

Grammar Revision Guide



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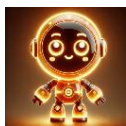
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المزيد من مادة
لغة انجليزية:

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التواصل الاجتماعي بحسب الصف الثاني عشر المتقدم



صفحة المناهج
الإماراتية على
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المزيد من الملفات بحسب الصف الثاني عشر المتقدم والمادة لغة انجليزية في الفصل الثالث

القراءة جزء لحل للطلبة نصائح Advanced Reading Tips

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Mastering Reported Speech

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Writing Essay: Habits of Happiness and Wellness Trends

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GRADE 12 ADVANCED / 12 ELITE – GRAMMAR REVISION GUIDE

by Mrs Heba Omran

FOR STAGE 9 – B2.2 | END OF TERM 3 EXAM

Part 2 Grammar – Detailed Explanation with Examples & Exam Tricks

1. MODALS IN THE PASSIVE	2. FUTURE PERFECT CONTINUOUS	3. REPORTED SPEECH	4. DEFINING RELATIVE CLAUSES	5. MODALS OF POSSIBILITY	6. COMPARATIVES
modal + be + V ₃ The report <u>must</u> be sent Key clue words: The report phrases EXAM TRICKS	will have been + V-ing The report <u>must</u> have year. - by next year - for years EXAM TRICKS	modal + V ₃ The report <u>nunt</u> be sent. Key clue words: - That is openo EXAM TRICK	defining relative clauses The report would be ment inerrace <u>rr</u> . defining - relative clauses EXAM TRICKS	modal + of possibility The report must be <u>nust</u> . Key clue words: - For sometimes - that are mone EXAM TRICK	comparatives The comparatvity is much. Key clue words: - coomparathing - twe natives EXAM TRICKS

IMPORTANT NOTE FOR THE STUDENT:
Look at the context, clues, and meaning!

GOOD LUCK!

Grade 12 Advanced / 12 Elite – Grammar Revision Guide

Part 2 Grammar – Detailed Explanation with Examples & Exam Tricks

 For Stage 9 – B2.2 | End of Term 3 Exa

What is Part 2 in the exam?

 In Part 2: Grammar, the student will read **one expository text** of about **180 words** and complete **7 gaps** by choosing the correct answer from **A, B, or C**.

 The grammar topics are:

-  1. Modals in the Passive
-  2. Future Perfect Continuous
-  3. Reported Speech
-  4. Defining Relative Clauses
-  5. Modals of Possibility
-  6. Comparatives



Important Note for the Student

In this part, the student must not only know the grammar rule ❌

She must also know how to choose the correct answer in context ✅

That means she must look at:

- ◆ the grammar clue
 - ◆ the meaning of the sentence
 - ◆ the time reference
 - ◆ the whole sentence before choosing
-



1) MODALS IN THE PASSIVE



A. What is a modal?

A modal is a helping verb like:

✨ can

✨ could

✨ may

✨ might

✨ must

✨ should

✨ will

✨ would

We use modals to express ideas such as:

◆ ability

◆ possibility

◆ advice

◆ obligation

◆ certainty

♥ B. What is the passive voice?

In **active voice**, the subject **does** the action.

 **Example:**

◆ Doctors **prescribe** the medicine.

➡ Doctors do the action.

In **passive voice**, the subject **receives** the action.

 **Example:**

◆ The medicine **is prescribed** by doctors.

➡ The medicine receives the action.

♥ **C. Modal Passive Structure**

✨ **modal + be + past participle**
(V3)

Examples:

- ♥ The report **can be sent** online.
 - ♥ The medicine **must be taken** after meals.
 - ♥ The rules **should be followed** carefully.
 - ♥ The disease **may be treated** successfully.
-

♥ D. When do we use modal passive?

We use it when:

- ◆ the subject **does not do the action**
 - ◆ the subject **receives the action**
 - ◆ we want formal / academic / scientific style
 - ◆ the doer is unknown or unimportant
-

💚 E. Compare Active and Passive

🟠 Active:

People **must follow** the rules.

🟡 Passive:

The rules **must be followed**.

➡ In the passive sentence, the focus is on **the rules**, not on **people**.

💚 F. Negative form

✨ modal + not + be + V3

Examples: ♦ The medicine **should not be taken** without a doctor's advice.

♦ The problem **cannot be ignored**.

◆ The data **must not** be shared.

♥ G. Common mistakes 🚫

✗ The report **must sent** today.

✓ The report **must be sent** today.

✗ The medicine **can be taking** after lunch.

✓ The medicine **can be taken** after lunch.

✗ The problem **should solve** quickly.

✓ The problem **should be solved** quickly.

♥ H. Exam Trick 🎯

If the sentence has:

◆ a **modal** (can / may / must / should...)

and

◆ the subject **receives** the action

➡ choose:

✨ ✨ **modal + be + V3**

♥ I. Exam-style examples

1 The vaccine _____ at a low temperature.

A) must keep

B) must be kept

C) must kept

✓ **Answer: B) must be kept**

2 The instructions _____ carefully.

A) should read

B) should be read

C) should reading

✅ Answer: B) should be read

🟢 2) FUTURE PERFECT CONTINUOUS

💛 A. Form

✨ will have been + verb-ing

Examples:

💙 By next month, she **will have been studying** for three years.

💙 At 8 p.m., they **will have been travelling** for ten hours.

💙 By 2030, scientists **will have been researching** this disease for many years.

💛 B. Main use

We use the **Future Perfect Continuous** to talk about:

🌟 **an action that will continue up to a point in the future**

It focuses on:

- ◆ **duration**
- ◆ **continuity**
- ◆ **how long something will have been happening**

💛 C. Key clue words

This tense often appears with:

- 🟡 by next year
- 🟡 by the end of the month
- 🟡 by 2030
- 🟡 for two years
- 🟡 for several hours
- 🟡 by the time

💛 D. Example explained

Sentence:

By next June, she **will have been working** here

for five years.

Meaning:

➡ Next June is the future point

➡ The action starts before that time and continues until then

➡ The focus is on **how long** she has been working

💛 E. Future Perfect vs Future Perfect Continuous

🟠 Future Perfect

✨ ✨ **will have + V3**

Example: 💙 By 6 p.m., she **will have finished** her

homework.

➡ Focus = **completion**

🟪 **Future Perfect Continuous**

✨ **will have been + V-ing**

Example: 💙 By 6 p.m., she **will have been studying** for three hours.

➡ Focus = **duration / activity**

💛 **F. Common mistakes** 🚫

❌ By next year, she **will have studying** for three years.

✅ By next year, she **will have been studying** for

three years.

✗ They **will have been study** for hours.

✓ They **will have been studying** for hours.

💛 G. Important nuance ✨

We usually do not use Future Perfect Continuous with **stative verbs** like:

- ◆ know
- ◆ like
- ◆ love
- ◆ understand
- ◆ believe

Example:

✗ By next year, I **will have been knowing** him for ten years.

✓ By next year, I **will have known** him for ten

years.

💛 H. Exam Trick 🎯

If you see:

◆ by + future time

and

◆ for + duration

➡ think immediately of:

✨ ✨ ✨ will have been + V-ing

💛 I. Exam-style examples

1 By next summer, she _____ English for six

years.

A) will study

B) will have studied

C) will have been studying

✓ Answer: C) will have been studying

2 By 2030, scientists _____ this issue for decades.

A) will have been studying

B) will study

C) studied

✓ Answer: A) will have been studying

3) REPORTED SPEECH

A. What is reported speech?

Reported speech means **telling someone what another person said** without using the exact words.

 **Direct Speech:**

She said, "I am tired."

 **Reported Speech:**

She said **that she was tired.**

B. Say vs Tell

 **say**

Structure:

say + (that) + sentence

Example: 💙 He said **that** he was tired.

 **tell**

Structure:

tell + object + (that) + sentence

Example: 💚 He told **me** that he was tired.

🚫 We **cannot** say: ❌ He told that he was tired.

✅ Correct: He told **me** that he was tired.

💙 **C. Tense changes in reported speech**

If the reporting verb is in the past (**said / told /**

asked), the tense usually goes one step back.

1 Present Simple → Past Simple

"I work hard."

→ He said that he **worked** hard.

2 Present Continuous → Past Continuous

"I am studying."

→ She said that she **was studying**.

3 Present Perfect → Past Perfect

"I have finished."

➡ He said that he **had finished**.

4 Past Simple ➡ Past Perfect

"I went home."

➡ She said that she **had gone** home.

5 will ➡ would

"I will help you."

➡ He said that he **would help** me.

6 can → could

"I can swim."

→ She said that she **could** swim.

7 may → might

"I may be late."

→ He said that he **might** be late.

D. Pronoun changes

The pronouns often change depending on the speaker.

Example:

Sara said, “I love my school.”

➡ Sara said that **she** loved **her** school.

 E. Time expression changes

Direct Speech	Reported Speech
now	then
today	that day
tomorrow	the next day
yesterday	the day before
here	there
next year	the following year

Example:

"I will call you tomorrow," she said.

➡ She said that she would call me **the next day**.

F. Reported Questions

1 Yes / No questions

Use **if** or **whether**

"Are you ready?"

➡ She asked **if I was ready**.

2 Wh- questions

Keep the question word.

“Where do you live?”

➡ He asked **where** I lived.

“What are you doing?”

➡ She asked **what** I was doing.

🚫 Don't use question order in reported speech:

❌ He asked where did I live.

✅ He asked where I lived.

💙 G. Reported commands / requests

“Close the door.”

➡ He told me **to close** the door.

“Don't be late.”

➡ She warned me **not to be** late.

💙 H. Common mistakes 🚫

❌ He said that he **is** tired.

✅ He said that he **was** tired.

❌ She told that she was busy.

✅ She told **me** that she was busy.

❌ He asked where **did** I live.

✅ He asked where I **lived**.

💙 I. Exam Trick 🎯

If you see words like:

● said

● told

● asked

● explained

● admitted

➡ check for:

- ✓ tense change
 - ✓ pronoun change
 - ✓ word order
 - ✓ object after **told**
-

♥ J. Exam-style examples

1 The doctor said that the patient _____ better.

- A) feels
- B) felt
- C) feeling

✓ **Answer: B) felt**

2 My mother told me that she _____ me after school.

- A) will call
- B) would call

C) calls

✅ Answer: B) would call

🟢 4) DEFINING RELATIVE CLAUSES

💖 A. What is a defining relative clause?

A defining relative clause gives important information about a noun.

It tells us **exactly which person / thing / place** we mean.

Example:

💙 The student **who won the prize** is my cousin.
The words **who won the prize** tell us **which student**.

💖 B. Relative words used in defining clauses

👤 For people:

💙 who / that

📦 For things:

💚 which / that

📌 For places:

💛 where



For time:



when



C. Examples



Person:

The teacher **who helped me** was very kind.



Thing:

The phone **that I bought** is expensive.



Place:

This is the school **where I studied**.



Time:

I remember the day **when we met**.

🧡 D. Defining vs Non-defining

Defining clause:

- ◆ gives essential information
- ◆ no commas

Example: 💙 Students **who revise regularly** do better.

Non-defining clause:

- ◆ gives extra information
- ◆ has commas

Example: 💙 My brother, **who lives in Dubai**, is a doctor.

⚠ In the exam, the focus is mainly on **defining relative clauses**.

♥ E. Common mistakes 🚫

✗ The teacher **which** helped me...

✓ The teacher **who / that** helped me...

✗ The doctor **where** treated me...

✓ The doctor **who** treated me...

✗ The day **where** we met...

✓ The day **when** we met...

♥ F. Exam Trick 🎯

Look at the noun **before the gap**:

👤 person → **who / that**

📦 thing → **which / that**

📌 place → **where**

🕒 time → **when**

G. Exam-style examples

1 The scientist _____ discovered the vaccine became famous.

A) where

B) who

C) which

 **Answer: B) who**

2 This is the clinic _____ my mother works.

A) when

B) where

C) who

 **Answer: B) where**

5) MODALS OF POSSIBILITY

A. What are modals of possibility?

They are modal verbs we use when we are **not 100% sure**.

Main ones:

 may

 might

 could

 **must** (*for strong logical conclusion*)

💜 B. Meaning of each one

💜 **may / might / could**

These show **possibility**.

Examples: 💙 She **may** come later.

💙 He **might** be ill.

💙 They **could** need help.

➡ The speaker is **not sure**.

🔴 **must**

This shows a **strong logical conclusion**.

Example: 💙 The streets are wet. It **must have rained**.

➡ I'm almost sure because there is evidence.

💜 C. Present possibility

Structure:

✨ modal + base verb

Examples: 💙 She **may know** the answer.

💙 He **might be** tired.

💙 They **could need** more time.

💙 She **must be** at home.

💜 D. Past possibility

Structure:

✨ may / might / could / must +

have + V3

Examples: 💙 She **may have forgotten** the meeting.

💙 They **might have missed** the bus.

💙 He **could have left** early.

💙 It **must have rained** last night.

💜 E. Common mistakes 🚫

❌ She might **goes** home.

✅ She might **go** home.

❌ He must **to be** tired.

✅ He must **be** tired.

❌ She might **has** forgotten.

✅ She **might have** forgotten.

💜 F. Exam Trick 🎯

Ask:

Is the writer guessing?

➡ use may / might / could

Is the writer almost certain because of evidence?

➡ use must

💜 G. Exam-style examples

1 He has a fever. He _____ have the flu.

A) might

B) should

C) had to

✓ Answer: A) might

2 The roads are wet. It _____ have rained.

A) must

B) can

C) should

✓ Answer: A) must

🟢 6) COMPARATIVES

💖 A. What are comparatives?

Comparatives are used to compare two people, things, ideas, or situations.

Examples:  bigger than

 easier than

 more useful than

 less expensive than

B. Short adjectives

For short adjectives, add **-er + than**

Examples:

◆ tall → **taller than**

◆ fast → **faster than**

◆ small → **smaller than**

Example:  My bag is **heavier than** yours.

💖 C. Long adjectives

For long adjectives, use:

✨ **more + adjective + than**

Examples: 💙 more effective than

💙 more comfortable than

💙 more interesting than

Example: 💙 This method is **more effective than** the old one.

💖 D. Adjectives ending in -y

Change **y** → **i + er**

Examples: 💙 easy → **easier**

💙 happy → **happier**

💙 busy → **busier**

♥ E. Irregular comparatives

Adjective	Comparative
good	better
bad	worse
much / many	more
little	less
far	farther / further

Examples: ♥ This idea is **better than** that one.

♥ His second essay was **worse than** the first.

♥ F. Other comparative structures

◆ less + adjective + than

Example: ♥ This route is **less dangerous than** the other one.

◆ not as ... as

Example: ♥ This book is **not as interesting as** the first one.

◆ much / far / a lot + comparative

Example: ♥ This exam is **much harder than** the last one.

♥ G. Common mistakes ❌

✗ more easier

✓ easier

✗ more better

✓ better

✗ This task is difficult than that one.

✓ This task is **more difficult than** that one.

♥ H. Exam Trick 🎯

If you see the word **than** → think **comparative** immediately.

Ask: ♦ Is the adjective short? → use **-er**

♦ Is it long? → use **more**

♦ Is it irregular? → use **better / worse / less / more**



I. Exam-style examples

1 This online course is _____ than the previous one.

A) useful

B) more useful

C) most useful



Answer: B) more useful

2 My new phone is _____ than my old one.

A) fast

B) faster

C) fastest



Answer: B) faster



How to Solve the Grammar

Part in the Exam

5 Smart Steps for the Student

1 Read the whole sentence first

Do **not** choose quickly.

Read:  before the gap

 after the gap

 sometimes the previous sentence too

2 Find the grammar clue

Look for words like:

 **than** → comparative

♥ said / told / asked → reported speech

♥ by next year / for 5 years → future perfect

continuous

♥ who / where / that → relative clause

♥ must / may / should → modal / modal
passive / possibility

3 Ask about the meaning 🧠

Example:

“The medicine _____ after meals.”

Ask: ♦ Does the medicine do the action? ❌

♦ Or does someone give/take it? ✅

➡ So it needs **passive**.

4 Eliminate wrong answers ❌

Remove any option that has: ❌ wrong tense

❌ wrong word form

❌ missing **be** / **been** / **V3**

❌ wrong meaning

5 Match grammar + meaning together 🧠

Sometimes two options look similar, but only one fits the meaning of the sentence.

🎀 Quick Grammar Tricks for the

Student

💚 If you see than

➡ think comparative

💛 If you see by + future time + for + duration

➡ think Future Perfect Continuous

💙 If you see said / told / asked

➡ think Reported Speech

💜 If the subject receives the action + there is a modal

➡ use modal + be + V3

💛 If there is a noun + missing connector

connector

➡ think relative clause

💖 If the writer is guessing

➡ think may / might / could / must



Mini Mixed Practice

1 The vaccine _____ at a low temperature.

A) must keep

B) must be kept

C) must kept



Answer: B

2 By next year, she _____ here for six years.

- A) will work
- B) will have worked
- C) will have been working

 Answer: C

3 The teacher said that the exam _____ difficult.

- A) is
- B) was
- C) be

 Answer: B

4 The student _____ won the prize is my cousin.

A) where

B) who

C) when

✓ Answer: B

5 He looks pale. He _____ be sick.

A) might

B) must to

C) may to

✓ Answer: A

6 This method is _____ effective than the old one.

- A) more
- B) most
- C) muchest

✅ Answer: A

🌟 Final Advice for the Student

Before the exam, revise these points carefully:

💚 Modal passive → modal + be + V3

💛 Future perfect continuous → will have been + V-ing

💙 **Reported speech** → tense change + pronoun change

🧡 **Relative clauses** → who / that / which / where / when

💜 **Modals of possibility** → may / might / could / must

💖 **Comparatives** → -er / more / less / better / worse

