ملخص قواعد الشامل Top The



تم تحميل هذا الملف من موقع المناهج القطرية	
موقع المناهج ⇦ المناهج القطرية ⇦ الصف الثاني عشر ⇦ لغة انجليزية ⇦ الفصل الأول ⇦ ملخصات وتقارير ⇦ الملف	
تاريخ إضافة الملف على موقع المناهج: 16-11-2026 16:28:35	
المزيد من مادة لغة انجليزية:	ملفات ا كتب للمعلم ا كتب للطالب ا اختبارات الكترونية ا اختبارات ا حلول ا عروض بوربوينت ا أوراق عمل منهج انجليزي ا ملخصات وتقارير ا مذكرات وبنوك ا الامتحان النهائي ا للمدرس
إعداد: Rajab Ahmed	

التواصل الاجتماعي بحسب الصف الثاني عشر					
صفحة المناهج القطرية على فيسبوك					
المواد على تلغرام	التربية الاسلامية	اللغة العربية	اللغة الانجليزية	الرياضيات	

المزيد من الملفات بحسب الصف الثاني عشر والمادة لغة انجليزية في الفصل الأول	
1	ملخص قواعد الشامل Top The
2	تكوين الكلمات وحروف الجر وزمن المضارع التام – الوحدة الثانية
3	بنك أسئلة إختبارات وزارية سابقة في لجميع الوحدات
4	شرح وتلخيص قواعد
5	مراجعة الوحدات 1 و 2 و 3 للغة الإنجليزية - أسئلة

تحميل تطبيق المناهج للهواتف الذكية	
تطبيق المناهج على Store App (آبل)	تطبيق المناهج على Play Google (أندرويد)

The Top
in English

Grade 12 – First Term

Grammar Summary

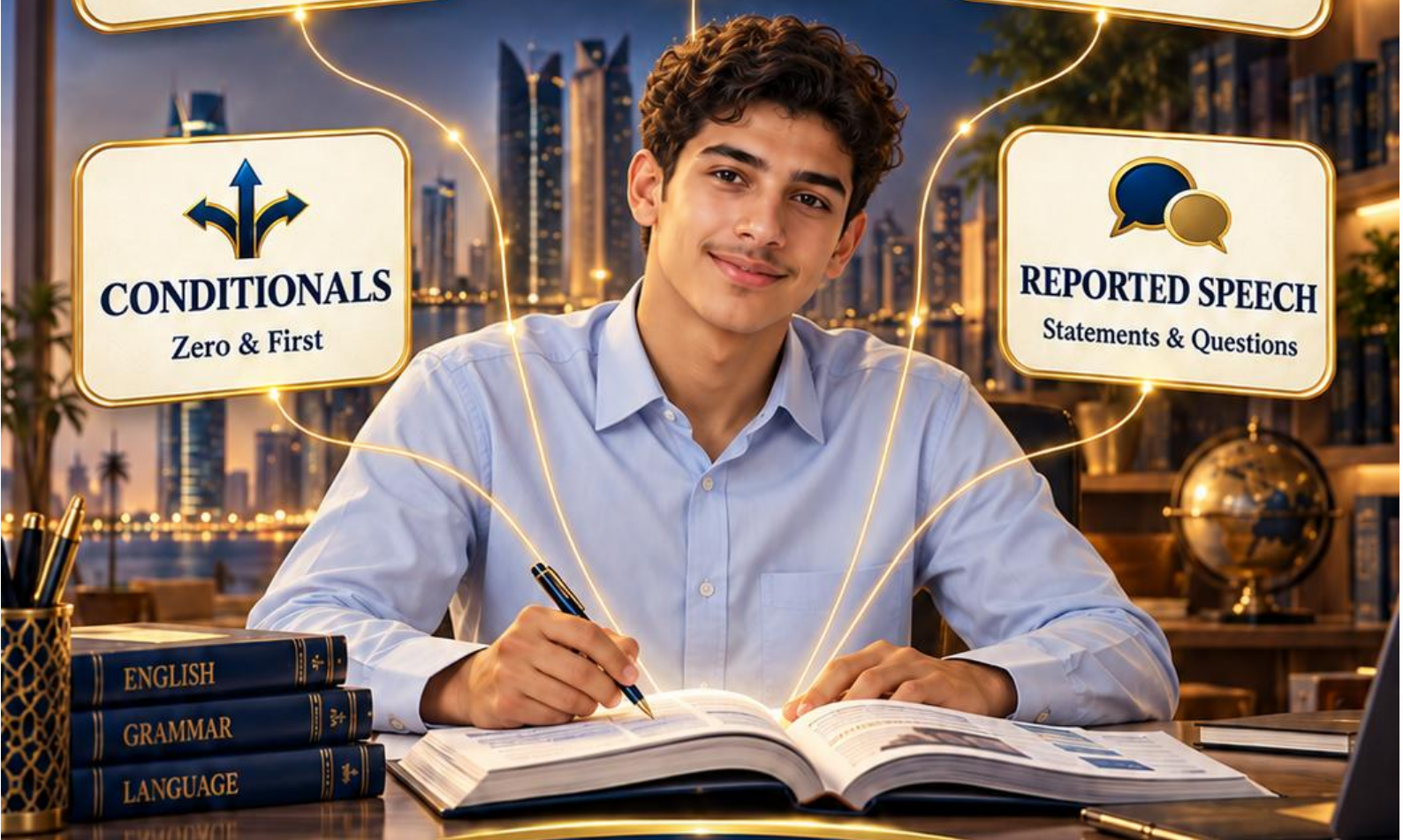
PRESENT
Simple • Progressive
Perfect • Perfect Progressive

PAST
Simple • Progressive

FUTURE
Simple • Progressive
Perfect • Perfect Progressive

CONDITIONALS
Zero & First

REPORTED SPEECH
Statements & Questions



Mr. Ahmed Rajab
30444830

Present Simple Vs Present Progressive

Present Simple | المضارع البسيط

FORM | الصيغة

I / You / We / They	الفعل
He / She / It	الفعل + s/es

1 الروتين اليومي والعادات



Mike usually drives to work.

2 حالات دائمة



She lives in a big house.

3 المواعيد المجدولة (شيء مستقبلي)



The meeting starts at 9 o'clock.

4 الحقائق العلمية والقواعد الثابتة



100°C

Water boils at 100° C.

5 التعليق (على الأحداث الرياضية)



Messi passes the ball to Suarez.

6 سرد أحداث قصة / كتاب / فيلم



In chapter 5, the scientist cures the disease.

7 العبارات التي بها شعور قوي كالمفاجأة أو الانزعاج أو التحسر، وخضوضا مع كلمات مثل



Here / There / Off.

Oh, no! There goes my train.

SIGNAL WORDS | الكلمات الدالة

always / often / usually / sometimes / daily / every (day / week / month ...) / on Mondays... / regularly / once / twice (a week / a day) seldom / rarely / never

Present Progressive المضارع المستمر

FORM | الصيغة

I	am + الفعل + ing
He / She / It	is + الفعل + ing
You / We / They	are + الفعل + ing

1 فعل يحدث الآن وما زال مستمراً



Mary is writing a letter of application now.

2 المواقف المؤقتة



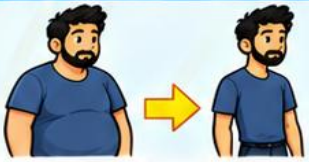
She's staying with her aunt these days.

3 ترتيبات مستقبلية (فعل تم التجهيز له مسبقاً)



We are getting a pay rise next month.

4 المواقف التي في حالة تغيير مستمر



He is getting thinner and thinner.

5 للتعبير عن الضيق أو الانتقاد لفعل متكرر، وتستخدم مع الكلمات (always, constantly, continually)



She is always telling lies.

SIGNAL WORDS | الكلمات الدالة

now / at the moment / these days/ nowadays / at present / look! / listen! this week / year ...

STATIVE VERBS
أفعال الحالة

أفعال تصف حالة تدوم لفترة من الزمن، ولا تصف حركة أو نشاطا.
لا تُستخدم عادة في الأزمنة المستمرة عندما تعبّر عن حالة، وتُستخدم في الأزمنة البسيطة حتى مع وجود كلمات تدل على الاستمرار.

أفعال الحالات الدائمة
be • cost • exist • weigh • consist of

أفعال الملكية
have • own • belong • possess

أفعال المعرفة والإدراك والاعتقاد
know • agree • find • think • believe • understand • remember • forget • hope • mean • imagine • appear • seem • notice

أفعال المشاعر والتفضيلات
like • love • hate • dislike • want • need • prefer • mind • admire • wish • fear

أفعال الحواس
see • feel • hear • smell • taste

Some verbs can be both stative and action verbs. | بعض الأفعال قد تعبّر عن حالة أو عن فعل حسب المعنى والسياق

think

يظن / يعتقد حالة (stative)
1. Dana thinks that travelling is a great way to learn new things.
2. I think he is the best player.

يفكر فعل حركة (action)
1. I am thinking about taking a vacation.
2. She is thinking of a way to solve the problem.

have / has

يمتلك / لديه حالة (stative)
1. I have a big house.
2. She has two brothers.

يتناول / يأخذ / يقيم حفلة فعل حركة (action)
1. I am having lunch right now.
2. Salem is having a shower.

see

يرى / يفهم حالة (stative)
1. I see her now; she's just coming along the road.
2. I see what you mean.

يقابل (action)
1. I'm seeing Ali at the mall tomorrow.
2. I'm seeing the doctor next Sunday.

feel

ملمسه / يشعر حالة (stative)
1. The water feels cold.
2. She feels tired after the long trip.

يلمس / يتحسس فعل حركة (action)
1. John is feeling the packet to find out what's inside.
2. Mom is feeling the baby's forehead to check for fever.

taste

مذاقه / طعمه حالة (stative)
1. This soup tastes great.

يتذوق (action)
1. The chef is tasting the soup to see if it needs more salt.

smell

رائحته حالة (stative)
1. The bread smells freshly baked.

يشم (action)
1. She is smelling the milk to check if it's still good.

تذكّر: الأفعال في العمود الأخضر (فعل حالة) لا تُستخدم في الأزمنة المستمرة،
بينما الأفعال في العمود البنفسجي (فعل حركة) تُستخدم في الأزمنة المستمرة.

PRESENT PERFECT VS PRESENT PERFECT CONTINUOUS

مقارنة بين المضارع التام والمضارع التام المستمر

PRESENT PERFECT
المضارع التام

have / has + V3

الإثبات	I / We / You / They + have + V3 He / She / It + has + V3
النفي	I / We / You / They + haven't + V3 He / She / It + hasn't + V3
السؤال	Have + I / we / you / they + V3? Has + he / she / it + V3?

الاستخدامات

1. حالة بدأت في الماضي وما زالت مستمرة حتى الآن، وخاصة مع أفعال .be/have/know


She has known him since childhood.

2. فعل انتهى في الماضي، لكن نتيجته ظاهرة الآن.

I've mopped the floor.
It's still wet.

3. فعل حدث في الماضي، لكن الوقت غير محدد.

I've already sent the email.

4. فعل اكتمل منذ فترة وجيزة.

We have just finished our meal.

5. مع صفات التفضيل وكلمات first / second / only.

She is the tallest woman I have ever met.

KEYWORDS / كلمات دالة

just	already	yet	so far	ever
never	lately	recently	before	once / twice
for	since	how long		

تُستخدم for / since / how long مع أفعال الحالة.

PRESENT PERFECT CONTINUOUS
المضارع التام المستمر

have / has + been + V-ing

الإثبات	I / We / You / They + have been + V-ing He / She / It + has been + V-ing
النفي	I / We / You / They + haven't been + V-ing He / She / It + hasn't been + V-ing
السؤال	Have + I / we / you / they + been + V-ing? Has + he / she / it + been + V-ing?

الاستخدامات

1. فعل بدأ في الماضي وما زال مستمرًا حتى الآن مع التركيز على المدة.

Jomana has been learning English all day.

2. فعل استمر فترة في الماضي، ونتيجته ظاهرة الآن.

It has been raining, so the pavement is wet.

3. لإظهار الانزعاج من فعل حدث مؤخرًا.

Who has been wearing my jacket?

KEYWORDS / كلمات دالة

for	since	how long
all day / morning / week		
the whole day / morning / week		
for + مدة زمنية + now		
for + مدة زمنية + so far		

MAIN DIFFERENCE / الفرق الأساسي

يركز المضارع التام المستمر على مدة الفعل واستمراره، أو نتيجة هذا الاستمرار الآن.	يركز المضارع التام على اكتمال الفعل، أو نتيجته الآن، أو عدد المرات، أو الخبرة الحياتية.

قد تُستخدم بعض الأفعال في الزمنين دون تغير كبير في المعنى:
work • live • learn • teach

PAST SIMPLE vs PAST CONTINUOUS

مفارنة بين الماضي البسيط والماضي المستمر

PAST SIMPLE الماضي البسيط

مثبت
Subject + V2 / V-ed
worked / went

النفي
Subject + did not (didn't) + V1
didn't work / didn't go

USES – استخدامات الماضي البسيط

1 حدث مكتمل في الماضي
حدث انتهي، والوقت غالبًا مذكور أو مفهوم.
We went to the museum yesterday.



2 أحداث مكتملة حدثت واحدًا تلو الأخر
لسرد سلسلة أحداث متتابعة.
Dad got up early, made coffee and then left for work.



3 عادات أو أفعال متكررة في الماضي
غالبًا مع كلمات التكرار.
When I was 9, I always went jogging in the park.



4 حالات دائمة في الماضي
وضع ثابت لفترة في الماضي.
- We lived in a house with a big garden in the past.
- My family had a farm with lots of animals when I was young.



PAST CONTINUOUS الماضي المستمر

مثبت
I / He / She / It + was + V-ing
We / You / They + were + V-ing

النفي
Subject + was not (wasn't) / were not (weren't) + V-ing

USES – استخدامات الماضي المستمر

1 حدث كان مستمرًا في وقت محدد في الماضي
Abdullah was having dinner at 9 last night.



2 فعلان كانا مستمرين في الوقت نفسه
While / As + was / were + V-ing, was / were + V-ing.
While Mom was cooking, we were watching TV.



3 حدث مستمر في الماضي قطعه حدث أخر

A. While / As + was / were + V-ing, V2
As we were playing, we heard a loud noise.



B. When + V2, was / were + V-ing
When Dad arrived, Mom was cooking.



4 أفعال متكررة أو مزعجة في الماضي
always / constantly / continually
- My cousins were always fighting when they were young.
- When we were children, he was constantly borrowing my things.



5 التمهيد أو وصف مشهد في قصة
There were a lot of children at the park. Some were playing football; others were riding their bikes.



الأحداث المتتالية

When / As soon as + V2, V2
إذا حدث الفعلان واحدًا تلو الأخر، نستخدم الماضي البسيط فقط.
When the ambulance arrived, they took care of the injured man.



KEY WORDS | الماضي البسيط

ago	منذ
yesterday	أمس
last + week / month / night	الأسبوع / الشهر / الليلة الماضية
when I was young / a child	عندما كنت صغيرًا / طفلاً
once	ذات مرة
in 1998	في عام 1998
in the past	في الماضي

KEY WORDS | الماضي المستمر

While / As	في حينما / بينما
At ..... yesterday	في هذا الوقت ... أمس
This time ..... yesterday / last week	في هذا الوقت أمس / الأسبوع الماضي
Yesterday morning / afternoon / evening	صباح أمس / عصر أمس / مساء أمس

USED TO vs WOULD

للتعبير عن الماضي بطريقتين مختلفتين

USED TO + V1

الإثبات	S + used to + V1
النفي	S + didn't use to + V1
السؤال	Did + S + use to + V1?

WOULD + V1

تُستخدم العادات والأفعال المتكررة فقط

الإثبات	S + would + V1
النفي	S + would not (wouldn't) + V1
السؤال	Would + S + V1?

الفرق الأساسي

USED TO =
تُستخدم مع الحالات والأفعال المتكررة في الماضي.

WOULD =
تُستخدم مع الأفعال المتكررة فقط.
ولا تُستخدم عادةً مع الحالات

1 أفعال متكررة في الماضي



- I used to go jogging every morning, but I don't anymore.
- My father used to drive to work, but now he walks.

2 حالات في الماضي



- I used to have curly hair when I was younger.
- My grandfather used to be very good at tennis.

3 أفعال متكررة مع سياق ماضي واضح



- When I was a child, I would ride my bike to school.
- Every summer, we would visit our grandparents.

كيفية حل السؤال المقالي

١- نبدأ بالفاعل.
٢- ثم نتبعه بكلمة used to أو would المكتوبة بين الأقواس.
٣- ثم نرد الفعل الماضي إلى المصدر.
٤- ثم نكمل الجملة.

FUTURE SIMPLE المستقبل البسيط

WILL + V1

1 Predictions based on what we think للتوقعات دون دليل، وخاصة مع الكلمات الآتية:



Perhaps, probably, believe, think, hope, expect, be sure

- I'm sure he **will pass** the exam.
- Perhaps, it **will be** a cold winter this year.

2 Spontaneous decisions لوصف قرار سريع أو تلقائي آثناء الكلام



- We've run out of bread. **I'll go** and buy some.
- It's hot in here. I **will open** the window.

3 Threats and warnings للتهديدات والتحذير من شيء متوقع



- Stop making noise, or I **will tell** your father.
- Get to the gate on time or else **you'll miss** your flight.

4 Promises, offers and requests للوعود والعروض والطلبات



- **I'll help** you with your project, don't worry!
- I give you my word that I **will visit** you.
- **I'll cook** dinner tonight.
- **Will you help** me hang the washing?

AM / IS / ARE + GOING TO + V1

1 Predictions based on evidence للتنبؤات المبنية على دليل



- It's cloudy; **it's going to** rain.
- The man is driving so fast; he **is going to** crash.

2 Future plans للخطط والنوايا المستقبلية



Planned / intended / decided

- My sister **is going to study** engineering.
- **I am going to be** a doctor when I finish university.

3 Warnings للتحذير من شيء تراه، مع الكلمات:

Watch out! Be careful! Pay attention! Look out!



- Look out! You're going to step in the puddle.
- Watch out! The baby is going to fall.
- Pay attention! You are going to break the vase.

Signal words tomorrow | next month / year / week / Tuesday, etc. | in the future | soon

PRESENT TENSES FOR THE FUTURE

استخدام أزمنة المضارع للتعبير عن المستقبل

PRESENT SIMPLE المضارع البسيط

1 For fixed schedules and timetables

يُستخدم للتعبير عن المواعيد الثابتة في المستقبل.



جداول ومواعيد ثابتة

the lesson / the film / the match / the exam / the flight / the plane / the bus / the train / the course

2 EXAMPLES | أمثلة

- The lesson **starts** at 8.30.
- The train **leaves** at 11 o'clock tomorrow.
- This course **doesn't finish** until 2.30.

3 NOTE | ملاحظة



For future reference, use it for events that follow a fixed schedule.

الموعد محدد وفق جدول ثابت.

PRESENT PROGRESSIVE المضارع المستمر

1 For planned future actions related to personal arrangements

يُعبّر عن الخطط المستقبلية المتعلقة بالترتيبات الشخصية.



الفعل مخطّط ومرتّب

arranged / booked / reserved / bought the tickets

2 EXAMPLES | أمثلة

- He **is flying** to Paris next Sunday; he *has got his tickets.*
- *It's arranged.* I **am going** to the Red Sea this summer.
- **We're eating** at the restaurant this weekend; I *have reserved a table.*



FUTURE TENSES

In progress • Completed • Duration

مقارنة أزمنة المستقبل



FUTURE PROGRESSIVE
المستقبل المستمر

will be + V-ing

لوصف فعل سيكون مستمراً في وقت محدد في المستقبل.



EXAMPLES | أمثلة

1. At 10:00 tomorrow, I will be studying English.
2. This time tomorrow, I will be flying to London.
3. Tomorrow evening, I will be watching the finals.

SIGNALS | الكلمات الدالة

- this time + مستقبل
- at __ o'clock + مستقبل
- all (the whole) day + مستقبل
- Tomorrow (morning / evening ... etc.)
- from ... to ...

FUTURE PERFECT
المستقبل التام

will have + V3

لوصف فعل سيكون قد اكتمل قبل وقت محدد أو فعل آخر في المستقبل.



EXAMPLES | أمثلة

1. By 12:00 tomorrow, I will have studied English.
2. Before you get home tomorrow, I will have prepared dinner.
3. In 6 months, I will have moved to my new house.

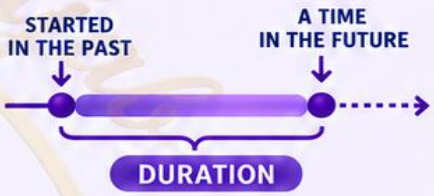
SIGNALS | الكلمات الدالة

- in + مدة
- by + مستقبل
- before + مستقبل
- by then
- by the time + مضارع بسيط

FUTURE PERFECT PROGRESSIVE
المستقبل التام المستمر

will have been + V-ing

لوصف مدة استمرار فعل حتى وقت محدد أو فعل آخر في المستقبل، وقد يستمر بعده.



EXAMPLES | أمثلة

1. By 12:00 tomorrow, I will have been studying English for 3 hours.
2. In a week, I will have been working in Qatar for 10 years.
3. Before Dad comes back home, I will have been studying for 3 hours.

SIGNALS | الكلمات الدالة

- in
- by
- before
- by the time

+ for + مدة زمنية

COMPARATIVE & SUPERLATIVE
المقارنة والتفضيل

	Adjective | الصفة	Comparative | المقارنة	Superlative | التفضيل
صفات قصيرة Short Adjectives	tall	taller than	the tallest
	short	shorter than	the shortest
	nice	nicer than	the nicest
	fine	finer than	the finest
	happy	happier than	the happiest
	easy	easier than	the easiest
	big	bigger than	the biggest
	hot	hotter than	the hottest
صفات طويلة Long Adjectives	interesting	more interesting than	the most interesting
	beautiful	more beautiful than	the most beautiful
	difficult	more difficult than	the most difficult
صفات شاذة Irregular Adjectives	good / well	better than	the best
	bad / ill	worse than	the worst
	much / many	more than	the most
	little	less than	the least
	far	farther / further than	the farthest / the furthest

بعض الصفات المكوّنة من مقطعين تقبل الصيغتين

Adjective | الصفة	Comparative | المقارنة	Superlative | التفضيل
clever	cleverer / more clever	the cleverest / the most clever
common	commoner / more common	the commonest / the most common
narrow	narrower / more narrow	the narrowest / the most narrow
simple	simpler / more simple	the simplest / the most simple

1 التساوي وعدم التساوي
Equality & Inequality

as + adjective + as

not as / so + adjective + as

نستخدم الصفة الأساسية دون تغيير.

- Omar is as patient as Nasser.
- This tablet is not as expensive as that one.
- Doha is not so cold as London.

2 الزيادة أو التفصان التدريجي
Gradual Increase or Decrease

comparative + and + comparative

more and more + adjective / noun

تغيّر تدريجي: أكثر فأكثر.

- The nights are getting longer and longer.
- More and more students are using digital books.

3 كلما ... كلما
The ..., the ...

the + comparative, the + comparative

تغيّر في شيء يرتبط بتغيّر في شيء آخر.

- The more you practise, the more confident you become.

4 المقارنة بين اثنين
Comparision between Two

the + comparative + of the two

عند المقارنة بين اثنين نستخدم صيغة المقارنة مع the.

- Hamad is the taller of the two brothers.

5 تأكيد صيغة التفضيل
Emphasising the Superlative

by far + the + superlative

بفارق كبير؛ وتأتي قبل صيغة التفضيل.

- Mariam is by far the most creative student in the class.

6 واحد من الأكثر...
One of the Most ...

one of + the + superlative + plural noun

يأتي الاسم بعد صيغة التفضيل جمعًا.

- This is one of the most useful apps I have ever used.

CONDITIONALS
جمل الشرط

1 ZERO CONDITIONAL الحالة الصفرية

حقيقة عامة أو نتيجة علمية

If / When + Present Simple, Present Simple

V1 / V1-s/es • don't / doesn't + V1

1. If you heat water, it boils. 
2. When ice gets warm, it turns into water. 
3. If you don't water plants, they die. 

2 FIRST CONDITIONAL الحالة الأولى

فعل محتمل الحدوث في المستقبل

A FUTURE RESULT نتيجة مستقبلية محتملة

If + Present Simple, will / (won't) / can / may / might + V1

Unless = if ... not — عند إعادة الصياغة: تجنَّب إضافة not.

4. If you study hard, you will get full marks. 
5. Unless you study hard, you won't pass the exam. 
6. If we don't play well, we may not win. 

B OBLIGATION OR ADVICE إلزام أو نصيحة

If + Present Simple, must / should + V1

7. If you want a pet, you must promise to take care of it. 
8. If you need to borrow my car, you should bring it back tomorrow. 

C IMPERATIVE صيغة الأمر

If + Present Simple, فعل أمر (V1)

9. If you see Ali, tell him about the trip. 
10. If you go to the supermarket, buy some milk. 

EXPRESSIONS USED IN CONDITIONALS

تَعبيرات تُستخدم في الجمل الشرطية

بدائل وتعبيرات مرتبطة بـ If

UNLESS — Unless = if ... not — إذا لم / لو لم

1 **If you don't** book a ticket in advance, you won't find any.



→ **Unless** you book a ticket in advance, you won't find any.

2 You **must** book the tickets in advance, **otherwise** you won't find any.



→ **Unless** you book the tickets in advance, you won't find any.

3 Book the tickets in advance, **otherwise** you won't find any.



→ **Unless** you book the tickets in advance, you won't find any.

4 There's no way we can make a fire **without** logs.



→ There's no way we can make a fire **unless** we have logs.

IF — Alternative with If — إذا

5 You **must** book the tickets in advance, **otherwise** you won't find any.



→ **If you don't** book the tickets in advance, you won't find any.

6 The heater starts working automatically **when** the temperature drops.



→ **If** the temperature drops, the heater starts working automatically.

CONDITIONS — As long as طالما — On condition (that) بشرط أن — Provided / Providing (that) بشرط أن / شريطة أن — شروط

7 We will get a discount on the cruise, **if** we pay in cash.



→ We will get a discount on the cruise, **as long as** we pay in cash.

8 I'll lend you my sleeping bag, **but** you **must** give it back next week.



→ I'll lend you my sleeping bag, **on condition** you give it back next week.

SUPPOSE / SUPPOSING — افترض / تخيّل

9 What will we do **if** it rains when we're up in the mountains?



→ **Supposing** it rains when we're up in the mountains, what will we do?

IN CASE — في حالة / تحسّبًا لأن

10 There's a possibility that the hotel has tennis courts, **so** I'll bring my racket.



→ I'll bring my racket **in case** the hotel has tennis courts.

REPORTED SPEECH

أولاً: الجملة الخبرية

1. كلمة (said) تبقى (said)، ولكن كلمة (said to) تتحول إلى (told).
2. تتحول الضمائر في الجملة حسب المتكلم والمخاطب.
3. يتحول زمن الجملة من المضارع إلى الماضي، ومن الماضي إلى الماضي التام.

TENSE BACKSHIFT
تغيير زمن الجملة

am / is	→	was	can	→	could
are	→	were	may	→	might
do / does	→	did	must	→	had to
has / have	→	had	play	→	played
will	→	would	played	→	had played

تحويلات ضمير المتكلم في موقع الفاعل - المفعول - الملكية

1 SUBJECT PRONOUNS
ضمائر الفاعل

I	→	he / she
We	→	they

1. Hamad said, "I work in a bank."
   Hamad said that he worked in a bank.
2. Reem said, "I can drive a car."
   Reem said that she could drive a car.
3. The boys said to me, "We are going to visit Petra."
   The boys told me that they were going to visit Petra.

2 OBJECT PRONOUNS
ضمائر المفعول به

me	→	him / her
us	→	them

1. Sultan said to us, "The man took me to hospital."
   Sultan told us that the man had taken him to hospital.
2. Manal said, "The teacher has asked me some questions."
   Manal said that the teacher had asked her some questions.
3. The girls said, "The doctor will visit us."
   The girls said that the doctor would visit them.

3 POSSESSIVE ADJECTIVES
صفات الملكية

my	→	his / her
our	→	their

1. Hassan said to me, "My book has been stolen."
   Hassan told me that his book had been stolen.
2. Mona said, "The teacher was impressed by my essay."
   Mona said that the teacher had been impressed by her essay.
3. The workers said, "Our manager is very tough."
   The workers said that their manager was very tough.

REPORTED SPEECH

تحويلات ضمير المخاطب في موقع الفاعل - المفعول - الملكية

1 YOU IN THE SUBJECT POSITION
ضمير المخاطب في موقع الفاعل

SUBJECT PRONOUNS
ضمائر الفاعل

you ➡ he / she / they / I

1	Huda said to Ahmad, "You are clever."	➡	Huda told Ahmad that he was clever.
2	Bassel said to Rana, "You have done well."	➡	Bassel told Rana that she had done well.
3	The teacher said to the students, "You need to study harder."	➡	The teacher told the students that they needed to study harder.
4	My father said to me, "You can pass the exam."	➡	My father told me that I could pass the exam.

2 YOU IN THE OBJECT POSITION
ضمير المخاطب في موقع المفعول به

OBJECT PRONOUNS
ضمائر المفعول به

you ➡ him / her / them / me

1	Nawal said, "The man is looking for you, Ahmad."	➡	Nawal told Ahmad that the man was looking for him.
2	I said to Fatima, "The children liked you."	➡	I told Fatima that the children had liked her.
3	The teacher said to the students, "I will help you do the exercise."	➡	The teacher told the students that he would help them do the exercise.
4	My mother said to me, "I want you to clean the kitchen."	➡	My mother wanted me to clean the kitchen.

3 POSSESSIVE "YOUR" صفة الملكية للمخاطب

POSSESSIVE ADJECTIVES
صفات الملكية

your ➡ his / her / their / my

1	She said to Hashim, "Your job is interesting."	➡	She told Hashim that his job was interesting.
2	She said to Amira, "I will borrow your camera."	➡	She told Amira that she would borrow her camera.
3	The teacher said to them, "I have seen your papers."	➡	The teacher told the boys that he had seen their papers.
4	My brother said to me, "I will use your computer."	➡	My brother told me that he would use my computer.

4 TIME AND PLACE EXPRESSIONS تعبيرات الزمان والمكان

Direct Speech	Reported Speech
here	there
this	that
these	those
now	then
tonight	that night

Direct Speech	Reported Speech
last year	the year before
next month	the following month
tomorrow	the day after
yesterday	the day before
today	that day

REPORTING VERBS أفعال القول

REPORTED SPEECH

Choose the pattern | اختر الصيغة المناسبة

1 to / not to + المصدر

1 فعل القول → 2 to / not to → 3 المصدر

agree	claim	demand	offer	refuse	promise	threaten
يوافق (أن يفعل شيئا)	يدعي	يطلب	يعرض	يرفض	يعد	يهدد

1. "All right, I'll lend you the money," (agreed) she said to me.
   → She agreed to lend me the money.
2. "I'll teach you how to drive," said Patty. (offered)
   → Patty offered to teach me how to drive.

2 المفعول به + to / not to + المفعول

1 فعل القول → 2 المفعول به → 3 to / not to → 4 المصدر

advise	allow/ permit	beg	encourage	forbid	invite	remind	warn	command	order
ينصح	يسمح	يتوسل	يشجع	يمنع	يدعو	يذكر	يحذر	يأمر	يأمر

1. "You should get more exercise, Alyaa," (advised) said Omar.
   → Omar advised Alyaa to get more exercise.
2. "You may speak to him, but only for a few minutes," she said to me. (allowed)
   → She allowed me to speak to him, but only for a few minutes.

3 الفعل + ing

A WITH A PREPOSITION | مع حرف جر

1 فعل القول → 2 المفعول به (إن وجد) → 3 حرف الجر → 4 الفعل + ing

accuse sb. of	apologise for
يتهم	يعتذر عن
boast about / of	**complain about**	**insist on**
يتفاخر ب	يشتكي من	يصر على

1. "Ali cheated in the test," said Fatima. (accused)
   → Fatima accused Ali of cheating in the test.

B WITHOUT A PREPOSITION | دون حرف جر

1 فعل القول → 2 الفعل + ing

admit	deny	suggest
يعترف	ينكر	يقترح

2. "Let's revise the lesson together," Mariam said. (suggested)
   → Mariam suggested revising the lesson together.

ملحوظة : يجب رد الفعل الماضي إلى التصريف الأول قبل إضافة ing

4 that + جملة كاملة

Some verbs accept more than one pattern. | يعض افعال القول تقبل أكثر من صيغة

ALSO IN GROUP 1 | مشاركة مع المجموعة الأولى		ALSO IN GROUP 3 | مشاركة مع المجموعة الثالثة			GROUP 4 ONLY | المجموعة الرابعة فقط	
agree يوافق (في الرأي)	claim يدعي	suggest يقترح	complain يشتكي	admit يعترف	exclaim يعجب	inform sb. يخبر
promise (sb.) يعد		boast يتفاخر	deny ينكر		explain يشرح	announce يعلن

1. "The class trip has been postponed," he said. (announced)
   → He announced that the class trip had been postponed.
2. "I didn't break the window," Ali said. (denied)
   → Ali denied that he had broken the window.

ملحوظة : يتم تغيير الأزمنة من المضارع إلى الماضي