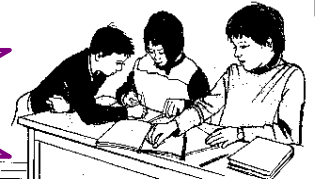




2nd sec

مهارات ولغويات



كيفية تكوين السؤال

يوجد نوعان من السؤال:

اولا : سؤال يبدأ باداة استفهام ويكون شكل السؤال كالاتي:

كلمة استفهام	فعل مساعد او ناقص	فاعل	فعل أساسي	تكملة الجملة
Where	did	you	go	yesterday
How long	will	He	stay	in Cairo

← كلمات الاستفهام

What	ما / ماذا (فعل/حدث/مفعول)	How tall = what height	كم طول القامة
When	متى للوقت	How wide = what width	كم عرض/اتساع
Where	أين للمكان	How many	كم للعدد
Who	من للفاعل العاقل/ المفعول	How much= what price	كم للكمية/للسعر
Whom	من للمفعول العاقل	How often	كم (لعدد المرات)
Which	أي / أيهما	How many times	كم (لعدد المرات)
Why	لماذا (للسبب) / الغرض	How far = what distance	كم (لبعد المسافة)
What time	ما الوقت	How long = what length	كم (للمدة / الطول)
What size	ما المقاس	How fast = what speed	كم (للسرعة)
What colour	ما لون	How deep	كم (للعمق)
What kind / sort	ما نوع	How high = what height	كم (للارتفاع)
Whose	لمن / ملك من (للملكية)	How good	ما مدى اجادتك
How	كيف للحال / المواصلات/ الوسيلة	How old = what age	كم العمر
What number	ما الرقم	How big	كم الحجم

← الأفعال المساعدة والناقصة هي :

1. Verb to (be) ----- am - is - are - was - were

2. Verb to (do) ----- do - does - did

3. Verb to (have) ----- have - has - had

4. Modal verbs ----- can - could - will - would - should - must

← الفاعل ممكن ان يكون اسم او ضمير فاعل . وضمائر الفاعل هي :

→ I - we - you - they - He - she - it

← الفعل الاساسى ممكن ان يكون مصدر او تصريف ثالث او v+ing حسب الفعل المساعد

→ v+ing + فاعل + am/is/are/was/were + كلمة استفهام ?

→→ What are you doing? ▶▶ I am reading

→→ what were you doing ? ▶▶ I was playing tennis

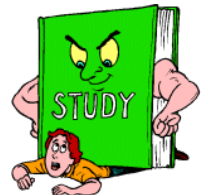
→ +inf + فاعل + do/does/did + كلمة استفهام ?

⇒⇒ How do you go to school? ▶▶ I go to school by bus

➤➤ Where did Ahmed go yesterday? ▶▶ he went to the club

→ +p.p./got + فاعل + has/have/had + كلمة استفهام ?

➤➤ How long have you played football? ▶▶ I played football for 3 years.



→→how many brothers have you got ? ▶▶ I have got three brothers.

→→كلمة استفهام + can/could/will/must + الفاعل الناقص + inf?

⇒⇒When will he arrive? ▶▶ He will arrive at seven o'clock

➤➤ what could you do when you were young? ▶▶ I could ride a bike



ثانياً : إذا بدأت الجملة بـ :

Yes/ No/ Of course/ Well / Sure / Ok/ perhaps / I think

⊗⊗ ويكون السؤال هنا بفعل مساعد أو ناقص بمعنى (هل .. ؟) ونتبع الآتي :

١- تحذف **No , Yes** أو أي من الكلمات السابقة إن وجدت.

٢- نقدم الفعل المساعد أو الناقص على الفاعل ويكون شكل السؤال كالتالي

⊗ Have you visited Aswan? - Yes, I have/no, I haven't.

⊗ Did You watch TV? - Yes, I did/No, I didn't.

⊗ Were you teaching English? Yes, I was/ No , I wasn't.

⊗ Can he play football? Yes, he can/No, he can't

٣- يوجد سؤال اسم التخيير ويبدأ بفعل مساعد وبه كلمة (or) لكن لا تكون الإجابة بـ Yes , No ولكن نختار كالاتي:

→ Do you like football or Tennis?

→ I like football

⊗ لاحظ التحويلات الآتية عند السؤال او الإجابة :-

Question	you	you	your	yours	are you	were you ... ?
Answer	I - we	Me -us	my - our	Mine/ours	I'm/ we are	I was/ we were

ملاحظات عامة

١- إذا لم تجد بالجملة فعلاً مساعداً أو ناقصاً عليك باتباع الآتي :-

١- إذا كان فعل الجملة مضارع به (s) نستخدم (does) ويعود الفعل لمصدره

He plays football. What does he play?

٢- إذا كان فعل الجملة مضارع بدون (s) نستخدم (do) .

I go to school by bus. How do you go to school ?

٣- إذا كان فعل الجملة ماضى نستخدم (did) ويعود الفعل لمصدره .

They watched the film yesterday. When did they watch the film?

He went to the zoo. Where did he go?

٢- إذا كانت الإجابة بـ No وكانت الجملة مثبتة نسال عن شئ اخر غير الموجود في الجملة.

No. it is my first visit to Egypt → (is it your second visit to Egypt)

٣ بعض الاسئلة التي يمكن ان ييب عنها بمعلومة وليس No او Yes فقط

Can I help you? ↔ (yes, I want / would likecan / may I have...?

٤- السؤال المذيل (اليس كذلك) يعتمد على فهم الجملة:

e.g. you know him , don't you ?

٥- هناك أسئلة مختصرة في المحادثة تشذ عن القاعدة العامة لتكوين السؤال ولها معاني جميلة وعليك حفظها

And you?	Where to?	Where from?
What about you?	What else?	Why not?

جمل للمحادثات

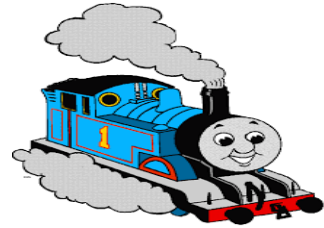
١- المستشفى

- 1-What is the matter/ wrong with you? مالك /مما تشكو ؟
- 2-I have/suffer from pain/ headache /toothache لدى/اعانى من الم/ صداع /الم بالاسنان
- 3-How do you feel? بما تشعر
- 4-I don't feel well اشعر بالمرض
- 5-How long have you had this? For two weeks منذ متى تشكو من هذا ؟
- 6-Is it serious doctor? هل الامر خطير ؟
- 7-Do I need an operation? هل احتاج عملية
- 8-No, don't worry لا تقلق
- 9-do you smoke? هل تدخن
- 10-Yes, about 30 cigarettes a day. نعم حوالى ٣٠ سيجارة يوميا
- 11-How long have you been smoking? for 5 years منذ متى تدخن
- 12-you should stop/give up smoking يجب ان تفلح عن التدخين
- 13-You should take this medicine /have a rest يجب ان تستريح
- 14-How often shall I take this medicine ? كم مرة يجب ان اخذ هذا الدواء ؟
- 15- Every day كل يوم
- 16-I wish you speedy recovery . أتمنى لك الشفاء العاجل




٢- محطة القطار

- 1-Can/may I help you ? اى خدمه
- 2-yes, I'd like a ticket to (Cairo) اريد تذكرة للقاهرة
- 3-Single or return ? ذهاب ام ذهاب وعودة
- 4-single , please ذهاب
- 5-First or second(economy) class? درجه اولى ام ثانية
- 6-How much is it/ how much does it cost? كم الثمن
- 7-it's 15 pounds ١٥ جنيه مصرى
- 8-How long does it take to (Cairo)? كم من الوقت تستغرق حتى القاهرة
- 9-Which platform? من اى رصيف
- 10-Platform 5 رصيف رقم ٥
- 11-When does the train to (Cairo) leave? متى يغادر القطار المتجه للقاهرة
- 12-When does the train to (Cairo) arrive ? متى يصل القطار المتجه للقاهرة
- 13- Have a nice journey اتمنى لك رحلة سعيدة



٣-المطعم

- 1-can I help you/May I take you order sir? ممكن اساعدك /اخذ طلبك سيدى
- 2-Yes, I'd like to have..... نعم اود
- 3-What would you like to have/ drink ? ماذا تريد ان تأخذ/تشرب
- 4-I'd like to have -----(fish)/tea اريد سمك /شاي
- 5- How do you like (food/fish/tea)? كيف تحب السمك/الشاي
- 6-Fried/grilled , please / with milk
- 7-What about the dessert? ماذا عن الحلو
- 8-Ice cream, please
- 9-anything else ? اى شى اخر  no, thanks
- 10-How much is the bill? 19 LE كم الحساب
- 11-here is the money ها هى الفلوس
- 12-keep the change خلى الباقي علشانك



٤-التليفون

- 1-Can/may I speak to Ali , please ? ممكن اكلم على من فضلك
- 2-sure , hold on لوجود (بالتاكيد انتظر)



- 3-I'm sorry he is not in now اسف ، ليس موجود الان
- 4-What time will he be back? متى سيعود
- 5-I don't know لا اعرف
- 6-who's calling ? من المتصل
- 7-can I leave/you give him a message ? ممكن اترك رسالة/ تعطيية رسالة
- 8-Please, ask him to call me back من فضلك اجعله يعاود الاتصال بى
- 9-I'm sorry you have the wrong number اسف النمرة خطأ

٥- محل ملابس

- 1-can/may I help you ? اى خدمة
- 2-yes, I want('d like) to buy نعم اريد ان اشترى كذا
- 3-What size? ما المقاس
- 4-size 50 مقاس ٥٠
- 5-What colour? ما اللون
- 6-red, please احمر من فضلك
- 7-Can I try it on ? ممكن أقيسه
- 8-I want something longer / shorter / cheaper اريد شيئا اطول - اقصر - ارخص
- 9-How about this one ? ما رأيك فى هذا
- 10-Can you show me some more ? ممكن ترينى المزيد
- 11-Does it fit you?
- 12-how much is it ? كم ثمنه ;
- 13-Can I get a discount ? ممكن تخفيض
- 14-How would you like to pay..? By credit card.
- 15-Well, I will take it حسنا سأخذه
- 16- Any thing else? أى شىء اخر
- 17-No. thanks لا شكرا



٦- سؤال

- 1-Could/can you tell me the way to ممكن تقبرنى الطريق الى
- 2-yes, go ahead then turn left امشى طوالى ثم استدر يسارا
- 3-is it far from here? هل هى بعيدة عن هنا
- 4-where are you from? من اين انت
- 5-I'm from(England) انا من
- 6-How do you like(Egypt)? ما رأيك فى
- 7-it's fantastic/ wonderful رائعة
- 8-How long will you stay here? كم ستبقى هنا
- 9-I will stay for 3 weeks سابقى لمدة ٣ اسابيع
- 10-Is this your first visit ? هل هى زيارتك الاولى
- 11-No, I came here twice before لا جئت مرتين من قبل
- 12-Why are you here ? لماذا انت هنا
- 13-I'm here on business انا فى مهمة عمل
- 14-I'm here for sightseeing انا هنا للفسحة
- 15-Have a nice stay / trip . أتمنى لك إقامة / رحلة سعيدة ؟
- 16-I wish you a happy stay /flight . أتمنى لك اقامة/ رحلة مم



٧- فندق

- 1-(how) can I help you ? (كيف اساعدك) اى خدمة
- 2-yes, I want to book a room/suite نعم اريد ان احجز غرفة او جناح
- 3-Single or double ? مفردة ام مزدوجة (للغرفة)
- 4- double, please.
- 4- How long will you stay here? كم ستبقى هنا



6- I will stay for.....

5- how much does the night cost/ How much is it per night? كم تكلفة الليلة

8- It is per night.

٨- مكتب الحجزي المطار في الجمارك / A check in desk (airport)/ At Customs:

1-Passport and tickets, please? الجوازات والتذاكر من فضلك

2-Here you are. تفضل

3-Do you have any luggage with you? هل لديك اى امتعة معك

4-Yes, one suitcase and a large bag نعم حقيبة اوراق وشنطة كبيرة

5-Window or aisle seat? مقعد بجانب الشباك او الممر

6-window seat . please.

7-Here is your boarding card تفضل التذكرة

8-Have a pleasant flight. اتمنى لك رحلة ممتعة.

9-Have you got anything to declare? هل لديك اى شى لتصرح به?

10-Can I open your bag?

11-May I have a look at your bags?

12- Certainty / Yes, go ahead / Yes, sir



٩- البنك

1-Can I help you? ممكن اساعدك

2-How can I help you? كيف اساعدك?

3-Do you know the number? هل تعرف الرقم

4-Please, fill in this form. املا هذه الاستمارة . من فضلك

5-Cash or travelers' cheques شيك نقدى او للمسافرين

6-I'd like to change some money. اود تغيير بعض النقود.

7-How much do you want to deposit, sir? كم تود ان تودع سيدى

8-I'd like to change these dollars. اود ان اغير بعض الدولارات

9-I'd like to put some money into my account. اود ان اضح بعض النقود فى حسابى.

10-I'd like to know the balance of my account. اود ان ارفع رصيد حسابى.

11-I'd like to transfer ...to myin Egypt. اود ان انقلالى..... فى مصر.



١٠- مكتب لاجراء مقابلة شخصية

1-How can I help you? كيف اساعدك

2-I'd like to meet please. اود ان اقابل من فضلك

3-Do you have an appointment? هل لديك موعد

4-Yes, May I introduce myself? نعم ممكن ان اقدم نفسى

5-Do you have previous experience? هل لديك خبرة سابقة?

6-Ok, sir...../ Ok, go ahead

7-How long have you been working as.....? كم المدة التى عملت بها ك ..?

8-Yes sir, I worked ...

9-Why do want to leave your current job? لماذا تريد ان تترك الوظيفة الحالية?

10-Because the salary is low. لان المرتب منخفض



١- Hazem and Amir are near a museum in Cairo.

Hazem I met a tourist today. He came from Manchester.

Amir I don't understand. 1)

Hazem He came from Manchester. It's a city in England. He asked me the way to the museum.

Amir 2)

Hazem Then I took him there. It wasn't far. In my opinion, we should always help tourists.

Amir 3) They are important for Egypt

Hazem Could you do me a favour?

Amir 4)

Hazem Could I borrow your *camera*? I want to take a photo of the museum before I go home.

Amir 5)Here you are.

2-Two students are working on a school project.

Hamdi : Do you think that we've finished the project now!

Nasser: It's good, but we could do more. 1)

Hamdi : Include photos! Yes. 2)

Nasser: We could make a video, too.

Hamdi : 3) We haven't got time.

Nasser: I've found some photos. 4)

Hamdi : Let's put two at the top and two at the bottom.

Nasser: OK, how does this look! I think it's good.

hamdi: 5)

3-A journalist is interviewing a hotel manager about her work.

Journalist : What is the best thing about working at the hotel?

Manager : 1)

Journalist : Yes, it must be interesting meeting people from all around the world. Why do you think

that tourists like to come to the beaches in Egypt?

Manager : 2)

Journalist : Yes, the weather is usually very good! 3)

Manager : We opened a new restaurant because tourists don't always want to walk into town to find restaurants.

Journalist : It is said that the city wants to build a high tower near the beach. 4

.....?

Manager : I disagree with the plan. Tourists want to see the beach and the sea, not high buildings.

Journalist : Thank you for your time. Where would you suggest that I eat lunch?

Manager : 5)

Journalist : I like that idea. I will certainly try the fish.

4-Dina and Maya are talking about tomorrow's English lesson

Dina : I'm giving a talk tomorrow, but I don't know what the talk should be about.

Maya : You know London really well 1)

Dina : That's a good idea. How should I start the talk?

Maya : You should do something like this. 2)

Dina : Yes, I'll start by talking about my last visit there. Then I can give some facts. Let's see what you know. 3)

Maya : About six million, maybe?

Dina : Actually, it is eight million. 4)

Maya : It's definitely the Thames.

Dina : Good. Now I should look on the internet for some more facts. Do you want to help me?

Maya : 5)

5-Adel is preparing to go to the sports club.

Adel : I'm playing speed-ball for the first time this afternoon.

Rami : That's great! Are you ready?

Adel : I'm not sure. 1)

Rami : I think it'd be a good idea to take some balls and a racket.

Adel : 2)I think there is only one ball in speed-ball, and that is already there. 3)

Rami : You can run better in short trousers.

Adel : 4)Ok. I'll wear shorts.

Rami : I want to keep fit like you. What would you suggest I do?

Adel : 5)

6-Fady is with Amir and wants to buy a ticket at a railway station.

Fady : I haven't used the machine in the railway station before. Do you know how to buy a ticket?

Amir 1!. You touch the screen to buy a ticket.

Fady OK, I see now. I tell it where I want to go. Where do I put the money?

Amir 2?

Fady No, the money won't go in there.

Amir Maybe the machine is broken. 3 -.....

Fady From the ticket office? Perhaps you're right.

Amir I'm giving a talk about machines tomorrow.

Fady 4?

Amir Good idea. I'll start the talk by telling them about what happened to you.

Fady How will you finish?

Amir 5!

Fady You're right! Machines do not always work!

7-Mariam and Zeinab are talking about their book club.

Zeinab We need a new leader for our book club.

Mariam I agree. 1?

Zeinab It's important for a leader to be imaginative, patient and sensible. Who do you think should be the leader of our book club?

Mariam We could ask Sara to be the leader.

Zeinab 2! Marwa would make a better leader than Sara.

Mariam But Sara is very imaginative. She always chooses good books.

Zeinab She is imaginative but 3

Mariam You're right, Sara is not the right person. 4?

Zeinab 5 Hala is patient, sensible and imaginative!

8-Osama is at the Sheraton Hotel to reserve a room.

Receptionist : Hello, sir (1).....?

Osama : I want to reserve a room.

Receptionist : (2).....?

Osama : Single with a bath.

Receptionist :(3).....?

Osama : I want it for fortnight.

Receptionist : Ok, please fill in this form.

Osama : (4).....?

Receptionist : The room is 100 pounds per night including breakfast.

Osama : Can I pay with my credit card?

Receptionist : (5).....We accept all kinds of payment.

9-Teacher : Hello! Enas. How can I help you?

Enas : (1).....

Teacher : What do you want my advise for?

Enas : (2).....

Teacher : Dyslexia! (3).....?

Enas : Yes, I have tried to overcome this problem.

Teacher : I advise you to (4).....

Enas : A special teacher, (5).....?

Teacher : Because you need a patient teacher who can understand your case.

Enas : Ok, I will try that. Thanks for your advise.

10-Ali applied for a job in a computer company. he has an interview with the manger.

Manager: you seem to have the experience needed for the job. Mr ali !1-
.....?

Ali : I have been in computer programming for five years now.

Manager: 2-.....?

Ali : microtech computer company , sir.

Manager : why do you want to leave that company?

Ali: 3-.....

Manager : we pay more than that, but we ask for hard work. Are you ready to start with us?

Ali:4-.....

Manger : your chances look very good. we'll be in touch with you shortly.

Ali:5-.....

11-a father and his son talk about finding a job.

Dad : Congratulations! Now that you've got your BA 1).....?

Son : I wish I could travel abroad for a job

Dad : Why don't you 2)?

Son : It's become difficult to find a job here nowadays

Dad : How about starting a small business of your own?

Son: But I don't 3).....

Dad : You can get a loan from the bank.

Son : 4-..... Will you help me with that?

Dad : 5)

12-Adel is not feeling well, so he has decided to go to the doctor.

Doctor : 1).....?

adel : I don't feel well.

Doctor : 2).....?

adel : I complain of a headache and my temperature is very high and pain in my chest.

Doctor : Do you smoke?

adel : 3).....

Doctor : 4).....?

adel : I have been smoking for 2 years

Doctor : 5)..... and you should have a rest.

13-Hamid met a tourist and asked him about his visit to Egypt.

Hamid : Welcome to Egypt 1) ?

Tourist : I come from England.

Hamid : Is this your first visit?

Tourist : No, 2)

Hamid : 3) ?

Tourist : Because the weather here is fine. The Egyptian people are friendly and there are a lot of ancient monuments.

Hamid : How long are you going to stay?

Tourist : 4).....I intend to visit Luxor and Aswan.

Hamid : Two weeks seems a short time. Anyhow, 5).....

Tourist : Thank you.

14-Eman and Hoda are talking about free time

Eman : Hi , Hoda. 1)?

Hoda : I'm going to El-Salam Library.

Eman : 2).....?

Hoda : No , it's only about ten minutes' walk from here .

Eman : Great ! And what do you do there?

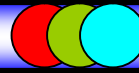
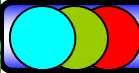
Hoda : 3).....

Eman : How often do you go there ?

Hoda : 4).....

Eman : I wish I could come with you someday .

Hoda : 5).....



Expressing liking التعبير عن الاعجاب:

- ⊙ The reason I like this job is that.....
- ⊙ The best thing about.....is.....
- ⊙ I enjoy \ love working here because.....
- ⊙ The main reason is.....

Ex: The reason I like this job is that its salary is good.

Ex: I enjoy working here because it is near my house.

Expressing opinion with reasons التعبير عن الراى معطيا اسباب

- ▶ I think \ believe.....because.....
- ▶ In my opinion \ view.....as they.....
- ▶ If you ask me.....so that.....

Ex: I think charities are important because they help poor people.

Ex: In my opinion hany is an excellent boy as he always gets full marks.

Ex: If you ask me, you should study hard so that you can pass your exams.

Negotiating التفاوض

- - Surely the best place\ thing is.....
- ➔ - The reason for doing this is(that).....
- - If you (put the factory), it would.....
- ➔ - Although.....is a good idea, we must/mustn't forget that.....
- - I agree that is a good reason, but.....

Making recommendations: القيام ب/عمل التوصيات او الاقتراحات

- ⊙ I'd suggest \ recommend + V- ing
- ⊙ Why don't we make.....?
- ⊙ We could \ might even + inf.....
- ⊙ Let's + Inf.
- ➔ We could think about.....
- ⊙ What we can \ should do is.....

Ex-I'd suggest making unhealthy foods very expensive

We could even include photos.

Why don't we try those two things?

ويكون الرد عليه بالموافقة والرفض كالآتى :

agreeing	disagreeing
That's a good idea. That's an idea. I like that idea. / I'd love that idea Good \ Great thinking	- I'm not sure how we'd do that. - We can't do that. - That wouldn't work.

Asking for advice طلب النصيحة

←← عند طلب النصيحة من شخص نقول :

- ➔ What should I do about (v ing / noun).....?
- ← What do you think I should do to? / Can you give me some advice about
- ➔ What do you advise me to do to.....?
- ➔ What is the best way to.....?

Giving advice اعطاء النصيحة

➤ I advise you to	انصحك ان
➔ why don't you+ inf.....?	لماذا لا.....؟
➤ if I were you, I would/wouldn't....	لو كنت مكانك.....
➔ I really would \ wouldn't,.....	انا حقا اود
➤ If my opinion, you should \ shouldn't.....	في رايي يجب
➔ it's a good idea to+ inf.....	انها فكرة جيدة ان.....

Accepting	refusing
You're right انت على حق Yes, I'll do it Yes, I know I should.... اعلم انه يجب I know I shouldn't اعلم انه لا يجب	I'll think about it I'll see . I don't want to do that. I'll make my mind about it سوف افكر في الامر

Giving a talk القاء خطبة/حديث

- ⊗ Hello, and welcome to my talk about.....
- ⊗ I'm delighted that you have come to my talk about.....
- ⊗ I'm going to start by talking about.....
- ⊗ In the next part of my talk, I'll tell you about.....
- ⊗ I'll finish by telling you about.....
- ⊗ To conclude,.....

Expressing certainty and uncertainty

certainty	uncertainty
I know that.it's definitely..... I'm sure.it's..... Certainty,.... ex- Omar Samra was definitely the first Egyptian to climb mount Everest	Maybe Perhaps I'm not sure I don't know Ex-I think Maha will attend the meeting but I am not sure

Making and responding to suggestions عمل اقتراحات والرد عليها

➤ Let s + مصدر الفعل	هيا بنا
➔ why don't we+ inf.....?	لما لا.....؟
➤ I think it'd be a good ideas to have	هالا نفعل.....
➔ what /how about + v .ing....?	مارايك في.....؟
➤ If you ask me, you should	اقترح

الموافقة	الرفض
That s good idea / yes. Ok / great نعم لما لا idea / ok, why not I'll go along with that. I agree. That's what I think. Yes, let's do so نعم هيا نفعلها	I'm not very keen on that I'm not sure about that. I don't agree. I don't like that انا لا احب هذ I'd prefer to..... افضل ان.....

asking for and giving opinions طلب وايداء الراي

Asking for opinions	Giving opinions
What's your opinion (of / about)...? What do you think (of / about) + v ing / n? Do you agree (that) ...? Do you think ...?	In my opinion ,..... في رأيي I think اعتقد I don't think..... As far as I'm concerned....

ويكون الرد علياً بالموافقة والرفض كالاتي :

agreeing	disagreeing
You're right انت على حق I agree with you/that اتفق معك That's true هذا صحيح	I'm not sure about that. لست متأكداً من ذلك That's not true هذا ليس صحيح I disagree with you/that لا اوافقك

W b and S b exercises

1. You meet a tourist and you would like to know their nationality.

2- A friend asks you why you like playing tennis, it is mostly because it keeps you healthy.

3- A friend suggests buying fruit at a shop, but you think it would be best to buy it from the market because it is less expensive.

4- A tourist asks you if you know a good restaurant. You know that the Blue Restaurant Opposite is very good.

5- You win a poetry prize. Tell your friend that it was a big surprise to win it.

2- Someone asks you what a cherry is. You think that it is a fruit.

3- You started a talk about cities. The next part is about Port Said.

4- A friend has lost his/her book. You think that he/she should look in the playground.

5- A friend wants to try boxing, but you think that this is a dangerous sport

6- A friend is now the new leader of a sports club and asks you what they should do. You think that it is important to be understanding.

7- You are in a restaurant and your mother suggests that you have chicken, but you like fish better.

8- Your brother does not know what to eat at the restaurant Suggest the lamb.

9- A friend feels ill at school. You think he/she should tell the teacher.

10- A friend wants to borrow your phone, but you need to make a phone call yourself.

11- Your little brother/sister asks you why you have air conditioning.

12- Your little brother/sister has won a poetry prize.

13- Your neighbours are making a lot of noise and you are trying to go to sleep.

14- You make a cake for your grandparents. They say it is the best cake they have ever had!

15- You want to know if your friend is doing anything next Saturday.

16- A friend asks you to return the book you borrowed.

17- A friend says that the film you have just watched was very boring. You think the same.

18- A friend wants to know what job you would like to do when you leave school.

19- A friend asks you why you'd like to be a doctor.

20-Your teacher asks you why you enjoy learning English.

21- A relative wants to know the best thing about your school.

22-You meet a new friend when you are on holiday and you want to know his date of birth.

23- A friend has asked you to recommend a good book to read while he/she is on holiday.

24- A friend has recommended a way to revise for a test which you think is very good.

25- A friend wants to take a foreign visitor to interesting places in your town during his/her stay and has asked you for some ideas.

26- You and your friend need some new clothes. The friend has asked you to recommend a shop that is not too expensive.

27- You meet a tourist and you would like to know their nationality.

28- A friend asks you why you like playing tennis. It is mostly because it keeps you healthy.

29- A friend suggests buying fruit at a shop, but you think it would be best to buy it from the market because it is less expensive.

30- Your phone is broken and a friend suggests opening it to repair it. You don't think that this will help.

31- You are with a friend in the desert without much water. Tell your friend to stay calm and not get upset, then you will be OK.

32- Someone asks you what an oak is. You are sure that it is a tree.

33- You are going to give a talk about amazing facts. First, you want to thank the people who are listening.

34- A friend is ill at school. You think that it is important that he/she should tell the teacher

35- A friend wants to cook the family meal this evening, but can't decide what to make. Give advice.

36- Your friend asks for your advice about where to go on holiday. What do you reply?

37- Advise a friend who wants to take a younger brother out for the day but can't decide where to go.

38- A friend asks your advice about the best way to keep fit. What do you reply?

39- You are at an interview for university. The interviewer asks you what qualities you think are important to be a successful student. What do you reply?

40- A successful student is someone who enjoys learning and works hard.

41- You and a group of friends are discussing what makes a good friend. One of the group asks what you think. What do you reply?

42- A friend asks you what you think makes a good teacher. What is your opinion?

43- You and a group of friends are discussing what you need to do to be a successful sportsman. It is your turn to express an opinion. What do you say?

44- Someone suggests going to the shops this afternoon. You agree to go. What do you say?

45- A school friend suggests going to the beach tomorrow. You don't want to go to the beach, but would like to play chess. What do you say?

46- You would like to go on a family trip to Alexandria. Make this suggestion to your father.

47- You and your brother or sister are discussing what to buy your mother for her birthday. Suggest an idea to your brother or sister.

48- A friend suggests going to the beach today. You like this idea.

49- A friend says that the New Restaurant is the best in the area. You don't think that it is very good.

50- Your teacher asks you what makes a good leader. You think that it is important to be tolerant and honest.

51- You are very tall but you are not sure which sport to play. Ask a friend.



paragraph



أليك بعض الجمل التي يمكن الاستفادة بها في معظم موضوعات الإنشاء:
أولا إذا كان موضوع ايجابي مثل (القراءة، السياحة، الرياضة، الصناعة...)



جمل وتعبيرات لغوية تصلح لموضوعات نافعة

①
→ In my opinion, I'd like to say that is really important and necessary nowadays and may have good and positive effects on all of us. I think so because may bring all the good to our society .

☒ في رأي ، أود أن أقول أن هو حقا مهم وضروري هذه الأيام وقد يكون له الأثر الطيب والإيجابي علينا ، وإنني أعتقد ذلك لأن قد يعود بالنفع على مجتمعنا.

②
→ No wonder if we say that has (have) its good and positive effects on us
☒ عجب إذا قلنا أن له آثار طيبة وإيجابية علينا جميعا .

③
→ We all agree thatis very necessary and plays an important part in our life.
☒ كلنا نتفق أن ضروري ويلعب دورا هاما في حياتنا .

④
→ We all agree / There is no doubt that is one of the most important

things in our life and has its vital role nowadays.

⊗ نتفق جميعا أن واحدا من أهم الأشياء في حياتنا وله دورا حيويا هذه الأيام.

5

→ To begin with, I'd like to say that we, Egyptians, always react well to what is good and react badly to what is bad. Thus, we all agree to and encourage

⊗ في البداية أود أن أقول أننا نحن المصريين دائما نستجيب جيدا لما نراه جيدا وكذلك لنا رد فعل سيء لكل ما هو سيء وبناء على ذلك كلنا نوافق على ونشجع



جمل وتعابير لغوية تصلح لموضوعات ضارة

1

⊗ In my point of view, I believe that is really serious and harmful nowadays and may have bad and negative effects on all of us. I think so because May bring all the evil to our society.

← من وجهة نظري أعتقد أن وهو فعلا خطير وضار هذه الأيام وقد يكون له آثار سيئة وسلبية علينا جميعا ، إنني أعتقد ذلك لأن قد يجلب الشرور إلى مجتمعنا.

2

⊗ First of all, I think that we should unite, co-operate and stand shoulder to shoulder for the sake of our country and against

← أولا وقبل كل شيء أعتقد أنه من الواجب علينا أن نتحد ونتعاون ونقف جنبا إلى جنب من أجل مصلحة بلدنا وضد .

3

⊗ It is time for us to unite, co-operate and stand as one hand so as to find quick solution to this thorny problem

← لقد حان الوقت لأن نتحد ونتعاون ونقف يدا واحدة لكي نجد حولا سريعة لهذه المشكلة الشائكة .

4

⊗ There is no doubt that is one of the most dangerous phenomena in our life and has its bad and negative effects nowadays.

← مما لا شك فيه أن هي واحدة من أخطر الظواهر في حياتنا وكذلك له آثاره السيئة والسلبية في وقتنا هذا .

5

⊗ I see that Stands for an obstacle in the way of our progress. Hence, our state spares no effort to put an end it.

← إنني أرى أن يمثل عقبة في طريق تقدمنا ومن ثم فدولتنا لا تدخر جهدا لكي نضع حدا له .

كيف اربط بين أفكار وجمل الموضوع ؟

عندما تريد أن تعطى مثلا ابدأ جملة بـ - (For example, ... / For instance.....)

عندما تريد أن تعطى مثلا داخل الجملة استخدم -- (like..... او such as.....)

عندما تريد أن تضيف فكره جديده تبدأ بـ

On one hand	من ناحية	One the other hand	من ناحية أخرى
In addition to that	بالإضافة إلى ذلك	Moreover = further more	علاوة على ذلك
Above all	وفوق كل ذلك	Thus	وبناء على ذلك
Hence	ومن ثم	At the same time	في نفس الوقت
And as a result	ونتيجة لذلك	More than that	أكثر من ذلك
Over and above	مضافا إلى ذلك	Consequently	نتيجة لذلك

كيف أختتم موضوع التعبير

ثم ننهي الموضوع باحدى هذه العبارات :

- ⊗⊗ Finally, it is quite clear that (الموضوع) Is really.....(صفة)..
- ⊗⊗ In brief, I think that is really
- ⊗ To sum up, one can say that is really
- ⊗⊗ In the end, I wish I had pointed out all the aspects of this subject and made it clear.
في النهاية أتمنى أن أكون وضحت كل جوانب هذا الموضوع وجعلته واضحا



اجمل أكثر تحديدا لفائدة الموضوع وهى للطلاب المتميز:

- ١- إذا كان الموضوع يحمل في معناه المحاسن القومية مثل السياحة واستصلاح الصحراء والمشروعات الجديدة
✔ -It increases our national income. يزيد من الدخل القومي
✔ -It solves many problems such as unemployment. يحل مشكلات كثيرة مثل البطالة.
✔ -It Achieves progress, welfare and prosperity. يحقق التقدم والرفاهية والرخاء.
٢- إذا كان الموضوع يحمل في معناه الفوائد الفكرية مثل القراءة والإعلام والصحافة والكمبيوتر
▶ It increases our information, knowledge and experience. يزود معلوماتنا ومعرفتنا وخبرتنا.
▶ It broaden our horizons توسع افاقنا
▶ It forms our public opinion. تشكل الراى العام
▶ It has a deep effect on our characters لها تأثير عميق على شخصياتنا
٣- إذا كان موضوع التعبير يحمل في معناه الفوائد الصحية مثل الرياضة
✗ It builds our bodies and refreshes our minds , تنبى أجسامنا , refreshes our minds and forms our characters
✗ It teaches us the good moralities والأخلاق , and how to depend on ourselves.
✗ it teaches us the co-operation and the discipline تعلمنا التعاون والانضباط
٤- إذا كان موضوع التعبير يحمل في معناه السلبيات والاسباب
⊗ It is clear that المشكلة has several causes for example (burning oil -loud noise -throwing Rubbish-free time without useful hobbies - plenty of money-lack of food money health.)
٥- إذا كان موضوع التعبير يحمل في النتائج المترتبة على الموضوع السلبي
→ It can lead to serious health problems . It can cause crimes and deviation . It can lead to poverty and social problems . It can hinder progress , welfare and prosperity . It can lead to waste of time , effort and health uselessly . It can spread diseases and dirt in our environment. It can lead to violence and hatred الكراهية. It can lead to depression and economic problems.

هام

translation

١- التمكن من قواعد اللغة التي درستها وتدرستها والتي تمكنت من البناء السليم للجملة واليك هذا المثال:

"لقد حققت مصر انجازات عظيمة خلال العشرون سنة الاخيرة"

فابدا كالاتي:

حققت / المفعول

4	3	2	1
باقي الجملة	مفعول	فعل	فاعل

حدد هذه العناصر
اذن فاعل الجملة ← مصر / الفعل ←
← انجازات

ملحوظة : كلمة "لقد" تعطي الافضلية لزمن المضارع التام مع العلم انها سوف تحذف عند الترجمة ومادا عن مكان الصفة ؟ دائما قبل الاسم (ولاتجمع أبدا).

إذا الإجابة المقترحة هي :

Egypt has made great achievements during the last twenty years.

٢- حدد زمن الجملة: هل هو مضارع أم ماضي أم مستقبل أم مزيج من الأزمنة :

"لقد نجحت مصر في جمع شمل القادة العرب وسيكون لهذا أثرا طيبا علي عملية السلام"
لاحظ : الجملة هنا تحتوي علي أكثر من زمن. الجزء الأول من الجملة يحتوي علي زمن مضارع والأخر مستقبل. لنري كيف تكون الترجمة ؟

Egypt has succeeded in closing the ranks of the Arab leaders and this will have a great effect on the peace process.

٣- يجب أن تتعامل بشكل صحيح مع (Verb to be):

١- لا يترجم (v) to be إذا كانت الجملة اسمية الطالب ماهر ← "The student is clever"
الفاكهة والخضروات مفيدة للصحة ← Fruit and vegetables are useful for health .

٢- يترجم (v) to be الى عدة معاني مثل (تعد / تعتبر / تمثل / يوجد)

تعد الديمقراطية حجر الاساس في عصرنا ← Democracy is the cornerstone of our era.

٣- قد يترجم v.to be إلي ضمير شخصي في اللغة العربية (هي / هو / هما..)

إن هوايتي المفضلة هي الاستماع إلي الموسيقى . My favourite hobby is listening to music

٤- أيضا يجب أن تتعامل بشكل صحيح مع (verb to have):

يترجم (v) to have الى عدة معاني مثل (ل / عند / يملك / لدى / يقطنى او يتناول ...)
لقد اصبح متاحا لكل طالب اقتناء جهاز حاسب الي.

It has become available for each student to have a computer set.

- للمدينة شوارع واسعة . The town has wide streets

٥- المفعول المطلق لا يترجم ولكن يستخدم ظرف أو جملة ظرفية تدل علي معناه:

- تهتم الدولة بالتعليم اهتماما كبيرا .

The state is (greatly) seriously interested in Education.

- تطورت الظروف الاجتماعية في مصر تطورا كبيرا

Social conditions in Egypt have significantly changed.

- يؤثر التدخين على الصحة تأثيرا خطيرا. Smoking affects health badly.

٦- دائما الصفة تأتي قبل الاسم أو بعد v to be / افعال الحواس والظرف بعد الفعل وعلامته "ly" ماعدا الشواذ:

E.g. I met a tall boy in the club.

The sandwich tastes good

He runs quickly.

ملحوظة : - الصفة المسبوقة ب (the) ولا يتبعها أسم تترجم إلى اسم جمع في اللغة العربية

الاقوياء The strong الأغنياء the rich – الفقراء the poor - البكم the dumb

The rich should help the poor.

الاعنياء يجب ان يساعدوا الفقراء

٧- لام التعليل تترجم إلى : المصدر + to / so as to / In order to ...

e.g. students go to school to/in order to learn. He trained well so as to win the match.

٨- كلمات التوكيد في اللغة العربية مثل (أن / ان / في / فان) ليست لها ترجمة:

peace is the dream of all nations

إن السلام حلم كل الامم

Industry is the basis of development.

إن الصناعة هي أساس التنمية

أن زيادة الانتاج هي السبيل الوحيد لبناء المجتمع المثالي الذي نسعي إليه.

Increasing production is the only way to build up the ideal society for which we aspire.

٩- لقد + فعل ماضى بدون أى إشارة تدل على الماضى تترجم لمضارع تام:

لقد اهتمت الدولة بالتعليم

*The state has taken great interest in education.

لقد ساعد العلم الإنسان على أن يحيا حياة مريحة

*Science has helped man to lead a comfortable life.

لقد أصبح من الواضح إن الإدمان هو وباء العصر

*It has become clear that addiction is the plague of the age.

لقد شهدت مصر قفزة حضارية كبيرة فى جميع المجالات

*Egypt has witnessed a great cultural leap in all fields.

١٠- لقد + فعل ماضى وفى الجملة إشارة تدل على الماضى البسيط تترجم إلى ماضى بسيط:

*He telephoned me yesterday.

لقد اتصل بى أمس هاتفياً

١١- قد + فعل مضارع فإن ذلك يدل على الاحتمال ونستخدم may:

قد يشهد هذا العام تطورات هائلة نحو السلام

*This year may witness immense development towards peace.

Al Ahly may win the cup.

قد يفوز الاهلى بالكاس.

١٢- حرف الـ (س) وكلمة (سوف) المرادف لهما فى اللغة الإنجليزية هو زمن المستقبل البسيط:

*The government will build a lot of schools.

ستبنى الحكومة مدارس كثيرة

١٣- لن + فعل مضارع يقابله فى الإنجليزية مستقبل بسيط منفي: future simple:

*I won't do that again.

لن أفعل ذلك مرة أخرى

١٤- لم + فعل مضارع يقابله فى الإنجليزية ماضى بسيط: Past simple:

*Ahmed did not attend my birthday party.

لم يحضر أحمد حفل عيد ميلادى

١٥- كان + فعل مضارع يقابله فى الإنجليزية ماضى مستمر:

كان والدى يقرأ الصحيفة عندما دق جرس الباب

*Dad was reading the paper when the doorbell rang

١٦- كان + قد + فعل ماضى يقابله فى الإنجليزية الماضى التام:

عندما وصلت إلى السينما كان الفيلم قد بدأ.

*When I arrived at the cinema the film had started.

١٨- إذا كان النص المراد ترجمته مكتوب بلغة المبنى للمجهول يفضل استخدام لغة المبنى للمعلوم:

The operation was performed by a well-known surgeon.

قام جراح مشهور بإجراء العملية الجراحية. (لقد أجرى العملية جراح مشهور).

١٩- من + صفة + لـ أو على + مفعول + ان:

It is + adj. + for + n + to + inf.

من الأفضل لنا أن نتعلم اللغات الأجنبية لأنها وسيلة للاتصال بين الناس

It is better for us to learn foreign languages because they are means of communication among people.

It is better to plan for your future from now. من الأفضل ان تخطط لمستقبك من الان

٢٠- الضمير المضاف إلى فعل يترجم إلى (ضمير مفعول us- them - him - me - her):

إن تعلم اللغات الأجنبية يمكننا من قراءة الصحف العالمية.

Learning foreign languages enable us to read the international newspapers.

٢١- الضمير المضاف إلى اسم يترجم إلى (صفة ملكية (your- its-our-his -her-their-my):

يزور مصر كثير من السياح كل عام لمشاهدة أثارها القديمة

Every year, a lot of tourists visit Egypt to watch its ancient monument

٢٢- كلمة (علينا / يجب) تترجم إلى should/must + inf:

We must keep the environment clean.

يجب ان نحافظ على نظافة البيئة

we should save energy

علينا ان نوفر الطاقة

٢٢- تترجم (من اشهر / من اخطر / من اهم) إلى صيغة التفضيل:

The unemployment is one of the most important causes of spreading the crimes.

Naguib Mahfouz is one of the most famous writers in the world.

٢٢- فى حالة المضاف والمضاف إليه تستخدم of أو يأتى المضاف إليه ثم المضاف:

*The school gate = the gate of the school بوابة المدرسة *Book fair معرض الكتاب

*Birth rate = the rate of birth معدل المواليد

*Pollution of environment = environment pollution تلوث البيئة

*Standard of living = living standard مستوى المعيشة

٢٣- حفظ الأفعال التى لا تحتاج إلى حروف جر:

day

we celebrate the child

Affect	يؤثر على	Admire	يعجب ب	Recognize	يتعرف على
Sacrifice	يضحى ب	Enjoy	يستمتع ب	Beat	يهزم/ يغلب على
Obtain	يحصل على	Arrest	يقبض على	Fear	يخشى أن
Keep	يحافظ على	join	ينضم الي / يلتحق ب	Include	يشتمل على
owe	يدين ب	Overcome	يتغلب على	Eliminate	يقضى على

We enjoyed the party

استمتعنا بالحفل.

٢٤- الأسماء المعنوية لا تأخذ the عند ترجمتها إلى الإنجليزية:

يرجع التقدم في الزراعة والصناعة والطب إلى العلم الحديث.

Progress in agriculture, industry and medicine is due to modern science.

فهنا نتكلم عن التقدم والصناعة والزراعة بصفة عامة فلا يصح أن نقول The progress

ولكن إذا خصصنا وقلنا التقدم في مصر The progress in Egypt

Honour	الشرف	Virtue	الفضيلة	Peace	السلام
Beauty	الجمال	Love	الحب	Friendship	الصدقة
truth	الصدق	progress	التقدم	Honesty	الأمانة

٢٥- الأسماء التي لا تجمع Uncountable Nouns لا تأخذ أداة المعرفة the:

paper	الورق	luggage	الأمثلة	baggage	الحقائب
Grass	العشب	money	المال	oil	الزيت
electricity	الكهرباء	information	معلومات	news	أخبار

E.g. money is the root of all evil.

The book is made of paper.

٢٦: كل + اسم مفرد (each/every) // كل + اسم جمع اولاً يعد (all)

Translate into Arabic:

1. At the moment, I'm doing research on a computer program for an Australian company.

2. My uncle, who will be 40 next year, lives in Alexandria.

3- The history test was the most difficult test that I have done.

4- Daniel Keyes didn't use to use his own name in his comics.

5- I think it would be a good idea to have Hassan as our leader.

6- Hamdi feels absolutely after the tennis match.

7-The food safety organisation cannot check all the food that is sold.

8- Ted Hughes worked in a zoo, where he learnt a lot about animals.

9- Where did your cousins use to live before they moved to Cairo

10- I have never climbed a mountain that was very dangerous.

11-The arrival of the adults changed the way the boys behaved.

12-I think that Amal has got an absolutely awful headache.

13- The Aswan heart centre is a centre for treating heart diseases in Egypt and enhancing medical research.

14- Developing countries depend on genetically modified food to solve the problem of food shortage

15- We should protect the environment so that we can live in a clean world.

16- The government carries out a lot of great projects, which aim at raising the standard of living.

17- charty organization can have a role in serving people completing tasks that government can't do.

18-planting trees help the environment. as they provide shade in summer and absorb carbon dioxide

19-It is always best to buy food from a reliable shop or market, where you know that you can count on your food being both tasty and healthy.

19-Everyone has the potential to do amazing things if they work hard to overcome their problems.

20- the high cost of living is one of the most difficult problems the world faces.

21- science and work are the only way to achieve welfare and progress for any nation

22-We should make more efforts to protect the environment from audio and visual pollution

23-We should rationalize the use of fresh water otherwise we will face a severe thirst in the future

Translate into English:

١- يجب أن تكون اللحوم مغطاة عندما يتم نقلها إلى المحلات -

٢- اليوم هناك صحفي يجري مقابلة مع قادة رجال الأعمال في القاهرة.

٣- قريبي لديه القابلية / الإمكانيات ليصبح عالما ممتازا.

٤- لسم أكن معتادا على شرب الشاي، ولكني أحبه الآن.

٥- لقد لعبنا الإسكواش بانتظام في الأسبوعين الماضيين.

٦- إنها فكرة جيدة دائما ان نتعاون مع الآخرين.

٧- كم مرة تاكل رقائق البطاطس او تتناول المشروبات الغازية

٨- ارادات نبيلة ان تكون طبيعية عندما كانت اصغر سنا

٩- ذلك الطائر الاسود هو اكثر الطيور شيوعا في مصر

١٠- كنت امشى الى المدرسة عندما رايت عالما مشهور

١٢-التسامح مع الآخرين مهم جدا، خاصة عندما تكون صغير

١٣- علينا جميعا أن نتعاون سويا وان نكون متسامحين من اجل أن نعيش حياة أفضل.

١٤- لقد تقدمت جراحة زراعة القلب فى مصر كثيرا خلال الاعوام القليلة الماضية

١٥- لقد ساهمت جهود د. مجدى يعقوب فى تطوير جراحات القلب فى مصر والعالم العربى

١٦- ان المواطن الصالح هو الذى يبنى وطنه ويحافظ على بيئته نظيفة

١٧- يجب ان نزيل المصانع التى تلقى بمخلفاتها فى المياه التى نشربها

١٨- هل تعتقد أن المحيط الهادى اكبر حجما من المحيط الهندى؟

١٩- تصدر مصر الكثير من المنتجات الجيدة للخارج كل عام .

٢٠- تناول الكثير من السكر والملح و الدهون ضار بالصحة ، أليس كذلك ؟

٢١ – ان كل مصرى فخور بعاملنا ومفكرنا وابطالنا المتميزين فى كل المجالات

٢٢- يجب ان نرود الاطفال بالطعام الصحى والرعاية الصحية والتعليم الجيد ووسائل الترفيه المختلفة

٢٣- تدعو كل الاديان السماوية الى الحب والتسامح والسلام.

٢٤- إن العمل الجماعى يقوى الروابط ويرسخ القيم الإنسانية بين الناس.

٢٥- بالصبر والعمل الجاد وحسن الأخلاق ينجح الإنسان ويتغلب على الصعاب ويحقق أمالة.

٢٦- لقد حقق ذو الاحتياجات الخاصة نجاحا عظيما فى كل أنحاء العالم

٢٧- تبنى الرياضة شخصية الفرد وتنمى جسماً سليماً خالياً من الأمراض.

٢٨) تولى الدولة الرياضة اهتماما كبيرا لأنها أفضل وسيلة لوقاية الشباب من الانحراف.

٢٩- تسلق الجبال أكثر صعوبة من ركوب الدراجات ، أليس كذلك؟

٣٠- حافظوا على نظافة مدينتكم لأن النظافة سلوك حضارى

٣١- اذا لم نتناول الغذاء الصحى ، فاننا سوف نصاب بالامراض ونفقد قدرتنا على اداء اعمالنا بشكل جيد.

٣٢- يجب ان يعلم كل الآباء بانهم المسؤولين عن تربية جيل واعى ومستنير