



## **The English Department**

### **The Second Semester Grammar Booklet**

**Grade:Nine**

**Section:**

**Name of student:**

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## 1. The Passive Form

The passive form is used when the focus is on the action or the receiver of the action, rather than the doer.

### Structure:

**Active:** Subject + verb + object

**Passive:** Object of the active sentence + appropriate form of "to be" + past participle + (optional: "by" + doer)

### Examples:

Active: The chef cooked the meal.

Passive: The meal was cooked (by the chef).

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### Tense Table:

Tense	Active	Passive
Present Simple	They make cars.	Cars are made.
Past Simple	She wrote the book.	The book was written.
Future Simple	He will deliver the mail.	The mail will be delivered.
Present Continuous	They are building a house. A house is being built.	
Past Continuous	She was painting the wall. The wall was being painted.	
Present Perfect	He has fixed the bike.	The bike has been fixed.

## 2. The Causative Form

The causative form is used to indicate that one person causes another to do something or causes something to be done.

### Structure:

**Have + object + past participle** (for services):

Example: She had her hair cut.

**Get + object + past participle** (informal):

Example: They got their car repaired.

**Have + object + base verb** (causing someone to do something):

Example: He had the assistant type the report.

### Examples:

I had my house cleaned (by someone).

We got our photos taken yesterday.

The teacher had the students complete the exercise.

## 3. Exercises

### Exercise A: Change from Active to Passive

Rewrite the sentences in the passive form.

1. The artist painted a beautiful portrait.

---

2. They will finish the project next week.

---

3. Someone is cleaning the windows.

---

4. She had completed the assignment.

---

5. The company delivers packages every day.

---

**Exercise B: Change from Passive to Active**

1. The cake was baked by John.

---

2. The results will be announced by the committee.

---

3. The movie is being watched by the children.

---

4. The letter had been written by her.

---

5. The room is cleaned every morning.

---

### Exercise C: Complete the Sentences (Causative Form)

1. I need to (have/repair) my phone.

---

2. She (get/fix) her car last weekend.

---

3. They (have/paint) their house every summer.

---

4. He (get/tidy) his desk by his assistant.

---

5. We (have/install) a new air conditioner tomorrow.

---

### Exercise D: Identify the Structure

State whether the sentence is in the passive form, causative form, or active voice.

1. The report was written by the manager. \_\_\_\_\_

2. She had her nails done yesterday. \_\_\_\_\_

3. The kids decorated the room. \_\_\_\_\_

4. He got his suit cleaned at the dry cleaners. \_\_\_\_\_

5. The novel is being read by many people. \_\_\_\_\_

## 2. Gerunds and Infinitives: Explanation, Verb Lists, and Exercises

What are Gerunds and Infinitives?

**Gerunds:** A gerund is the -ing form of a verb that functions as a noun.

Examples:

Swimming is fun. (subject)

I enjoy reading. (object)

**Infinitives:** The base form of a verb preceded by to (e.g., to eat, to run). It also functions as a noun, adjective, or adverb.

Examples:

To learn is important. (subject)

She wants to leave. (object)

### When to Use Gerunds and Infinitives?

Gerunds are used:

1. After certain verbs (enjoy, avoid, admit, consider).

Example: I enjoy dancing.

2. After prepositions.

Example: She's good at swimming.

3. As the subject or object of a sentence.

Example: Smoking is harmful.

Infinitives are used:

1. After certain verbs (want, decide, promise, learn).

Example: He decided to stay.

2.To show purpose or intention.

Example: I went to the park to relax.

3.After adjectives.

Example: It's important to eat healthy.

Let

Usage: "Let" is followed by a bare infinitive (infinitive without "to"). It means to allow someone to do something.

Structure: Let + object + bare infinitive

Example:

Correct: She let me borrow her book.

Incorrect: She let me to borrow her book.

Make

Usage: "Make" is followed by a bare infinitive and means to force or cause someone to do something.

Structure: Make + object + bare infinitive

Example:

Correct: The teacher made us write an essay.

Incorrect: The teacher made us to write an essay.

Modal Verbs

Usage: Modal verbs (e.g., can, should, must) are followed by a bare infinitive.

Structure: Modal verb + bare infinitive

Examples:

You must study harder.

She can swim very well.

Had Better

Usage: "Had better" is followed by a bare infinitive and is used for strong advice or warnings.

Structure: Had better + bare infinitive

Example:

Correct: You had better call her now.

Incorrect: You had better to call her now.

Would Rather

Usage: "Would rather" is followed by a bare infinitive and expresses preference.

Structure: Would rather + bare infinitive

Example:

Correct: I would rather stay home tonight.

Incorrect: I would rather to stay home tonight.

Key Tip:

With all these verbs, use the bare infinitive (without "to"). Only modal verbs and special constructions (like "let," "make," etc.) require this, while most verbs use the full infinitive.



**Some verbs can take either form but with a difference in meaning:**

Stop: I stopped smoking (quit the habit) vs. I stopped to smoke (paused to smoke).

Remember: I remember meeting her (past memory) vs. I remembered to meet her (action planned and done).

**Common Verbs Followed by Gerunds and infinitives:**

Gerund	Infinitive with to	Infinitive without to
Admit	Agree	Let
Avoid	Decide	Make
Consider	Expect	Modal verbs
Delay	Hope	Had better
Deny	Learn	Would rather
Enjoy	Manage	
Finish	Plan	
Imagine	Promise	
Keep	Refuse	
Mind	Seem	
Miss	Try	
Practice	Want	
Suggest	Would like	

## Common Verbs Followed by Infinitives

Verbs That Can Take Both (with Different Meanings)

Forget: Forget doing (forget a past action) vs. Forget to do (fail to remember).

Try: Try doing (experiment) vs. Try to do (make an effort).

Stop: Stop doing (quit an action) vs. Stop to do (pause to start another action).

### Exercises

#### 1. Fill in the blanks with the correct form (gerund or infinitive):

1. I don't mind \_\_\_\_\_ (wait) for a few minutes.
2. He agreed \_\_\_\_\_ (help) me with my project.
3. She enjoys \_\_\_\_\_ (cook) Italian food.
4. We decided \_\_\_\_\_ (go) hiking this weekend.
5. I stopped \_\_\_\_\_ (buy) some snacks on the way home.
6. I like \_\_\_\_\_ (read) books during the weekend.
7. They can't help \_\_\_\_\_ (laugh) at his jokes.
8. He managed \_\_\_\_\_ (finish) his homework on time.
9. I'm tired of \_\_\_\_\_ (work) late every day.
10. Let me \_\_\_\_\_ (help) you with your bags.
11. We are planning \_\_\_\_\_ (travel) to Spain this summer.
12. She avoided \_\_\_\_\_ (talk) about the argument.
13. He pretended not \_\_\_\_\_ (see) me at the store.

14. You must \_\_\_\_\_ (be) careful when crossing the road.

**2. Choose the correct option:**

1. I regret (telling/to tell) you the truth about the incident.

2. They tried (fixing/to fix) the car but couldn't.

3. She remembered (locking/to lock) the door before leaving.

4. He suggested (going/to go) out for dinner.

5. We forgot (bringing/to bring) our passports to the airport.

**3. Correct the mistakes and rewrite the sentences using the correct form:**

1. She avoided to talk to him.

\_\_\_\_\_

2. I can't imagine to live without my phone.

\_\_\_\_\_

3. He decided not staying for the meeting.

\_\_\_\_\_

4. She suggested to go to the park for a picnic.

\_\_\_\_\_

5. He kept to interrupt the teacher during the lesson.

\_\_\_\_\_

6. They decided not going to the concert.

\_\_\_\_\_

7. We watched him to leave the room quietly.

\_\_\_\_\_

### **3. The Reported Speech (Indirect Speech)**

What is the Reported Speech?

The reported speech is used to communicate what someone else said without quoting their exact words. Instead of using quotation marks, we report the meaning of their words.

#### **Types of Reported Speech**

##### **1. Statements**

Direct speech: "I am happy," she said.

Reported speech: She said (that) she was happy.

#### **Changes to make in statements:**

##### **1. Tense changes (if the reporting verb is in the past):**

Present → Past

"I like ice cream," she said. → She said she liked ice cream.

Past → Past perfect

"I watched TV," he said. → He said he had watched TV.

Present perfect → Past perfect

"I have finished," he said. → He said he had finished.

Future → Conditional

"I will call you," she said. → She said she would call me.

## **2.Pronoun changes:**

"I am tired," he said. → He said he was tired.

## **3.Time and place changes:**

Now → Then

Today → That day

Tomorrow → The next day

Here → There

## **2. Questions**

Yes/No Questions: Use if or whether and change the word order.

Direct speech: "Are you coming?" she asked.

Reported speech: She asked if I was coming.

Wh- Questions: Keep the question word but change the word order to a statement.

Direct speech: "Where do you live?" he asked.

Reported speech: He asked where I lived.

## **3. Commands/Orders**

Use to + verb for affirmative commands and not to + verb for negative commands.

Direct speech: "Close the door," he said.

Reported speech: He told me to close the door.

Direct speech: "Don't touch that," she said.

Reported speech: She told me not to touch that.

## Key Reporting Verbs

For statements:

say, tell (someone), explain

Example: He told me he was leaving.

For questions:

ask, inquire, wonder

Example: She asked if I had finished.

For commands/orders:

tell (someone), order, ask, instruct

Example: They ordered him to leave immediately.

## Exercises

### 1. Convert the following into reported speech:

1. "I'm learning French," she said.

---

2. "Do you like pizza?" he asked me.

---

3. "Please sit down," the teacher said.

---

4. "I will visit you tomorrow," she said to me.

---

5. "Don't make noise," the librarian told us.

---

6. "I can't come to the party tonight," he said.

---

7. "Why are you crying?" she asked.

---

8. "Don't open the window," he instructed.

---

9. "I saw the movie last week," she told me.

---

10. "Will you call me tomorrow?" he asked.

---

## **2..Choose the best answer**

1. "Who took my English book?" He was curious to know who...

- |                            |                                |
|----------------------------|--------------------------------|
| a. took my English         | b. had taken his English book. |
| c. takes his English book. | d. has taken my English book.  |

2. "Where does Helen live?" Jim wants to know where...

- |                    |                     |
|--------------------|---------------------|
| a. Helen lived     | b. Helen lives      |
| c. Helen had lived | d. does Helen live? |

3. "Why do volcanoes erupt?" She wondered why...

- |                      |                          |
|----------------------|--------------------------|
| a. volcanoes erupt   | b. volcanoes had erupted |
| c. volcanoes erupted | d. did volcanoes erupt?  |

4. "Do you know why she is so unhappy?" He asked me if ..... so unhappy
- a. I know why she is
  - b. you know why she was
  - c. did I know why she was
  - d. I knew why she was.
5. "How many photos have you got?" He wants to know how many....
- a. photos I had got
  - b. photos you have got
  - c. photos had I got?
  - d. photos I have got.

#### **4.Modal Verbs: Explanation, Functions, and Exercises**

What are Modal Verbs?

Modal verbs are auxiliary verbs that express necessity, possibility, permission, ability, or other conditions. They do not change form according to the subject (e.g., he can, they can). Modal verbs are followed by the base form of the main verb (without "to").

List of Modal Verbs and Their Functions

##### **1. Can**

Ability: She can swim.

Permission: You can use my phone.

Possibility: It can get cold at night.

Informal requests: Can you help me?

##### **2. Could**

Past ability: I could read when I was three.

Polite requests: Could you lend me a hand?



Possibility: It could rain later.

Suggestions: You could try restarting the computer.

### **3. May**

Permission: You may leave early today.

Possibility: It may snow tomorrow.

Formal polite requests: May I use your pen?

### **4. Might**

Possibility: He might come to the party.

Polite suggestions: You might want to check your email.

### **5. Must**

Strong necessity or obligation: You must wear a helmet.

Deduction (certainty): He must be the new teacher.

### **6. Mustn't**

Prohibition: You mustn't smoke in hospitals.

### **7. Shall**

Future intentions (formal): I shall return at noon.

Suggestions or offers (formal): Shall we go for a walk?

### **8. Should/shouldn't**

Advice or recommendations: You should see a doctor.

Expectations: The train should arrive soon.

## **9. Have to/ has to**

necessity or requirement: You have to clean your room. She has to take a taxi.

## **10. Don't have to/doesn't have to /needn't**

Lack of Necessity :

You don't have to bring your own lunch; food is provided.

You needn't worry about the test; it's just a practice.

## **11. Will**

Future certainty: I will call you later.

Promises or offers: I will help you with your homework.

Determination: She will succeed no matter what.

## **12. Ought to**

Advice: You ought to apologize.

Moral obligation: We ought to help the poor.

## **Exercises**

**1. Fill in the blanks with an appropriate modal verb (can, could, may, might, must, mustn't, shall, should, will, have to, needn't):**

1. You \_\_\_\_\_ finish your homework before going out.
2. He \_\_\_\_\_ play the guitar very well when he was younger.
3. They \_\_\_\_\_ be at the meeting; they're usually on time.
4. You \_\_\_\_\_ park here; it's a no-parking zone.

5. She \_\_\_\_\_ clean her room. It's dirty.
6. You \_\_\_\_\_ cook. I've ordered food.
7. People \_\_\_\_\_ talk in libraries.
8. \_\_\_\_\_ you pass me the salt?
9. She's old enough. She \_\_\_\_\_ have a driving license.
10. It \_\_\_\_\_ rain later today.

**2. Write the function of the modals in the following sentences. The functions in the box can help you.**

certainty – ability – obligation – prohibition – permission – possibility – necessity –  
lack of necessity – offer – advice – lack of ability – refusing permission -

1. You must stop at a red light. \_\_\_\_\_
2. I can do that for you if you like. \_\_\_\_\_
3. You must wear a uniform. \_\_\_\_\_
4. Children should drink milk. \_\_\_\_\_
5. You can go home now if you like. \_\_\_\_\_
6. She can speak several languages. \_\_\_\_\_
7. He might be at home now. \_\_\_\_\_
8. You don't have to get up early. \_\_\_\_\_
9. He can swim like a fish. \_\_\_\_\_
10. Students have to be active. \_\_\_\_\_
11. They can't dance very well. \_\_\_\_\_

12. People mustn't talk in libraries. \_\_\_\_\_
13. You can't enter the restaurant with your dog. \_\_\_\_\_
14. He must be at work at the moment. \_\_\_\_\_
15. You needn't wash the dishes. \_\_\_\_\_
16. She has to clean her room. \_\_\_\_\_
17. He doesn't have to wait for us. \_\_\_\_\_

**3.. Rewrite the sentences using an appropriate modal verb.**

1. You had better ask your teacher to help you with your studies.

\_\_\_\_\_

2. It isn't necessary for John to clean his room. I already have.

\_\_\_\_\_

3. You are forbidden to enter this area.

\_\_\_\_\_

4. Do you mind if I take this chair?

\_\_\_\_\_

5. We are supposed to obey the law.

\_\_\_\_\_

6. Perhaps we will go to Italy next year.

\_\_\_\_\_

## 5. QUESTION TAGS

### A. What Are Question Tags?

A **question tag** is a short question added at the end of a sentence.

We use it to **check information**, **confirm something**, or **ask for agreement**.

**Example:**

- You are a student, **aren't you?**
- She can swim, **can't she?**

### B. Form of Question Tags

**Rule 1: Positive statement → Negative tag**

- He is tall, **isn't he?**
- They play football, **don't they?**

**Rule 2: Negative statement → Positive tag**

- She isn't late, **is she?**
- You don't like coffee, **do you?**

### C. Auxiliary Verbs in Question Tags

Sentence Type	Tag
Present Simple	do / does
Past Simple	did
Continuous	am / is / are / was / were
Perfect	have / has / had
Modals	same modal

**Examples:**

- She works hard, **doesn't she?**
- They were studying, **weren't they?**
- He has finished, **hasn't he?**
- You can drive, **can't you?**

## D. Important Special Cases

### 1. Sentences with never, nobody, nothing

These words make the sentence **negative**, so the tag is **positive**.

- He never lies, **does he?**
- Nobody called you, **did they?**

### 2. Sentences with let's

- Let's go home, **shall we?**

### 3. Sentences with I am

- I am late, **aren't I?** (not *amn't I*)

### 4. orders and commands

Go to bed, will you?

Don't shout, will you?

### Exercises:

#### Exercise 1: Add the Correct Question Tag

1. You finished your homework early, \_\_\_\_\_?
2. Let's start the lesson now, \_\_\_\_\_?
3. Someone is waiting outside, \_\_\_\_\_?
4. Close the door quietly, \_\_\_\_\_?
5. She doesn't like coffee, \_\_\_\_\_?
6. No one knows the answer, \_\_\_\_\_?
7. Don't forget to bring your book tomorrow, \_\_\_\_\_?

8. They are waiting for the teacher, \_\_\_\_\_?
9. Let's not argue about this now, \_\_\_\_\_?
10. He can drive very well, \_\_\_\_\_?
11. Nobody enjoyed the long speech, \_\_\_\_\_?
12. Sit down, \_\_\_\_\_?
13. You won't forget to call me, \_\_\_\_\_?
14. Someone left their phone on the desk, \_\_\_\_\_?
15. The movie wasn't very interesting, \_\_\_\_\_?
16. Let's take a short break, \_\_\_\_\_?
17. No one was late today, \_\_\_\_\_?
18. Turn off your phone during the exam, \_\_\_\_\_?
19. Ahmed has already finished his homework, \_\_\_\_\_?
20. Let's check the answers together, \_\_\_\_\_?

## **Exercise 2: Choose the Correct Tag**

1. You didn't see him,  
a) did you   b) didn't you
2. She is very kind,  
a) isn't she   b) is she
3. They have arrived,  
a) haven't they   b) didn't they
4. Nobody helped you,  
a) didn't they   b) did they

5. Let's start the meeting now,  
a) shall we      b) will we
6. Close the window,  
a) will you      b) won't you
7. Someone is knocking at the door,  
a) aren't they    b) is he
8. No one likes being late,  
a) do they      b) don't they
9. Don't make too much noise,  
a) will you      b) won't you
10. Let's not argue about this,  
a) shall we      b) will we
11. Somebody has left their bag here,  
a) haven't they   b) has he
12. Nobody was absent yesterday,  
a) were they      b) weren't they
13. Turn off your phone during the exam,  
a) will you      b) shall we
14. Someone has already finished the work,  
a) hasn't they    b) has he
15. Let's check the answers together,  
a) shall we      b) do we



## 6. RELATIVE PRONOUNS & RELATIVE CLAUSES

### A. What Is a Relative Clause?

A **relative clause** gives **more information** about a noun.  
It usually comes **after the noun** it describes.

**Example:**

- The boy **who is standing there** is my cousin.

### B. Relative Pronouns

Pronoun	Used for	Example
who	people	The girl <b>who</b> won the prize
which	things / animals	The book <b>which</b> I bought
that	people & things	The movie <b>that</b> we watched
whose	possession	The man <b>whose</b> car was stolen
where	places	The school <b>where</b> I study
when	time	The day <b>when</b> we met

### C. Defining Relative Clauses (Main Focus for Grade 9)

**Defining relative clauses** give **essential information**.  
We **do NOT** use **commas**.

**Examples:**

- The student **who studies hard** gets high marks.
- This is the house **where I was born**.

### D. Omitting the Relative Pronoun (Basic)

We can omit **who / which / that** if they are the **object**, not the subject.

The book **(that)** I borrowed is interesting.

The boy **(who)** lives next door is my friend. (cannot omit)

### Exercises: Relative Pronouns & Clauses

#### Exercise 1: Choose the Correct Relative Pronoun

1. The girl \_\_\_\_\_ won the prize is my sister.  
(who / which)
2. This is the book \_\_\_\_\_ I told you about.  
(who / that)
3. He met a man \_\_\_\_\_ daughter is a doctor.  
(who / whose)
4. The school \_\_\_\_\_ we study is very old.  
(where / when)
5. I remember the day \_\_\_\_\_ we first met.  
(where / when)

#### Exercise 2: Join the Sentences Using a Relative Pronoun

1. This is the boy. He helped me yesterday.  
\_\_\_\_\_
2. I read the book. You lent me the book.  
\_\_\_\_\_
3. She lives in a house. The house is near the school.  
\_\_\_\_\_
4. That is the teacher. Her lessons are very interesting.  
\_\_\_\_\_
5. I can't forget the day. I started working here then.  
\_\_\_\_\_

### Exercise 3: Complete the Sentences

1. The man \_\_\_\_\_ car was stolen went to the police.
2. The movie \_\_\_\_\_ we watched was exciting.
3. This is the place \_\_\_\_\_ I lost my phone.
4. The student \_\_\_\_\_ answers correctly will get a prize.
5. The teacher \_\_\_\_\_ explains the lesson clearly is very popular.
6. This is the book \_\_\_\_\_ I told you about yesterday.
7. The girl \_\_\_\_\_ brother won the prize is my neighbor.
8. I met a man \_\_\_\_\_ works at the hospital.
9. The house \_\_\_\_\_ we grew up is very old.
10. Do you remember the day \_\_\_\_\_ we first met?
11. The phone \_\_\_\_\_ was stolen has been found.
12. She is the student \_\_\_\_\_ everyone admires.
13. That is the restaurant \_\_\_\_\_ serves the best food in town.
14. The boy \_\_\_\_\_ you saw at the gate is my cousin.
15. I know a bank \_\_\_\_\_ gives loans easily.

### Exercise 4. Write D (Defining) or ND (Non-defining) for each sentence.

1. The boy who is standing near the door is my cousin. \_\_\_\_\_
2. My brother, who lives in Aqaba, is coming to visit us. \_\_\_\_\_
3. The book that you lent me was very interesting. \_\_\_\_\_
4. Mrs Smith, who teaches English, is very kind. \_\_\_\_\_
5. The students who studied hard passed the exam. \_\_\_\_\_
6. My school, which was built in 1995, has a big library. \_\_\_\_\_
7. The man whose car was stolen reported it to the police. \_\_\_\_\_

8. My friend, whom I met last year, moved to another city. \_\_\_\_\_

9. The book that I am reading is interesting. \_\_\_\_

10. She met the woman who works at the hospital. \_\_\_\_

11. I like the day when we have English. \_\_\_\_

*Education is the passport to the future, for tomorrow belongs to those who prepare for it today*