



The use of the verb, noun, adjective and adverb.

- الجدول التالي ليس للحفظ وإنما للفهم و التطبيق.

Verb	Noun	Adjective	Adverb
Help	Help	Helpful	Helpfully
Disorganise	Disorganisation	Disorganised	*****
Intensify	Intensity	Intensive	Intensively
Enlarge	Enlargement	Large	Largely
Strengthen	Strength	Strong	Strongly
Succeed	Success	Successful	Successfully
Repeat	Repetition	Repeated	repeatedly
Educate	Education	Educational	Educationally

1. أي كلمة تنتهي بـ **ly** تكون حال.
2. عند ازالة **ly** من الحال ينتج صفة.
3. أي كلمة تنتهي بـ (**ise, ize, fy, eed, ate**) أو قد تبدأ أو تنتهي بـ (**en**) تكون فعل.
4. الفعل هو جذر الكلمة، أي إنه بدون اي اضافات.
5. يجب على الطالب أن يحدد نوع الكلمة من الملاحظات السابقة.

noun suffixes

-tion	information
-sion	televisi <u>on</u>
-ness	fit <u>ness</u>
-ment	govern <u>ment</u>
-ance	import <u>ance</u>
-ence	differ <u>ence</u>
-se	expense
-cy	fluency
-ty	possibilit <u>y</u>
-ure	fut <u>ure</u>
-th	healt <u>h</u>
-sm	criticis <u>m</u>
-dom	kingd <u>om</u>
-age	marri <u>age</u>
-hood	child <u>hood</u>
-ship	relations <u>hip</u>

adjective suffixes

-ful	beauti <u>ful</u>
-less	care <u>less</u>
-able	remark <u>able</u>
-ous	seriou <u>s</u>
-y	lucky
-ent	differ <u>ent</u>
-ant	import <u>ant</u>
-ive	expens <u>ive</u>
-ic	scientific
-al	governmen <u>tal</u>
-en	golden
-ish	child <u>ish</u>
-ate	accur <u>ate</u>
-ite	favour <u>ite</u>
-ing	boring
-ed	injur <u>ed</u>



I. THE USE OF THE VERB

1. In the middle of a sentence after the subject.
2. After **(to)** as an infinitive.
3. After the modals
4. After verb to do
5. At the beginning of a sentence as an imperative
6. After **(had better, would rather)**
7. After **(make, let, help)**
8. After **(Let's)**

Examples:

1. Our teachers always us to get the highest marks.
(encourage, encouragement, encouraged)
2. We are not allowed to when the teacher gives us a lesson.
(speech, speechlessly, speak)
3. We must the natural resources of our country.
(develop, development, developed)
4. Do you your mobile at school?
(use, useful, usefully)
5. my speech or else.
(consideration, considerable, considerably)
6. The manager had better them how to develop their skills.
(advice, advise, advisable)
7. My father made us his room.
(decorated, decoration, decorate)
8. Let's our skills by training.
(development, develop, developmental)

II. THE USE OF THE NOUN

1. After **(a, an, the)**
2. After the adjective
3. After **('s)** or the adjective pronouns **(my, his, her, their, our, your, its)**
4. After the prepositions **(in, on, of, at, into, for, from, under, with, without, about, against, between ..etc)**
5. After phrases of quantity **(much, many, any, little, some, no, enough, a few)**
6. After the verb as an object.
7. After the determiners **(this, that, these, those)**
8. After the gerund **(v-ing)**
9. After **(be used to, due to, be committed to, look forward to)**



Examples:

1. The which our teachers gave, has been helpful.
(encourage, encouragement, encouraged)
2. Marwa takes an part in her school affairs.
(act, active, actively)
3. Akram's in three languages enabled him to find a job.
(fluent, fluently, fluency)
4. We should take into the environmental issues.
(consider, consideration, considerable)
5. Our teacher gave us much about exams.
(advice, advise, advisable)
6. This game needs
(concentrate, concentrated, concentration)
7. This was made by wars.
(destruction, destroy, destructive)
8. My father was used to giving to anyone needs it.
(help, helpful, helpfully)

III. THE USE OF THE ADJECTIVE

1. Before the noun.
2. After (find), (make) and (become)
3. After (verb to be)
4. After the following verbs (look, seem, feel, smell, taste, sound)
5. After (there is + noun)

Examples:

1. Unemployment is falling as more people find work.
(permanent, permanence, permanently)
2. The man was found, so he was sent to prison.
(guilt, guilty, guiltily)
3. This table is
(move, movable, movement)
4. He looks After the death of his wife.
(sad, sadness, sadly)
5. Our teacher gave us much about exams.
(advice, advise, advisable)



IV. THE USE OF THE ADVERB

1. To describe the verb.
2. Before the adjective.
3. Before (p.p)
4. After (very, too, so, quite, a bit, more, less)
5. Between (asas) to describe the verb.
6. At the beginning before the comma.
7. Between to and the base verb.

Examples:

1. She passed all her exams
(succeed, successful, successfully)
2. Though they are brothers, they are different.
(completely, completion, complete)
3. The conference was organized.
(careful, care, carefully)
4. Laila drives very
(careless, carelessly, care)
5. Omar behaves as as his father.
(politeness, polite, politely)
6., she was survived.
(Luck, Lucky, Luckily)
7. He wants to announce for his campaign.
(comprehensively, comprehensive, comprehension)

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- My grandfather is used to by complementary medicine.
(treat, treatment, treated)
- Complementary medicine is used to ailments.
(treat, treatment, treated)



EXERCISE A:

1. Thesystem must be linked with the requirements of social and economic development for the country.
(educate, educational, educationally)
2. The system must be linked with the requirements of social and economic development for the country.
(educate, education, educationally)
3. Jordan has aof being a friendly and welcoming country.
(repute, reputed, reputation)
4. Many advertisements are usually presented in anmanner.
(attract, attraction, attractive)
5. Markets have different types of food which areprepared from animal products.
(artificially, artificial, artifice)
6. The new projects use recycled water which helps theof the environment.
(sustain, sustainable, sustainability)
7. Taha Hussein is one of the mostwriters of the 20th century.
(influence, influential, influentially)
8. Imagination is the source of
(creative, create, creation)
9. Bank customers cantheir checking accounts instantly through the electric system.
(access, accessible, accessibility)
10. Another way of saying that something could be successful is to say it is
(viable, viably, viability)
11. Artists usually meet to discuss ideas andeach other's work.
(criticize, critic, critical)
12. Madaba has a as a fascinating place to visit.
(reputation, reputational, reputationally)
13. Khaled has received anletter from the manager for his hard work.
(appreciate, appreciation, appreciatively)
14. Manal always presents herwork in literature clearly.
(create, creative, creatively)
15. Hospitals have a to provide the best medical care.
(commit, committed, commitment)
16., the process of producing rugs and bags is done by hand.
(Tradition, Traditional, Traditionally)
17. When a person has andisease, he is usually isolated.
(infect, infectious, infectiously)
18. Scientists around the world are working toa cure for cancer.
(discover, discovery, discoverably)



I. THE SIMPLE PRESENT

• THE FORM OF THE VERB

- a. base : I, They, We, You, اسم جمع : work , go , carry.
- b. base + s, es, ies : He, She It, اسم مفرد : works, goes, carries.

• USES:

1. Things that happen as a routine in the present. التحدث عن عادة

always, usually, often, normally, generally, frequently, repeatedly, sometimes, hardly, scarcely, rarely, seldom, never, hardly ever, daily, weekly, monthly, yearly, annually, occasionally, at weekends, from time to time,

(on + اسم الأيام جمع) , (every + زمن) .

once
twice
three times
several times
many times

+ a +

day, week, fortnight,
month, season, year
decade, century

2. Something that is true in the present / Things are always true. التحدث عن حقيقة

جملة الحقيقة لا تحتوي على دلائل زمنية و تتحدث عن فكرة عامة معروفة لمعظم الناس.

3. Scheduled fixed events in the future. التحدث عن جدول زمني ثابت

عند التحدث عن حركة المواصلات و دوام الدوائر الرسمية و البنوك و المدارس و الجامعات والسينما ...الخ.

4. To describe the state of people. وصف حالة الناس

عند التحدث عن مكان السكن أو البلد الأصلي أو نوع العمل أو الدراسة.



II. THE SIMPLE PAST

- **التصريف الثاني من الفعل** THE FORM OF THE VERB

To talk about something in the past or a routine in the past.

- **KEY WORDS:**

yesterday, (زمن + last), (زمن + ago), (in + سنة في الماضي), in the past, (زمن + the previous)

III. THE PRESENT CONTINUOUS

- **THE FORM OF THE VERB : [is, are, am + V-ing]**

- **KEY WORDS:**

1. **To talk about something that is happening at the moment.**

now, nowadays, at the moment, at this minute, at the present

2. **To describe something temporary.**

Look!, Listen!, Be careful!, Watch out!, Hurry up!, Be quiet!, Don't + base.

3. **For actions that happen repeatedly in the present. We use it with "always."**

يتم إستخدام (always) عند التحدث عن فعل متكرر و مستمر في نفس الوقت.

4. **The future, where something has been planned.**

التحدث عن مستقبل مخطط له عند التحدث عن الرحلات و الحفلات و المناسبات



IV. THE PAST CONTINUOUS

- **THE FORM OF THE VERB** : [*was, were + V-ing*]

- **KEY WORDS**:

V.2 → while , as → (was, were) + V-ing

(was, were) + V-ing → when → V.2

This time + أحد مؤشرات الماضي البسيط → (was , were) + V-ing

تحديد الزمن + أحد مؤشرات الماضي البسيط → (was , were) + V-ing

V. THE PRESENT PERFECT

- **THE FORM OF THE VERB** : [*have, has + p.p*]

since, for, ever, never, recently, lately, finally, lastly, at last, before, up to now, up to present, yet, so far, already, just, today, this (زمن), all (his) life.

يتم استخدام المضارع التام عند التحدث عن ماضي غير محدد.

يدل المضارع التام على فعل بدأ في الماضي وانتهى قبل وقت قريب جداً.

إذا كانت (never) تدل على تكرار منفي فنستخدم مضارع بسيط.

إذا كانت (never) تدل على فعل منتهي فنستخدم مضارع تام.

VI. THE PRESENT PERFECT CONTINUOUS

- **THE FORM OF THE VERB** : [*have, has + been + V-ing*]

(for, since) + أحد مؤشرات المضارع المستمر + (زمن) , every + (زمن) + this + (زمن)
دليل من الجملة على عدم انتهاء زمن حدوث الفعل + (for, since)

يتم استخدام مضارع تام مستمر وذلك إذا كان أثر الفعل واضحاً (باقياً)

الكلمات التالية تدل على أثر الفعل:

red eyes, watery eyes, tired, exhausted, out of breath, bleeding, late, dirty, wet, covered with.

أي جملة يوجد فيها (since, for) و لا يوجد فيها مؤشرات, يفضل استخدام مضارع تام مستمر.



VII. THE PAST PERFECT

- **THE FORM OF THE VERB:** [*had + p.p*]

V.2 $\longrightarrow$ **after** $\longrightarrow$ had + V.3
 had + V.3 $\longrightarrow$ **before** $\longrightarrow$ V.2

أحد مؤشرات الماضي البسيط + by $\longrightarrow$ had + p.p
 by the time + sub + V.2 $\longrightarrow$ had + p.p

VIII. THE PAST PERFECT CONTINUOUS

- **THE FORM OF THE VERB:** [*had + been + v-ing*]

V.2 $\longrightarrow$ **after** $\longrightarrow$ had + been + v-ing
 had + been + v-ing $\longrightarrow$ **before, when** $\longrightarrow$ V.2
 أحد مؤشرات الماضي البسيط + by $\longrightarrow$ had + been + v-ing
 by the time + Sub. + V.2 $\longrightarrow$ had + been + v-ing

حيث يوجد في الجملة since, for, every

IX. THE FUTURE SIMPLE

- **THE FORM OF THE VERB:** [*will, shall + base*]
- **KEY WORDS:**

1. We can use it with:

tomorrow, (next + زمن), in the future, (the coming + زمن),
 (the following + زمن), soon, later, (in + سنة في المستقبل),
 perhaps, probably, may be,

2. We use it to express spontaneous decisions: قرارات عفوية

so

3. Predicting without evidence: تنبؤات بدون دليل

I think, I hope.



X. THE FUTURE CONTINUOUS

- **THE FORM OF THE VERB:** [*will, shall + be + v-ing*]
- **KEY WORDS:**

This time + أحد مؤشرات المستقبل البسيط → will be + V-ing
 in + (عدد) + (زمن) + time . → will be + V-ing

XI. THE FUTURE PERFECT

- **THE FORM OF THE VERB:** [*will, shall + have + V.3*]
- **KEY WORDS:**

by + أحد مؤشرات المستقبل البسيط → will have + p.p
 by the time + sub + V.1 → will have + p.p
 in + (عدد) + (زمن) + time → will have + P.P
 by the end of this + زمن + → will have + p.p

XII. FUTURE WITH GOING TO

1. Future plans. can use it with: مستقبل مخطط له

2. Predictions that are based on evidence: تنبؤ مع دليل

Auxiliaries:

* Modals + **base**

* Have + **V.3**

* Do + **base**

* Be + **V-ing**

Present	Simple:	تكرار	Fact	جدول زمني ثابت في المستقبل	وصف حالة الناس
	Continuous:	فعل وقت الكلام	حدث مؤقت	مستقبل مخطط له	مستمر و متكرر
	Perfect:	فعل بدأ في الماضي و انتهى قبل وقت قريب جدا		ماضي غير محدد	
	Perfect continuous:	فعل بدأ في الماضي و ما زال مستمر		أثر فعل	
Past	Simple:	حدث في الماضي			
	Continuous:	زمن طويل ، زمن قصير	This time + ماضي		
	Perfect:	حدث أول ، حدث ثاني	By + ماضي		
	Perfect continuous:	حدث أول ، حدث ثاني	By + ماضي		
Future	Simple:	حدث في المستقبل	قرار عفوي	تنبؤ بدون دليل	
	Continuous:	This time + زمن مستقبل	In + عدد + زمن + time		
	Perfect:	By + زمن في المستقبل	In + عدد + زمن + time		
	Be going to:	مستقبل مخطط له	تنبؤ مع دليل		

كيفية تصحيح الفعل:

1. نعتمد على الفعل المساعد

2. نعتمد على المؤشر والفعل المساعد

3. نعتمد على المؤشر

4. نعتمد على أدوات الربط



EXERCISE B:

1. The government has hard to raise the citizen's awareness of human rights.
(being worked, been working, be working)
2. Will you your homework by seven o'clock?
(be doing, been doing, have done)
3. By the time we arrived, they had for an hour.
(being talked, been talking, be talking)
4. Next month, our family in this house for a year.
(will have lived, will be lived, will have living)
5. Eid Al Adha is a celebration that on the 10th of Thu-Al-Hujjah according to the Islamic Calendar. .
(begin, begins, began)
6. This time next year, student will for the final exams.
(be preparing, been preparing, have prepared)
7. The students in my class about their achievements in science when the bell suddenly rang
(was talking, were talking, are talking)
8. Ibn Rushd who in Cordoba is a famous Islamic polymath.
(is born, will be born, was born)
9. Ali had about his friend when he received an email from him.
(being thinking, been thinking, be thinking)
10. The workers at the moment. They are on a break.
(don't work, wasn't working, weren't working)
11. By the time we arrived, they had for an hour.
(being talked, been talking, be talking)
12. Look at the black sky! It to rain.
(go, is going, was going)
13. The children in the yard for two hours.
(has been playing, is playing, had been playing)
14. By the end of this month, we in this house for a year.
(have lived, lived, will have lived)
15. Look! The plane to take off.
(go, was going, is going)
16. Fatima her work for two hours before she left the house.
(is doing, have been doing, had been doing)