to + inf. = S+ never used to + inf. = S+ used not to + inf. (more formal)

◀ **لاحظ أن (would)** لا تستخدم في الجمل المنفية والإستفهامية.

◀ لا تستخدم (**used to**) إذا أردنا الحديث عن طول الفترة الزمنية التي استغرقها الحدث.

Ex: Ahmed Alaa **worked** for the police force **for over 17 years**.

(~~not Ahmed Alaa **used to work** for the police force for 17 years.~~) خطأ

◀ لا تستخدم (**would**) مع أفعال **الثبوت**: أى الإحساس والشعور والإدراك والفهم...إلخ.

▶ He **used to be** thin, but now he is fat. (~~would be~~ خطأ)

▶ Choose the correct answer:

1. As soon as I arrived in The USA, I.....a big difference in social behaviour.

a) notice b) noticed c) had noticed d) was noticing

2. When we'd finished the meal, I.....some coffee.

a) was making b) have made c) had made d) made

3. By nine, most of the workers.....

a) arrived b) had arrived c) was arriving d) have arrived

4. It was only four o'clock, but everyone.....the office.

a) already left b) have just left c) already had left d) had already left

5. When Amr arrived, we dinner. He found nothing to eat.

a) have had b) had had c) had d) were having

Answer: 1.b 2.d 3.b 4.d 5.b

My test 3

الموجز المختصر Brief Synopsis

Structural Conversion

① **Having had** dinner , I went to bed.

= **After having** dinner, I went to bed.

= **After I had had** dinner, I went to bed

② **While I was walking** down the street, I saw Mariam.

= **While walking** down the street, I saw Mariam.

= **When I was walking** down the street, I saw Mariam.

= **It was while I was walking** down the street, I saw Mariam.

③ **When did** you last **have** a haircut?

= **How long ago** did you last have a haircut?

= **When was** the last time you **had** a haircut?

④ **Was** there any response to his appeal?

= **Did** anyone **respond** to his appeal?

= **Was** his appeal **responded** to by anyone?

⑤ She **wrote** the book **while** she **was** on holiday.

= She **wrote** the book **during** her holiday.

⑥ She **started doing** her homework **as soon as** her brother **had left** for school.
 = She **started doing** her homework **when** her brother **had left** for school.
 = She **didn't start doing** her homework **until** her brother **had left** for school.

=She **waited until** her brother **had left** for school **before** she **started** doing her homework.
 =**Not until** her brother **had left** for school **did she start** doing her homework.
 ⑦ I only **slept** for an hour last night.
 =I only **had** an hour's sleep last night.

أمثلة محلولة

Examples	السبب
① We arrived half an hour late. The film..... half an hour earlier . a) began c) had begun b) was beginning d) has begun	◀ يوجد بالجملة حدثان :حدث أول (ماضى تام) وحدث ثان (ماضى بسيط) ولا حظ كلمة (earlier) التى تفيد وقوع الحدث أولاً.
② Noha phoned me while the dinner a) was cooking c) cooks b) cooked d) was being cooked	◀ يوجد بالجملة رابط (while) والجملة مبنى للمجهول. لاحظ أن فاعل الجملة بعد (while) غير عاقل.
③ Yesterday, my sister gave me a book she.....reading the day before. a) finished c) had finished b) has finished d) finishes	◀ يوجد بالجملة حدثان :حدث أول (ماضى تام) وحدث ثان (ماضى بسيط)
④ What..... when I called you? You seemed very busy. a) did you do c) are you doing b) were you doing d) have you done	◀ يوجد بالجملة رابط (when) والجملة مبنى للمعلوم فى صيغة سؤال (ماذا كنت تفعل حين اتصلت عليك).
⑤ As soon as we arrived at school, the first lesson..... a) had begun c) begins b) beginning d) has begun	◀ يوجد بالجملة حدثان ورابط (as soon as) :حدث أول (ماضى تام) وحدث ثان (ماضى بسيط)
⑥ I..... the newspaper every day. Now, I don't have the time a) used to read c) had read b) was reading d) have read	◀ الجملة تعبر عن عادة وانتهت فى الماضى.
⑦ While.....Egypt, tourists enjoy sightseeing. a) visiting c) visited b) was visiting d) was visited	◀ (While) بدون فاعل يتبعها (V+ ing)
⑧ Lo'ay.....home before without telling me where he was going. a) never left c) has never left b) never was leaving d) had never left	◀ يوجد بالجملة رابط (before) و (had) تستخدم مع الماضى التام بعد الفعل المساعد

Focus on Grammar

The Present Perfect Tense زمن المضارع التام

Start Point

+	S + has / have + p.p	: He has started the assignment.
-	S + has / have not +p.p	: I haven't started the assignment.
?	Has / have + S + p.p	: Have you started the assignment.

وتفصيلاً:

Form التكوين	Sub. (الفاعل) + has / have + P.P. (has / have + P.P.) يتكون زمن المضارع التام من:
	▶ I / We / They / You / People + have done / read / written.... ▶ He / she / It / Ali (اسم مفرد) + has done / read / written.....
	Ex: I have done my homework. Ex: She has done her homework.
	! V. to be (في المضارع التام) → have been / has been. ذهب إلى / كان V. to have (في المضارع التام) → have had / has had.
	Ex: Sara has been to Alexandria. She's now in Matrouh. Ex: My father has had a car for three years. ◀ معنى الجملة: أن والدي يمتلك سيارة منذ ثلاثة أعوام وما زال يمتلكها.
Negation النفي	▶ I / We / They / You / People + have not (haven't) done / written. ▶ He / she / It / Ali (اسم مفرد) + has not (hasn't) done / written....
	Ex: She hasn't read the story yet.
Yes/No Question السؤال بـ (هل)	Have + (I / We / they / you / جمع اسم) + P.P.....? Has + (he / she / it / اسم مفرد) + P.P.....?
	Ex: Have you ever read any of Shakespeare's plays?
(Wh.) Question السؤال بـ (أداة استفهام)	(Wh-word) أداة الإستفهام + has / have + sub. (الفاعل) + P.P.....?
	Ex: What have you studied so far?
Passive المبنى للمجهول	(Obj. مفعول) + (has / have) + been+ P.P.+.....
	Ex: Two men in connection with the robbery have been arrested.

الإستخدام Usage

Note that: When we use the present perfect, there is always a **connection** with **now**.

لاحظ أنه: عند استخدامنا للمضارع التام، فهناك دائماً علاقة بالوقت الحاضر على عكس الماضي البسيط الذي ليس له علاقة بـ (الوقت الحاضر).

يستخدم المضارع التام للتعبير عن:

① To talk about very recent events (often with just):

حدث بدأ وانتهى في الماضي ولكن منذ فترة قصيرة جداً مع (**just**) بمعنى أن الحدث اكتمل الآن.

Ex: Ahmed **has just arrived**.

(= He arrived **a short time ago**)

Ex: Hello. **Have** you **just** arrived?

(**just** = a short time ago)

Ex: Leila isn't here. She's **just gone** out.

= She arrived **just now**. (لاحظ الماضي البسيط هنا)

② To talk about past actions that affect or explain the present:

حدث بدأ وانتهى في الماضي ولكن ما زال له أثرًا في الوقت الحالي (أى له علاقة بـ (الآن)).

Ex: "Where's your key?" - "I don't know. **I've lost** it." (=I don't have it **now**)

Ex: The road **is** closed. There's **been** (there **has been**) an accident. لا نعرف متى وقع الحادث بالضبط.

Ex: I can't write anything **now because** I've **cut** my finger.

في المثال السابق تم التركيز على الأثر نفسه وليس على وقت حدوثه.

Watch out!

⚠️ **لاحظ:** في الأمثلة السابقة لم نحدد متى بدأ الحدث لذلك لم نستخدم أى ظرف زمني. في حين إذا استخدمنا ظرفاً زمنياً، فلا بد أن نستخدم الماضي البسيط.

Ex: A: "Where's your car?"

B: "A thief **stole** it **yesterday**." Not **has-stolen**

③ To talk about an action that started in the past and continues until the present, often with for (a time period) or since (a date or a starting point in the past):

حدث بدأ في الماضي وما زال مستمراً حتى الوقت الحاضر مع (**since / for**)

Ex: I **have lived** in Matrouh **since** 2004. (ومازلت أعيش فيها حتى الآن)

Ex: Ali **has learned** English **for** Five years. (و ما زال على يتعلم الإنجليزية حتى الآن)

Ex: We **have been** at Matrouh Secondary school **since** 2019. (و مازلنا نذهب إليها حتى الآن)

④ To talk about past experiences or events (without saying when), often with **ever** or **never**:

للسؤال عن الخبرات السابقة مع (**ever**) بمعنى (من قبل / هل سبق لك..) أو (**never**) بمعنى أبداً.

Ex: **Have** you **ever eaten** Kedgeree?

Ex: I **have never eaten** Indian food.

Ex: Have you **ever been** to America?

⑤ To talk about events that have not happened up to now (often with **yet**):

لحديث عن الأحداث التي لم تحدث حتى الآن غالباً مع (**yet**).

Ex: I **haven't received** a reply to my email **yet**.

Words and phrases often used with the present perfect

غالباً ما يستخدم المضارع التام مع الكلمات الآتية:

▶ just / already / for / since / ever / never / still / recently / lately / so far / yet / during the years / How long / over the years / in the last few (weeks / months / years...)

▶ It is the first / second / the third (time) / up to now / (**up**) until now....etc.

◀ وإليك معنى وطريقة استخدام كل كلمة و عبارة على حدة وموقعها في الجملة في الجدول الآتي:

just حالا / توا في الجملة المثبتة والإستفهامية	<ul style="list-style-type: none"> ▶ They have just finished their work. <i>بين الفعل المساعد والفعل الرئيسي</i> ▶ Hello. Have you just arrived?
already بالفعل في الجملة المثبتة والإستفهامية	<ul style="list-style-type: none"> ▶ “What time is Ali leaving?” - “He's already Left.” ▶ Have you repaired your car already? Great! ◀ تستخدم (already) عندما نريد أن نقول أن شيئاً ما حدث أسرع مما نتوقع (للهشئة في نهاية السؤال).
ever من قبل (في السؤال) مع صفات التفضيل القصوى بمعنى (على الإطلاق)	<ul style="list-style-type: none"> ▶ Have you ever visited the pyramids? ▶ What a boring film! It's the most boring film I've ever seen. ◀ معنى المثال: لم أر فيلماً أكثر مللاً من هذا الفيلم على الإطلاق (في حياتي).
never أبداً	▶ We've never had a car.
yet حتى الآن (في نهاية السؤال) بعد (في نهاية الجملة المنفية)	<ul style="list-style-type: none"> ▶ Has it stopped raining yet? ▶ I've written the email, but I haven't sent it yet.
for لمدة / منذ (فترة زمنية)	▶ She has played the piano for two hours.
since منذ (نقطة زمنية)	▶ I'm hungry. I haven't eaten anything since breakfast.
so far = (up) until now حتى الآن (غالباً مع كمية أو عدد)	<ul style="list-style-type: none"> ▶ Everything is going well. We haven't had any problems so far. ▶ We have studied four units of English (up) until now.
recently = lately حديثاً / مؤخرًا يتساويان في الإثبات والنفي	<ul style="list-style-type: none"> ▶ Have you heard anything from Mona recently/ lately. ▶ My father has bought a new car lately/ recently. ▶ My father hasn't bought a new car lately. ▶ My father bought a new car recently. <i>لاحظ زمن الماضي البسيط</i>
How long..? ما المدة / منذ متى	▶ How long have you known each other?
over the years	▶ Many things in Egypt have changed over the years .
still لم يزل	▶ Ali started a letter to his parents last week, but he still hasn't finished it. <i>توضع قبل الفعل المساعد في الجملة المنفية</i>
in the last few years	▶ I have met people in the last few years . = (recently)

for / since

For (—) (duration of time) ◀ يأتي بعدها فترة زمنية محددة	since (—>) (point of time) ◀ تحدد متى بدأ الحدث ويتبعها تاريخ بدء الحدث (نقطة زمنية)
▶ an hour(s)	▶ (7)... o'clock
▶ a day(s)	▶ Friday / Saturday...
▶ a week(s)	▶ yesterday
▶ a month(s)	▶ April / May
▶ a year(s) / decade(s) / centuries	▶ 2004 / 2010....
▶ a long time / a short time	▶ then منذ ذلك الحين
▶ a fortnight أسبوعين	▶ Since he left for.. Past simple (ماضي بسيط)
▶ the last (week / month / year)	▶ last (week / month / year....)
▶ ages فترة طويلة	▶ Childhood / graduation / marriage / wedding

Ex: My friend **travelled** to Saudi Arabia in 2008. I **haven't seen** him **since then**.

Ex: He **has lived** there **for** ten years.

قاعدة Since

لاحظ أن (Since) تستخدم كرابط يربط بين زمنى المضارع التام (المستمر) والماضى البسيط وليست هنا حرف جر.

1 ماضى بسيط + (ever) since → مضارع تام

Ex: I **haven't played** chess **since** I **was** on holiday.

Ex: **Since** our neighbours **left** for America, we **haven't heard** from them.

لاحظ: قد تبدأ الجملة بـ (since) ويأتى بعدها أيضا ماضى بسيط والزمن الآخر مضارع تام كما فى المثال السابق.

2 It's / has been + فترة زمنية + since → ماضى بسيط

Ex: It's a month **since** Zeinab (last) **visited** her uncle.

= **Ex:** It **has been** a month **since** Zeinab (last) **visited** her uncle.

ومعنى الجملة: مرّ (مضى) شهر منذ أن زارت زينب عمها آخر مرة.

Watch out!

كذلك يمكن استخدام **المضارع التام** مع هذه الكلمات (today / this year / this morning) إذا كانت هذه الفترات لم تنته بعد كما فى الأمثلة التالية:

Ex: I've drunk four cups of coffee **today**. (لم ينته اليوم بعد)

Ex: **Have** you **had** a holiday this **year**? (مازلنا فى عام 2020)

Ex: I **haven't seen** Mariam **this morning**. **Have** you? (مازلنا فى فترة الصباح)

Ex: Rana **hasn't worked** very hard **this term**. (لم ينته الترم بعد)

يستخدم المضارع التام مع التعبيرات الآتية: ⚠

1 { It / This / That } is (the first time) / the only / the best / the worst (book / film / person...etc.)

Ex: It's the **first** time I **have visited** the Pyramids. = I have **never** visited the pyramids **before**.

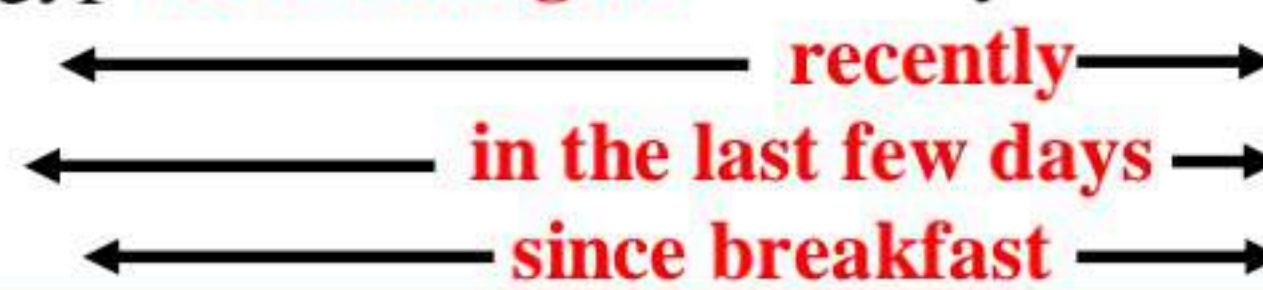
Ex: It's the **first** time he **has driven** a car. = or He **has never** driven a car **before**.

⚠ (never.....before) = It's the first time.

2 { In recent years / Over the years / Over the ages. }

◀ فى الأعوام الأخيرة / على مر الأعوام / على مر العصور

Ex: Many things in Egypt **have changed over the years**.



Ex: **Have** you **heard** anything from Ahmed **recently**?

Ex: I've met a lot of people **in the last few days**.

Ex: I'm hungry. I **haven't eaten** anything **since** breakfast. (from breakfast until now.)

Watch out

(have / has gone to) VS (have / has been to) ما الفرق بين

Has gone to / Has been to / Has been in

- ① They / I / you → have **been to** + مكان (ذهب إلى مكان ما ثم عاد مرة أخرى)
He / she → has **been to** + مكان (تحدث عن ماضي)

Ex: Mr. Reda **has been to** America. (= He **travelled** to America then **came back**.)Ex: Ahmed **has been in** Marsa Matrouh **for** five years now. (يعيش الآن في مرسى مطروح)

- ② They → have **gone to** + مكان (ذهب إلى مكان ما ولم يعد)
He / she → has **gone to** + مكان (تحدث عن حاضر)

Ex: Mr. Reda **has gone to** America. = Mr. Reda **has been in** America.(= He is still there.) **or** (He is on his way to America.) مازال هناك أو في الطريق إلى أمريكا

Quick Tip: لاحظ أننا لا نستخدم ضمائر المتكلم والمخاطب (I / we / you) مع (have gone to) لأنه لا يجوز أن نقول: **I have gone to America.** خطأ **or** Where **have you gone?** خطأ (بينما أنا في مصر)

Grammar extra

Present perfect simple VS Present perfect continuous

مقارنة بين زمنى المضارع التام البسيط والمضارع التام المستمر

Present perfect simple.	Present perfect continuous
S + Have / has + p.p.	S + Have / has + p.p + v-ing
① to describe an activity that is complete : Ex: I've read several books about windsurfing. (I've finished them .)	① to describe an activity that is incomplete : Ex: I've been reading a book about windsurfing. (I haven't finished it yet .)
② to emphasise the result or consequence of a complete action: Ex: We've already seen that film. (We don't want to see it again .)	② to focus on an activity, not the result or consequence of that activity: Ex: 'You look tired. What have you been doing?' - 'I've been working hard .'
③ to say how often something has happened Ex: I've read this book twice.	③ to emphasise how long an activity has been going on: Ex: He's been reading that book for over two weeks.
④ to describe a permanent state : Ex: He's lived here for six years. (This is his home now)	④ to describe a temporary state or activity: Ex: He's been living here for six months. (But he intends to move)

My test

▶ Choose the correct answer:

1. Someone.....the window – there's glass everywhere.
a) broke b) has broken c) had broken d) was breaking
2. Look! I've passed all my exams! I'm so relieved because I.....them all last year.
a) haven't passed b) was passing c) didn't pass d) have been passing
3. Is this the first time.....anyone the story?
a) you told b) you had told c) have you ever told d) you have ever told
4. You'd better put some boots on. It.....all week and it's very muddy outside.
a) has rained b) had rained c) was raining d) has been raining
5. It's many years.....they visited their grandparents.
a) for b) already c) since d) yet
6. Don't worry about the telegram. It.....
a) has sent b) was sending c) has been sending d) has already been sent

Answer: 1.b 2.c 3.d 4.d 5.c 6.d

الموجز المختصر Brief Synopsis

Structural Conversion

- ① I've **never** been given such a nice present.
= It's the nicest present I've **ever been** given.
- ② He's **never** flown by Concorde **before**.
= It's the **first** time he's **ever flown** by Concorde.
- ③ It's a long time **since** he **visited** us.
= He **hasn't visited** us **for** a long time.
- ④ **When did** you leave school?
= **How long ago** did you leave school?
= **How long is it since** you **left** school?

- ⑤ **The last time** I **saw** her was a month ago.
= I **haven't seen** her **for** a month.
- ⑥ It's a month since he **moved** to Matrouh.
= **He moved** to Matrouh a month **ago**.
- ⑦ She **started** English lessons a year **ago**.
= She **has been** doing English lessons **for** a year.
= **It's a year since** she **started** doing English lessons.
- ⑧ He **joined** the golf club ten months **ago**.
= He **has been** a member of the golf club **for** ten months.

أمثلة محلولة

Examples

- ① Mariam **isn't** here at the moment. Sheto the shop to get a newspaper.
a) **has gone** b) has been c) went d) was going
- ② A- "Are you going to the bank?"
B- "No, I've **already**.....to the bank."
a) gone b) **been** c) went d) going

السبب

- ◀ الجملة لها علاقة بالحاضر ومفهوم من سياقها أن (مريم) كانت هنا منذ لحظات ثم ذهبت للتو لشراء جريدة ولم تعد حتى الآن.
- ◀ مفهوم أيضا من السياق أن المتحدث (B) ذهب إلى البنك ثم عاد بدليل أنه يخاطب المتحدث (A) وجهاً لوجه.

Examples	السبب
<p>3 A- "Is everything going well?" B- "Yes, we.....any problem so far." a) have had b) haven't had c) didn't have d) had</p>	<p>◀ يوجد بالجملة علامة من علامات المضارع التام وهي (so far) والجملة منفية بمعنى لم نواجه أية مشاكل حتى الآن.</p>
<p>4 Iabout the problem for a long time. a) have known b) have been knowing c) 'm knowing d) had known</p>	<p>◀ أفعال الإدراك تستخدم مع المضارع التام البسيط ولا تستخدم في الإستمرار لاحظ أيضا (for) وبعدها فترة زمنية.</p>
<p>5 Salma.....tennis every week ever since she was five years old. a) has been playing b) was playing c) plays d) is playing</p>	<p>◀ يوجد بالجملة رابط (since) إذن نستخدم مضارع تام بسيط أو مضارع تام مستمر وبما أنه لا يوجد مضارع تام بسيط إذن الزمن الأقرب هو مضارع تام مستمر.</p>
<p>6 Have you repaired it yourself? Excellent! a) yet b) already c) just d) lately</p>	<p>◀ تستخدم (already) في نهاية الجملة الاستفهامية للتعبير عن الدهشة. لاحظ كلمة (Excellent) الدالة على الدهشة.</p>
<p>7 Naguib Mahfouz's books.....into many languages. a) have been translated b) have translated c) translated d) were being translated</p>	<p>◀ الجملة مبنى للمجهول والحدث مازال مستمرًا (الكتب مازالت تُترجم) ولا يوجد في الجملة ما يدل على الماضي البسيط أو المستمر.</p>
<p>8 It's more than 20 years I travelled abroad. a) while b) before c) when d) since</p>	<p>◀ يوجد بالجملة (It's) وفترة زمنية إذن (Since) هي الإجابة الصحيحة.</p>

Exercises on Grammar

Choose the correct answer from a, b, c or d:

Level A (Easy)

- Many people.....up reading the books of Abdel-Tawab Youssef.
 a) **grew** b) **have grown** c) **were growing** d) **had grown**
- I.....one of his books, called My Father, An Egyptian Teacher.
 a) **just have finished** b) **'ve just finished** c) **finish just** d) **'d just finished**
- Shea book about why the writer became so successful.
 a) **has written** b) **writes** c) **written** d) **had written**
- Since he became famous in Egypt, peoplehis books into many languages.
 a) **will translate** b) **were translating** c) **translated** d) **have translated**
- His books.....children for many years.
 a) **have influenced** b) **had influenced** c) **influence** d) **has influenced**
- It's two weeks since we last.....
 a) **met** b) **have met** c) **had met** d) **were meeting**
- This is the most interesting book I have.....read.
 a) **forever** b) **yet** c) **never** d) **ever**
- Oh! I..... my passport. What should I do?
 a) **lost** b) **have lost** c) **had lost** d) **were losing**