

اللغة الانجليزية

جميع الشعب العلمية والادبية



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الانجليزية
جميع الشعب العلمية والادبية



سلسلة دنيالك إلى النجاح

Apology

Apologizing :

- I'm sorry for...
- Please accept my sincere apology
- I deeply regret that
- Forgive me! I didn't mean it

Responding to apologies :

- That's all right!
- Never mind!
- Don't worry about it
- Forget about it

Understand / Clarify

Expressing lack of understanding :

- Sorry, I don't understand you!
- I don't see what you mean!
- I can't get your idea!
- I don't quite follow you!

Asking for clarification :

- What do you mean by...?
- Could you be more explicit?
- Could you clarify, please?
- I beg your pardon!

Advice

Asking for advice :

- What's your advice for...?
- What should I do to...?
- What do you advice me to do?
- What would you do if you were me?

Giving advice :

- I advice you to...
- You'd better ... / you ought to...
- If I were you, I would...
- Why don't you ... ?

Bad / Good news

Expressing bad news :

- I really don't know how to say it, but...
- I am really sorry to say that...
- You will be sorry/sad to hear ...

Responding to bad news :

- Oh! Dear/my God!
- What a pity!
- Please accept my condolences!

Expressing good news :

- I've got some smashing news to tell you...
- You will be pleased to hear...
- I'm glad to tell you that...

Responding to good news :

- Oh! Congratulations!
- Well done!
- What happy news!

Opinion

Asking for opinion :

- What's your opinion of ...?
- What about ...?
- How do you feel about ...?
- Do you think that ...?

Expressing opinion :

- In my opinion ...
- Personally speaking, I think ...
- To my mind ...
- It seems to me that ...

♣ Agreeing:

- I think you're right
- I share your opinion

♣ Disagreeing:

- I can't agree with you
- I disagree with you

Communication

Request

Making a request :

- Oh! Dear, I need ...
- Would you mind...?
- I wonder if you could...?
- I'd like you to ...

Responding to requests :

♣ Accepting:

- Sure/Certainly!
- Yes, of course!

♣ Refusing:

- Sorry!
- Of course not!

Complaint

Making a complaint :

- Sorry, I have a complaint
- I'm a little dissatisfied with...
- I just don't know how to say it, but ...
- I'm afraid I have to make a serious complaint

Responding to complaints :

♣ Accepting:

- Oh! Dear I'm really sorry about that
- I can't tell you how sorry I am

♣ Rejecting:

- I'm afraid there is nothing we can do about it
- Sorry, we haven't anything we can do

Certainty

Expressing certainty :

- I'm sure/certain ...
- Definitely/certainly ...
- There is no doubt ...
- It's obvious/evident...

Expressing uncertainty :

- I'm uncertain ...
- I'm not sure ...
- I'm doubtful about ...

Expressing probability :

- It may be ...
- It could be ...

Adding - الإضافة

and	Et	و
as well as	ainsi que	فضلا عن
besides,	plus/en plus de	بالإضافة إلى/علاوة على
Moreover,	En outre/ par ailleurs	علاوة على ذلك
Furthermore,	En outre/encore	صف الى ذلك
What is more,	Ce qui est plus	و الأكثر من ذلك
In addition,	En ajout	بالإضافة إلى
not only ... but also	non seulement.. mais aussi	ليس فقط ... بل ايضا
another point is that	un autre point est que	و ثمة نقطة أخرى هي ان

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Expressing cause / reason - التعبير عن الاسباب

because	parce que/car/ à fin que	لأن
as	comme	كما/مثلما
since	depuis	منذ
This is why	C'est pourquoi	لهذا السبب
because of	En raison de/ à cause de	بسبب
Due to	En raison de/ par suite de	من جراء
Owing to	grâce à	إزاء/بفضل
Thanks to	grâce à	بفضل
For this reason,	Pour cette raison	لأجل هذا السبب

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Summing up / concluding - تقديم الخلاصة و الختام

All in all	en tout	الكل في الكل
overall	globalement/ en general	شمولا
generally	généralement	عموما/بشكل عام
In conclusion,	En conclusion,	وفي الختام
on the whole	sur l'ensemble	على العموم/عامة
To sum up,	Pour résumer	و خلاصة القول

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Expressing effect / result - التعبير عن النتائج و الحواصل

so	Si/ ainsi/ et alors	إذن/ و بالتالي
so...that	alors que	ذلك ان
such a...that	tels que les a	و لذلك/ و من ثم
Therefore	donc/par suite	وبالتالي
Thus	Ainsi	كما ايضا
Consequently,	En/par conséquence	بناء على ذلك
As a result/effect,	En conséquence	و نتيجة لذلك/ و كنتيجة
too...for/to	trop ... pour que	كذلك ايضا

Contrasting - المعارضة و التناقض

but	Mais	لكن
However,	Cependant	و مع ذلك
Although	Bien que/ malgré que	رغم ان
despite	Malgré	على الرغم من
In spite of	en dépit de	على الرغم من/بغض النظر عن
Nevertheless,	Néanmoins	و مع ذلك
On the contrary,	Au contraire	على العكس من ذلك
on the one hand	d'une part/ d'un côté	من ناحية
on the other hand,	d'autre part/de l'autre côté	و من ناحية أخرى
whereas	alors/ tandis que	في حين
while	tant que/ cependant que	بينما
whilst	pendant que	في حين
but while	mais tandis que	لكن حين
In contrast,	En revanche	في المقابل
Neither...nor	Ni ... ni/ ni l'un ni l'autre	إما كذا و إما ذاك/ لا هذا و لا ذاك

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Giving examples - تقديم الامثلة

for example,	par exemple,	على سبيل المثال
for instance,	par exemple,	على سبيل المثال
For one thing,	D'une part/Pour une chose	و كإشارة
this includes	ce qui inclut	و هذا يشمل
such as	tels que par exemple	مثلا
e.g.. / i.e.. (that is)	à savoir (qui est)	ك / أي

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Expressing purpose - التعبير عن الغرض و الهدف

To	à	ل/ إلى
for	pour	لأجل
so as to	de manière à/ afin de	لكي
in order that	afin que/ pour que	من أجل أن
so that	de sorte que/ si bien que	بحيث

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Emphasis - التركيز و التحديد

especially	en particulier/spécialement	خصوصا
particularly	particulièrement	خاصة
Naturally,	Naturellement	بالطبع/طبعيا
exactly because	précisément parce que	بالضبط لأن
above all	avant tout/ surtout	قبل كل شيء/ في بادئ الامر
Whatever	n'importe quel	مهما/ أي كان

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Verbs with IN

Ask in : يدعو أحدا للدخول
Break in : يسطو، يقطع الحديث
Bring in : يقدم أحدا، يعرض شيئا
Cave in : يتقبل أفكار الآخرين
Check in : يسجل نفسه في الخدمات
Chip in : يساهم، يساعد
Come in : يدخل
Cut in : يقطع العمل
Drop in : يقوم بزيارة سريعة
Fill in : يتمم، يملأ
Fit in : يقبل من طرف الآخرين
Get in : يدخل، يركب
Give in : يتقبل شيئا
Hand in : يقدم، يسلم شيئا
Kick in : يتلقى تأثيرا أو أعراضا
Lead in : يبدأ بشيء
Let in : يدعو أحدا للدخول
Join in : يشارك، ينضم
Move in : يسكن منزلا جديدا
Take in : يفهم، يخدع، يوفّر
Turn in : يخلد للنوم، يسلم واجبا
Work in : يشترك، يتحد

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Verbs with UP

Back up : يؤيد، يدعم، يساعد
Break up : ينهي العلاقة مع أحد
Bring up : يربي الأطفال
Clam up : يلزم الصمت
Cheer up : يفرح
Come up : يحدث بشكل مفاجئ
Dress up : يرتدي ثيابا أنيقة
Drive up : يرفع من الثمن
Get up : يستيقظ
Grow up : ينضج، يتصرف بعقلانية
Hang up : ينهي المكالمات الهاتفية
Hold up : يعرقل، يؤخر
Keep up : يستمر بدون توقف
Let up : ينقص، يهبط
Look up : يبحث في الكتب
Make up : يولف، يختلق
Meet up : يرتب لموعد أو اجتماع
Pass up : يخسر الفرصة
Put up : يعطي السكن لأحد
Pick up : يلتقط، يتعلم
Send up : يوقع بأحد و يتأمر عليه
Set up : ينشئ، يؤسس
Show up : يصل
Start up : يشغل آلة أو محركا
Turn up : يرفع الصوت، يظهر فجأة
Write up : بدون تقريرا

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Verbs with ON

Build on : يبني مستقبلا بنجاحه
Bring on : يتسبب في حادثة
Carry on : يتابع، يستمر، يواصل
Come on : أسرع، تقدم، تحسن
Count on : يعتمد
Crack on : يعمل بسرعة
Decide on : يختار
Drag on : يدوم أكثر
Focus on : يركز على شيء
Get on : يكون جيدا مع الآخرين
Go on : يستمر، يتابع
Hang on : ينتظر لوهلة قصيرة
Hold on : يصبر، ينتظر، يتماسك
Keep on : يستمر، يتابع
Look on : يكون شاهدا على حدث
Live on : يرتزق
Pass on : يوصل رسالة لأحد
Pick on : يعتدي على أحد
Put on : يرتدي، يلبس
Sit on : يوقف أو يؤخر شيئا
Take on : يوظف و يشغل الناس
Try on : يجرب شيئا إن كان ملائما
Turn on : يشغل آلة
Work on : يستخدم تأثيره على أحد

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Verbs with OUT

Back out : ينوي العدول عن الفعل
Break out : يهرب، يفر
Bring out : يوضح أمرا
Carry out : ينفذ، ينفذ
Check out : يتفقد، يحقق في أمر
Come out : يتفتح، ينكشف، يبرز
Cut out : يتوقف عن الإزعاج
Drop out : يهدر المدرسة
Fill out : يتمم ورقة أو عملا
Find out : يكتشف، يدرك
Get out : يخرج، يغادر
Hand out : يوزع
Hang out : يقضي الوقت في الراحة
Let out : يطلق سراح أحد
Look/watch out : ينتبه، يحترس
Keep out : يمنع أحدا من الدخول
Kick out : يطرد
Make out : يشاهد بشكل جيد
Move out : يغادر البيت أو المكتب
Pass out : يغمي عليه
Put out : يزعج أحدا
Stand out : يكون متميزا
Start out : يغادر في رحلة
Take out : يصطحب أو يقضي على أحد
Turn out : يتقلب
Work out : يتمرّن و يجتهد بجد

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Verbs with DOWN

Back down : يعدل عن رأيه و قراره
Break down : يتعطل، ينزعج
Bring down : يسقط شيئا، يخفض
Calm down : يهدئ، يبرّئ
Close down : يغلق، يوقف العمل
Come down : يعنف، يعاقب، يوبخ
Die down : يهدئ و يخار قواه
Drive down : يخفض الأسعار
Fall down : يسقط أرضا
Get down : يبتلع، يترجل
Go down : ينقص، ينخفض
Keep down : يبقى منخفضا
Lay down : يضع القوانين أو الخطط
Let down : يخذل، يخيب
Lie down : يستلقي، يستريح
Live down : يتناسى موقفا سيئا
Play down : يقلل من شأن الآخرين
Set down : يضمن شيئا في الكتابة
Stand down : يستقيل
Take down : يسجل الملاحظات
Turn down : يرفض
Wear down : يتخلى عن موقفه
Write down : يكتب، يحرّر نصا

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Verbs with OFF

Break off : يستريح، يكسر شيئا
Bring off : ينجز عملا، يعقد صفقة
Call off : يلغي، يبطل
Carry off : يؤدي و يقوم بشيء
Come off : يتفكّ، ينفكّ
Cut off : يفصل، يبتز
Drop off : يضمحل، ينقص، يترك
Ease off : يتخفّف، يتباطئ
Get off : يغادر، يترجل
Hold off : يمنع، يصد
Keep off : يبتعد، يجنب
Kick off : يبدأ، يباشر
Lay off : يسرح العمال
Live off : يعيش على رزقه
Pay off : يصفي و يسدد دينه
Put off : يؤجل، يؤخر
Set off : يجهز، يفرّج، يبدأ
Show off : يقدم عرضا للناس
Take off : يخلع ملابسه
Turn off : يطفى، يغلق
Wear off : يسن القوانين
Write off : يتقبل الخسارة

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Verbs with DIFFERENT PREPOSITIONS

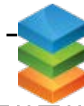
Bring back : يعيد، يسترجع	Break into : يحتاج	Look ahead : يفكر في المستقبل	Fall apart : ينكسر إلى قطع
Think back : يتذكر	Look into : يتحقق، يتأكد	Go ahead : يبدأ، يمضي	Grow apart : يقطع العلاقة
Pay back : يعرض، يعيد	Run into : يلتقي صدفة	Look after : يعتني بأحد	Come across : يجد بالصدفة
Back away : ارتد، تراجع	Allow for : يأخذ بعين الاعتبار	Take after : يشبه	Deal with : يتولى أمر مسألة ما
Pass away : يموت، يتوفى	Apply for : يرسل في طلب شيء	Get over : يتعافى، يهزم	Fall through : يفشل
Run away : يهرب، يفر	Look for : يبحث عن شيء	Think over : يعتبر	Get around : يتجنب

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Verbs with MORE PREPOSITIONS

Get away with : يفر من العقاب	Get round to : يتفرغ لعمل ما	Break out of : يلوذ بالفرار	Brush up on : ينمي معرفته
Get over with : يتغلب على المرض	Look forward to : ينتظر بشوق	Get rid of : يتخلص من أحد	Cut down on : يقلص في العدد
Go through with : يواجه تجارب و محن	Look up to : يكن الإحترام لأحد	Make fun of : يهزأ و يسخر	Look down on : يحتقر، يستصغر
Keep up with : يجري أحدا في مستواه	Live up to : يقوم بشيء متوقع	Run out of : ينفذ، ينتهي، ينفد	Stick up for : يدافع، يحتج
Put up with : يتحمل، يسامح	Boil down to : يلخص شيئا	Take care of : يهتم و يعتني بأحد	Stand up for : يدافع عن حقه

Writing



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Globalization

Globalization refers to increasing global connectivity, integration and interdependence in the economic, social, technological, cultural, political, and ecological spheres. Globalization is an umbrella term and is perhaps best understood as a unitary process inclusive of many sub-processes (such as enhanced economic interdependence, increased cultural influence, rapid advances of information technology, and novel governance and geopolitical challenges) that are increasingly binding people and the biosphere more tightly into one global system. There are several definitions and all usually mention the increasing connectivity of economies and ways of life across the world.

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Working woman

Nowadays it is important for women to work outside the home because of economic reasons. Yet, this idea is still debated by many people who argue that the family, especially small children may be neglected. I believe that every woman has the right to work, but she should carefully consider many problems. Especially, when the she is at work, she may concern and worry about her children. She may wonder if they are safe, and if her absence is hurting them emotionally. After a mother takes into consideration all these problems above, she must decide if a job outside home is worth it. I believe that in spite of all these obstacles, many mothers work and manage a family successfully.

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Young people

Old people are more annoying by far. They are so quick to degrade and stereotype younger people even though every group has had their criminals and bad apples. They are rude and think they can say or do anything to anyone without the other person having any recourse. I have been victimized numerous times by older people and all old people can do is keep degrading us. So I chose Young people because that has a no one can touch me attitude, demo and think they know everything.

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Humor

I think that the best things to relief from stress is to watch some sitcoms or hear something funny like jokes ...person should develop his sense of humor and he should be cool, Comic and optimistic, because some expert of mental health have noted that we can't imagine going through a day without laughter. Humor will make every part of your life better. It will help you trough difficult times and it will help you make the good times even letter, also i twill attract good people and good situations to you.

Brain Drain

One of the most serious issues in the world today is the brain drain phenomenon. Thousands of intellectuals leave their native country in search for a better life. There are many factors that breed this situation. First, the lack of job opportunities is one of them. Moreover, the host country offers better work conditions and ensures a comfortable life for these new comers. This "Capital flight" as many people call it has both positive and negative effects. It not only helps these brainy people to improve their standards of living but it also enables them to contribute to the development of their home country when they come back. One way to prevent this is to offer to these people tempting salaries and opportunities to ameliorate their potentials inside their home country.

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Technology

Advanced technology has transformed our lives completely both physically and morally. Every day people are assaulted by new gadgets on markets. As a result, life is becoming more and more comfortable but complicated as well. Unemployment is spreading because machines are taking man's place. Armed conflicts break out here and there due to free arm trade. More and more refugees abandon their home land in search of peaceful shelter. Technology is something good as long as it serves humanity. However, when it makes a mistake, the price to pay is very high: human lives!

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Citizenship

is membership in a society, community, city or town but now usually a country and carries with it to political participation; a person having such membership is a citizen. Citizenship status often implies some responsibilities and duties. It is largely coterminous with nationality although it is possible to have a nationality without being a citizen legally subject to a state and entitled to its protection without having rights of political participation in it); it is also possible to have political rights without being a national of a state. In most nations, a non-citizen is a non-national and called either a foreigner or an alien Citizenship.

Sustainable Development

Sustainable development is a pattern of resource use that aims to meet human needs while preserving the natural environment so that these needs can be met not only in the present, but in the indefinite future. The term was used by the Brundtland Commission which coined what has become the most often-quoted definition of sustainable development as development that "meets the needs of the present without compromising the ability of future generations to meet their own needs". The field of sustainable development can be conceptually broken into three constituent parts: environmental sustainability, economic sustainability and social - political sustainability.

International Organization

International Organization is a leading peer-reviewed journal that covers the entire field of international affairs. Subject areas include: foreign policies, international relations, international and comparative political economy, security policies, environmental disputes and resolutions, European integration, alliance patterns and war, bargaining and conflict resolution, economic development and adjustment, and international capital movement. Published on behalf of the International Organization Foundation.

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English Grammar

A Short Guide

Graham Tulloch

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FURTHER READING

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This is intended as a basic and simple guide to English grammar. For a more detailed introduction with exercises see J.R. Bernard's excellent book *A Short Guide to Traditional English Grammar* (Sydney: Sydney University Press, 1975) to which I am much indebted. For a longer study read Randolph Quirk and Sidney Greenbaum, *A University Grammar of English* (London: Longman, 1973) and for a very detailed, very complex (and very expensive) treatment of the subject see Randolph Quirk, Sidney Greenbaum, Geoffrey Leech and Jan Svartik, *A Comprehensive Grammar of the English Language* (London: Longman, 1985).

PARTS OF A WORD

A word can be divided into its STEM (the basic part of the word containing its meaning) and its INFLECTIONS (the endings added to indicate such things as that a noun is PLURAL or a verb is in the past tense).

Examples:	Stem:	dog walk
	Inflections:	s in dogs ed in walked

PARTS OF A SENTENCE

SUBJECT

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The subject is the person, thing or topic which the sentence deals with. To discover the subject, ask **who** or **what** before the verb, e.g. in the sentence **The house stands on the hill**, *what* stands on the hill? Answer: **the house**.

Examples:	The house stands on the hill. It overlooks the plain.
-----------	--

PREDICATE

The predicate is all of the sentence except the subject.

Examples:	The house stands on the hill . It overlooks the plain .
-----------	--

OBJECT

The object is the person, thing or topic upon which the subject carries out the action of the verb. To discover the object, ask **who** or **what** after the verb, e.g. the house overlooks *what*? Answer: the plain.

Examples:	The house overlooks the plain . I see him clearly. He watches himself carefully.
-----------	---

In some cases a whole clause can act as object.

Example:	He said that the Green Knight was really orange .
----------	--

Sometimes we apparently have two objects. Where one of these can alternatively be expressed by placing **to** before it, it is called the **indirect object**. For example, instead of **He gave me the book** we can say **He gave the book to me**. Here **the book** is the direct object and **me** the indirect object .

COMPLEMENT

After the verb **to be** there is no object since the noun which follows refers to the same thing as that which precedes the verb (the subject). The noun following the verb **to be** is called the complement.

Examples: I am **a man**.
 This is **the question**.

CLAUSE

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There are two kinds of clauses: **principal** (or main) clauses, and **subordinate** (or dependent) clauses.

Principal Clauses

A group of words which includes a subject and a finite verb and makes a complete statement.

Examples: I am **a man**.
 The house stands on the hill.
 When I come home, I will let the cat in.

The following are **not** principal clauses because they do not make a complete statement which can stand by itself:

Which is a problem
That the house is standing on the hill
When I come home
The house which stands on the hill

Subordinate Clause

A group of words which includes a finite or non-finite verb but does not make a statement which stands by itself.

Examples: As soon as the Green Knight entered the room all were astounded.
 He said that the Green Knight was really orange.
 The house, which stands on the hill, is empty.

Subordinate clauses can be classified according to their function:

Adverbial Clause

Example: As soon as the Green Knight entered the room, all were astounded.

In this sentence the clause fulfills the same function as an adverb such as **immediately** in the sentence **immediately all were astounded**.

Noun Clause

Example: He said **that the Green Knight was really orange**.

The clause fulfills the same function as a noun such as **the words** in **He said the words**.

Relative Clause

Example: The house, **which stands on the hill**, is empty.

Relative clauses are adjectival in nature. The clause fulfills the same role as an adjective such as **high-placed** in the sentence **The high-placed house is empty**.

Clauses can also be classified by whether they contain a finite verb.

Finite Clause

A finite clause contains a finite verb and, usually, a subject. It can be a principal clause or a subordinate clause.

Examples: **They say nice things about you**. (principal clause)
When they say nice things about you they are not lying. (subordinate clause)

Non-Finite Clause

A non-finite clause contains a non-finite verb but does not contain a finite verb and cannot stand alone. A non-finite clause cannot be a principal clause. Non-finite verbs include participles and infinitives .

Examples: **Singing and dancing**, he moved slowly up the aisle.
He gave me an invitation **to bring you to the party**.
Having eaten all the cakes, he began to consume the biscuits.
Filled with joy, he left the room.

PHRASE

A phrase is group of words **without** a verb.

Examples: It is **on the hill**.
He went **over the sea**.

PARTS OF SPEECH

Examples:

house	noun
The house	article + noun
The house stands	article + noun + verb
The house stands firmly	article + noun + verb + adverb

The house stands firmly on the hill	article + noun + verb + adverb preposition + article + noun
The empty house stands on the hill	article + adjective + verb + adverb + preposition + article + noun
It stands on the hill	pronoun + verb + preposition + article + noun
Since it stands on the hill it overlooks the plain	conjunction + pronoun + verb + preposition + article + noun + pronoun + verb + article + noun

NOUN

Nouns can be thought of as 'names'; they denote things, people, abstract ideas.

Examples: The **house** is old.
A **king** was here.
Virtue is its own reward.
Accidents will happen.

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ARTICLE

The articles are: **the, a, an**. **The** is called the **definite article**; **a** (and **an**) is called the **indefinite article**.

VERB

A verb is a "doing word". It expresses the carrying out of an action. With an active verb this action is carried out by the subject.

Examples: It **stands**.
I **am**.
He **adjudicates** between the parties concerned.
Alfred **burnt** the cakes.

With a passive verb the action is carried out upon the subject:

Examples: The cakes **were burnt** by Alfred.
The Bible **is read** in many languages.

Verbs have various qualities:

Tense

This is the feature of the verb indicating when the action took place

Examples:	Present tense:	It stands
	Past Tense:	It stood
	Future Tense:	It will stand

Aspect

This is the feature of the verb which indicates whether the action is was or will be a completed one or a continuous one. If the verb is unmarked as to whether it is completed, 'perfect' or continuous, 'progressive', it is called **simple**. Hence we can draw up the following scheme:

Simple Present:	It stands
Simple Past:	It stood
Simple Future:	It will stand
Present Perfect:	It has stood
Past Perfect:	It had stood
Future Perfect:	It will have stood
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Present Progressive:	It is standing
Past Progressive:	It was standing
Future Progressive:	It will be standing

The present perfect is often know simply as the **perfect** and the past perfect is sometimes called the **pluperfect** .

Voice

In English we have the active and the passive voice. In the active voice the subject carries out the action of the verb; in the passive the action of the verb is carried out upon the subject.

Examples:	Active:	I place
	Passive:	I am placed

A full complement of passive verbs exists in English. The passive is formed with the appropriate tense of the verb **to be** and the past participle.

Examples:	Present Progressive Passive:	I am being placed
	Past Perfect Passive:	I had been placed
	Future Perfect Passive:	I will be placed

Mood

There are three moods in English.

1. Indicative:

The **indicative** mood is the normal one in present-day English (PE):

Example: I was going to the pictures

2. Subjunctive:

The subjunctive mood is much rarer in PE; it expresses a hypothetical action.

Examples: If I were going to the pictures.
I wish I were going to the pictures.

3. Imperative:

The **imperative** mood expresses an order.

Example: Go to the pictures.

Finite and Non-Finite Verbs

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Verbs are either **finite** or **non-finite**. Non-finite verbs do not include any indication of tense. One kind of non-finite verb is the **infinitive**. The infinitive is the basic form of the verb. It is often combined with **to** as in **I am going to stand here**. However the infinitive is not always preceded by **to**: in the sentence **I will stand** the infinitive is **stand**. Combined with **will** the infinitive **stand** makes the finite (future tense) verb **will stand**. Other non-finite parts of the verb are the participles. The present participle is the form of the verb used in constructions like:

I am **going**.
He is **combing** his hair.
They are **developing** rapidly.

The same form of the verb can also be used as a noun (in which case it is called a **gerund** or **verbal noun**):

Examples: Developing is not easy.
Walking is pleasant in the summer.

or as an adjective (in which case it is called a **gerundive** or **verbal adjective**):

Examples: The third world is made up of the **developing** countries.
She is a **growing** child.

The **past participle** is used in constructions like:

I have **walked**.
She has **grown**.
It has **developed** into a major argument.

This form is often the same in PE as the past tense (cf. I walked) but not always (cf. I grew). This also appears as an adjective:

A **grown** man

ADVERB

An adverb modifies a verb; it indicates how the action of a verb is carried out.

Examples: The house stands **firmly**.
 She speaks **well**.
 He dresses **beautifully**.

It can also modify an adjective or another adverb.

 The house is **very** firm.
 She answered **most** considerately. www.doros-bac.com

PREPOSITION

A preposition connects a noun (with or without an article) or a pronoun to some other word. Prepositions are the "little words of English".

Examples: It stands **on** hills.
 The swagman jumped **into** the billabong.
 England is **over** the sea.
 She told the good news **to** him.

ADJECTIVE

An adjective qualifies a noun; it describes the attributes of a noun.

Examples: The house stands on the **high** hill.
 Precious purple prose provokes **profound** professors.

PRONOUN

Pronouns take the place of nouns.

Examples: **It** stands on the hill.
 I see **myself**.
 The house **which** stands on the hill overlooks the plain.
 That stands on the hill.
 What stands on the hill?

There are a number of different kinds of pronouns:

Personal Pronouns

These are divided into "persons" as follows:

	Singular	Plural
First person	I	we
Second person	you (thou)	you
Third person	he, she, it	they

The personal pronouns also include the **reflexive** and **emphatic** pronouns. These are the same in form but different in function. They are **myself, himself, themselves** etc.

Examples:	Reflexive:	I see myself . People help themselves .
	Emphatic:	I think myself that it is wrong. They themselves want to stay on.

Relative Pronouns

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The relative pronouns are as follows:

	People	Things
Subject	who, that	which, that
Object	whom, that	which, that
Possessive	whose	whose

These are used in relative clauses such as:

Examples:	This is the man who saw me. This is the man whom I saw. This is the man whose house I saw. This is the man that I saw. This is the house that Jack built.
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Demonstrative Pronouns

These are:	This these That those
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Examples:	This is the house. That is the question.
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They are also used as demonstrative adjectives:

Examples:	This man is green. That house is red.
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Interrogative Pronouns

These are used in questions:

	People	Things
Subject	who	what, which

Object	whom, who	what, which
Possessive	whose	

Examples: **Who(m)** did you see?
Who is that man?
Which is the right way?
Who(m) did you speak to?

What and **which** can be also used as interrogative adjectives in which case they can be applied to people.

Examples: **Which** house stands on the hill?
Which Prime Minister was drowned?
What sweet do you recommend?

CONJUNCTIONS

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Some conjunctions are **coordinating** (i.e. joining elements of the same kind) like **and** or **but**.

Examples: It stands on the hill **and** overlooks the plain.
I say this **but** she says that.

Other conjunctions are **subordinating** (i.e. joining a subordinate clause to a main clause) like **when** **because**, **since**, **as**.

Examples: **Since** it stands on the hill it overlooks the plain.
Although I say this she says that.
When Gawain saw the Green Knight he did not show that he was afraid.