Cross the bridge, make success

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Dear student,

“Bridge” is a book that was designed to help you overcome the difficulties that you might encounter while preparing for your national and academic exams.

The book covers all the language aspects that you’ll need during your preparation for the exams. It incorporates well-explained lessons, brief summary for each lesson, illustrated with good examples, selected vocabulary to enrich your memory repertoire and to use them in your essay writing, also well-selected exam texts to make you familiar with such a receptive skill. This book, also, consists of functional language, grammar and finally writing samples and writing useful ideas.

In more details, this book has been designed to expand your vocabulary. For each unit, you’ll be loaded with key vocabulary items related to the theme set in the syllabi. To test your overall understanding, you’ll be asked to do a variety of activities, including matching definitions, gap filling, word formation, etc. For texts, you will work on real national exam texts using both skimming and scanning skills. I chose such texts to help you know what the exam texts look like and at the same time be familiar with the exam instructions and rubrics.

Grammatical lessons are explained and presented in a good way, as well. For each lesson, you will find a brief summary of rules, examples and exercises. To better evaluate your grammar lessons’ understanding, I put a quiz for each single lesson, and hopefully you’ll be able to do all the exercises without referring to the grammar reference at the end of the book while on the task.

Functional language is as crucial as grammar. For each function, you will find a variety of expressions that you should memorize and use them well in the right contexts. Writing essays, E-mails, reports, film reviews, etc., may seem difficult for you, but bear in mind that with the help of the templates provided along with the ideas listed in the end of the book, it will become very easy for you to follow or inspire from.

In the end of the book, there are some national exam papers to evaluate your mastery of the lessons previously studied alongside some more challenging activities to check and strengthen your understanding and your overall English language proficiency. I also included the key answer to help you check your answers later by yourself.

Finally, I hope that “Bridge” will help you cross the bridge of BAC and join tertiary education with full enthusiasm, and self confidence, also armed with English language basics which will make you distinctive and more qualified. Good luck, everyone!

The author.

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6

Irregular Verbs

There are two types of verbs in English. The verbs that change are called “irregular verbs” and those to which we add “ed” to the simple past and past participle forms are called “regular verbs”. For example, the verb “go” is irregular because its simple past and past participle forms are “went” and “gone”, successively, whereas “watch” is regular because we just add “ed” to the base form and becomes “watched” in both simple past and past participle.

Simply put, the verbs that we find in the list are called irregular verbs and those we don’t find are referred to as “regular verbs”.

These are some examples of irregular verbs.

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Simple past</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. see</td>
<td>saw</td>
<td>seen</td>
</tr>
<tr>
<td>2. do</td>
<td>did</td>
<td>done</td>
</tr>
<tr>
<td>3. break</td>
<td>broke</td>
<td>broken</td>
</tr>
</tbody>
</table>

These are some examples of regular verbs:

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Simple past</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. start</td>
<td>started</td>
<td>started</td>
</tr>
<tr>
<td>2. collect</td>
<td>collected</td>
<td>collected</td>
</tr>
<tr>
<td>3. visit</td>
<td>visited</td>
<td>visited</td>
</tr>
</tbody>
</table>

N.B. We change the “y” into “i” if the verb ends in a consonant + “y”, for example, study → studied and it doesn’t change when the verb ends in a vowel + “y”, for example play → played.

**EXERCISE 1** Put the following verbs in the right column.


<table>
<thead>
<tr>
<th>Irregular verbs</th>
<th>Regular verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _______</td>
<td>1. _______</td>
</tr>
<tr>
<td>2. _______</td>
<td>2. _______</td>
</tr>
<tr>
<td>3. _______</td>
<td>3. _______</td>
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<tr>
<td>4. _______</td>
<td>4. _______</td>
</tr>
<tr>
<td>5. _______</td>
<td>5. _______</td>
</tr>
</tbody>
</table>

**EXERCISE 2** Complete this chart.

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Simple past</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. be</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>2. sell</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>3. fly</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>4. give</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>5. write</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

**EXERCISE 3** Complete this chart with the missing verb forms.

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Simple past</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. watch</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>2. _______</td>
<td>drove</td>
<td>_______</td>
</tr>
<tr>
<td>3. _______</td>
<td>_______</td>
<td>drunk</td>
</tr>
<tr>
<td>4. teach</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>5. _______</td>
<td>jumped</td>
<td>_______</td>
</tr>
</tbody>
</table>
In exams, students are asked to put the verbs in brackets in the correct tense. As all tenses will be mixed up, it becomes harder for the student to know which tense it should be. So, students should look for the signal word first and once they find one, they think of the form. Let’s consider these two examples:
1. I (to go) .............. to New York last year. The signal word is “last” and it refers to Simple Past. So, the answer is “went”.
2. By 7 O’clock, Smith (to finish) ............. painting the room. The signal word is “By...” and it refers to Future Perfect Simple. So, the answer is “will have finished”.

**SIMPLE PRESENT**

**Form**
- he, she, it → verb + s/ + es
- I, you, we, they → + verb
- to be → am/ is/ are
- not → doesn’t + verb/ don’t + verb

**Use**
daily routine, habits and repeated actions, and general truths.

**Signal words**
every..., on Mondays, usually, sometimes, often, rarely,...

**EXERCISE 1** Find the signal words for simple present.
1. Which is a signal word for simple present?
   - last week – on Mondays – next week
2. Which is not a signal word for simple present?
   - usually – everyday – in 2005

**SIMPLE PAST**

**Form**
- regular verbs + ed/ irregular (the list)
- to be → was/ were
- not → didn’t + verb

**Use**
actions happened at a specific time in the past.

**Signal words**
last..., yesterday, ....ago, in 2011, the other day

**EXERCISE 1** Find the signal words for simple past.
1. Which is a signal word for simple past?
   - the other day – tomorrow - rarely
2. Which is not a signal word for simple past?
   - ....ago – in 2005 – next week

**EXERCISE 2** Put these verbs in simple present.
1. He/ to go
2. They / to play
3. Mary/ to wash
4. My children / be
5. She/ not, to study

**EXERCISE 3** Put the following verbs in the correct tense.
1. Maria sometimes (to read) ............. Spanish novels.
2. David (wash) ............. the family car on Sundays.
3. The teacher (wear) ............. a suit and tie every meeting.
4. My children (to be) ............. usually sick in Autumn.
5. (Jackie, go) ............. to the gym every week?
PRESENT CONTINUOUS

Form: am, is, or are + verb + ing
Use: actions happening now, at the moment of speaking.
Signal words: now, at the moment, still, Look! Listen!

EXERCISE 1 Find the signal words for present continuous.
1. Which is a signal word for present continuous?
   - last – now – every night
2. Which is not a signal word for present continuous?
   - now - already - still

EXERCISE 2 Put these verbs in present continuous.
1. They / play
2. Sara and Leila / dance
3. I / not, speak
4. He / to sing
5. David / not, to write

EXERCISE 3 Put the following verbs in the correct tense.
1. Now, it (rain) heavily outside.
2. She (not, speak) French at the moment.
3. Many people (still, fight) against poverty in Africa.
4. Mark's children (to play) video games at the moment.
5. (Sandra, to do) her homework now?

PAST CONTINUOUS

Form: was or were + verb + ing
Use: For actions which were in progress in the past.
Signal words: when, while + long action in the past

EXERCISE 1 Find the signal words for past continuous.
1. Which is a signal word for past continuous?
   - while - by next week - tomorrow
2. Which is not a signal word for past continuous?
   - next week – when - while

EXERCISE 2 Put these verbs in past continuous.
1. She / watch
2. They / to play
3. It / rain
4. Many students / to work
5. He / not, to drive

EXERCISE 3 Put the following verbs in the correct tense.
1. Barbara (to do) her homework yesterday when I came in.
2. When I (write) the E-mail last time, Mary (to watch) TV.
3. I saw my teacher yesterday when I (wait) for the bus.
4. When Sandra (arrive) home yesterday, her father (not, to cook) lunch.
5. (Your brother, to play) the game when the computer crashed down?

PRESENT PERFECT

Form: have or has + Past Participle
Use: For actions which started in the past and continued up to the present.
Signal words: just, already, yet, for, since, so far, recently, ever...

EXERCISE 1 Find the signal words for present perfect.
1. Which is a signal word for present perfect?
   - still – usually – since
2. Which is not a signal word for present perfect?
   - since – before – for

EXERCISE 2 Put these verbs in present perfect.
1. They / to do
2. Jack / to publish
3. He / not, to have
4. She / to study
5. Mike and Lina / to have

EXERCISE 3 Put the following verbs in the correct tense.
1. He (just, phone) Sabrina; she is in Chicago now.
2. I (buy, recently) a laptop to Louis.
3. The maid (not, cook) the dinner yet.
4. She (drive) this car for two hours.
5. He (to be) in prison since 2003.
6. (you, ever, read) Hemingway's novels?
### PAST PERFECT

**Form**  
had + Past Participle  
2 actions in the past

**Use**  
For actions which happened before the other one in the past.

**Signal words**  
before, after, already, when, never... as soon as, until...

**EXERCISE 1** Find the signal words for past perfect.
1. Which is a signal word for past perfect?  
   last week - after - now
2. Which is not a signal word for past perfect?  
   at the moment – after- already

**EXERCISE 2** Find the past perfect to these verbs.
1. come  
2. not, have  
3. see  
4. play  
5. cut

**EXERCISE 3** Put the following verbs in the correct tense.
1. Before Randa (to take) the test exam yesterday, she (memorize) irregular verbs.
2. After she (to do) her homework last night, she (go) to bed.
3. When I (arrive) home yesterday, the film (already, start) .
4. Last time, I (feel) stressed because I (never, take) the IELTS Test before.
5. Jonny (get) the job after he (graduate) from Oxford university.

### SIMPLE FUTURE

**Form**  
will + verb

**Use**  
For actions which will occur in the future.

**Signal words**  
next, tomorrow, soon, later...

**EXERCISE 1** Find the signal words for simple future.
1. Which is a signal word for simple future?  
   already - next week- in 2017
2. Which is not a signal word for simple future?  
   by tomorrow – tomorrow- soon

**EXERCISE 2** Find the simple future to the following verbs.
1. to work  
2. to play  
3. to speak  
4. not, to come  
5. to enjoy

**EXERCISE 3** Put the following verbs in the correct tense.
1. I (to travel) around the world next summer holiday.
2. The boss (not, to meet) you tomorrow; he's busy.
3. Alberto (marry) Helen next month.
5. (James, attend) the conference tomorrow?

### FUTURE PERFECT

**Form**  
will have + Past Participle

**Use**  
For actions that will be finished before some point in the future, also to express certainty that an action was completed.

**Signal words**  
by......, in......time

**EXERCISE 1** Find the signal words for future perfect.
1. Which is a signal word for future perfect?  
   tomorrow- in two days' time – next week-
2. Which is not a signal word for future perfect?  
   already – by ... – in three weeks' time

**EXERCISE 2** Put these verbs in future perfect.
1. to go  
2. to play  
3. to do  
4. to visit  
5. to enjoy

**EXERCISE 3** Put the following verbs in the correct tense.
1. By 9 O'clock, many students (finish) doing their exercises.
2. In two days' time, we (go) back home.
3. My brother (to return) from the trip by 7 O'clock.
4. By November, we (buy) a new apartment in Paris.
5. By the end of next year, we (study) English for three years.
Past Perfect Simple:

- Form: 1st action \( \Rightarrow \) Past perfect = had + Past Participle  
  2nd action \( \Rightarrow \) Simple past = (ed/list)
- Signal words: before, after, already, when, never, as soon as, ……………

**Exercise**  
Put the following verbs in the correct tense.

1. My friends (to eat) everything before I (join) them yesterday.
2. After he (have) a shower last night, we (go out) with Laura.
3. When I (arrive) at the cinema, the film (already, start) .
4. Sara and Peter (know) each other for three years before they (get) married.
5. She (to phone) her friend before she (to go) to New York yesterday.
6. As soon as he (finish) his education in Paris in 2009, he (return) to Morocco.

Past Perfect Continuous:

- Form: Past perfect continuous = had been + verb + ing (here more emphasis is put on the duration of the action.)
- Signal words: before, after, when, because, all day, for……

NB. Some verbs can't be used in the continuous form such as own, smell, need, belong, cost, agree, contain….etc.

**Exercise**  
Put the following verbs in the correct tense.

1. The police (look for) the thief for 10 days before they (catch) him.
2. She (to be) tired because she (work) all day.
3. She (drive) for a couple of hours before she (have) the accident.
4. He (to work) on the project for three hours before the boss (come in).
5. They (play) for two hours when it (begin) to rain.
6. I (feel) tired yesterday because I (to drive) all night.

Future Perfect:

- Form: Future Perfect = will have + Past Participle (here, the action will be completed at a point in the future)
- Signal words: by…/ in….’s time…..

**Exercise**  
Put the following verbs in the correct tense.

1. By 8 O’clock tomorrow, she (to do) the laundry.
2. The Smiths (visit) all Europe by next year.
3. By this time tomorrow, we (finish) the project.
4. By 10 O’clock, the kids (fall) asleep.
5. By next year, Maria (to receive) her promotion.
6. The maid (clean) the entire house by dinner.
7. Monica and Rosa (to begin) working by this time tomorrow morning.
8. By Sunday, you (do) all the homework.
9. In three days’ time, the school (receive) prizes.
10. In five minutes’ time, they (to leave) the classroom.
QUIZ 1  Quiz on Tenses

EXERCISE 1  Put the verbs in brackets in the correct tense. (5Pts)

1. Sorry, I (not, to come) ______________ yesterday.
2. My parents (send) ______________ me the money tomorrow.
3. When he (wake up) ______________, his mother (already, prepare) ______________ breakfast.
4. It (start) ______________ to snow a few minutes ago.
5. Although Mr. Reed is retired, he (not, build) ______________ any house yet.
6. By this time next week, students (take) ______________ all their exams.
7. He (start) ______________ his new course in Business management soon.
8. I (not, see) ______________ my sister for more than two years.
9. Jack’s children (play) ______________ the guitar there on the roof at the moment.

EXERCISE 2  Put the verbs in brackets in the correct tense. (10Pts)

1. He (just, finish) ______________ his homework.
2. By the time the doctor (arrive) ______________, Fred (already, die) ______________.
3. Jane (still, type) ______________ the research paper.
4. Before Mary (take) ______________ the exam last week, she (revise) ______________ all her lessons.
5. Teacher: Your friend (not, attend) ______________ my classes for two days. Is he Okay?
   Student: Well, he (to be) ______________ sick a couple of days ago and his doctor advised him (relax) ______________ more. I think by next week, he (resume) ______________ all his courses.
6. He (to win) ______________ the golden medal two years ago.
7. Last week, while a woman, who was drunk, (drive) ______________ her car crazily, a man (cross) ______________ the road and she hit him. Unfortunately, he was terribly injured. We hope by the end of this year, the government (introduce) ______________ severe traffic rules to punish careless drivers.
8. Alfred and Nora (to take) ______________ their little brother to the club on Sundays.
9. When she was 12 years old, Laura (to meet) ______________ her step father.
10. My children (to play) ______________ the game in the yard at the moment.
11. Kitty (to do) ______________ her homework yesterday when I came in.
12. Before he became an engineer, Lucas (already, to work) ______________ as a Physics teacher for 2 years.
13. Another 6 million tourists (probably, to come) ______________ next year to Morocco.

EXERCISE 3  Fill in each gap with the right verb from the list. (5Pts)

1. Mr. Clark (come) ______________ to Edinburg in 2000.
   a. will have come
   b. came

2. The Smiths (complete) ______________ their agricultural project by the end of this year.
   a. will complete
   b. will have completed

3. Rosa missed the interview yesterday morning; her bus (already, to leave) ______________ when she arrived there.
   a. has already left
   b. had already left

4. Her father (to send) ______________ her to continue her studies in England next month.
   a. will send
   b. sent

5. An important multi-national organization (organize) ______________ a conference last month in our city.
   a. organized
   b. had organized
We use “who” to refer to people, for example, “the man who gave me the chocolate is Anna’s fiancé.” Here we identify who the person was. “That or which” is used to talk about animals or objects for example, “everybody likes the T-shirt that/which you bought yesterday.” T-shirt is the object and therefore we used “that or which”.

The same rule applies for animals; “the long-necked animal that/which we saw in the zoo is called a giraffe.” Bear in mind that we only use “which” for choice, for example, “I want to know which team is the best.”

“Where” is clearly used to indicate places, for example, “this is the village where I grew up.” For “why and when,” they are used for reason and time successively, for instance, “the reason why villagers leave countryside is unemployment.” “I will never forget the day when Peter asked Laura for marriage.”

“Whose” is most often used for possession, for example, “the teacher whose car is black is of Maths.” That means that the teacher who has a black car is a Math teacher. “Whom” is used to refer to the object of a verb or preposition. Let’s consider this example, “the boss whom you had the interview with was my classmate.”

**EXERCISE 1** Fill in the blanks with the right word from the list.

- who - whose - that - which - where - when - why - whom

1. A lawyer is a person ____________ helps people with their legal problems in the court.
2. Frank showed me the photos ____________ he took in Istanbul last year.
3. The boy ____________ father is a doctor had an accident yesterday.
4. Marrakesh is a beautiful city ____________ tourists enjoy the hot weather and delicious food.
5. A camel is an animal ____________ lives in the deserts and used to carry both people and goods.
6. The reason ____________ the employees went on a strike was their low salaries.
7. I will never forget the day ____________ I got married to Julia.
8. The professor with ____________ I was talking is the best one in the university.

**EXERCISE 2** Re-write these sentences using the words given in brackets.

1. This is the shop. The shop I bought my new glasses. (where)

2. The man we met yesterday. The man is nice. (whom)

3. I don’t like the car. The car he sold last week. (which)

4. The woman’s husband is dead. The woman is called a widow. (whose)

5. Illiteracy is a serious problem. This problem threatens our society. (that)
QUIZ 2
Quiz on Relative Pronouns & Adverbs

**EXERCISE 1**
Match the following relative pronouns or adverbs with their uses. (2Pts)

1. who a. possession
2. whose b. place
3. where c. animal, object or choice
4. which d. person

**EXERCISE 2**
Fill in the blanks with the right word from the list. (8Pts)

who - whose - that - which - where - when - why - whom

1. Nick, ________ is an excellent football player, got a lot of awards and trophies.
2. He likes the present ________ his sister sent to him for his birthday last week.
3. This is the town ________ the president was born in 1978.
4. The man ________ jacket is brown is a famous actor in Egypt.
5. The reason ________ she refused the job was that she lives very far.
6. This is the time ________ the birds fly towards the West.
7. I want to know ________ car is the most expensive in this car show room.
8. The boss hired the woman ________ he interviewed last week.

**EXERCISE 3**
Re-write these sentences using the words given. (2Pts)

1. Would you like the T-shirt? The T-shirt I bought yesterday. (which)

2. The man is wearing blue jeans. Can you call him? (who)

3. The teacher talked to the student. His phone rang during the exam. (whose)

4. Van Diesel was born in 1967 in California. Van Diesel is an American actor and director. (who)

**EXERCISE 4**
Fill in each gap with the right word from the list. (8Pts)

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The girl ____________ motorbike is red is Nancy.</td>
<td>a. whose</td>
<td>b. who</td>
<td></td>
<td></td>
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<tr>
<td>2. This is the candidate ____________ was chosen by the jury as the best free football style this year.</td>
<td>a. who</td>
<td>b. whose</td>
<td></td>
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<tr>
<td>3. Mr. Bean, ____________ sense of humour is exceptional, is from New Castle.</td>
<td>a. which</td>
<td>b. whose</td>
<td></td>
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<tr>
<td>4. “I need to make photocopy to the document ____________ the teacher gave you last week,” he said.</td>
<td>a. why</td>
<td>b. that</td>
<td></td>
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<tr>
<td>5. The English test ____________ we took last Monday was difficult.</td>
<td>a. which</td>
<td>b. who</td>
<td></td>
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<tr>
<td>6. This is the place ____________ Mr. Reed will build his new house.</td>
<td>a. where</td>
<td>b. which</td>
<td></td>
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<td>7. The lady to ____________ I was talking is Madam Nelson from England.</td>
<td>a. whom</td>
<td>b. whose</td>
<td></td>
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<tr>
<td>8. I can’t find the dictionary ____________ I borrowed from the library last week</td>
<td>a. when</td>
<td>b. that</td>
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Gerund, Bare infinitive & infinitive

A gerund is a verb + ing.

A gerund can appear after prepositions (on, in, at, by, before, after, for, without...) for example,
1. She is good at (speak/to speak/speaking) English.
2. He is interested in (playing/to play/play) musical instruments.

It can take place also in the beginning of sentences, for example:
1. (Jog) Jogging is a good hobby.
2. (Eat) Eating fast food is unhealthy.

A gerund can take place after certain phrases (look forward to, would you mind, feel like, can’t stop, can’t bear...etc.) and verbs like (enjoy, avoid, suggest, admit, regret, keep, imagine, deny, finish...), for example:
1. I’m looking forward to (help) helping you proofread the research paper.
2. Would you mind (clean) cleaning the board?
3. The kid enjoyed (watch) watching English cartoons.
4. The student avoided (meet) meeting the teacher in the corridor.

Bare infinitive is an infinitive without “to”.

Bare infinitive is used after the following auxiliaries or modals: can, could, will, would, may, might, shall, should, must, ’d better, needn’t…. besides the verbs “let” and “make”. For example,
1. You’d better (exercise/to exercise/exercising) regularly and eat fruit.
2. The driver must (stop/to stop) (to stop) when the light turns red.
3. “Let the kid (eating/to eat) by himself,” the father said.
4. The mother made her daughter (crying/to cry).  
5. Daniel needn’t (watering/to water) the plants today.

An Infinitive is to + the base form of the verb.

The infinitive is used after a number of verbs such as want, need, decide, choose, plan, agree, promise, refuse, manage, expect, hope, attempt, pretend, afford, try, would like, don’t forget... etc, for example:
1. The receptionist refused (to carry/carry/carrying) the baggage of the tourist.
2. He managed (solving/solve/to solve) the Math equation without calculator.
3. I can’t afford (to buy/buying/buy) such a lovely car.

Gerund (Verb + ing) Bare infinitive (Verb) Infinitive (to-verb) Bare infinitive & infinitive

Remember this:

Some verbs can be followed by either gerund or infinitive with a change in meaning, while others keep the same meaning. For example, I remember going to the country side (means I have a memory of visiting the countryside). I remembered to buy soda (means I was on my way home and I had the idea of buying soda). In this example keeps the same meaning. I like eating fish = I like to eat fish.

EXERCISE 1 Give the correct form of the verbs in brackets.

1. I’m looking forward to (meet) meeting the boss soon.
2. He finished (build) building his new house.
3. Thank you for (come) coming tonight.
4. I’ll be back in a second; keep (work) working.
5. Avoid (eat) eating fatty food; it’s unhealthy.

EXERCISE 2 Give the correct form of the verbs in brackets.

1. You’d better (to study) studying hard this year.
2. She might (to accept) accepting the job offer.
3. We should (to leave) leaving the office now.
4. He needn’t (to buy) buying more milk.
5. Tom will (to call) calling you tomorrow.

EXERCISE 3 Give the correct form of the verbs in brackets.

1. The doctor advised her (eat) eating vegetables.
2. My wife encouraged me (save) saving more money.
3. The teacher asked him (write) writing the date.
4. The lady can’t afford (pay) paying the extra hours.
5. He planned (go) going for a hike next week.

EXERCISE 4 Give the correct form of the verbs in brackets.

1. He must (to respect) respecting the traffic code.
2. He’s fed up with (listen) listening to Rock music.
3. The girl is afraid of (touch) touching the lion.
4. 4. He finally chose (buy) buying the red car.
5. Would you mind (lend) lending me some cash?
6. I find it difficult (solve) solving this problem.

EXERCISE 5 Choose the right answer.

1. My friend stopped smoking last month. (quit smoking)
   a- smoking b- to smoke
2. I stopped ______a hitchhiker. (I was driving and I saw him)
   a- to pick up b- picking up
3. She forgot ______ her medication. (She had the intention, but she didn’t remember.)
   a- to take b- taking
Quiz on Gerund, Bare infinitive & Infinitive

**EXERCISE 1** Fill in each gap with the appropriate word from the list. (10Pts)

1. I can ___________ you at 6 O’clock if you are free.       (to meet- meet- meeting)
2. The Browns have finished ___________ for the wedding.    (to prepare- prepare- preparing)
3. We agreed ___________ a new cinema club in our school.  (to set up- set up- setting up)
4. I wanted ___________ to the stadium but I didn’t get a ticket.  (to go - go- going)
5. The student finally admitted ___________ in the exam.  (to cheat- cheat- cheating)
6. You’d better ___________ a doctor before taking that medication. (to visit- visit- visiting)
7. I can’t bear ___________ to that type of music.          (to listen - listen - listening)
8. The little boy refused ___________ with his mum to the steam bath.  (to go- go- going)
9. Humorists say that laughter makes us ___________ longer. (to live - live - living)
10. ___________ sport regularly is good to keep fit and healthy. (play- to play- Playing)

**EXERCISE 2** Give the correct form to the verbs in brackets. (5Pts)

1. He apologized for not (show) ___________ up in the wedding party.
2. The Spanish authorities forced some illegal immigrants (leave) ___________ the country.
3. People should (use) ___________ solar energy to protect the environment.
4. The countrymen are looking forward to (meet) ___________ the new president.
5. “Stop (make) ___________ the noise,” the teacher shouted.
6. Although he is poor, he insists on (wear) ___________ new clothes.
7. “(Buy) ___________ smart phones is a waste of money,” said the father to his son.
8. I really don’t know how (answer) ___________ this question.
9. Before (send) ___________ the application letter, write your full name and sign it.
10. How about (plant) ___________ some trees and flowers in our school garden.

**EXERCISE 3** Fill in the blanks with the right answer from the list. (5Pts)

1. Julia ended up ___________ a new car after her old Volvo broke down.
2. Our neighbour agreed ___________ us his truck for a couple of days.
3. He suggested ___________ to the night club last night.
4. You’d better ___________ a mechanic before buying this car.
5. Have you finished ___________ the questionnaire paper?
6. “It may ___________ today,” the weather man said.
7. The teacher let the student ___________ early yesterday before 6 p.m.
8. ___________ causes many fatal diseases namely lung cancer.
9. Instead of ___________ cards, why don’t you read an interesting novel?
10. I can’t afford ___________ a new house in the city.
**Linking Words**

**Addition**

- Besides,
- In addition,
- Also,
- Moreover,
- What's more,
- Furthermore,
- not only…but also,
  as well,
  too.

**Example**: He painted the wall. He cleaned the room, too.
1. He painted the wall. **Besides**, he cleaned the room.
2. He painted the wall. **Moreover**, he cleaned the room.
3. He painted **not only** the wall, **but also** he cleaned the room.
4. **Not only** did he paint the wall, **but also** he cleaned the room.

**Concession/Contrast**

Although………./……although…
Though………./……though……….
Even if………./……even if……….
Despite………./……despite……….
In spite of………./……in spite of……….
……. However,……….
……. Yet,…………….
……. Nevertheless,……….
……. Nonetheless,…………….\n……. Whereas,……….
……. but…………….

**Example 1**: She came to school. She was sick.
1. **Although** she was sick, she came to school.
2. She came to school **although** she was sick.
3. **Despite** her sickness, she came to school.
   **the fact that** she was sick, she came to school.
4. She came to school **despite** her sickness/ **despite** being sick/ **despite the fact that** she was sick.

**Example 2**: He wears smart clothes. He is poor.
1. He is poor. **However**, he wears smart clothes.
2. He is poor. **Yet**, he wears smart clothes.

**Example 3**: I like to live in a village. My brother prefers a city.
I like to live in a village, **whereas** my brother prefers a city.

**Cause/effect**

Because…………/……because…
As…………./……as……….
Since…………/……since………….
Because of…………/……because of………….
Due to………./……due to……….
Owing to………./……owing to……….
Thanks to………./……thanks to……….
……. Therefore,……….
……. Consequently,……….
……. As a result,……….
……. So,…………….
……. Thus,…………….

**Example**: He got an excellent mark. Bob worked hard.
2. Bob worked hard. **As a result**, he got an excellent mark.

**EXERCISE 1** Re-write these sentences as suggested.

1. TV is a source of education. It's a source of entertainment, as well. (Besides)

2. He speaks English. He understands Spanish, too. (in addition)

3. She sings in the parties. She dances, too. (not only ...but also)

4. He left the village. He was unemployed. (That's why)

5. Martha is blind. She can write English poems. (despite)

6. Even though he was tired, he played the match. (However)

**EXERCISE 2** Re-write these sentences as suggested.

1. We walked to school. It was raining. (However)

2. He was rich. He doesn't have a car. (Nevertheless)

3. Although she got a diploma, she couldn't find a job. (Yet)

4. It was hot. I took off my jacket. (because)

5. The weather was bad. We put off the meeting. (because of)

6. Because he was old, he couldn't run. (as)

7. She took up an English course. She could speak English. (thanks to)
QUIZ 4
Quiz on linking words

EXERCISE 1 Re-write these sentences as suggested. (10Pts)
1. He can play the piano. He can sing, too. (not only……….but also)
   ________________________________________________________________
2. She drives well. She can’t pass her driving license. (Although)
   ________________________________________________________________
3. He managed to win the final round. The boxer trained hard last time. (Therefore)
   ________________________________________________________________
4. It was raining heavily. I had to drive slowly last night. (because)
   ________________________________________________________________
5. His wife prefers to stay at home. Tom loves to spend his summer holiday abroad. (whereas)
   ________________________________________________________________
6. Because Mr. Carter suffered from asthma, he left the city. (because of)
   ________________________________________________________________
7. As the boy was young and naïve, he was easily convinced to buy the product. (since)
   ________________________________________________________________
8. Even though he is wealthy, he lives in a small apartment in town. (Despite)
   ________________________________________________________________
9. The snow didn’t melt quickly. It was sunny and shining. (However)
   ________________________________________________________________
10. Although Mark and Sam were in danger, they didn’t call for help. (in spite of)
    ________________________________________________________________

EXERCISE 2 Fill in each gap with the right linking word from the box. (6Pts)
   because of - Despite - but - whereas - However - Although - thanks to
1. __________________, the rain, the referee didn’t stop the football match.
2. My brother had the necessary qualifications. _________________, they didn’t offer him the job.
3. __________________his father is a vice-president, he spends his holiday in the countryside.
4. Emma is tolerant and easy-going, _________________ her sister is strong-headed and selfish.
5. The husband divorced his wife __________________her physical handicap.
6. I really want to help you, _________________ I don’t have time.

EXERCISE 3 Match the following sentences with their appropriate functions. (4Pts)

<table>
<thead>
<tr>
<th>Sentences</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. He kept taking drugs. Consequently, he became addicted to cocaine.</td>
<td>a- result</td>
</tr>
<tr>
<td>2. In brief, the internet is good and bad at the same time.</td>
<td>b- concession</td>
</tr>
<tr>
<td>3. In spite of eating less, Mark is gaining more weight.</td>
<td>c- summarizing</td>
</tr>
<tr>
<td>4. Mrs. Brady left her job because of her low salary.</td>
<td>d- adding</td>
</tr>
<tr>
<td>5. Students not only ate cakes in the party but also they took pictures.</td>
<td>e- cause/ effect</td>
</tr>
<tr>
<td>6. Life in England is hectic, whereas in Morocco is quite peaceful.</td>
<td>f- contrast</td>
</tr>
<tr>
<td>7. Vegetarians eat just vegetables such as carrots, tomatoes, etc.</td>
<td>g- explanation</td>
</tr>
<tr>
<td>8. Reading books is useful. That is to say, readers can get vocabulary and ideas through reading.</td>
<td>h- examples</td>
</tr>
</tbody>
</table>

By “purpose” we mean the objective that I want to achieve, for example, I am saving money so as to buy a car. My objective is buying a car. There are different ways to express this purpose.

- to
- so as (not) to
- in order (not) to
- for + verb + ing (or noun)
- so that + subject + can + verb if the verb is in Simple Present.
  + could + verb if the verb is in Simple Past.

Example: I am saving money. I want to buy a car.

- I am saving money **to** buy a car.
- I am saving money **so as to** buy a car.
- I am saving money **in order to** buy a car.
- I am saving money **for buying** a car.
- I am saving money **so that I can** buy a car.

---

**EXERCISE 1** Fill in each gap with the appropriate word from the list.

| for | - so as to | - in order not to | - so that |

1. The customs officer stopped the tourist at the airport ___________ check his suitcase.
2. He downloaded a dictionary on his smart phone ___________ he could look up difficult words.
3. She played the piano slowly ___________ disturb her neighbours.
4. I saved some money ___________ buying a new computer.

---

**EXERCISE 2** Re-write these sentences as suggested.

1. He projected a video about illiteracy. He wanted to sensitize parents to the importance of education. (to)

2. They want to improve their living and working conditions. Brainy people leave their homelands. (for)

3. He went to the hospital. He wanted to participate in the blood donation campaign. (so as to)

4. We need to use the solar energy. We want to sustain our development. (in order to)

5. The association received a lot of homeless children. They wanted to re-integrate them into families and school. (so that)

6. This cultural festival is organized every year. They want to promote tolerance within the community. (to)
QUIZ 5
Quiz on Purpose

EXERCISE 1  Re-write these sentences as suggested. (8Pts)

1. They want to help them study hard. Parents give advice to their children. (so as to)

2. The teacher projected a film. He wanted to help students stop taking drugs. (in order to)

3. He attended a cookery school. He wanted to become a famous chef. (in order to)

4. They want to fight lung cancer. This campaign is often organized. (in order to)

5. Thousands of Moroccans immigrate to Europe. They want to make their life better. (so that)

6. They invest a lot of money in tourism. They want to attract the maximum of tourists. (for)

7. He didn't want to be late for the interview. The candidate took a taxi. (in order not to)

8. Maria and her sister left home early. They didn't want to be late for the appointment. (so as not to)

EXERCISE 2  Re-write these sentences as suggested. (7Pts)

1. The criminal ran away. He didn't want to be caught by the police. (in order not to)

2. She went on a diet last year. She wanted to lose weight. (so that)

3. He went to Senegal to study Medicine. He wants to become a doctor. (so as to)

4. He wanted to discuss the community problems. The councilor organized a meeting. (for)

5. Gandhi organized non-violent protests. He wanted to fight for Indian's independence. (to)

6. Abbey is saving money. She wants to buy a new cell phone. (so that)

7. He didn't want to be fat. He eats less fast food. (so as not to)

EXERCISE 3  Fill in the blanks with the right word from the list. (5Pts)

1. Yassine created a blog __________ encourage young people to read more books.

2. They collected a large amount of money __________ helping sick people in the village.

3. He is explaining slowly so that his students __________ understand the lesson.

4- The boy hid in his bedroom __________ be seen by his uncle.

5- Nancy went to Cambridge University __________ get her Ph Degree.
...Wish / If Only ...

Wishes about the past:
We use “wish” to express regrets in the past for example, “last year, you were offered a job to work in a restaurant, but you turned down the offer.” Later, you found out that the salary was high and the working conditions were excellent.

Here are some ways to express regrets in the past:
- I wish I had accepted the job offer.
- If only I hadn’t turned down the job offer.

Form: wish about the past → Past Perfect

affirmative: I wish + (base form) of verb
negative: If only + (base form) of verb

Wishes about the present:
We can express wishes about present using this form.

Form: wishes about the present → Simple Past

affirmative: I wish + (base form) of verb
negative: If only + (base form) of verb

Wishes about the future:
We can express wishes about future using this form.

Form: wishes about the future (will) → would + verb

affirmative: I wish + (base form) of verb
negative: If only + (base form) of verb

Here are some ways to express wishes about future:
1. Messy won’t play the next match against Real Madrid.
2. The Smiths will not come this holiday to Morocco.

EXERCISE 1 Re-write these sentences as suggested.

1. Sam doesn’t live near school.
   Sam wishes ____________________________
2. My two brothers don’t speak Spanish.
   My two brothers wish ____________________________
3. It doesn’t rain much here.
   If only ____________________________
4. He doesn’t have enough money.
   He wishes ____________________________
5. They take the train every day.
   If only ____________________________

EXERCISE 2 Re-write these sentences as suggested.

1. Robert didn’t have the ticket.
   Robert wishes ____________________________
2. I stole his cell phone yesterday.
   I wish ____________________________
3. Paul didn’t apply for the job on time.
   Paul wishes ____________________________
4. She had an accident because she drove fast.
   If only ____________________________
5. I was not a member of that association
   I wish ____________________________

EXERCISE 3 Re-write these sentences as suggested.

1. My best friend won’t come to the party.
   I wish ____________________________
2. Sorry, I can’t see you more often.
   I wish ____________________________
3. They won’t arrive on Friday.
   If only ____________________________
4. Adam can’t lend you the car.
   I wish ____________________________
5. She won’t call Jack tonight.
   If only ____________________________

EXERCISE 4 Re-write these sentences as suggested.

1. Leila didn’t take the taxi to work yesterday.
   Leila wishes ____________________________
2. He didn’t have enough time to finish the whole exam last time.
   He wishes ____________________________
3. I am terribly sorry, I can’t help you.
   I wish ____________________________
4. I was not with my wife during my vacation in Europe last summer.
   If only ____________________________
5. What a pity! Susan failed her driving test.
   Susan wishes ____________________________
6. He doesn’t have a good salary.
   He wishes ____________________________
Quiz on Wish / If Only ...

EXERCISE 1  Re-write these sentences as suggested. (10Pts)

1. I can’t join the club because I don’t have a membership card.
   I wish I ______________________________

2. He was not able to attend the meeting last week.
   If only ______________________________

3. My brother doesn’t live with us in this beautiful town.
   I wish my brother ______________________________

4. What a pity! It didn’t rain last year.
   Mr. Lawrence wishes ______________________________

5. Mark didn’t wake up early. So, he missed the train.
   Mark wishes ______________________________

6. What a pity! I don’t know how to solve this puzzle.
   If only ______________________________

7. I am sure. He will arrive late to the interview.
   I wish ______________________________

8. What a pity! Sophie didn’t go to the doctor earlier.
   Sophie wishes ______________________________

9. My daughter saw a horrible film and therefore she had nightmares at night.
   I wish my daughter ______________________________

10. I am sorry. I can’t answer you now.
    If only ______________________________

EXERCISE 2  Re-write these sentences as suggested. (5Pts)

1. My uncle didn’t stay longer in Spain, and now he regrets it.
   My uncle wishes ______________________________

2. I can’t speak foreign languages.
   I wish ______________________________

3. It’s a pity! He sold his old computer yesterday.
   If only ______________________________

4. I can’t help you because I don’t have time.
   I wish ______________________________

5. He had an accident because he didn’t respect the red light.
   If only ______________________________

EXERCISE 3  Complete these sentences with the right form. (5Pts)

1. I insulted my friend while having an argument with him.
   I wish I ______________________________ my friend while having an argument with him.
   a- had insulted
   b- hadn’t insulted

2. I can’t chat with you because I don’t have the internet connection.
   If only I ______________________________ the internet connection to chat with you.
   a- didn’t miss
   b- had not missed

3. I missed my friend’s birthday party; so, he is now mad at me.
   If only I ______________________________ my friend’s birthday party.
   a- had not arrived
   b- had arrived

4. Jack arrived late at the airport. Therefore, he missed his flight.
   Jack wishes he ______________________________ late at the airport.
   a- had
   b- had had

5. He couldn’t help you because he didn’t have money.
   If only he ______________________________ money to help you.
The conditionals are used to talk about real and unreal situations. They are often called “if-clause.”

**Conditional Type 0, I, II & III**

**Conditional 0**
- Form: If + subject + simple present + subject + simple present
- Use: **Conditional 0** is used to talk about general truths, scientific facts or things which are always true.
  - For example:
    1. If you mix water and oil, oil goes up.
    2. If you heat butter, it melts.

**Conditional I**
- Form: If + subject + simple present + subject + simple future
- Use: **Conditional I** is used to talk about real conditional; something that is possible and likely to happen in the future.
  - For example:
    1. If I find David’s phone number, I will call him.
    2. If you work hard, you will succeed.

**Conditional II**
- Form: If + subject + simple past + subject + would + verb
- Use: **Conditional II** is used to talk about something that’s impossible or unlikely to happen at that moment; unreal conditional.
  - For example:
    1. If I had money, I would help you. (but I don’t have any money at that moment.)
    2. If I were tall, I would join the basketball team. (but in reality I am short)

**Conditional III**
- Form: If + subject + past perfect + subject + would (not) have + past participle
- Use: **Conditional III** is used to express conditions in the past that didn’t happen. Often used to express regrets or criticism.
  - For example:
    1. If I had driven slowly, I wouldn’t have had an accident (but in reality I didn’t drive slowly and I had an accident; expressing sort of regrets.)
    2. If you had worked hard, you would have passed your exams. (but in reality you didn’t work hard and you failed your exams; expressing here criticism.)

**EXERCISE 1** Re-write these sentences as suggeted.
1. If you (to boil)_________water, it (evaporate)_________
2. If you (heat)_________ice, it (melt)_________
3. If you (not, water)_________trees, they (die)_________
4. If it (rain)_________, the grass (get)_________wet.
5. If you (mingle)_________water and oil, oil (go)_________up.

**EXERCISE 2** Re-write these sentences as suggeted.
1. If I (have)_________money, I (buy)_________ a car.
2. If you (not, hurry)__________, you (miss)_________the bus.
3. If you (invite)___________, him, he (come)___________.

**EXERCISE 3** Re-write these sentences as suggeted.
1. I can’t travel because I don’t have a passport.
   If________________________
2. I don’t have his phone number. So, I can’t call him.
   If________________________
3. I can’t buy a Ferrari because I am not rich.
   If________________________
4. He doesn’t have time. So, he can’t help you.
   If________________________
5. Peter can’t come because he is sick.
   If________________________

**EXERCISE 4** Re-write these sentences as suggeted.
1. She didn’t find Steve’s phone number. So, she didn’t call him.
   If________________________
   ___________________________
2. The children were sick. That’s why, we didn’t go on a picnic.
   If________________________
   ___________________________
3. It started to rain. That’s why, we didn’t walk to the forest.
   If________________________
   ___________________________
4. The professor spoke fast. So, I could not understand his lecture.
   If________________________
   ___________________________
5. Sara’s father lost the job. That’s why, she dropped out of school.
   If________________________
   ___________________________
6. I can’t send you the invitation because I don’t have your address.
   If________________________
   ___________________________
EXERCISE 1  Rewrite these sentences as suggested. (8Pts)
1. He didn’t wear his jacket yesterday. That’s why, he caught a bad cold.
   If ____________________________________________________________________
2. I didn’t work hard last year. That’s why, I didn’t get a lot of money.
   If ____________________________________________________________________
3. The weather was terrible. So, the referee stopped the match.
   If ____________________________________________________________________
4. You didn’t hear about the president’s death because you didn’t watch last TV news.
   If ____________________________________________________________________
5. She couldn’t join the music band because she was not good at the piano.
   If ____________________________________________________________________
6. I didn’t have enough money. So, I couldn’t take my family to the restaurant.
   If ____________________________________________________________________
7. She didn’t correct her mistakes. That’s why, she got a bad mark in the exam.
   If ____________________________________________________________________
8. Maria didn’t have a yacht. So, she could not sail along the river.
   If ____________________________________________________________________

EXERCISE 2  Re-write these sentences as suggested. (8 Pts)
1. We couldn’t go to the stadium because we lost our tickets.
   If ____________________________________________________________________
2. Melisa had no eggs. So, she couldn’t make you your favourite cake.
   If ____________________________________________________________________
3. I couldn’t explain to you the lesson because I didn’t understand it.
   If ____________________________________________________________________
4. My father needed money. That’s why, he sold his car last month.
   If ____________________________________________________________________
5. He was lazy. That’s why, he didn’t pass his final exams.
   If ____________________________________________________________________
6. We threw garbage everywhere. That’s why, we suffered from pollution.
   If ____________________________________________________________________
7. She couldn’t communicate with Americans because she didn’t learn English at school.
   If ____________________________________________________________________
8. My sister forgot to close the cage. So, the bird flew away last night.
   If ____________________________________________________________________

EXERCISE 3  Complete these sentences with the right form. (4Pts)
1. If we (tell) ____________ his father the truth, he wouldn’t have been angry.
2. If I (to know) ______________ how to word-process, I would have helped you write it.
3. If you had had the membership card, you (have) __________________________ access to the internet.
4. If she had sent the message earlier, she (join) __________________________ you at the club.
5. If he (not, eat) _____________ much, he wouldn’t have felt a stomach ache.
6. If you (fill in) _____________ this application form correctly, they wouldn’t have refused it.
7. If my mother (take) _____________ an aspirin, she (not, have) __________________ a headache now.
### Phrasal Verbs

**EXERCISE 1** Find the meaning of these phrasal verbs in Arabic.

<table>
<thead>
<tr>
<th>Phrasal Verbs</th>
<th>Meaning in English</th>
<th>Translation into Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>agree with</td>
<td>a. share the same opinion</td>
<td></td>
</tr>
<tr>
<td>apply for</td>
<td>b. write a request (job,...)</td>
<td></td>
</tr>
<tr>
<td>break down</td>
<td>c. stop working (machines)</td>
<td></td>
</tr>
<tr>
<td>break in</td>
<td>d. enter a building by force</td>
<td></td>
</tr>
<tr>
<td>break up</td>
<td>e. finish a relation with someone</td>
<td></td>
</tr>
<tr>
<td>bring about</td>
<td>f. cause</td>
<td></td>
</tr>
<tr>
<td>bring up</td>
<td>g. educate (children)</td>
<td></td>
</tr>
<tr>
<td>call off</td>
<td>h. cancel</td>
<td></td>
</tr>
<tr>
<td>calm down</td>
<td>i. relax</td>
<td></td>
</tr>
<tr>
<td>cheer up</td>
<td>j. be happy</td>
<td></td>
</tr>
<tr>
<td>come back</td>
<td>k. return</td>
<td></td>
</tr>
<tr>
<td>fade away</td>
<td>l. disappear</td>
<td></td>
</tr>
<tr>
<td>eat out</td>
<td>m. dine out</td>
<td></td>
</tr>
<tr>
<td>figure out</td>
<td>n. find a solution</td>
<td></td>
</tr>
<tr>
<td>fill in</td>
<td>o. complete (application form)</td>
<td></td>
</tr>
<tr>
<td>find out</td>
<td>p. discover</td>
<td></td>
</tr>
<tr>
<td>give up</td>
<td>q. stop/ surrender</td>
<td></td>
</tr>
<tr>
<td>go on</td>
<td>r. carry on/ keep on/ continue</td>
<td></td>
</tr>
<tr>
<td>go through</td>
<td>s. suffer from a bad time</td>
<td></td>
</tr>
<tr>
<td>hand out</td>
<td>t. distribute (papers, prizes...)</td>
<td></td>
</tr>
<tr>
<td>hand in</td>
<td>u. give back (papers, .....)</td>
<td></td>
</tr>
</tbody>
</table>

(NB. You can have a look at the list on page 128 to check your Arabic translation.)

**EXERCISE 2** Replace the underline verbs with phrasal verbs.

1. Smoking causes lung cancer.
2. I invited my friends to dine out last night.
3. You should complete this form before you send it.
4. The judge discovered that the suspect was innocent.
5. The doctor advised him to stop eating fast food.
6. Students have to give back the papers by 9 O’clock.
7. Sam’s computer stopped working.

**EXERCISE 3** Fill in the blanks with the right phrasal verbs.

<table>
<thead>
<tr>
<th>Phrasal Verbs</th>
<th>Meaning in English</th>
<th>Translation into Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. got down</td>
<td>a. write down</td>
<td></td>
</tr>
<tr>
<td>23. keep away</td>
<td>b. be away</td>
<td></td>
</tr>
<tr>
<td>24. let down</td>
<td>c. disappoint</td>
<td></td>
</tr>
<tr>
<td>25. log on</td>
<td>d. connect (sign in)</td>
<td></td>
</tr>
<tr>
<td>26. look after</td>
<td>e. take care of</td>
<td></td>
</tr>
<tr>
<td>27. look forward</td>
<td>f. can’t wait</td>
<td></td>
</tr>
<tr>
<td>28. look up</td>
<td>g. search a word</td>
<td></td>
</tr>
<tr>
<td>29. make up</td>
<td>h. invent</td>
<td></td>
</tr>
<tr>
<td>30. pass away</td>
<td>i. - die</td>
<td></td>
</tr>
<tr>
<td>31. pick up</td>
<td>j. 1. take 2. learn (language)</td>
<td></td>
</tr>
<tr>
<td>32. put off</td>
<td>k. postpone</td>
<td></td>
</tr>
<tr>
<td>33. put on</td>
<td>l. wear</td>
<td></td>
</tr>
<tr>
<td>34. put out</td>
<td>m. extinguish (fire/ cigarette)</td>
<td></td>
</tr>
<tr>
<td>35. run away</td>
<td>n. escape</td>
<td></td>
</tr>
<tr>
<td>36. set up</td>
<td>o. start (project/ business)</td>
<td></td>
</tr>
<tr>
<td>37. show up</td>
<td>p. appear</td>
<td></td>
</tr>
<tr>
<td>38. stand for</td>
<td>q. mean (refer to)</td>
<td></td>
</tr>
<tr>
<td>39. take after</td>
<td>r. resemble (look like)</td>
<td></td>
</tr>
<tr>
<td>40. take off</td>
<td>s. 1. remove 2. fly (plane)</td>
<td></td>
</tr>
<tr>
<td>41. take up</td>
<td>t. start (an activity)</td>
<td></td>
</tr>
<tr>
<td>42. turn down</td>
<td>u. refuse</td>
<td></td>
</tr>
<tr>
<td>43. turn on/off</td>
<td>v. switch on/off</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 4** Replace the underline verbs with phrasal verbs.

1. Don’t disappoint your parents this year. Get your BAC!
2. Brenda resembles her brother; they are real twins.
3. Search this word in your dictionary.
4. He invented an excuse to justify his absence.
5. David’s mother died two years ago.
6. I called Nick, but he didn’t come to the party.
7. Children should take care of their parents.

**EXERCISE 5** Fill in the blanks with the right phrasal verbs.

<table>
<thead>
<tr>
<th>Phrasal Verbs</th>
<th>Meaning in English</th>
<th>Translation into Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>take off</td>
<td>stand for - takes off</td>
<td></td>
</tr>
<tr>
<td>take up</td>
<td>takes up - show up</td>
<td></td>
</tr>
<tr>
<td>put on</td>
<td>put on - put on</td>
<td></td>
</tr>
<tr>
<td>put down</td>
<td>put down - turned down</td>
<td></td>
</tr>
<tr>
<td>put off</td>
<td>put off - set up</td>
<td></td>
</tr>
</tbody>
</table>

1. He put off the job offer because the salary was not good.
2. It’s hot outside. ______ your coat.
3. The teacher teaches the test till next week.
4. AIDS is Acquired Immune Deficiency Syndrome.
5. I will ______ a music course next month.
6. Many immigrants ______ projects in their towns.
7. Rose didn’t ______ last session; she might be sick.
8. If you don’t ______ your jacket, you’ll get cold.

**EXERCISE 6** Fill in the blanks with the right phrasal verbs.

1. I got a visa to Canada two days ago.
2. She couldn’t come because her car broke down.
3. Angelina Jolie called off with Brad Pitt in 2016.
4. The boss called off the meeting because he was sick.
5. Just keep on working. I’ll call you soon.
6. I invited my classmates to come back last weekend.
7. Hand this paper, then hand it to the manager.
8. A robber broke into a bank last night.
Match the phrasal verbs and their opposites. (3Pts)

1- put down              a- switch off
2- turn on                b- pick up
3- throw away             c- keep
4- wake up                d- undress
5- put on                 e- sleep
6- hand in                f- hand out

Replace the underlined verbs with the phrasal verbs. (5 Pts)

1- Complete this form and send it to the manager today.
2- Sandra got upset because she discovered that her son was smoking.
3- His father died two months ago in a plane crash.
4- Students need to return papers before 6 P.M.
5- You need to continue; never ever surrender!
6- The initials RIP refer to Rest In Peace.
7- Layla resembles her sister; both have got blue eyes.
8- This fat girl needs to start sport to lose weight.
9- He refused the job offer because the salary was not good.
10- The teacher postponed the quiz because many students were absent.

Fill in the blanks with the right phrasal verbs. (6Pts)

1- This car is very old. It always ___________________; you should sell it.
2- Students should ___________________ scholarship before June.
3- He had to ___________________ his vacation because of the bad weather in Thailand.
4- Students are ___________________ getting high grades in English in the national exam.
5- If you don’t know this word, why don’t you _______________ it _______________ in your dictionary.
6- High speed and drugs _______________ deadly road accidents.

Fill in the blanks with the right phrasal verb. (6Pts)

1. Would you ____________ my dog during this holiday, please?
2. His car ____________ yesterday and he had to take a taxi to work.
3. The teacher ____________ the test until next week.
4. Could you ____________ the music? I need to concentrate on my work.
5. You have to ____________ your essay by 6 O’clock.
6. He ____________ his brother. They both have black hair and round face.
Reported speech is used to report what somebody else said before. The reporting verbs that we use most are said, asked, told, suggested, warned, recommended, ordered, advised, explained, etc. When we use reported speech, we either report statements, questions, requests and commands or other types, changing tenses, pronouns, and place and time expressions.

**Statements:** “I broke my arm last week,” Jeremy said.

Jeremy said that he had broken his arm the previous week.

**Request & commands:**

1. “Could you bring me some water?” she asked.

She asked me to bring her some water.

2. “Don’t eat in the classroom,” the principal said.

The principal told us not to eat in the classroom.

**Questions:**

2. “Don’t eat in the classroom,” the principal said.

The principal told us not to eat in the classroom.

**Other types:**

1. “Let’s go to the movies?” Mr. Reed told his wife.

Mr. Reed suggested going to the movies or Mr. Reed suggested that we should go to the movies.

2. “The robber was thin and tall,” the witness said.

The witness described the robber as thin and tall. N.B. If the introductory verb is in simple present tense, (e.g, he says), we don’t change the tense. For example, “I like English,” Mary says. Mary says that she likes English.

### EXERCISE 1

**Re-write these sentences as suggested.**

<table>
<thead>
<tr>
<th>Tenses</th>
<th>Sentences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple past</td>
<td>2. “I am very happy to see Mr. Taylor,” Jane said. Jane said.</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>4. “I was not sick last week,” he said. He said.</td>
</tr>
<tr>
<td>Present continuous</td>
<td>5. “I am waiting for my brother,” Susan said. Susan said.</td>
</tr>
<tr>
<td>Past continuous</td>
<td>6. “We are planting olive trees,” the farmers said. The farmers said.</td>
</tr>
</tbody>
</table>

### EXERCISE 2

**Re-write these sentences as suggested.**

Order/advice.... (to+V/not to +V)

1. “Shut up,” the teacher to his students.

The teacher ordered the students.

2. “Don’t use the cell phone aboard the plane,” she said.

She reminded the passengers.

3. “You’d better drink more water,” the doctor said.

The doctor advised the patient.

Wh-questions./yes, no questions... (wh../if + tenses change)

1. “Do you know his home address?” James asked.

James asked Mary.

2. “Did your father buy a new car?” the neighbour asked.

The neighbour asked me.

3. “Will the mayor visit our city?” the residents said.

The residents wanted to know.

4. “Where can I find a bank?” a man asked.

The man asked me.

5. “Why is the baby shouting?” she asked her sister.

She asked her sister.

Gerund... (V+ing)

1. “Let’s go to the restaurant?” Jamal told his friend.

Jamal suggested.
EXERCISE 1 Re-write these sentences as suggested. (6Pts)

1. “I will attend the training session next week,” Nada said.
   Nada said ____________________________

2. “You played well in the match,” the coach told the players.
   The coach told his players ____________________________

3. “Don’t leave the door open at night,” the mother reminded her daughter.
   The mother reminded her daughter ____________________________

4. “Will the boss come tomorrow?” Taha asked.
   Taha asked ____________________________

5. “Where can I find the dollar change?” the tourist asked.
   The tourist asked the receptionist ____________________________

6. “Why don’t you go on a diet,” Mrs. Brown to her neighbour.
   Mrs. Brown advised her neighbour ____________________________

EXERCISE 2 Choose the right answer. (6Pts)

1. “The quiz will be difficult,” the teacher said.
   The teacher said that the quiz ____________________________

2. “Let’s go to the party?” he said.
   He suggested ____________________________

3. “Why don’t you eat healthy food?” Maria said.
   Maria advised her sister ____________________________

   Melissa advised her friend ____________________________

5. “The show has attracted a lot of kids,” the show producer said.
   The show producer said that ____________________________

6. “Did you see the clown,” the mother asked.
   The mother asked her son if he ____________________________

EXERCISE 3 Re-write these sentences as suggested. (8Pts)

1. “The association has established some new rules,” the president said.
   The president said ____________________________

2. “We have visited each other in Paris,” Mary and Sandra said.
   Mary and Sandra said ____________________________

3. “Do your homework,” the father to his daughter.
   The father reminded his daughter ____________________________

4. “Will the teachers come to the party?” Peter asked his friend.
   Peter wanted to know ____________________________

5. “Do you need some help?” a man asked an old lady.
   A man asked an old lady ____________________________

6. “When did you visit Istanbul?” the police asked a visitor.
   The police asked the visitor ____________________________

7. “I studied Biology last year in that College,” Frank said.
   Frank told the dean ____________________________

8. “Let’s go on a picnic to Ourika?” the students to their teacher.
   The students suggested ____________________________
A prefix is a letter or a group of letters placed at the beginning of a word, and it changes the meaning.

<table>
<thead>
<tr>
<th>Words</th>
<th>Prefixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. normal</td>
<td>abnormal</td>
</tr>
<tr>
<td>2. like</td>
<td>dislike</td>
</tr>
<tr>
<td>3. literate</td>
<td>illiterate</td>
</tr>
<tr>
<td>4. teacher</td>
<td>ex-teacher</td>
</tr>
<tr>
<td>5. legal</td>
<td>illegal</td>
</tr>
<tr>
<td>6. possible</td>
<td>impossible</td>
</tr>
<tr>
<td>7. tolerant</td>
<td>intolerant</td>
</tr>
<tr>
<td>8. polite</td>
<td>impolite</td>
</tr>
<tr>
<td>9. expensive</td>
<td>inexpensive</td>
</tr>
<tr>
<td>10. relevant</td>
<td>irrelevant</td>
</tr>
<tr>
<td>11. stop</td>
<td>non-stop</td>
</tr>
<tr>
<td>12. responsible</td>
<td>irresponsible</td>
</tr>
<tr>
<td>13. weigh</td>
<td>out-weigh</td>
</tr>
<tr>
<td>14. crowded</td>
<td>over crowded</td>
</tr>
<tr>
<td>15. school</td>
<td>pre-school</td>
</tr>
<tr>
<td>16. relax</td>
<td>self relax</td>
</tr>
<tr>
<td>17. unfair</td>
<td>fair</td>
</tr>
<tr>
<td>18. wear</td>
<td>under-wear</td>
</tr>
<tr>
<td>19. mature</td>
<td>immature</td>
</tr>
<tr>
<td>20. grateful</td>
<td>ungrateful</td>
</tr>
<tr>
<td>21. reliable</td>
<td>unreliable</td>
</tr>
<tr>
<td>22. patient</td>
<td>impatient</td>
</tr>
<tr>
<td>23. legible</td>
<td>illegible</td>
</tr>
</tbody>
</table>

A suffix is a word or a group of letters added to the end of a word and changes the grammatical form of the word.

<table>
<thead>
<tr>
<th>Words</th>
<th>Suffixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. history</td>
<td>historical</td>
</tr>
<tr>
<td>2. refuse</td>
<td>refusal</td>
</tr>
<tr>
<td>3. appear</td>
<td>appearance</td>
</tr>
<tr>
<td>4. arrive</td>
<td>arrival</td>
</tr>
<tr>
<td>5. wise</td>
<td>wisdom</td>
</tr>
<tr>
<td>6. children</td>
<td>childish/childhood</td>
</tr>
<tr>
<td>7. differ</td>
<td>difference</td>
</tr>
<tr>
<td>8. hunger</td>
<td>hungry</td>
</tr>
<tr>
<td>9. thirst</td>
<td>thirsty</td>
</tr>
<tr>
<td>10. beauty</td>
<td>beautiful</td>
</tr>
<tr>
<td>11. science</td>
<td>scientific</td>
</tr>
<tr>
<td>12. creative</td>
<td>creatively</td>
</tr>
<tr>
<td>13. free</td>
<td>freedom</td>
</tr>
<tr>
<td>14. assist</td>
<td>assistance</td>
</tr>
<tr>
<td>15. depart</td>
<td>departure</td>
</tr>
<tr>
<td>16. achieve</td>
<td>achievement</td>
</tr>
<tr>
<td>17. diverse</td>
<td>diversity</td>
</tr>
<tr>
<td>18. care</td>
<td>careless/careful</td>
</tr>
<tr>
<td>19. decide</td>
<td>decision</td>
</tr>
<tr>
<td>20. pollute</td>
<td>pollution</td>
</tr>
<tr>
<td>21. difficult</td>
<td>difficulty</td>
</tr>
<tr>
<td>22. available</td>
<td>availability</td>
</tr>
<tr>
<td>23. meaning</td>
<td>meaningless/ful</td>
</tr>
<tr>
<td>24. suit</td>
<td>suitable</td>
</tr>
<tr>
<td>25. revolution</td>
<td>revolutionary</td>
</tr>
<tr>
<td>26. education</td>
<td>educational</td>
</tr>
<tr>
<td>27. finance</td>
<td>financial</td>
</tr>
<tr>
<td>28. art</td>
<td>artistic</td>
</tr>
<tr>
<td>29. rely</td>
<td>reliable</td>
</tr>
<tr>
<td>30. friend</td>
<td>friendship</td>
</tr>
<tr>
<td>31. illiterate</td>
<td>illiteracy</td>
</tr>
<tr>
<td>32. unemployed</td>
<td>unemployment</td>
</tr>
<tr>
<td>33. job</td>
<td>jobless</td>
</tr>
<tr>
<td>34. home</td>
<td>homeless</td>
</tr>
<tr>
<td>35. discriminate</td>
<td>discrimination</td>
</tr>
<tr>
<td>36. describe</td>
<td>description</td>
</tr>
<tr>
<td>37. integrate</td>
<td>integration</td>
</tr>
<tr>
<td>38. inform</td>
<td>information</td>
</tr>
<tr>
<td>39. assist</td>
<td>assistance</td>
</tr>
<tr>
<td>40. prevent</td>
<td>prevention</td>
</tr>
<tr>
<td>41. success</td>
<td>successful</td>
</tr>
<tr>
<td>42. know</td>
<td>knowledge</td>
</tr>
<tr>
<td>43. geography</td>
<td>geographical</td>
</tr>
<tr>
<td>44. improve</td>
<td>improvement</td>
</tr>
<tr>
<td>45. destroy</td>
<td>destruction</td>
</tr>
<tr>
<td>46. environment</td>
<td>environmental</td>
</tr>
</tbody>
</table>

**EXERCISE 1** Match these prefixes with their meanings.

1. re  
   a. before
2. un  
   b. reverse action
3. pre  
   c. again
4. super  
   d. former
5. ex  
   e. greater

**EXERCISE 2** Add the correct suffix to these words.

<table>
<thead>
<tr>
<th>involve</th>
<th>differ</th>
<th>discriminate</th>
<th>imagine</th>
<th>attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>-ment</td>
<td>-ence/ -ence</td>
<td>-ance</td>
<td>-tion</td>
<td></td>
</tr>
<tr>
<td>-ment</td>
<td>-ence/ -ence</td>
<td>-ance</td>
<td>-tion</td>
<td></td>
</tr>
<tr>
<td>-ment</td>
<td>-ence/ -ence</td>
<td>-ance</td>
<td>-tion</td>
<td></td>
</tr>
<tr>
<td>-ment</td>
<td>-ence/ -ence</td>
<td>-ance</td>
<td>-tion</td>
<td></td>
</tr>
<tr>
<td>-ment</td>
<td>-ence/ -ence</td>
<td>-ance</td>
<td>-tion</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 3** Give the correct prefix to the words in brackets.

1. You should (write)__________your essay.
2. Can you (play)__________that music track?
3. Mark is an (dependent)__________businessman.
4. The advantages (number)__________the drawbacks.
5. (legal)__________immigration is a serious problem.
6. It's (safe)__________to walk alone in the woods.
7. Some students are (responsible)__________nowadays.
8. You (understood)__________what she told you.
9. I was (satisfied)__________with your last performance.
10. He is (comfortable)__________in that room.

**EXERCISE 4** Give the correct suffix to the words in brackets.

1. Smoking is (harm)__________to your health.
2. He left school because of (finance)__________problems.
3. Cathy is a (gift)__________student in this school.
4. Associations should help (home)__________people.
5. Some (job)__________people suffer from poverty.
6. It's his (responsible)__________to find a solution.
7. (Prevent)__________is better than cure.
8. For more (inform)__________contact the manager.
9. The little boy over there needs (assist)__________
10. These (history)__________monuments are ancient.

**EXERCISE 5** Complete the following chart.

<table>
<thead>
<tr>
<th>Verbs</th>
<th>Adjectives</th>
<th>Nouns</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. benefit</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2. create</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3. differentiate</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4. rely</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5. succeed</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6. strengthen</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7. accept</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
**EXERCISE 1**

**Give the correct form of the words in brackets: Prefixes (5Pts)**

1. Parents should teach their children to be (dependent) ____________ after they get their BAC.
2. The boss didn’t accept him because he was an (experienced) ____________ journalist.
3. The teacher said, “(Write) ____________ this essay because you made a lot of mistakes.”
4. M’barek is an (literate) ____________ person; he doesn’t know how to read or write.
5. I (agree) ____________ with you. English is the most spoken language in the world.
6. Facebook is an (national) ____________ social network; most people are using it worldwide.
7. Barak Oubama is now the (president) ____________ of the United States.
8. Morocco is making great efforts to fight (legal) ____________ immigration.
9. Jad is an (mature) ____________ student; sometimes, he acts childish in front of his mates.
10. “Your answer to the question is (correct) ____________; try again,” the teacher said.

**EXERCISE 2**

**Give the correct form to the words in brackets: Suffixes (5Pts)**

1. “Sarah is more (beauty) ____________ than her sister,” Mr. White said.
2. Brain drain is the (emigrate) ____________ of genius people to other countries.
3. The secretary told her colleagues, “Our relationship is based on (friend) ____________, not love.”
4. This car is (economy) ____________. Besides, it’s very cheap.
5. Some environmentalists argue that (industry) ____________ factories shouldn’t be built here.
6. Memories of (child) ____________ are unforgettable; they are tattooed in our minds.
7. Martha is always a (lie) ____________; she never tells the truth to her parents.
8. This is not a (gold) ____________ ring; it was just made of a mixture of silver and iron.
9. Angela Merkel is a good example of a (success) ____________ woman in the political domain.
10. This book gives a full (describe) ____________ of the Moroccan culture.

**EXERCISE 3**

**Put the words in brackets in the correct form adding the right prefix or suffix or both. (10Pts)**

1. He is a (care) ____________ taxi driver. That’s why, he made a lot of accidents.
2. The jury didn’t accept the candidates who didn’t have (art) ____________ talents.
3. Today, it’s (sun) ____________ in Marrakesh, but (wind) ____________ and (rain) ____________ in Casablanca.
4. Because of the sudden (dark) ____________, the referee stopped the match yesterday.
5. “Your first attempt was (success) ____________, try again tomorrow,” the coach said.
6. The two vice-presidents signed an (agree) ____________ to help each other in the future.
7. Some people in the street are (job) ____________ and (home) ____________.
8. Please, don’t use my (person) ____________ computer without my permission.
9. You need to be (care) ____________ when you take this pot. It’s made of glass.
10. Villager women mostly suffer from (literate) ____________ and (ignore) ____________.
11. You can touch this dog. It’s (harm) ____________; it never bites.
12. Madam Nelson is a (child) ____________ woman; that’s why, she adopted that kid.
13. It’s (use) ____________ to shout in this desert; no one can ever hear you.
14. It’s (necessity) ____________ to change your password from time to time.
15. I don’t like Mark because he is a (self) ____________ and (child) ____________ boy.
Modal verbs, also called helping verbs, include can, could, may, might, will, would, should, must, have to, ought to, needn’t...etc. They are used with other verbs to express ability, possibility, obligation, lack of necessity, and so on. The chart below summarizes this:

<table>
<thead>
<tr>
<th>Modal verbs</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability</strong></td>
<td></td>
</tr>
<tr>
<td>can, could</td>
<td>- Maria can speak four languages.</td>
</tr>
<tr>
<td></td>
<td>- He could sing when he was young.</td>
</tr>
<tr>
<td><strong>Possibility</strong></td>
<td></td>
</tr>
<tr>
<td>may, might, can, could</td>
<td>- The car looks nice, but it might be expensive.</td>
</tr>
<tr>
<td></td>
<td>- The Taylors may visit us next week.</td>
</tr>
<tr>
<td></td>
<td>- My book could be in the office.</td>
</tr>
<tr>
<td></td>
<td>- Smoking can cause death.</td>
</tr>
<tr>
<td><strong>Obligation</strong></td>
<td></td>
</tr>
<tr>
<td>(necessity)</td>
<td></td>
</tr>
<tr>
<td>must</td>
<td>- Passengers must fasten their seat-belts.</td>
</tr>
<tr>
<td>have to</td>
<td>- Students have to wear the school uniform.</td>
</tr>
<tr>
<td>had to</td>
<td>- Last night, it was raining heavily, so I had to drive slowly.</td>
</tr>
<tr>
<td><strong>No obligation</strong></td>
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<tr>
<td>(lack of necessity)</td>
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<tr>
<td>don’t have to</td>
<td>- He doesn’t have to work on Saturday mornings.</td>
</tr>
<tr>
<td>needn’t</td>
<td>- You needn’t wear a suit and a necktie for the interview.</td>
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<tr>
<td><strong>Advice</strong></td>
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<tr>
<td>should</td>
<td>- I think you should exercise regularly.</td>
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<tr>
<td>ought to</td>
<td>- The patient should see a doctor now.</td>
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<tr>
<td>had better</td>
<td>- You had better call and check your hotel booking.</td>
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<tr>
<td><strong>Prohibition</strong></td>
<td></td>
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<tr>
<td>mustn’t</td>
<td>- Teenagers mustn’t watch this TV programme.</td>
</tr>
<tr>
<td>can’t</td>
<td>- You can’t park here; it’s a private property.</td>
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<tr>
<td><strong>Certainty</strong></td>
<td></td>
</tr>
<tr>
<td>must</td>
<td>- She’s wearing a diamond ring. She must be married.</td>
</tr>
<tr>
<td><strong>Permission</strong></td>
<td></td>
</tr>
<tr>
<td>may</td>
<td>- May I borrow your red dress for the party?</td>
</tr>
<tr>
<td>can</td>
<td>- Can I use your sunglasses today?</td>
</tr>
</tbody>
</table>

**EXERCISE 1** Fill in the chart with the appropriate modals.

<table>
<thead>
<tr>
<th>may</th>
<th>have to</th>
<th>can</th>
<th>don’t have to</th>
<th>could</th>
<th>might</th>
<th>needn’t</th>
<th>can’t</th>
<th>must</th>
<th>ought to</th>
<th>mustn’t</th>
<th>should</th>
<th>had better</th>
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</table>

**EXERCISE 2** Underline the right modal in the list.

1. It’s cloudy; It (might/ should) rain tonight.
2. I (must/ needn’t) respect the red light.
3. (May/might) I take your pen?
4. You (should/ mustn’t) see a doctor.
5. He (must/ mustn’t) smoke in the station.
6. You (must/ needn’t) come; you could just call.
7. When I was 14, I (can/ could) run faster.
8. I (can/ could) play violin and guitar.
9. Tonny (had to/ have to) leave yesterday.
10. He (can’t/ couldn’t) come last night.
11. It’s a hospital. You (must/ mustn’t) smoke here.
12. You (should/ should have) helped him when he asked for help yesterday.
13. Mathew has been working all day; he (must/ needn’t) be tired.
14. (Can/ May) you drink a bottle of water without stopping?
15. No, I (mightn’t/ can’t).
16. He didn’t show up yet. He (might/ might have) taken the wrong bus.
**EXERCISE 1** Fill in the blanks with the appropriate word from the list. (7Pts)

1. I am good at languages. I _________ speak French, Spanish and English.  
   **will - can – must**

2. _________ I use your calculator machine, please?  
   **might - may - should**

3. _________ you pass some salt, please?  
   **should - must – could**

4. “You _________ smoke in the hospital,” he said.  
   **wouldn’t - mustn’t - needn’t**

5. He said it _________ rain tonight.  
   **had to - should – might**

6. You _________ work hard if you want to succeed.  
   **must - can - mustn’t**

7. Mr. Laurence _________ come because he was sick.  
   **mustn’t - couldn’t - can**

8. When I was a child, I _________ wear the school uniform.  
   **had to - must – can**

9. We have a party tonight. So, we _________ be late.  
   **mustn’t - had to – has to**

10. The entrance to the stadium is free today. You _________ buy the ticket.  
    **mustn’t - don’t have to**

11. I saw her crying. She _________ a problem.  
    **will have had – must have had - can’t have had**

12. You _________ all this dessert. We still have some apples and oranges in the fridge.  
    **shouldn’t have brought - will have brought - might have brought**

13. The man over there ________ Mr. Jason. Mr. Jason died two weeks ago.  
    **should be - will be - can’t be**

14. When he was a young boy, he _________ work out every day.  
    **can - could - will**

**EXERCISE 2** Fill in the blanks with the appropriate word from the list. (8Pts)

1. “It’s a library. You _________ keep quiet,” he said.  
   **must - can - may**

2. Everybody can get this job. You _________ get any diploma.  
   **needn’t – should - will**

3. “You _________ go if you want to,” the boss told his secretary.  
   **may - should - must**

4. If you want to catch the train, you _________ leave now.  
   **will - must - can**

5. There is plenty of food and the guests are few. You _________ buy all this food.  
   **don’t have to - mustn’t - should**

6. You _________ leave the medicine on the ground. The child might swallow it.  
   **should – shouldn’t – may not**

7. Taxi drivers _________ respect the red light.  
   **can - must - might**

8. He has a Ferrari car. He _________ be very rich.  
   **must - can - will**

**EXERCISE 3** Match the following sentences with their right functions. (5Pts)

| 1. He can play the violin pretty well. | a. Advice |
| 2. Can we go out tonight, mum? | b. Permission |
| 3. You should work out regularly. | c. Ability |
| 4. Could you help me do this homework? | d. Request |
| 5. Would you like some chocolate? | e. Offer |
| 6. She got a good mark. She must be an excellent student. | f. Obligation |
| 7. You must respect the traffic code. | g. Certainty |
| 8. Ask your father. He may know the answer. | h. Possibility |
| 9. He can’t play the match today. | i. Prohibition |
| 10. You mustn’t park your car here. | j. Inability |

1 :____ 2 :____ 3 :____ 4 :____ 5 :____ 6 :____ 7 :____ 8 :____ 9 :____ 10 :____
The passive voice is used to show interest in the action done rather than the person or the object that has done it. For example, the car is being repaired. It’s also used when we don’t know who the doer was. For example, “my mobile phone was stolen yesterday.”

The passive voice is formed this way:

**Rule 1:** object + modal + be + past participle

**Modals are:** can, could, will, would, may, might, must, should, have to, ought to, needn't......

**Example:** The housemaid can make coffee.

- The coffee can be made by the housemaid.

**Rule 2:** object + auxiliary “be” in the same tense as the verb in the active + past participle

**Example:** Sara broke the window last night.

- The window was broken by Sara last night.

N.B. With such verbs say, believe, think, consider, show, etc., the passive voice is formed like this.

**Example:** People say that high speed is the main cause of road accidents.

- It’s said that high speed is the main cause of road accidents or High speed is said to be the main cause of road accidents.

**EXERCISE 1** Re-write these sentences as suggested.

**A.** Modals: can, could, will, would, may, might, must, should, have to, ought to, needn’t......

1- The coach should select two new players for the next African cup of nations.

Two new players ____________

2- People must avoid the excessive use of technological devices.

The excessive use of technological devices ____________

3- We will send the invitations tomorrow.

The invitations ____________

**B.** Simple Present

1- The maid makes tea every morning for the kids.

Tea ____________

2- The headmaster sends the files to the university department every year.

The files ____________

**C.** Simple Past

1- The groom sent the gifts yesterday.

The gifts ____________

2- Doctors discovered a new vaccination to some fatal diseases.

A new vaccination to some fatal diseases ____________

**D.** Present Continuous

1- Mona is preparing the food now.

The food ____________

2- They are taking pictures of the statue at the moment.

The pictures of the statue ____________
### Past Continuous

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Rule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- The club members were making great efforts to help children speak English.</td>
<td></td>
</tr>
<tr>
<td>Great efforts</td>
<td></td>
</tr>
<tr>
<td>2- The local authorities were building a charitable house for elderly people.</td>
<td></td>
</tr>
<tr>
<td>A charitable house</td>
<td></td>
</tr>
<tr>
<td>3- The mechanic was repairing the car yesterday.</td>
<td></td>
</tr>
<tr>
<td>The car</td>
<td></td>
</tr>
</tbody>
</table>

### Present Perfect

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Rule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. They have founded a new association in this region.</td>
<td></td>
</tr>
<tr>
<td>A new association</td>
<td></td>
</tr>
<tr>
<td>2. He has written two novels recently.</td>
<td></td>
</tr>
<tr>
<td>Two novels</td>
<td></td>
</tr>
<tr>
<td>3. The farmer has grown the grapes in this place.</td>
<td></td>
</tr>
<tr>
<td>The grapes</td>
<td></td>
</tr>
</tbody>
</table>

### Past Perfect

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Rule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Julia had prepared lunch for children.</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>2- They had given some prizes to brilliant students.</td>
<td></td>
</tr>
<tr>
<td>Some prizes</td>
<td></td>
</tr>
<tr>
<td>3- The writer had printed the new edition of the book.</td>
<td></td>
</tr>
<tr>
<td>The new edition of the book</td>
<td></td>
</tr>
</tbody>
</table>

**Exercise 2** Re-write these sentences as suggested.

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Rule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The members of the association may recycle the factory waste.</td>
<td></td>
</tr>
<tr>
<td>The factory waste</td>
<td></td>
</tr>
<tr>
<td>2. The police arrested the thief last weekend.</td>
<td></td>
</tr>
<tr>
<td>The thief</td>
<td></td>
</tr>
<tr>
<td>3. A foreign NGO will build a school for disabled children in our city.</td>
<td></td>
</tr>
<tr>
<td>A school for disabled children</td>
<td></td>
</tr>
<tr>
<td>4. Mark has made two spelling mistakes.</td>
<td></td>
</tr>
<tr>
<td>Two spelling mistakes</td>
<td></td>
</tr>
<tr>
<td>5. Because of the bad weather, the coach cancelled the match.</td>
<td></td>
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<tr>
<td>The match</td>
<td></td>
</tr>
<tr>
<td>6. He is typing the letters at the moment.</td>
<td></td>
</tr>
<tr>
<td>The letters</td>
<td></td>
</tr>
<tr>
<td>7. Last night, the housemaid kept the milk in the refrigerator.</td>
<td></td>
</tr>
<tr>
<td>Last night, the milk</td>
<td></td>
</tr>
<tr>
<td>8. Mary has done her homework.</td>
<td></td>
</tr>
<tr>
<td>The homework</td>
<td></td>
</tr>
<tr>
<td>9. He writes two reports every month to the boss.</td>
<td></td>
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<tr>
<td>Every month, two reports</td>
<td></td>
</tr>
<tr>
<td>10. Sandra posted the video on Facebook yesterday.</td>
<td></td>
</tr>
<tr>
<td>The video</td>
<td></td>
</tr>
</tbody>
</table>
QUIZ 12  Quiz on Passive Voice

EXERCISE 1  Correct the underlined mistakes and then re-write the sentences. (6Pts)

1- The project work must be hand in after the vacation by the students.

2- A new data system will been tested by the company.

3- A new report has been publish by the magazine about “illiteracy.”

4- A well-paid job were offered to Leila by the new boss last week.

5- Two players have being selected by the coach for the next tournament.

6- The letter is being written now by he.

EXERCISE 2  Choose the right answer. (6Pts)

1- Students won’t finish the project till next week.
   The project _______ till next week by students.
   a- will not be finished
   b- would not be finished

2- Some rich people give money to the poor every year.
   Money _______ to the poor every year by some rich people.
   a- is given
   b- was given

3- The journalist is taking pictures of the star now.
   Pictures of the star __________ now by the journalist.
   a- is being taken
   b- are being taken

4- They made a lot of progress in the project.
   A lot of progress ________in the project.
   a- has been made
   b- was made

5- They didn’t send the invitations on time.
   The invitations _________ on time.
   a- are not sent
   b- were not sent

6- They should take procedures to fight unemployment.
   Procedures _________ to fight unemployment.
   a- should be taken
   b- should been taken

EXERCISE 3  Re-write these sentences as suggested. (8Pts)

1- Some international NGOs helped the victims of the war.
   The victims of the war ________

2- They are painting the walls of the school and the classrooms.
   The walls of the school and the classrooms ________

3- My students had made many mistakes last writing.
   Many mistakes ________

4- The president builds two hospitals every five years in this city.
   Two hospitals ________

5- The patient has taken the advice of the doctor into consideration.
   The advice of the doctor ________

6- They have considered him as the leader of the school before his accident.
   He ________

7- The Smiths didn’t allow pets such as dogs and cats in the house.
   Pets such as dogs and cats ________

8- The committee will invite the prime minister for a TV interview.
   The prime minister ________
Cause & effect

Cause:

• ……………………………..lead(s) to…………………………
• …………………………….cause(s)……………………………
• ………………………………..result(s) in…………………………

Example: Smoking leads to lung cancer/ Smoking causes lung cancer/ Smoking results in lung cancer.

Exercise  Join these parts of sentences using the words given.

1. Pollution. The smoke of cars. (lead to)

2. High speed. Road accidents. (cause)

3. The flood in the region. The heavy rain. (result in)

Effect:

• ………………………be due to…………………………
• ………………………be caused by…………………………
• ………………………result(s) from…………………………

Example: Cancer is due to smoking/ Cancer is caused by smoking/ Cancer results from smoking.

Exercise  Join these parts of sentences using the words given.

1. Pollution. The smoke of cars. (due to)

2. High speed. Road accidents. (caused by)

3. The flood in the region. The heavy rain. (result from)

Exercise  Re-write this sentences as suggested.

1. His car broke down. Mark came late to school. (because)

2. He got a good mark. He studied hard. (Therefore)

3. He left school as he was poor. (because of)

4. The death of animals and trees. The destruction of the forest. (due to)

5. She made efforts. She could read and write. (thanks to)