





# مذكرة مساعدة لدراسة

مقرر ١٤٠ نجل اللغة الإنجليزية

لقسمي الاقتصاد وإدارة الأعمال

# الإخوة طلاب وطالبات مقرر ١٤٠ نجل - قسمي الاقتصاد وإدارة الأعمال

تم الحصول على هذه المادة العلمية من أحد الإخوة من طلاب المقرر، فشكر الله له ، وآمل ملاحظة الآتي:

- ا. تمثل هذه المادة ٧٠ ٪ من شرائح البوربوينت التي شرح من خلالها زميلي أستاذ المقرر في المحاضرات المسجلة،
   وهناك عدد من الموضوعات التي شرحت في المحاضرات المسجلة ولم تدرج في هذه المذكرة.
- ٢. في كل محاضرة من المحاضرات المسجلة تم شرح المفردات الجديدة + مقطع صوتي (محادثة ) + قاعدة من قواعد النحو، بينما في هذه المذكرة لم يتم إدراج المحادثات الصوتية مطلقا.
- القاعدة المدرجة لكل محاضرة من المحاضرات في هذه المذكرة قريبة من القاعدة المشروحة في المحاضرات المسجلة ولكنها ليست مطابقة لها تماما ، أي أن هذه المذكرة في الواقع ليست تفريغا للمحاضرات.
- ٤. يتوجب لمن أراد تغطية كامل المقرر الاستماع للمحاضرات المسجلة، واستكمال النقص، حيث ورد فيها شروحات وإيضاحات لم ترد في الشرائح التي تمثلها هذه الورقات.
  - ٥. من استوعب هذه الورقات، وفهم جميع ما فيها تماما فسينال معدلا عاليا بإذن الله.

#### ملحوظة مهمة:

النسخة الأصلية لهذه المذكرة مكونة من ٤٤ صفحة ، وقد قمت بتنسيق هذه النسخة وترتيبها فأصبحت ٣٤ صفحة .

ختاماً أشكر الأخ الذي أعد هذه الورقات ولا تنسوه من دعوة في ظهر الغيب.

وأرحب بتواصلكم واستفساراتكم من خلال البريد ومن خلال منتديات المقرر واللقاءات الحية.

مع دعواتي لكم بالتوفيق والسداد

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# المحاضرة الأولى

# تقديم وتعريف بالمقرر وتحديد المراجع، وتنبيهات عامة لدراسة المقرر

# المحاضرة الثانية

Personnel manager	مدير شؤون الموظفين
Pleased	مسرور
Glad to meet you	سعيد بلقائك
Flight	الرحلة
Marketing manager	مدير التسويق
Welcome to	مرحبا في
Can I help you with	هل باستطاعتي مساعدتك
I work for	اعمل لصالح أو لكذا
Sales manager	مدير المبيعات
Accountant	محاسب
Company	شركه
Personal information	معلومات شخصيه
Excuse me	لو سمحت
Exchange business cards	تبادل بطاقات أعمال
Tips	نصائح
That's right	هذا صحيح

#### Grammar

# 1-1 NOUN + IS + NOUN: SINGULAR

NOUN + IS + NOUN (a) Canada is a country.	"Singular" means "one, not two or more."  In (a): Canada = a singular noun  is = a singular verb  country = a singular noun
(b) Mexico is a country.	A frequently comes in front of singular nouns.  In (b): a comes in front of the singular noun country. A is called "an article."
(c) A cat is an animal.	<ul> <li>A and an have the same meaning. They are both articles.</li> <li>A is used in front of words that begin with consonants: b, c, d, f, g, h, j, k, etc. Examples: a bed, a cat, a dog, a friend, a girl</li> <li>An is used in front of words that begin with a, e, i, and o.*</li> <li>Examples: an animal, an car, an island, an office</li> </ul>

## 1-2 NOUN + ARE + NOUN: PLURAL

NOUN + ARE + NOUN  (a) Cats are animals.	"Plural" means "two, three, or more."  Cats = a plural noun  are = a plural verb  animals = a plural noun
(b) SINGULAR: a cat, an animal.  PLURAL: cats, animals	Plural nouns end in -s.  A and an are used only with singular nouns.
(c) SINGULAR: a city, a country.  PLURAL: cities, countries	Some singular nouns that end in -y have a special plural form: They omit the -y and add -ies.*
NOUN and NOUN + ARE + NOUN  (d) Canada and China are countries.  (e) Dogs and cats are animals.	Two nouns connected by and are followed by are.  In (d): Canada is a singular noun. China is a singular noun. They are connected by and.  Together they are plural, i.e., "more than one."

# 4-7 USING ANVS. A

(a) A dog is an animal.	A and an are used in front of singular count nouns.  In (a): dog and animal are singular count nouns.
(b) I work in an office.  (c) Mr. Lee is an old man.	Use <b>an</b> in front of words that begin with the vowels <b>a</b> , <b>e</b> , <b>i</b> , and <b>o</b> : an apartment, an elephant, an idea, an ocean.  In (c): Notice that <b>an</b> is used because the adjective (old) begins with a vowel and comes in front of a singular count noun (man).
(d) I have an uncle.  COMPARE:  (e) He works at a university.	Use an if a word that begins with "n" has a vowel sound: an uncle, an ugly picture.  Use a if a word that begins with "n" has a /yu/ sound: a university, a usual event.
(f) I need an hour to finish my work.  COMPARE:  (g) I live in a house. He lives in a hotel.	In some words that begin with "h," the "h" is not pronounced. Instead, the word begins with a vowel sound and an is used: an hour, an honor.  In most words that begin with "h," the "h" is pronounced. Use a if the "h" is pronounced.

# المحاضرة الثالثة

Boarding at	الصعود إلى الطائرة
Announcement	إعلان
Stapler	دباسة
Chart	جدول ورسم بياني
Photocopier	آلة تصوير
Safe	خزانه
Departure lounge	صالة المغادرة
Passenger	راكب
Passengers	ركاب
Computer desk	طاولة كمبيوتر
Partner	زميل أو صاحب في العمل
Designer	مصمم
Printer	طابعه
Gate	بوابه

#### Grammar

#### 1-3 PRONOUN + BE + NOUN

	SINGULAR		P1.1	JRAL.		you	
PRONOUN  (a) I  (b) You  (c) She	+ BE + am are is	NOUN a student. a student a student	PRONOUN +  (f) We  (g) You  (h) They	BE + are are	NOUN students. students. students.	she he it we they	> = pronouns
(d) <b>He</b> (e) <b>I</b> t	is is	a student a country.				am )	
( )						is are	= forms of be

- (i) Rita is in my class. She is a student.
- (j) Tom is in my class. He is a student.
- (k) Rita and Tom are in my class. They are students.

Pronouns refer to nouns.

In (i): she (feminine) = Rita

In (j): he (masculine) = Tom

In (k): they = Rita and Tom

#### 1-6 BE + ADJECTIVE

(b)	A ball Balls Mary Mary and Tom	+	is are is are	+	round. round. intelligent.	round intelligent lungry young happy	= adjectives
(e) (f) (g)	C12	+	am is are	+	ADJECTIVE hungry. young. happy.	are). Adje- about a no	often follow a form of <b>be</b> (am. is, ctives describe or give information un or pronoun that comes at the of a sentence.*

<sup>\*</sup>The noun or pronoun that comes at the beginning of a sentence is called a "subject." See Chart 4-1.

# المحاضرة الرابعة

Schedule	جدول
Customer	عمیل او زبون
Cell phone	هاتف خلوي أو جوال
Division	قسم من شركة
Conference	مؤتمر
Project supervisor	مشرف مشروع
Product	منتج
head office	المكتب الرئيسي
Manufacture	يصنع
Equipment	تجهيزات أو معدات
Demonstrate	يعرض
Representative	ممثل
Promotional material	ماده دعائية
Advertisement	الإعلان أو الدعاية

## Grammar

# 1-7 BE + A LOCATION

<ul><li>(a) Maria is here.</li><li>(b) Bob was at the library.</li></ul>			In (a): here = a location. In (b): at the library = a location.  Be is often followed by a location.	
(c) Maria is	here. there. downstairs. upstairs. inside. outside. downtown.		A location may be one word, as in the examples in (c).	
PR (d) Bob was	eposition +  at on in at next to	noun the library. the bus. his room. work. Maria.	A location may be a prepositional phrase, as in (d).  A preposition + a noun is called a "prepositional phrase."  At the library = a prepositional phrase.	
оме соммо	N PREPOSITIONS			
above		between	next to	
at		from	on	
behind		in	under	

### 3-14 PREPOSITIONS OF LOCATION

(a) My book is on my desk.		ion ct of the preposition prepositional phrase
<ul> <li>(b) Tom lives in the United States. He lives in New York City.</li> <li>(c) He lives on Hill Street.</li> <li>(d) He lives at 4472 Hill Street.</li> </ul>	at an a	rect, avenue, road, etc.
SOME PREPOSITIONS OF LOCATION*		
above	far (away) from	inside
around	in	near
at	in back of	next to
behind	in the back of	011
belozv	in front of	on top of
beside	in the front of	ontside
		under

<sup>\*</sup>Prepositions of location are also called "prepositions of place."

### 2-15 PREPOSITIONS OF TIME

at	<ul><li>(a) We have class at one o'clock.</li><li>(b) I have an appointment with the doctor at 3:00.</li></ul>	at + a specific time on the clock
	(c) We sleep at night.	at + night
in	(d) My birthday is in October.	in + specific month
	(e) I was born <i>in</i> 1960.	in + specific year
	(f) We have class in the morning.	in + the morning
	(g) Bob has class in the afternoon.	in + the afternoon
	(h) I study in the evening.	in + the evening
on	(i) I have class on Monday.	on + a specific day of the week
	(j) I was born on October 31, 1975.	on + a specific date
from to	(k) We have class from 1:00 to 2:00.	from (a specific time) to (a specific time)

### المحاضرة الخامسة

كيف الحال
موعد
يقدم
استقبال
مفکرہ ـ مذکرہ
حوار _ محادثه
يجيب _ يرد
رسمي
يتمرن ـ يتدرب على
يملى . يعبئ
غير رسمي
الضيافة
مصعد
منصب _ وضعك الاجتماعي
منفصل ــ مستقل
غير صحيح
خذ هذا

#### Grammar

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### 1-9 YES/NO QUESTIONS WITH BE

QUESTION					STATEMENT			In a question, <b>be</b> comes in front of the subject.		
2002	BE Is Are	+	SUBJEC' she they	a student? at home?	SUBJECT + She They	is	a student, at home.	Punctuation: A question ends with a question mark (?). A statement ends with a period (.).		

When people answer a question, they usually give only a "short answer" (but sometimes they give a "long answer" too). Notice in the short answers below:

After yes, be is not contracted with a pronoun.\*

After no, two contractions of be are possible with no differences in meaning.

	QUESTION		SHORT ANSWER +	(LONG ANSWER)
(c)	Is she a student?		Yes, she is.*	(She's a student.)
		$\rightarrow$	No, she's not.	(She's not a student.) OR:
		$\rightarrow$	No, she isn't.	(She isn't a student.)
(d)	Are they at home?	->	Yes, they are.*	(They're at home.)
			No, they're not.	(They're not at home.) OR:
		-	No, they aren't.	(They aren't at home.)

# المحاضرة السادسة

Specialist	متخصص
Install	يحمل برنامج
File –sharing	مشاركة ملفات
Set up	يجهز . يحمل . يعد
Software	البرامج الحاسوبية
Site	موقع
Frequency	تكرار حدوث شيء
Journalist	صحفي
Research	بحث
Assemble	يجمع
Architect	مهندس معماري
Judge	قاضي
Tool	أداة
Member	عضو
Vacation	إجازة
Interview	مقابله شخصيه
Hardware	الأجزاء ألصلبه في الحاسوب
Expression	عبارة
Connect	يتصل ـ يصل بين شيئين

Grammar P.24

## 1-10 QUESTIONS WITH BE: USING WHERE

Where asks about location. Where comes at the beginning of the question, in front of be.

QUESTION						SHORT ANSWER + (LONG ANSWER)		
(a)			BE +	SUBJECT  the book on the table?	<b>→</b>	Yes, it is. (The book is on the table.)		
(b)			Are			Yes, they are. (The books are on the table.)		
	WHERE:	+	BE +	SUBJECT				
(c)	Where		is	the book?	$\rightarrow$	On the table. (The book is on the table.)		
(d)	Where		are	the books?	->	On the table. (The books are on the table.)		

## 1-12 USING MY, YOUR, HIS, HER, OUR, THEIR

	SINGULAR		PLURAL	SUBJECT FORM	1	POSSESSIVE FORM	
	SINGULAR		PLUKAL	I	100	my	
(0)	I have a book.	(0)	We have books.	you	->	your	
(4)	My book is red.	(6)	Our books are red.	she	-9	her	
				he		his	
Chi	You have a book.	(f)	You have books.	que		our	
(b)	Your book is red.	(1)	Your books are red.	they		their	
(c)	She has a book. (g)		They have books.	1 possess a book. = I have a book. = It is my book			
3000	Her book is red.	0.75	Their books are red.	My, our, her, i	<i>lus, our,</i> and	d their are called	
(d)	He has a book.		3		djectives."	They come in front of	
	His book is red.			nouns.			

### 1-13 USING THIS AND THAT

<ul> <li>(a) I have a book in my hand. This book is red.</li> <li>(b) I see a book on your desk. That book is blue</li> </ul>	this book = the book is near me. that book = the book is not near me.
(c) This is my book. (d) That is your book.	
(e) That's her book.	CONTRACTION: that is = that's

### 1-14 USING THESE AND THOSE

	SINGULAR		PLURAL.
(a) My books are on my desk. These are my books.	this	- >	these
(b) Your books are on your desk. Those are your books.	that		those

## المحاضرة السابعة

	<del>-</del>
Usually	عاده
Security	أمن
What about	ماذًا عن
Red	احمر
Verb	فعل
Contract	عقد
Publicity	الإعلان
Thursday	الخميس
Department	
Always	قسم دائماً
Subject	الفاعل
Summary	ملخص ً خلاصه
Friday	الجمعة
Trip	رحله
Black	اسود
Free	غير مشغول
Moment	لجظه
Overseas	أشخاص من خارج البلد
Rarely	نادرا
Believe	يعتقد _ يظن
Interested in	مهتم بكذا
Guard	حارس ـ يحرس
Services	خدمات
May I help you?	هل يمكنني مساعدتك

#### **Grammar**

(c) We

#### 1-15 ASKING QUESTIONS WITH WHAT AND WHO + BE P.32

a) What is this (thing)? → It's a pen. b) Who is that (man)? → That's Mr. Lee.	What asks about things. Who asks about people.
(o) Prio is and (man).	NOTE: In questions with what and who,
(c) What are those (things)? → They're pens.	<ul> <li>is is followed by a singular word.</li> </ul>
(d) Who are they? → They're Mr. and Mrs. Lee.	• are is followed by a plural word.
e) What's this?	CONTRACTIONS
(f) Who's that man?	volio is = volio's
	what is = what's

#### 1-8 SUMMARY: SENTENCE PATTERNS WITH BE

in class.

are

(a)	SUBJECT I		вE am	+	NOUN a student.	The noun or pronoun that comes at the beginning of a sentence is called the "subject."
(b)	SUBJECT He	+	BE is	+	ADJECTIVE intelligent.	Be is a "verb." Almost all English sentences have a subject and a verb.
	SUBJECT	+	BE	+	A LOCATION	Nation in the augmenter. There are three basic completions

Notice in the examples: There are three basic completions for sentences that begin with a subject + the verb be:

- · a noun, as in (a)
- · an adjective, as in (b)
- an expression of location, as in (c)

## المحاضرة الثامنة

Seldom	قلما
Facility	منشأه
Recently	حديثاً
Often	غالباً
Tea	شاي
Detection	اكتشًاف
Never	أبدا
Convenient	مناسب _ مریح
Perhaps	رېما
Sometimes	بعض الأحيان
Breakfast	وجبة الإفطار
Carrot	جزر
Watch TV	يشاهد التلفاز
Wake up	يستيقظ
Warehouse	محزن
Dream	يحلم
Magazine	مجله
Frequency	تردد ـ تكرار
Adverb	الحال

#### Grammar

#### 2-1 FORM AND BASIC MEANING OF THE SIMPLE PRESENT TENSE

SINGULAR PLURAL Notice: 'The verb after she, he, it (3rd person singular) has a final -s: talks.

Notice: 'The verb after she, he, it (3rd person singular) has a final -s: talks.

Notice: 'The verb after she, he, it (3rd person singular) has a final -s: talks.

- (a) I eat breakfast every morning.
- (b) Ann speaks English every day.
- (c) We sleep every night.
- (d) They go to the beach every weekend.

he talks

The simple present tense expresses habits. In (a): Eating breakfast is a habit, a usual activity. Every morning = Monday morning, Tuesday morning, Wednesday morning, Thursday morning, Friday morning, Saturday morning, and Sunday morning.

# 2-2 USING FREQUENCY ADVERBS: ALWAYS, USUALLY, OFTEN, SOMETIMES, SELDOM, RARELY, NEVER

always 100%	usually 99%–90% 90	often 0%–75%	sometimes 75%–25%	seldom 25%–10%	rarely 10%–1%	0%
SURJECT	FREQUENCY + ADVERB	SIMPLI + PRESE	E NT VERB	seldom, rar	ally, often, so ely and never dverbs." They	are called
(a) Bob (b) Mary (c) We (d) I (e) They (f) Anna (g) I	always usually often sometimes seldom rarely never	come watch drink go to	s to class. s to class. TV at night. tea with dinner. the movies. s a mistake.		ad the simple positively always usually often	

شرح الأستاذ موضوعا في نهاية هذه المحاضرة ولم يدرج هنا فيتوجب الرجوع إليه في المحاضرة المسجلة

# المحاضرة التاسعة

Order	طلب
Below	أسفل _ تحت
Deliver	يوصل الطلب
Catalog	دليل
Brochure	منشور
Annual port	التقرير السنوي
Sample	عينه
Nationality	جنسيه
Country	الدولة
Year	سنه
Language	لغة
Details	تفاصيل

### Grammar

### 2-10 THE SIMPLE PRESENT: YES/NO QUESTIONS

	DO DOES +	SUBJECT +	MAIN V	ERB	QUESTION Do I	FORMS, SIMPLE PRESENT	
(a)	Do	you	like	coffee?	Do you Do we Do they	+ main verb (simple form)	
(b)	Does	Bob	like	coffee?	Does she Does he Does it	+ main verb (simple form)	
					not have a	(b): The main verb in the question does a final -s. The final -s is part of does.  The final -s is part of does.  The final -s is part of does.	
	Are you a stu INCORRECT:	ident? Do you be a stu	dent?			e main verb is a form of <b>be</b> , <b>do</b> is NOT e Chart 1-9 for question forms with <b>be</b> .	
	QUESTION	SHO	RT ANSV	WER + (LONG	ANSWER)	Do, don't, does, and doesn't are	
(e)	Do you like te			(I like tea.) L. (I don't like	used in the short answers to yes/ no		
(f)	Does Bob like	tea? → Yes	, he <i>doe</i>				

شرح الأستاذ موضوعا مهما في نهاية هذه المحاضرة ولم يدرج هنا فيتوجب الرجوع إليه في المحاضرة المسجلة

# المحاضرة العاشرة

Dialogue	حوار
Marketing	تسويق
Presentation	تقديم عرض مرئي مقابله ــ اجتماع
Meeting	مقابله ـ اجتماع
Check information	يتفقد المعلومات
Board	سبورة
Colleague	زمیل عمل
Nickname	لقب
Parents	الوالدان
Plan	خطه
Café	مقهى
Сору	نسخه ـ ينسخ
Sure	بالتأكيد ـ متأكد
Appreciate	تقذر
Bring	يحظر
Tired	متعب

#### Grammar

# 2-12 THE SIMPLE PRESENT: ASKING INFORMATION QUESTIONS WITH WHEN AND WHAT TIME

	Q-WORD* +	DOES/DO +	SUBJECT +	MAIN	VERB		SHORT ANSWER
(a)	When	do	you	go	to class?	-,	At nine o'clock.
(b)	What time	do	you	go	to class?	->	At nine o'clock.
(c)	When	does	Anna	eat	dinner?	->	At six P.M.
(d)	What time	does	Anna	eat	dinner?		At six P.M.
(e) What time do you usually go to class?				subject	in a question		tally comes immediately after the D+SUBJECT + USUALLY + MAIN VERI

# 2-11 THE SIMPLE PRESENT: ASKING INFORMATION QUESTIONS WITH WHERE

	(WHERE)	+	DO/DOES -	+ SUBJECT	+	MAIN!	VERB		SHORT ANSWER
(a) (b)	Where		Do do	they they		live live?	in Tokyo?	<b>→</b>	Yes, they do. / No, they don't. In Tokyo.
(c) (d)	Where		Does does	Gina Gina		live live?	in Rome?	→ →	Yes, she does. / No, she doesn't. In Rome.

NOTE: (a) and (c) are called "yes/no questions." The answer to these questions can be yes or no. (b) and (d) are called "information questions." The answer gives information. Where asks for information about place.

Notice in the examples: The form of yes/no questions and information questions is the same:

DO/DOES + SUBJECT + MAIN VERB

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# المحاضرة الحادية عشرة

	· · · · · · · · · · · · · · · · · · ·
Originally	أصلا ــ أساسا
Employee	موظف
Grandfather	جد
Operation	عمليه ــ تحرك
Daughter	ابنه
Textile	اقفشه
Including	يحتوي على ـ يشمل
Daddy	أبي
Entirely	تماماً
Worldwide	حول العالم
Expand	يتوسع
Later	لاحقاً . فيما بعد
European	أوربي
Workforce	القوى العاملة
Plant	محطة _ مكان
Secretary	سكرتير

#### Grammar

#### 2-13 SUMMARY: INFORMATION QUESTIONS WITH BE AND DO

	Q-WORD	+	BE	+	SUBJECT				LONG ANSWER
(a)	Where		is		Thailand?				Thailand is in Southeast Asia.
(b)	Where		are		your books?			*	My books are on my desk.
(c)	When		is		the concert?			*	The concert is on April 3rd.
(d)	What		is		your name?			- 3-	My name is Yoko.
(e)	What time		is		it?			->-	It is ten-thirty.
	Q-WORD	+	DO	+	SUBJECT -	+	MAIN VERB		LONG ANSWER
(f)	Where		do		you		live?	3	I live in Los Angeles.
(g)	What time		does		the plane		arrive?	>	The plane arrives at six-lifteen.
(h)	What		do		monkeys		eat?		Monkeys eat fruit, plants, and insects
(k)	When		does		Bob		study?		Bob studies in the evenings.

NOTICE: In questions with be as the main and only verb, the subject follows be. In simple present questions with verbs other than be, the subject comes between do/does and the main verb.

#### 2-7 IRREGULAR SINGULAR VERBS: HAS, DOES, GOES

	I <i>have</i> a book. He <i>has</i> a book.	she he it	+ <i>has</i> /hæz/	Have, do, a person singu have do	ılar:	have irregular forms for third  has  does
	I <b>do</b> my work. She <b>does</b> her work.	she he it	+ <i>does</i> /dəz/	go	<b>→</b>	goes
(e) (f)	They <b>go</b> to school. She <b>goes</b> to school.	she he it	+ <b>goes</b> /gowz/			

#### 9-5 USING BUT

(a) John is rich, but Mary is poor.

(b) The weather was cold, but we were warm inside our house.

But gives the idea that "This is the opposite of that."

A comma usually precedes but.

## المحاضرة الثانية عشرة

Objective	هدف ـ غاية
Electronics	الكترونيات
Multinational	تعدد الجنسيات
Increase	یزید ـ یرفع
Joint	مشترك
Establish	يؤسس
Venture	مضاربه _ مجازفة _ مفامرة
Target	غاية _ هدف
Range	نطاق ــ مدى
Staff	موظفين
Future	مستقبل
Together	سويا

#### Grammar

are

-ing

#### 3-1 BE + ING: THE PRESENT PROGRESSIVE TENSE

-ing (a) I am sitting in class right now. am -ing (b) Rita is sitting in class right now. is (c) You are sitting in class right now. In (a): When I say this sentence, I am in class. I am sitting. I am not standing. The action (sitting) is happening right now, and I am saying the sentence at the same time.

am, is, are = helping verbs sitting = the main verb

am, is, are + -ing = the present progressive tense\*

#### 3-3 THE PRESENT PROGRESSIVE: QUESTIONS

	QUESTION								SHORT ANSWER + (LONG ANSWER)			
(a)			BE Is	+	SUBJECT Mary	+	-ING sleeping	-	Yes, she is. (She's sleeping.) No, she's not. (She's not sleeping.) No, she isn't. (She isn't sleeping.)			
(b)			Are		you		watching TV?		Yes, I am. (I'm watching TV.) No, I'm not. (I'm not watching TV.)			
(c) (d)	Q-WORD Where Why	+	BE is are	+	SUBJECT Mary you	+	-ING sleeping? watching TV?		On the sofa. (She's sleeping on the sofa.)  Because I like this program. (I'm watching TV because I like this program.)			

<sup>\*</sup>The present progressive is also called the "present continuous" or the "continuous present."

#### 3-5 NONACTION VERBS NOT USED IN THE PRESENT PROGRESSIVE

(a) I'm hungry right now. I want an apple. (INCORRECT: I am wanting an apple.)

(b) I hear a siren. Do you hear it too? (INCORRECT: I'm hearing a siren. Are you hearing it too?) Some verbs are NOT used in the present progressive. They are called "nonaction verbs." In (a): Wam is a nonaction verb. Want expresses a physical or emotional need, not an action. In (b): Hear is a nonaction verb. Hear expresses a sensory experience, not an action.

#### NONACTION VERBS

want hear understand
need see know
like smell believe
love taste think (meaning

love taste think (meaning believe)\*

### المحاضرة الثالثة عشرة

وسائل النقل
يستمتع
متنوع
جدول
الأحد
زوج من الأشياء
النسبة المئوية
متوسط _ معدل
مستهلك
فطيره
بخشيش
حمال
أجره
صوره
لص
حديقة الحيوان
كفاية
أرضية أو دور
يوفر _ يزود
جميل ـ رائع جدا

<sup>\*</sup>Sometimes think is used in progressive tenses. See Chart 3-10 for a discussion of think about and think that.

### Grammar

#### 4-1 NOUNS: SUBJECTS AND OBJECTS

NOUN (a) Birds   fly.   subject verb	A NOUN is used as the <b>subject</b> of a sentence. A NOUN is used as the <b>object</b> of a verb.*  In (a): Birds is a NOUN. It is used as the subject
NOUN NOUN  (b)   John   is holding   a pen.   subject verb object	of the sentence.  In (b): pen is a NOUN. It has the article a in front of it; a pen is used as the object of the verb is holding.
NOUN NOUN (c)   Birds   fly   in   the sky.	A NOUN is also used as the object of a preposition.
subject verb prep. object of prep.  NOUN NOUN NOUN  (c)   John   is holding   a pen   in   his hand.   subject verb object prep. object of prep.	In (c): in is a <b>preposition</b> (prep.). The noun sky (with the article the in front) is the OBJECT of the preposition in.  Examples of some common prepositions: about, across, at, between, by, for, from, in, of, on, to, with.

<sup>\*</sup>Some verbs are followed by an object. These verbs are called transitive verbs (v.i. in a dictionary). Some verbs are not followed by an object. These verbs are called intransitive verbs (v.i. in a dictionary).

#### 4-4 NOUNS: SINGULAR AND PLURAL

	one pen two pens one apple three apples one cup four cups one elephant five elephants			
(a)		three apples four cups	To make the plural form of most nouns: add -s.	
(b)	baby city	babies cities	End of noun: Plural form:	consonant $+ -y$ change $y$ to $i$ , add $-es$ .
(c)	boy key	boys keys	End of noun: Plural form:	vowel + -y add -s.
(d)	wife thief	wives thieves	End of noun: Plural form:	-fe or -f change f to v, add -es.
(e)	dish match class box	dishes matches classes boxes	End of noun: Plural form: Pronunciation:	-sh, -ch, -ss, -x add -es. /əz/
(f)	tomato potato zoo radio	tomatoes potatoes zoos radios	End of noun: Plural form; End of noun: Plural form	consonant + -o add -es.  vowel + -o add -s.

# المحاضرة الرابعة عشرة

	- 1
Appear	يبدو ـ يظهر
Commercial	تجاري ــ إعلان تجاري
Candidate	مرشح
Decide	يقرر
Personally	شخصياً
Agree	أوافق ـ يتفق
Child	طفل
Mouse	فأرة
Prefer	يفضل
Image	صوره
Popular	شعبي ـ مشهور
Teenager	مراهقة ــ مراهق

### Grammar

#### 4-5 NOUNS: IRREGULAR PLURAL FORMS

SINGULAR	PLURAL.	EXAMPLES	
(a) child	children	Mr. Smith has one child. Mr. Cook has two children.	
(b) foot	feet	I have a right foot and a left foot. I have two feet.	
(c) man	men	I see a man on the street. I see two men on the street,	
(d) mouse	mice	My cat sees a mouse. Cats like to catch mice.	
(e) tooth	teeth	My tooth hurts. My teeth are white.	
(f) woman	women	There's one woman in our class. There are ten women in your class.	
(g) fish	fish	Bob has an aquarium. He has one fish.	
		Sue has an aquarium. She has seven fish.	
(h) (none)*	people	There are fifteen <b>people</b> in this room.  (Notice: people does not have a final -s.)	

<sup>\*</sup>People is always plural. It has no singular form.

#### 5-1 USING BE: PAST TIME

PRESENT TIME	PAST TIME	
<ul> <li>(a) I am in class today.</li> <li>(c) Alice is at the library today.</li> <li>(e) My friends are at home to</li> </ul>		esterday.
SIMPLE PAST TENSE OF BE		1
Singular	Plural	she + was
I was	we were	he
you were (one person)	you were (more than one person)	it ]
she was	they were	
he was	394	zoe )
it was		you \ + were
		they

## المحاضرة الخامسة عشرة

بحث
ممل
انتباه ـ عناية
وقت يسير
ايجابي
أكيد _ حتمي
جذاب
أمين
تقنيه عاليه
شخصياً
قبيح
بني
هاتف خلوي
فرصه
مشاعر ـ أحاسيس
نتائج

#### Grammar

#### 5-9 THE SIMPLE PAST: IRREGULAR VERBS

Some verbs do not have -ed forms. The past form is irregular.

PRESENT PAST

come – came do – did

eat - ate

get - got

go - went

have - had

put - put

see - saw

sit - sat

sleep - slept

stand - stood write - wrote ( )

(a) I come to class every day.

(b) I came to class yesterday.

(c) 1 do my homework every day.

(d) 1 did my homework yesterday.

(e) Ann eats breakfast every morning.

(f) Ann ate breakfast yesterday morning.

#### 5-10 THE SIMPLE PAST: NEGATIVE

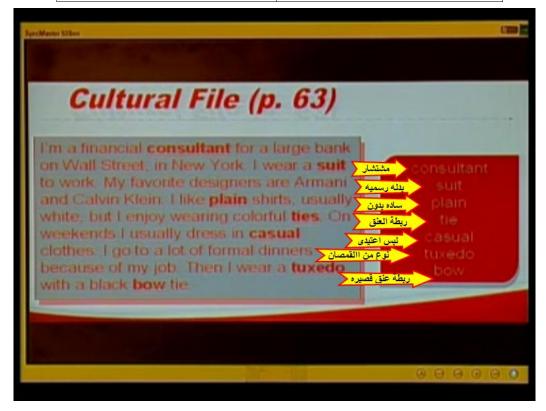
(a) I did not walk (b) You did not walk (c) Tom did not eat (d) They did not come	to school yesterday. to school yesterday. lunch yesterday. to class yesterday.	you she he it we they	+ did not + main verb* (simple form)
(e) INCORRECT: I did not walked to school ye (f) INCORRECT: Tom did not ate lunch yeste			e that the simple form of the verb is used with <i>did not</i> .
<ul> <li>(g) I didn't walk to school yesterday.</li> <li>(h) Tom didn't eat lunch yesterday.</li> </ul>		100000000000000000000000000000000000000	tive contraction:

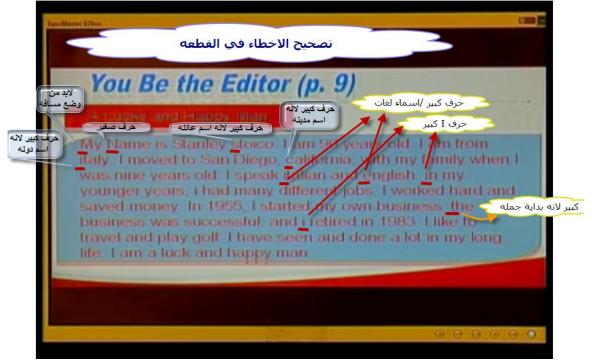
\*EXCEPTION: did is NOT used when the main verb is be. See Charts 5-2 and 5-3, INCORRECT: Joe didn't be here yesterday.

CORRECT: Joe wasn't here yesterday.

### المحاضرة السادسة عشرة

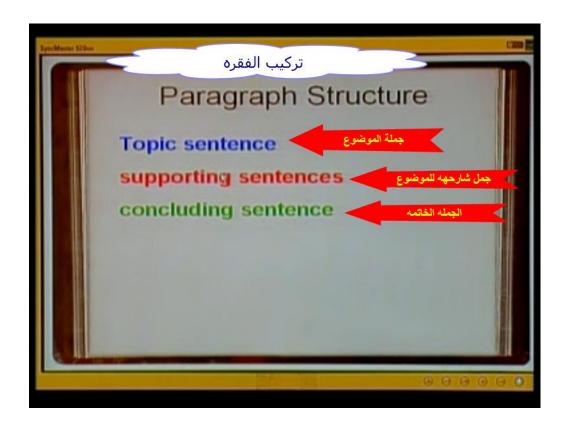
Subway	طريق ـ نفق	
Till	حتى كذا ـ إلى	
Third	الثالث	
Exit	مغرج	
Turn right	ينعطف يمين	
Intersection	تقاطع	
Convenience store	محل الذي يريح أهل الحارة	

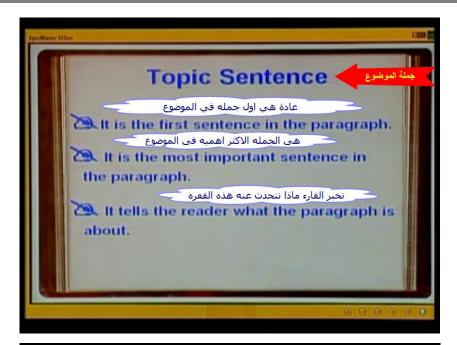


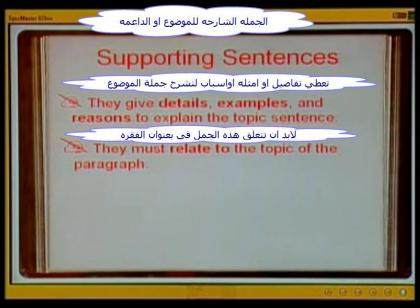


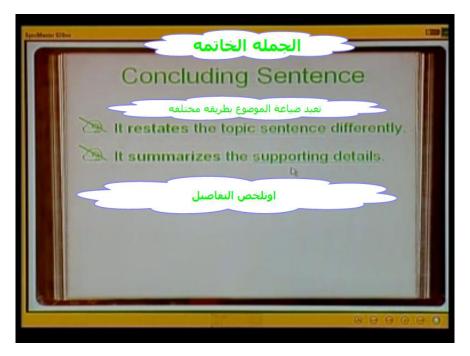
# المحاضرة السابعة عشرة:

Topic	موضوع
Support	يدعم
Conclude	ينهي ـ يختتم
Reason	·ii
Restate	يقول مره أخرى
Free time	وقت الفراغ
Hobby	هويات
Magazine	مجله
Cooking	طبخ
Photography	تصوير
Conclusion	الخاتمة
Relate to	يتصل بـ
Summarize	يختصر









## Grammar

#### 5-18 BEFORE AND AFTER IN TIME CLAUSES

(a)	s v  I ate breakfast. = a main clause	A clause is a group of words that has a subject and a verb.
(b)	S V before I went to class = a time clause  S V I ate breakfast   before I went to class.	A main clause is a complete sentence. Example  (a) is a complete sentence. Example (b) is an incomplete sentence. It must be connected to a main clause, as in (c) and (d).
(d)	S V  Before I went to class, I ate breakfast.   time clause main clause	A time clause can begin with <b>before</b> or <b>after</b> : <b>before</b> + S + V = a time clause <b>after</b> + S + V = a time clause
(e) (f)	We took a walk   after we finished our work.   main clause   time clause      After we finished our work,   we took a walk.   time clause   main clause	A time clause can follow a main clause, as in (c) and (e). A time clause can come in front of a main clause, as in (d) and (f). There is no difference in meaning between (c) and (d) or between (e) and (f).
(g) (h)	We took a walkafter the movie	Before and after don't always introduce a time clause. They are also used as prepositions followed by a noun object, as in (g) and (h). See Charts 1-7 and 4-1 for information about prepositional phrases.

## 5-19 WHEN IN TIME CLAUSES

(a)	When the rain stopped, we took a walk. OR: We took a walk when the rain stopped.	When can introduce a time clause.  when + s + v = a time clause  In (a): when the rain stopped is a time clause.
(b)	When Tom was a child, he lived with his aunt. OR: Tom lived with his aunt when he was a child.	In (b): Notice that the noun (Tom) comes before the pronoun (he).
(c)	PARE:  When did the rain stop? = a question  when the rain stopped = a time clause	When is also used to introduce questions.* A question is a complete sentence, as in (c). A time clause is not a complete sentence.

<sup>\*</sup>See Charts 2-12 and 5-13 for information about using when in questions.

# المحاضرة الثامنة عشرة

Brochure	بروشور	
Wonder	يتعجب ــ أعجوبة	
Thai	تايلاند	
Restaurant	مطعم	
Trade	تجارة	
Hall	صالة ــ قاعه	
Straight	مستقيم	
Lost	ضائع	

#### **Grammar**

#### 6-1 FUTURE TIME: USING BE GOING TO

(a) (b) (c)	1 am going to go downtown tomorr Sue is going to be here tomorrow aft We are going to come to class tomorrow	ernoon. future.
(d) (e)	I'm not going to go downtown tomorrow.  Ann isn't going to study tonight.	NEGATIVE: be + not + going to
(f)	"Are you going to come to class tomorrow? "No, I'm not."	"  QUESTION: <b>be</b> + subject + <b>going to</b> A form of <b>be</b> is used in the short answer to a
(g)	"Is Jim going to be at the meeting tomorrow "Yes, he is."	yes/no question with <b>be going to</b> , as in (f) and (g). (See Chart 1-9 for information
(h)	"What time are you going to eat dinner tor "Around six."	night?" about short answers with be.)

\*Infinitive = to + the simple form of a verb (to come, to go, to see, to study, etc.).

## المحاضرة التاسعة عشرة

	- J
Completely	تماماً ـ كليا
fact In	في الحقيقة
Don't worry	لا تقلق
Lazy	كسلان
Relax	يرتاح
Snack	وجبه خفيفة
Hungry	جائع
Newspaper	جريده

شرح أستاذ المقرر محادثات ولم يشرح قواعد في المحاضرة التاسعة عشرة

المحاضرة العشرون: تحدث عن أهمية القراءة، وعرض عددا من الكتب والقصص التي يتوجب اقتنائها لتنمية مهارة القراءة ولم يقدم كلمات والا قواعد في هذه المحاضرة.

# المحاضرة الحادية والع<u>شرون</u>

	<b>9</b> 33
Crow	الغراب
Peacock	الطاووس
Garden	حديقة
Flew	طار
Lake	بحيرة
Feather	ریشه
Fell off	يقع ـ يسقط
Poor	فقير ـ مسكين
Terrible	فضيع ـ شنيع
Parents	الوالدان
Get off	ينزل من
River	ثهر
Bridge	جسر

#### Grammar

#### 6-5 FUTURE TIME: USING WILL

STATEMENT	(a) Mike will go (b) Mike is going to	(a) and (b) have basically the same meaning.		
	(c) INCORRECT: Mike	The simple form of a verb follow will. In (c): goes is NOT correct.		
	(d) INCORRECT: Mike	will <b>s</b> go tl	here.	There is never a final -s on will for future time.
	(c) INCORRECT: Mike will to go there.			Will is not followed by an infinitive with to.
CONTRACTIONS	(f) I will come. You will come. She will come. He will come. It will come. We will come		I'll come. You'll come. She'll come. He'll come. It'll come. We'll come. They'll come.	Will is contracted to 'll with subject pronouns.* These contractions are common in both speaking and writing.
NEGATIVE	(g) Bob will not be h (h) Bob won't be			Negative contraction: will + not = won't

Will is also often contracted with nouns in speaking (but not in writing).
 WRIPTEN: Tom will be here at ten.
 SPOKEN: "Tom'll" be here at ten.

#### 6-6 ASKING QUESTIONS WITH WILL

		QUESTION	N			1	ANSWER
	(QUESTION + WORD)	WILL +	SUBJECT +	MAIN VERB			
(a)		Will	Tom	come	tomorrow?	->	Yes, he will.* No, he won't.
(b)		Will	you	be	at home tonight?	>	Yes, I will.* No, I won't.
(c)	When	will	Ann	arrive?			Next Saturday
(b)	What time	will	the plane	arrive?			Three-thirty.
(e)	Where	will	you	be	tonight?	->	At home.

<sup>\*</sup>NOTE: will is not contracted with a pronoun in a short answer. See Chart 1-9 for information about the use of contractions in short answers.

# المحاضرة الثانية والعشرون

934	
<u>سعادة ـ</u> متعة	
ليس بذات أهمية	
أنا انتظر	
عد	
خبز	
جبن	
ملح	
	لیس بذات أهمیة أنا انتظر یعد خبز خبز

#### Grammar

#### 4-6 NOUNS: COUNT AND NONCOUNT

	SINGULAR	PLURAL.		
COUNT	a book one book	books two books some books a lot of books many books a few books	SINGULAR: a + noun  one + noun	PLURAL: noun + -s
NONCOUNT money  NOUN some money  a lot of money (none)  much money		SINGULAR: Do not use a.	PLURAL: A noncount noun does	
	a little mone	ey .	Do not use one.	not have a plural form.
	ONCOUNT NOUNS		172-3 845V	1000000
	advice	mail	bread	pepper
	furniture	money	cheese	rice
	help	music	coffee	salt
	homework	peace	food	soup
	information	traffic	fruit	sugar
- 1	iewelry	weather	meat	tea
	luck	work	milk	water

#### 7-6 USING TOO MANY AND TOO MUCH + NOUN

My stomach doesn't feel good.

(a) I ate too many sandwiches.

(b) I are too much food.

Too is frequently used with many and much.

Too many is used in front of count nouns, as in (a).

Too much is used in front of noncount nouns, as in (b).\*

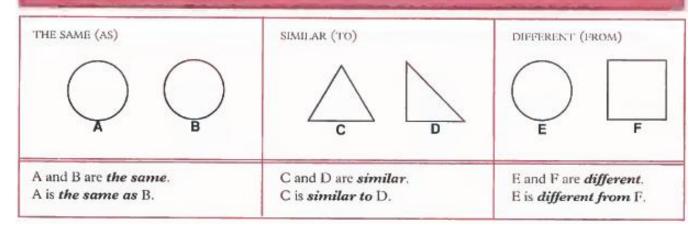
<sup>\*</sup>See Chart 4-6 for more information about count nouns and noncount nouns.

# المحاضرة الثالثة والعشرون

Village	قرية
Sheep	خروف
The evening	المساء
Thought	تفكير
Stay	يبقى
Shout	يصرخ
Jump	يقفز
Wolf	ذئب
Again	إعادة
Angry	غضبان
Alone	منفرد
Almost	غالباً
Asleep	نائم
Heard	سمع
Eye	عين
Kill	يقتل

### Grammar

# 9-1 COMPARISONS: USING THE SAME (AS), SIMILAR (TO), AND DIFFERENT (FROM)



## المحاضرة الرابعة والعشرون

	<b>V3</b> V
Get married	يتزوج
The world	العالم
The sky	السماء
The sun	الشمس
Daughter	ابنه
Cloud	سحابه
Wind	<b>ع</b> ين
The ground	الأرض ـ أرضيه
Hole	ثقب ـ فتحه
Gloves	قفاز
Winter	الشتاء
Corner	زاوية
Fell down	يقع على الأرض
Warm	دافئ
Smile	يبتسم
Store	محل تجاري
Took out	يخرج
Pair	زوج من الشيء

#### Grammar

#### 9-3 THE COMPARATIVE: USING -ER AND MORE

Mary is 25 years old. John is 20 years old.

(a) Mary is older than John.

(b) Health is more important than money.

(c) INCORRECT: Mary is more old than John.(d) INCORRECT: Health is importanter than

money.

When we use adjectives (e.g., old, important) to compare two people or two things, the adjectives have special forms:

In (a): we add -er to an adjective, OR In (b): we use more in front of an adjective.

The use of **-er** or **more** is called the COMPARATIVE FORM.

Notice in the examples: than follows the comparative form: older than, more important than.

ADJECTIVE COMPARATIVE ADJECTIVES WITH old older			Add -er to one-syllable adjectives.
ONE SYLLABLE	cheap big	cheaper bigger	Spelling note: if an adjective ends in one vowel and one consonant, dou- ble the consonant: big-bigger, fat-fatter, thin-thinner, hot-hotter.
ADJECTIVES THAT	pretty	prettier	If an adjective ends in <b>-y</b> , change the <b>-y</b> to <b>i</b> and add <b>-er</b> .
END IN -Y	funny	funnier	
ADJECTIVES WITH	famous	more famous	Use <b>more</b> in front of adjectives that have two or more syllables (except adjectives that end in <b>-y</b> ).
TWO OR MORE	important	more important	
SYLLABLES	interesting	more interesting	
IRREGULAR	good	better	The comparative forms of <b>good</b> , <b>bad</b> , and <b>far</b> are irregular.
COMPARATIVE	bad	worse	
FORMS	far	farther/further	

# المحاضرة الخامسة والعشرون

Boat	قارب
Island	جزيرة
Ticket	تذكره
Idea	فكره
Minute	دقيقه
Move	يتحرك
Pull	يسحب
Airport	هطار
Radio	مذياع
Airplane	طائره
Cost	تكلفه ـ يكلف
Stole	سرق ـ يسرق
Caught	قبض ـ يقبض على
Jail	سجن
Ran away	هرب
Judge	قاضي
Decide	يقرر
High school	المدرسة الثانوية
Degree	شهادة. درجه علميه
Afraid	خائف
True	حقيقي ـ حقيقة
Daytime	النهار

# Grammar

## 9-4 USING AS . . . AS; USING LESS

	John is 21 years old.	Notice the pattern: as + adjective + as		
	Mary is 21 years old.			
(a)	John is as old as Mary.	In (a): Their ages are the same.		
(b)	This watch is as expensive as that watch.	In (b): The price of the watches is the same.		
	Fred is 20 years old.			
	Jean is 21 years old.			
(c)	Fred isn't as old as Jean.	(c) and (d) have the same meaning.		
(d)	Fred is younger than Jean.			
(e)	This book isn't as expensive as that book.	(e) and (f) have the same meaning.		
(f)	This book is cheaper than that book.			
(g)	This book isn't as expensive as that book.	(g) and (h) have the same meaning. Less is the		
(h)	This book is less expensive than that book.	opposite of more. Less is used with adjectives the		
		have two or more syllables (except most adjectives		
		that end in -y). Less is usually not used with one-		
		syllable adjectives or adjectives that end in -y.		
		INCORRECT: Fred is less old than Jean.		
		CORRECT: Fred isn't as old as Jean.		
		Fred is younger than Jean.		

### المحاضرة السادسة والعشرون

Scan	مسح
Key words	كلمات الأساسية
Through	
Ad	إعلان
Classified	مصنف ـ ميوب
Tutor	معلم خاص
Skim	القراءة السريعة
Lost and found	قسم المفقودات
Drugstore	صيدليه
Cough	کحة . يکح
Tablets	أقراص العلاج
Brand	ماركه

#### Grammar

#### 9-7 THE SUPERLATIVE: USING -EST AND MOST

(a) COMPARATIVE:

My thumb is shorter than my index finger.

(b) SUPERLATIVE:

My hand has five fingers. My thumb is the shortest (finger) of all. The comparative (-er/more) compares two things or people.

The superlative (-er/most) compares three or more things or people.

	ADJECTIVE	COMPARATIVE	SUPERLATIVE
ADJECTIVES WITH ONE SYLLAM.E	old big	older (than) bigger (than)	the oldest (of all) the biggest (of all)
ADJECTIVES THAT END IN -Y	pretty easy	prettier (than) easier (than)	the prettiest (of all) the easiest (of all)
ADJECTIVES WITH TWO OR MORE SYLLABLES	expensive important	more expensive (than) more important (than)	the most expensive (of all) the most important (of all)
IRREGULAR FORMS	good bad far	better (than) worse (than) farther   further (than)	the best (of all) the worst (of all) the farthest[furthest (of all)

### المحاضرة السابعة والعشرون

- ❖ تحدث عن مهارة مهمة في القراءة وهي مهارة التعرف على الموضوعات المتشابهة، ص ٨٥ في الكتاب المخصص للقراءة.
  - أورد مجموعة من الكلمات المهمة في بداية هذه المحاضرة فيتوجب الرجوع للمحاضرة.
  - تحدث عن مهارة مهمة في القراءة وهي مهارة تسمية الأشياء، ص ٩١ في الكتاب المخصص للقراءة.
    - قرأ قصة ص ٢٩ في الكتاب المخصص للقراءة، ووضح بعض المفردات.

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### المحاضرة الثامنة والعشرون

Article	مقاله
Print	يطبع
Report	تقرير
Math	رياضيات
Scientist	عالم
Address	عنوان
Message	رسالة
Site	موقع
Through	من خلال
Cable	سلك توصيل ـ كيبل
Satellite	قمر صناعي
Connection	اتصال

- تحدث عن مهارة مهمة في القراءة وهي مهارة ملاحظة أجزاء الكلام، ص ١٢٠ في الكتاب المخصص للقراءة.
  - أورد مجموعة من الكلمات المهمة في ثنايا هذه المحاضرة فيتوجب الرجوع لها.
    - قرأ قصة ص ١٠٤ في الكتاب المخصص للقراءة، ووضح بعض المفردات.

## المحاضرة التاسعة والعشرون

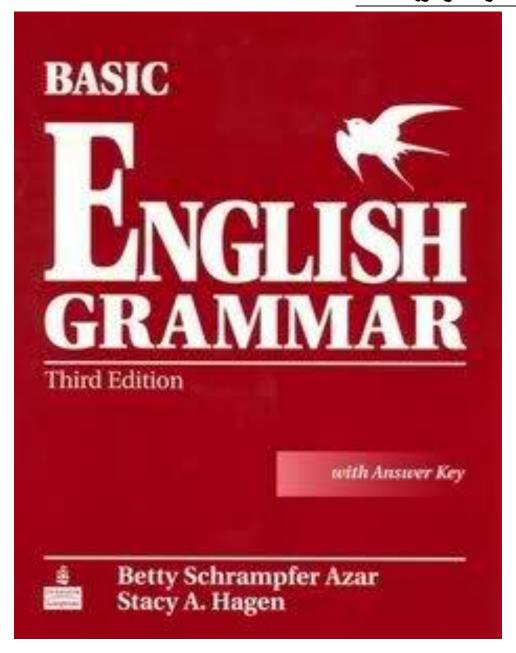
- تحدث عن مهارة مهمة في القراءة وهي مهارة تخمين معاني الكلمات الجديدة من السياق، ص( ١٤٧ –١٥٢ ) في الكتاب المخصص للقراءة.
  - أورد مجموعة من الكلمات المهمة في ثنايا هذه المحاضرة فيتوجب الرجوع لها.
    - ◄ قرأ قصة ص ١٤١ في الكتاب المخصص للقراءة، ووضح بعض المفردات.

### المحاضرة الثلاثون

Upset	متضايق ـ منزعج
Earthquake	زلزال
Homework	واجب
Dead	میت
Lie	یکذب ـ یضطجع
Of course	بالطبع
Bank account	حساب مصرفي
Expenses	نفقات . مصروفات
Sick	مريض
Chemicals	مواد كيمائيه
Hour	ساعة . ستون دقيقه

- ◄ تحدث عن مهارة مهمة في القراءة وهي مهارة الاستنباط، ص( ١٦٣ ١٨٢ ) في الكتاب المخصص للقراءة.
  - أورد مجموعة من الكلمات المهمة في ثنايا هذه المحاضرة فيتوجب الرجوع لها.
    - قرأ قصة ص ٣٠ في الكتاب المخصص للقراءة، ووضح بعض المفردات.
    - ختم المحاضرة بعدد من النصائح المفيدة للنجاح في تعلم اللغة الإنجليزية.

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مساند المقرر د. عبدالعزيز المشاري