



The English Department

The Second Semester Grammar Booklet

Grade: Ten

Section:

Name of student:

Teachers: Nayfeh Abu Hanna& Lara Bajjali

1. Gerunds & to- infinitive

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.

Example: She let me borrow her book.

Make

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

Example:The teacher made us write an essay.

Modal Verbs

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

Example: You had better call her now.

Would Rather

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

Example: I would rather stay home tonight.

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	

Verbs Followed by Both (with a Change in Meaning)

Some verbs can be followed by either a gerund or an infinitive, but the meaning changes depending on which is used.

Remember / Forget:

- **Remember** + gerund: Refers to a memory of something done in the past.
 - **Example:** I **remember locking** the door. (I locked it, and now I remember it.)
- **Remember** + infinitive: Refers to remembering to do something in the future.
 - **Example:** **Remember to lock** the door. (Don't forget to lock it.)

Stop:

- **Stop** + gerund: Refers to stopping an activity.
 - **Example:** He **stopped smoking**. (He quit smoking.)
- **Stop** + infinitive: Refers to stopping in order to do something else.
 - **Example:** He **stopped to smoke**. (He stopped what he was doing in order to smoke.)

Try:

- **Try** + gerund: Refers to trying something as an experiment.
 - **Example:** He **tried running** to lose weight. (He experimented with running.)
- **Try** + infinitive: Refers to attempting something difficult.
 - **Example:** He **tried to lift** the box, but it was too heavy.

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.
15. I need _____ (finish) my homework before I go out.
16. He admitted _____ (steal) the money.
17. They want _____ (buy) a new car this year.
18. I can't stand _____ (wait) for people who are late.
19. I forgot _____ (lock) the door.
20. We tried _____ (eat) Japanese food.

2.Question Tags

Question tags

A tag question is a special construction in English. It is a statement followed by a mini-question. We use tag questions to ask for confirmation. They mean something like: "Is that right?" or "Do you agree?"

Question tags are the short questions that we put on the end of sentences – particularly in spoken English. There are lots of different question tags but the rules are not difficult to learn.

Positive/negative

*If the main part of the sentence is positive, the question tag is negative

e.g. He's a doctor, isn't he?

You work in a bank, don't you?

*If the main part of the sentence is negative, the question tag is positive.

e.g. You haven't met him, have you?

She isn't coming, is she?

*With auxiliary verbs

The question tag uses the same verb as the main part of the sentence. If this is an auxiliary verb ('have', 'be') then the question tag is made with the auxiliary verb.

e.g. They've gone away for a few days, haven't they?

They weren't here, were they?

He had met him before, hadn't he?

This isn't working, is it?

***Without auxiliary verbs**

If the main part of the sentence doesn't have an auxiliary verb, the question tag uses an appropriate form of 'do'.

e.g. I said that, didn't I?

You don't recognise me, do you?

She eats meat, doesn't she?

***With modal verbs**

If there is a modal verb in the main part of the sentence the question tag uses the same modal verb.

e.g. They couldn't hear me, could they?

You won't tell anyone, will you?

***With 'I am'**

Be careful with question tags with sentences that start 'I am'. The question tag for 'I am' is 'aren't I?'

e.g. I'm the fastest, aren't I?

***suggestions**

After a sentence with Let's... we use "shall we?"

e.g. Let's go out for a walk, shall we?

Let's study tomorrow morning, shall we?

*imperatives

After an imperative we use "will you?" (always affirmative). We can consider "will you?" as an equivalent to "please" (more or less)

e.g. Open the door, will you?

Don't smoke in this room, will you?

Come to my party, will you?

Have a coffee, will you?

Don't look at me like that, will you?

*We use an affirmative tag question after a sentence containing a negative word such as never, hardly, seldom, rarely, nobody.

e.g. Nobody lives in this house, do they?

You've never liked me, have you?

Exercises

1. Complete with the correct tag question.

1. She looks very pretty,.....?
2. He doesn't smoke,.....?
3. They are very fond of each other,.....?
4. George can't speak German,.....?
5. We mustn't keep them waiting,.....?

6. She's worked too much,.....?
7. We shan't have to wait,.....?
8. They won't understand,.....?
9. You had a very busy day yesterday,.....?
10. Let's go shopping,.....?
11. Stop giving me advice,?
12. Pass me the salt,?
13. Nobody has agreed on that question,?
14. Harvey used to be a teacher,?
15. This is a new book,?

2. Choose the correct question tag

1. Open the window, _____?
 a) don't you b) will you c) won't you
2. Let's go to the park, _____?
 a) won't we b) shall we c) don't we
3. You can swim, _____?
 a) can't you b) couldn't you c) will you
4. She shouldn't be late, _____?
 a) shouldn't she b) will she c) should she

5. Nobody called while I was out, _____?

- a) did they b) didn't they c) have they

6. Someone left the door open, _____?

- a) didn't they b) did they c) don't they

7. Everyone loves pizza, _____?

- a) do they b) don't they c) won't they

8. He will help us, _____?

- a) will he b) won't he c) can't he

9. You couldn't lend me a pen, _____?

- a) could you b) can you c) won't you

10. Don't make a mess, _____?

- a) will you b) don't you c) won't you

11. There's nothing wrong with this, _____?

- a) is there b) isn't there c) does it

12. She has already left, _____?

- a) hasn't she b) has she c) won't she

13. They will never forget the meeting, _____?

- a) will they b) won't they c) have they

14. Let him know if you're coming, _____?

a) won't you

b) will you

c) can you

15. Nobody knows the answer, _____?

a) do they

b) don't they

c) have they

16. Someone should talk to the teacher, _____?

a) shouldn't they

b) won't they

c) didn't they

17. You will never be late, _____?

a) will you

b) won't you

c) can't you

18. Everyone enjoyed the movie, _____?

a) didn't they

b) don't they

c) haven't they

19. You'd like another slice of cake, _____?

a) won't you

b) would you

c) wouldn't you

20. We should never forget to practice, _____?

a) shouldn't we

b) will we

c) don't we

3. Relative Clauses and Pronouns, cleft sentences

1. Relative Pronouns

Relative pronouns are used to introduce relative clauses and connect them to the main clause. They refer to a noun mentioned earlier in the sentence and provide more information about that noun.

Common Relative Pronouns:

- **Who:** Refers to people.
 - Example: The man **who** lives next door is a doctor.
- **Whom:** Refers to people (in formal contexts or after prepositions).
 - Example: The woman **whom** I saw yesterday is my teacher.
- **Which:** Refers to animals or things.
 - Example: The book **which** I bought was very interesting.
- **That:** Refers to people, animals, or things (used in defining clauses).
 - Example: The car **that** he drives is very fast.
- **Whose:** Shows possession for people, animals, or things.
 - Example: The girl **whose** bag was stolen is upset.
- **Where:** Refers to a place.
 - Example: The city **where** I was born is beautiful.
- **When:** Refers to time.
 - Example: I remember the day **when** we first met.

2. Relative Clauses

Relative clauses provide extra information about the noun and are usually introduced by relative pronouns. There are two types of relative clauses: **defining** and **non-defining**.

Defining Relative Clauses

Defining relative clauses give essential information about the noun. Without this information, the sentence wouldn't make sense.

- **No commas** are used.
- **Relative pronoun "that"** can often replace "who" or "which".
- The clause **cannot be omitted** without changing the meaning of the sentence.

Examples:

- The man **who** lives next door is my friend. (We need to know which man.)
- The book **that** I borrowed is very good. (We need to know which book.)

Non-Defining Relative Clauses

Non-defining relative clauses provide additional, non-essential information. The sentence would still make sense without this clause.

- **Commas** are used to separate the clause.
- **Relative pronoun "that"** is not used.
- The clause **can be omitted** without changing the main meaning of the sentence.

Examples:

- My brother, **who** lives in London, is coming to visit. (We already know who my brother is.)
- Paris, **which** is the capital of France, is a beautiful city. (We don't need to know this to understand which city Paris is.)

3.Cleft Sentences

Cleft Sentences with Different Structures

Cleft sentences emphasize specific parts of a sentence to make them stand out. Besides the common It-Cleft and What-Cleft, there are variations that focus on the person, the thing, the time, or the place. Here's a breakdown:

1. The Person

To emphasize a person, you can use:

The person who/that or It was [person] who/that.

Examples:

The person who told me the truth was Sarah.

It was Sarah who told me the truth.
The person I trust most is my mother.

2. The Thing

To emphasize an object, idea, or action, you can use:

The thing that/which or What.

Examples:

The thing that surprised me was his kindness.
It was his kindness that surprised me.
What surprised me was his kindness.

3. The Time

To emphasize a specific time, use:

The time when or It was [time] when.

Examples:

The time when I felt happiest was during the vacation.
It was during the vacation when I felt happiest.
What I'll never forget is the time we spent together.

4. The Place

To emphasize a location, use:

The place where or It was [place] where.

Examples:

The place where we first met was at the café.
It was at the café where we first met.
What I love most is the park near my house.

Exercises on Relative Pronouns and Clauses

A. Choose the correct relative pronoun (who, whom, which, whose, where, when, that):

1. The woman _____ works at the bakery is very friendly.

2. That's the restaurant _____ I had my first date.
3. I have a friend _____ brother is a famous musician.
4. The film _____ we watched last night was amazing.
5. Do you know the man _____ she was talking to?

B. Complete the sentences using defining relative clauses (who, that, which, whose):

1. The car _____ I bought last week is already broken.
2. I have a neighbor _____ dog barks all night.
3. She's the kind of person _____ everyone loves.
4. This is the house _____ my parents lived for 30 years.
5. The book _____ he is reading is really interesting.

C. Combine the two sentences using a non-defining relative clause:

1. My sister is an architect. She lives in New York.
My sister, _____, lives in New York.
2. Paris is a beautiful city. It is the capital of France.
Paris, _____, is a beautiful city.
3. Mr. Johnson is our teacher. He won an award for teaching.
Mr. Johnson, _____, won an award for teaching.
4. I visited the Eiffel Tower. It is one of the most famous landmarks in the world.
I visited the Eiffel Tower, _____.
5. Mount Everest is the highest mountain in the world. It is in the Himalayas.
Mount Everest, _____, is in the Himalayas.

D. Defining or Non-Defining? Decide whether the relative clause is defining or non-defining and add commas where necessary:

1. The book that I borrowed from the library was really good.
2. My aunt who lives in Australia is coming to visit next week.
3. The building which is next to the park is very old.
4. Mr. Lee who teaches math is very strict.
5. The phone that I lost was brand new.

E. Complete the sentences with your own defining or non-defining relative clauses:

1. The woman _____ .
2. The restaurant _____ .
3. My best friend _____ .
4. The movie _____ .
5. The teacher _____ .

F. Rewrite the following sentences as cleft sentences to emphasize the underlined part.

1. John fixed the car for me.

The person _____

2. Her honesty surprised me.

It was _____

3. The Eiffel Tower is located in Paris.

The city _____

4.I learned to speak Chinese in 1981.

5.They held the meeting in the conference room.

6.Emma helped me with my homework.

4. The Conditionals

The Conditionals are sentences that express a situation and its possible result. They often use the word if.

Type	Use	Form	Example
Zero Conditional	Facts, rules, general truths	if + present simple, present simple	If you heat water, it boils.
First Conditional	Real possibility in the future	if + present simple, will + base verb	If it rains, we will stay inside.
Second Conditional	Unreal, unlikely, or imaginary situations (present or future)	if + past simple, would + base verb	If I had a car, I would drive to work.
Third Conditional	Unreal situations in the past	if + past perfect, would have + past participle	If she had studied, she would have passed.

Detailed Explanation and Forms:

1. Zero Conditional (Real and always true)

Form: If + present simple, present simple

Use: To talk about scientific facts, general truths, or rules.

Example:

If you drop ice in the sun, it melts.

If you mix red and blue, you get purple.

2. First Conditional (Real and possible future)

Form:

If + present simple, will + base verb

Use: To talk about real and possible future situations.

Example:

If it gets cold, I will wear a jacket.

If you study hard, you will pass the test.

3. Second Conditional (Unreal or unlikely now or in the future)

Form:

If + past simple, would + base verb

Use: To imagine unreal, unlikely, or hypothetical situations.

Example:

If I were a bird, I would fly around the world.

If she won the lottery, she would travel to Paris.

(Note: In second conditional, we often say "were" instead of "was" even with "I", "he", "she", "it" for formal English.)

4. Third Conditional (Unreal past)

Form:

If + past perfect, would have + past participle

Use: To talk about something that did not happen in the past.

Example:

If he had left earlier, he would have caught the bus.

If they had studied, they would have passed the exam.

"Unless" means "if not".

It introduces a condition that stops something from happening.

It is used to talk about exceptions.

★ Form:

If

If + subject + do not + verb, main clause.

If you don't study, you won't pass.

Unless + subject + verb, main clause.

Unless you study, you won't pass.

Notice: when using unless, the verb is positive even though the meaning is negative.

★ Examples:

With if

If you don't hurry, you'll miss the train.

If she doesn't study, she will fail the exam.

If we don't leave now, we'll be late.

With unless

Unless you hurry, you'll miss the train.

Unless she studies, she will fail the exam.

Unless we leave now, we'll be late.

Exercises

A. Correct the verb in brackets (Use the correct tense for the type of conditional.)

1. If he _____ (know) her number, he would call her.
2. If they _____ (arrive) earlier, they would have seen the beginning of the movie.
3. If you _____ (heat) oil, it _____ (boil).
4. If she _____ (not miss) the bus, she would be here by now.
5. If I _____ (be) taller, I would join the basketball team.
6. They will help if we _____ (ask) them to do so.
7. If he _____ (have) the money, he would have bought the house.
8. She will be happy if she _____ (win) the prize.

9. I _____(send) her a letter if I knew her address.
10. My father _____(give) me a present if I had passed my exam.

B. Choose the correct option

1. If he (studied / studies / had studied) more, he would have passed.
2. If the weather is nice, we (go / would go / will go) for a picnic.
3. If I were you, I (will talk / would talk / talked) to the teacher.
4. If she (hadn't been / wasn't / weren't) so busy, she would have come.
5. If I saw him, I (tell / will tell / would tell) him the news.

C. Replace "if" with "unless" (Rewrite the sentences using unless.)

1. If you don't water the plants, they will die.

2. If she doesn't apologize, I won't forgive her.

3. If it doesn't stop raining, we can't play outside.

4. If you don't practice, you won't improve.

5. If we don't act now, it will be too late.

D. Replace "unless" with "if" (Rewrite the sentences using if.)

1. Unless you hurry, you'll miss the bus.

2. Unless he studies, he won't pass the exam.

3. Unless we leave soon, we'll be late.

4. Unless you listen carefully, you won't understand.

5. Unless they fix the machine, we can't continue working.

**E. Rewrite the sentence correctly, using the proper type of conditional.
(Some need mixed conditionals, verb corrections, or tense changes!)**

1. Unless she won the prize, she will be very disappointed.

2. If you freeze water, it will turn to ice.

3. If we don't leave soon, we would miss the flight.

4. She would have been happier if she took the job last year.

5. If it rains tomorrow, we would have stayed home.

6. If they listened to the instructions, they will not fail.

7. Unless you don't call me, I will be worried.

5. 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).

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.

. 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._____

6. The English Tenses

Tense	Structure	Example Sentence	Indicators
Present Simple	Subject + V1	She walks to school.	always, usually, often, sometimes, every day
Present Continuous	Subject + am/is/are + V-ing	She is walking to school.	now, at the moment, currently
Present Perfect	Subject + have/has + V3	She has walked to school.	just, already, yet, ever, never, since, for
Present Perfect Continuous	Subject + have/has been + V-ing	She has been walking to school.	for, since, all day, all morning
Past Simple	Subject + V2	She walked to school.	yesterday, last week, ago, in 2000
Past Continuous	Subject + was/were + V-ing	She was walking to school.	while, when, as
Past Perfect	Subject + had + V3	She had walked to school.	before, after, already
Past Perfect Continuous	Subject + had been + V-ing	She had been walking to school.	for, since, before
Future Simple	Subject + will + V1	She will walk to school.	tomorrow, next week, soon
Future Continuous	Subject + will be + V-ing	She will be walking to school.	at this time tomorrow, in the future
Future Perfect	Subject + will have + V3	She will have walked to school.	by tomorrow, by next year
Future Perfect Continuous	Subject + will have been + V-ing	She will have been walking to school.	for, since, by the time

Exercises

1. Fill in the blanks with the correct form of the verb in parentheses.

1. She _____ (go) to the market every Saturday.
2. They _____ (watch) a movie when the power went out.
3. By next year, he _____ (live) in this city for ten years.
4. I _____ (study) for my exam when you called me.
5. We _____ (not see) each other since last summer.
6. If she _____ (work) harder, she would pass the test.
7. Look! The children _____ (play) in the park.
8. He usually _____ (take) the bus to school.
9. They _____ (build) a new shopping mall in town next year.
10. When I arrived, they _____ (already finish) their dinner.
11. By the time you wake up, I _____ (leave) for work.
12. He _____ (not call) me yet.
13. I wish I _____ (be) taller.
14. While she _____ (walk) home, it started to rain.
15. If I _____ (know) the answer, I would tell you.
16. At this time tomorrow, we _____ (fly) to Paris.
17. She _____ (write) a book last year.
18. He _____ (always forget) his keys!
19. They _____ (travel) across Europe last summer.
20. If you _____ (study) harder, you will pass the test.

2.Choose the correct answer.

1.She always _____ coffee in the morning.

- a) drink b) drinks c) drank d) drinking

2.While I _____ my homework, my friend called me.

- a) do b) was doing c) have done d) did

3.By next year, we _____ in this house for a decade.

- a) live b) will live c) will have lived d) lived

4.When I arrived at the party, they ____ all the food.

- a) eat b) had eaten c) were eating d) have eaten

5.Right now, she _____ to music in her room.

- a) listens b) listened c) is listening d) has listened

6.If you study hard, you _____ the exam.

- a) pass b) passed c) will pass d) would pass

7.At 8 PM yesterday, I _____ dinner with my family.

- a) ate b) eat c) was eating d) have eaten

8.He _____ his car last weekend.

- a) wash b) washes c) washed d) was washing

9.By the time you get home, I _____ cooking dinner.

- a) finish b) have finished c) will have finished d) was finishing

10.When we were kids, we _____ in the park every evening.

- a) play b) played c) playing d) have played

11.If I _____ a lot of money, I would buy a big house.

- a) have b) had c) will have d) has

12.Look! The baby _____ for the first time!

- a) walks b) walked c) is walking d) has walked

13.They _____ to Paris next summer.

- a) travel b) will travel c) have traveled d) traveling

14.My mother _____ dinner before we got home.

- a) cooks b) has cooked c) had cooked d) is cooking

15.She _____ her homework since morning.

- a) does b) has done c) has been doing d) was doing

16.I wish I _____ taller.

- a) am b) was c) were d) be

17.If you had woken up earlier, you _____ the bus.

- a) will catch b) would catch c) would have caught d) catch

18.A new school _____ in our town next year.

- a) will build b) will be built c) builds d) built

19.My car _____ right now. I can't use it.

- a) repairs b) is being repaired c) was repaired d) repaired

20.The book _____ by many students every year.

- a) reads b) is read c) has read d) read

7.Derivations

Derivation is the formation of a new word by adding a suffix to the root word.

A suffix is a series of letters that can be placed at the end of a word to make a new word. The derived word is often of a different word class from the original.

There are two kinds of suffixes:

1-inflectional (grammatical): for example, changing singular to plural (dog - dogs), or changing present tense to past tense (walk -walked). In this case, the basic meaning of the word does not change.

2-derivational (the new word has a new meaning, "derived" from the original word)

With derivational suffixes, the new word has a new meaning, and is usually a different part of speech. But the new meaning is related to the old meaning - it is "derived" from .

Parts of Speech

1-Nouns:

- Nouns are names of people, things, animals etc... Anything that you can give a name is a noun.
- Nouns can be: abstract (love, happiness, hatred, fear etc...)concrete (artist, believer etc..)proper (Jordan, Greek Orthodox School etc..) collective (army, team, audience etc..) and common (girl, house, bus etc..)
- Nouns can be countable or uncountable. Countable nouns are nouns which we can count. They have singular and plural forms. Uncountable nouns are nouns which we cannot count. They do not have plural forms and take singular verbs.
- To describe people, we add(-er,-or,-ee) to the end of the verbs e.g. manager/actor/employee. We add (-or,-ist,-ian) to the end of verbs or nouns ,making any necessary spelling changes e.g. lie-liar/motor-motorist/music-musician.
- There are certain suffixes added to words to produce nouns.

***Nouns formed from verbs:**

Suffix	Example	Suffix	Example
- age	break - breakage	-ation	explore - exploration
-al	arrive - arrival	-ence	prefer - preference
-ance	annoy - annoyance	-ion	confuse - confusion
-ment	treat – treatment	-sion	devide - devison
-sis	analyze - analysis	-tion	direct - direction

*** Nouns formed from adjectives**

-ance	tolerant- tolerance	-ence	obedient- obedience
-cy	fluent- fluency	-ion	desperate- desperation
-ness	sad- sadness	-ity	popular- popularity
-ty	royal- royalty	-y	honest- honesty

•Nouns are found in a sentence in the following positions:

1-As a subject at the beginning of a sentence.

e.g. **Beauty** is in the eye of the beholder.

2-As an object.

e.g. Jordan needs **tourism** to support its economy.

3-After prepositions(for/by/of/in/from...)

e.g.He is interested in **investment**.

4- After articles(a/an/the)

e.g. The **production** of vegetables is excellent.

5-After adjectives.

e.g. Excellent **concentration** is needed when you sit for an exam.

6-After demonstratives(this/these/that/those).

e.g. This **composition** seems bad.

7-After indefinite qualifiers (some/much/many/a few/ few/ a little/ little)

e.g.Cars cause much **pollution** to the **environment**.

8-After cardinal and ordinal numbers.

e.g. The first **participant** was my friend.

9-After possessive adjectives (my/his/her/our/your/their/its)

e.g. Your **participation** was helpful.

10-After possessive apostrophe('s)

e.g. Mark's **photograph** won the competition.

2- Verbs

- Verbs describe actions or states.

- Verbs are transitive (require the presence of an object)or intransitive(does not require the presence of an object)

e.g. My father bought a new computer.(transitive)

The guests went early.(intransitive)

- Verbs are main or auxiliary.

e.g. Sarah dances beautifully. Sarah is dancing beautifully.

- Typical endings of verbs:

Suffix	Example	Suffix	Example
-ate	dictate	-ize	realize
-it	transmit	-de	decide
-uce	reduce	-oy	enjoy
-en	sharpen		

• **Verbs are found in a sentence in the following positions:**

1-After the subject.

e.g. My father **has been** to Paris twice.

2-After/before adverbs

e.g He **sings** well. They immediately **left** the house.

3.Verbs are found in their base form after: to/do /does/did/modal verbs(can/must etc...)/let/make/help/I'd rather.

e.g. She can **swim**. They have to **participate** in class.

3-Adjectives

• Adjectives describe nouns.

• They are the same in singular and plural.(beautiful girl/beautiful girls)

• Many common adjectives do not have particular endings.(sad/long/short etc...)

• There are some common endings for adjectives formed from nouns and verbs:

Suffix	Example	Suffix	Example
-able	comfortable	-esque	picturesque
-al	accidental	-ful	careful
-ant	reluctant	-ian	Italian
-ar	popular	-ible	horrible
-ary	imaginary	-ic	historic
-ate	passionate	-ical	historical
-ent	dependent	-ious	victorious
-ish	childish	-ous	dangerous
-less	careless	-ive	attractive
-y	lazy	-ory	compulsory

•Adjectives are found in a sentence in the following positions:

1-Before a noun.

e.g. She bought a **new** car.

2-After another adjective.

e.g. She bought a **new red** car.

3-After adverbs of degree.

e.g. She is extremely **tired**. He is too **young** to drive.

4-After these verbs (be/appear/look/get/feel/become/smell/taste/sound/stay/seem)

e.g. The baby sounds **angry**. He is a careless driver. The soup tastes **delicious**.

5- Before (enough).

e.g. My son is **tall** enough to reach the **top** shelf.

4-Adverbs

•Adverbs describe verbs, adjectives or other adverbs.

e.g. She walks slowly. He is very sad. Tom runs incredibly quickly.

•Adverbs say how (adverbs of manner: slowly)

 when (adverbs of time: yesterday)

 where (adverbs of place: here)

 how much/to what extent (adverbs of degree: very)or

 how often(adverbs of frequency: often/usually etc..)something happens.

•Adverbs are formed from adjectives by adding (ly) .There are certain spelling rules and exceptions. e.g. easy-easily, simple-simply, good-well, fast-fast.

•Adverbs are found in a sentence in the following positions:

1-At the beginning of a sentence followed by a comma.

e.g. **Suddenly**, it started to rain.

2-Before adjectives and other adverbs.

e.g. The students were **very** noisy. (adverb + adjective)

He apologized for behaving **so badly**. (adverb + adverb)

3-After imperatives.

e.g. Come **quickly**.

Do **exactly** as I told you.

4-Between the main verb and the auxiliary verb.

e.g. I will **never** forget what you have done.

She has **completely** changed her looks.

Exercises

Ex 1. Fill in the gaps with a suitable form of the word given.

1.The bloodstain on her dress was very (NOTICE)

2.Nobody wanted to live in the part of the town. (INDUSTRY)

3.The police asked him to give a of the suitcase he had lost. (DESCRIBE)

4.He had no That he was being watched. (SUSPECT)

5.This is Alexandra, my personal (ASSIST)

6. Although some of my work-mates quickly found new jobs after the factory closed down, my brother and I were for several months. (EMPLOY)
7. Although I was positive that the girl had stolen my ring, I could not find any (PROVE)
8. The doctor dealt with the hysterical patient with (UNDERSTAND)
9. There's a at the British Embassy tonight. (RECEIVE)
10. The next-door neighbours are so that we have stopped talking to them. (FRIEND)
11. This jewel is not simply valuable, it is (VALUE)
12. Yes, I can speak a little Spanish because I spent some of my in Spain. (BOY)
13. After all he has done for us, it would be very of us if we didn't do this for him now. (CONSIDER)
14. With the world's population increasing at the present rate, there will be a terrible food soon. (SHORT)
15. Penelope has failed her driving test again. (FORTUNE)
16. Fruit is always in summer here. (PLENTY)
17. The of the money from the cash-box shows that somebody in this office is a thief. (APPEAR)
18. You must accept the of the committee. (DECIDE)
19. Vernon and Wanda arrived late at the opera and were refused until the end of the first act. (ADMIT)

20.The coat is too short for today. Do you think you could it a little for me?
(LONG)

Ex 2 . Choose the correct answer.

1-The British are known for their respect of (tradition-traditional-traditionally).

2-My sister's (fluent-fluency-fluently) in English has (enabled-abled-able)her to get a well-paid job.

3-When was the (assassinated-assassination-assassinate)of King Abdallah?

4-Despite his (generous-generously-generosity) no one likes him.

5-(Traditionally-traditional-tradition) ,people shake hands when they first meet.

6-Tell me what (Happen-Happens-Happened) Yesterday.

7-He is (Dedicated-Dedication) to music.

8-Her (Competence-Competent) as a teacher is not a doubt.

9-One of her (achieved-achievements) in the discovery of the radium.

10- I have little (Hesitation-Hesitant) in agreeing to this proposal.

11-He was brought up in an (orphan-orphanage).

12-(tragedy-tragic-tragically), he died young.

13-His early death was a great (tragic-tragedy-tragically) for his family.

14-Despite his (strength-strong-strongly) he could not carry the box.

15-She is very (affectionate-affection) towards her mother.

16-He at last achieved his (ambition-ambitious-ambitiously) to sail round the world.

17-Many students consider Chemistry a (difficult-difficulty-difficultly) subject.

18-She didn't make very (impress- impression-impressive) progress.

19-It turned to be an (bearable-bear- unbearable)waste of time and money.

20-We made the (decide-decision-decisive) never to see him again.

21-I spend the time in the countryside because I enjoy its (silent-silence-silently).

22-In this hotel. all guests are treated like (royal-royally-royalty).

23-There is a vacancy for a (receptionist-reception-receit) in that company.

24-Don't (signature-signed-sign) that contract.

25-The wind blew (violence-violent-violently) .

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