

ملخص شامل لقواعد اللغة
الإنجليزية للوحدة الثانية

"ETHICS IN BUSINESS"

“Conditionals”

- هناك أربع أنواع للجملة الشرطية مرتبة من صفر الى ثلاثة:

Type 0	If / When	Present simple	.	Present simple
Type 01	If / When	Present simple	.	Future Simple “ Will (not) + Stem ”
Type 02	If	Past Simple	.	Would + Stem
Type 03	If	Past Perfect	.	Would + have + Past Participle

1) **Type Zero:** General Truth / Idea:

If + Present Simple , The Present Simple

- نستخدم النوع صفر “Type 0” للتعبير عن حقائق عامة / حقائق علمية مثبتة ، و نستخدم الزمن الحاضر البسيط “The Present Simple” عند تصريف الأفعال.

Eg: If you add one to one , you have two.

2) **Type One:** Possible Result In the Future:

If + Present Simple , The Future Simple (will/will not + Stem)

- نستخدم النوع واحد “Type 1” للتعبير عن نتائج متوقع حدوثها في المستقبل ، و نستخدم الزمن الحاضر البسيط “The Present Simple” في جملة الشرط ، وزمن المستقبل البسيط “The Future Simple” في جملة جواب الشرط.

Eg: If it rains , I will stay at home.

3) **Type Two:** Impossible things in the Present:

If + Past Simple , would + Stem

- نستخدم النوع اثنان “Type 2” للتعبير عن نتائج غير ممكن حدوثها في الوقت الحاضر، و نستخدم زمن الماضي البسيط “The Past Simple” في جملة الشرط، و نضع “Would” + Verb Stem في جملة جواب الشرط.

Eg: If I won the lottery , I would buy a super car.

4) **Type Three:** Things that did not happen in the past and their imaginary results.

If + Past Perfect , would have + Past Participle

- نستخدم النوع ثلاثة “Type 3” للتعبير عن نتائج أفعال / أحداث كان ممكن وقوعها في الماضي لكنها لم تحدث / تقع، و نستخدم زمن الماضي التام “The Past Simple” في جملة الشرط ، و نضع “Would” + Have + Past Participle في جملة جواب الشرط.

Eg: If I had revised my lessons , I would have passed my exam.

The Zero Type Conditional

Activity One: I write the verbs in brackets in the right form.

- 1) If you (to heat) water , it (to boil)
- 2) If I (to be) late , my father (to take) me to school.
- 3) The sea level (to rise) if the ice (to melt)
- 4) If people (not-protect) animals, they (to die)
- 5) People (to die) when they (to eat) or drink.
- 6) If you (not-water) flowers, they (to die)

The First Type Conditional

Activity Two: Write the verbs in brackets in the right form.

- 1) If you work too much , you (to get) tired.
- 2) I will phone my best friend if I (to have) time this evening.
- 3) If it (to rain) , I (to stay) at home.
- 4) He will buy a car if he (to win) the lottery.
- 5) We (to go) on a walk if the weather (to be) warm.

The Second Type Conditional

Activity Three: Write the verbs in brackets in the right form.

- 1) If I (to win) the lottery, I would travel around the world.
- 2) If I (to be) the present of Algeria, I (to fight) corrupt people.
- 3) She (to travel) more if she (to have) more time.
- 4) My father (to buy) a big home if (to have) one million dollar.
- 5) If she (not speak) French well, she (not -to move) to Paris.

The Third Type Conditional

Activity Four: Write the verbs in brackets in the right form.

- 1) If I (to get up) too early, I (not-miss) the bus.
- 2) If you (not-come) today, the teacher (to be) angry.
- 3) She (to visit) London if she (not-go) to Paris.
- 4) I (to choose) scientific stream if (to be) very good and maths.
- 5) If I (to go) early, I (not-meet) my friend.

"Unless"

Examples:

- 1) Unless you get up early , you **will be** late.
- مالم تنهض باكرا، ستكون متأخر.
- 2) I **will go** for a picnic tomorrow **unless** it rains.
- سأذهب غدا في نزهة مالم تعطر.

We use "unless" to express a conditional.

ملاحظة: نستعمل "Unless" للتعبير عن الشرط (Unless = مالم)

Unless = If not

ملاحظة: عندما نعوض "Unless" بأداة الشرط "If" لا بد من إضافة علامة النفي "not" جملة الشرط. انظر الى المثال (1) و (2)

- 1) Unless you get up early , you **will be** late.
If you do not get up early , you **will be** late.
- 2) I **will go** for a picnic tomorrow **unless** it rains.
I **will go** for a picnic **if** it does not rain.

ملاحظة: عندما نضع "Unless" في بداية الجملة لا بد من وضع **فاصلة** بين جملة الشرط و جملة جواب الشرط. أنظر للمثال التالي:

- 1) You **will not get** super marks in the exam **unless** you study hard.
Unless you study hard , You **will not get** super marks in the exam.
- مالم تدرس بجد ، لن تحصل على علامات جيدة.

ملاحظة: عندما يطلب منك استبدال "If" بالكلمة "Unless" لا بد أولا من فهم معنى الجملة الأولى و لا بد أيضا من التركيز على **تصريف الأفعال** و لا بد من وضع الفاصلة كما في المثال:

- a) I **will finish** reading my book **if** I have enough time this evening.
- b) Unless
Unless I have enough time this evening , I **will not finish** reading my book.

Activity One: Read the sentences and decide whether they are "Correct" or "Incorrect".

- 1) Unless it doesn't rain , I will not go out.
a) Correct
b) Incorrect
- 2) Unless you will eat healthy food , you will put weight on.
a) Correct
b) Incorrect
- 3) You can't drive my car unless you will drive slowly.
a) Correct
b) Incorrect
- 4) Unless you will ask me , you will not take my car.
a) Correct
b) Incorrect
- 5) Corruption will decrease , unless governments pass severe laws.
a) Correct
b) Incorrect

Activity Two: Complete each sentence with:

"unless" or "if".

- 1)you clean your room right now, I'll take you shopping later.
- 2) You won't be able to go to any parties.....you start doing your homework better.
- 3)you use your mobile less , I am going to take it away from you.
- 4) You will not succeed you work hard.
- 5) You will get into any University you want you continue to get good grades.

Activity Three: Combine the following sentence pairs using the conjunction in brackets, making the necessary changes.

- 1) a) I go to university. (if)
b) I get my BAC exam.
.....
- 2) a) You can drive the car. (unless)
b) You have a driving license.
.....
- 3) a) She fails the exam (if)
b) She does not revise her lessons.
.....
- 4) a) I don't go out this evening. (unless)
b) I finished my homework early.
.....

“Providing that / Provided that / As long as”

- 1) We will eradicate corruption **providing that** governments punish corrupt people.
- 2) We will eradicate corruption **provided that** governments punish corrupt people.
- 3) We will eradicate corruption **as long as** governments punish corrupt people.

(1) نستطيع القضاء على الفساد بشرط أن الحكومة تعاقب المفسدين.

“Providing that / Provided that / As long as”  **“بشرط أن”**

We use “Providing that – Provided that – as long as” to express **the Condition**

نستعمل “Providing that / Provided that / As long as” للتعبير عن الشرط

- 1) We will **eradicate** corruption **providing that** governments **punish** corrupt people.

Future Simple (Verb)

Present Simple (Verb)

Providing (that) governments punish corrupt people , we will eradicate corruption.

ملاحظة: يمكننا الاستغناء عن الكلمة “that” بدون تغيير في معنى الجملة.

- 1) **The country will prosper as long as we fight corruption.**

Result Clause	Conjunction	Conditional Clause
The Future Simple (Verb)	Provided (that) Providing (that) As long as	The Present Simple (Verb)

- 2) **As long as we fight corruption , the country will prosper.**

Conjunction	Conditional Clause	Comma	Result Clause
Provided (that) Providing (that) As long as	The Present Simple (Verb)	(,)	The Future Simple (Verb)

ملاحظة: عندما نضع أدوات الشرط في بداية الجملة لابد من وضع **فاصلة** بين الجملتين.

Activity One: Combine the following sentence pairs using the conjunction in brackets, making the necessary changes.

- 1) a) I go to university. (As long as)
b) I get my BAC Exam.
- 2) a) You can't drive the car. (Providing)
b) You are 18 years old.
- 3) a) She fails the exam (Provided that)
b) She does not revise her lessons.
- 4) a) I don't go out this evening. (Providing that)
b) I can watch my best movie.
- 5) a) You can't be a doctor. (As long as)
b) You are very good at sciences.

Activity Two: Read the sentences and decide whether they are "Correct" or "Incorrect".

- 1) Providing that it does not rain, I will go out.
a) Correct
b) Incorrect
- 2) As long as you will eat junk food, you put weight on.
a) Correct
b) Incorrect
- 3) You can drive the car provided you drive slowly.
a) Correct
b) Incorrect
- 4) Providing that you will ask me, you will take my car.
a) Correct
b) Incorrect
- 5) As long as governments will pass severe laws, corruption will decrease.
a) Correct
b) Incorrect

"Wish"

- 1) I wish you stopped smoking. أتمنى لو أنك توقفت التدخين.
- 2) I wish I were a rich man. أتمنى لو أنني انسان غني.

We use "I wish" to express a **Regret** about a **Present Situation** that is **Impossible to Change**.

- تستعمل "I wish" للتعبير عن الندم عن وضعية في الوقت الحاضر و التي لا يمكن تغييرها. و تكون الجملة كالتالي (أهم شيء لابد من مراعاته هو زمن الفعل بعد I wish)

I + wish + (that) Subject + Verb (Past Simple)

- بالنسبة للكلمة (that) يمكنك وضعها في الجملة كما لا يؤثر عدم وضعها في الجملة.
- 1) I am very fat now. I wish I had not eaten too much.
 - 2) I did not pass the exam. I wish I had followed the advice of my teachers.

➤ To express a **Regret** about the **past simple**, we use:

- في حالة التعبير عن الندم عن حدث/ وضع من الماضي، نضع الفعل بعد "I wish" في الماضي التام "The Past Perfect" و تكون الجملة كالتالي:

Subject + wish (that) + Verb (the Past Perfect)

- 1) I wish I would meet my friend tomorrow. أتمنى أن ألتقي بصديقي غدا.
- 2) I wish you would stop talking. أتمنى أن تتوقف عن الحديث.

➤ To express a future wish we use:

- للتعبير عن أمنية في المستقبل نستعمل بعد "I wish" الكلمة "would" و الفعل يكون غير مصرف "Stem" و تكون الجملة كالتالي:

Subject + wish + would + Verb (Stem)

ملاحظة: يمكننا التفريق بين نوع الأمنية (Past , Present , Future) من خلال مضي الجملة أو من خلال ظروف الزمان (The Time Markers) الموجودة في الجملة.

Activity One: Choose 'a, b, or c' and complete the following sentences.

- 1) I don't have a car. I wish I a car.
a) have b) having c) had
- 2) I am at work right now. I wish I free.
a) was b) were c) been
- 3) He was absent yesterday. He wishes that present.
a) had b) was c) had been
- 4) It is too cold outside. I wish it warm.
a) was b) being c) had been
- 5) She can't drive the car. She wishes that she.....the car.
a) would drive b) can drive c) could drive
- 6) The flowers are dying. I wish that it
a) rained b) raining c) will rain

Activity Two: Complete these sentences using "would / wouldn't".

- 1) I wish people protect and feed the animals.
- 2) I wish people cut off trees anymore.
- 3) I wish my students finish their homework on time.
- 4) I wish my mother cook pasta. I love it !
- 5) I wish people pick the flowers.
- 6) I wish people give bribery anymore.
- 7) I wish governments jail corrupt people.

Activity Three: Complete the following sentences using the past simple / the past perfect.

- 1) a) I am shy.
b) I wish that I
- 2) a) I found the test very difficult.
b) I wish
- 3) a) She went out without an umbrella.
b) She wishes
- 4) a) I have too much work to do now.
c) I wish

“Should / Ought to / Had better”

“Should, Ought to, and Had better” are Three Modal Verbs used to give Advice and Warning.

- نستعمل “Should / Ought to / Had better” للتعبير عن النصيحة أو التحذير

Modal	Affirmative (+)	Negative (-)	Question (?)
Should	Subject + should + V (stem)	Should + not + stem Shouldn't + stem	Should + Subject + Stem
Ought to	Subject + ought to + V (stem)	ought not to + Verb (stem)	-----
Had better	Subject + had better + V (stem)	Subject + had better + not + V (stem)	-----

“Ought to / Had better” don't have The Interrogative Form (Question Form)

- “Ought to / Had Better” لا نستعملهما في طرح السؤال.

❖ We use “should / ought to” to give Advice or an Opinion

- “should / ought to” نستعملهما للتعبير عن النصيحة أو ابداء الرأي.

1) Your grades are too weak. You **should study** hard.

- نثابجك ضعيفة عليك بالدراسة أكثر. = نصيحة / ابداء رأي

2) You **ought not to watch** TV for too much time.

- عليك ألا تشاهد التلفاز لوقت أطول. = نصيحة / ابداء رأي

1) You **had better drive** the car slowly.

2) You **had better not waste** your time playing video games.

❖ We use had better to give **advice**. If one does not follow this advice there will be a **problem / a danger**.

- نستعمل “Had better” لإعطاء نصيحة، لكن في حالة عدم اتباع هذه النصيحة يتسبب في **مشكل أو خطر للشخص**.

ملاحظة: دائما نضع الفعل المصدر (Verb Stem) بعد “Had better, ought to, should” أي الفعل يكون غير مصرف.

“Should / Ought to / Had better”

“Should, Ought to, and Had better” are Three Modal Verbs used to give Advice and Warning.

- نستعمل “Should / Ought to / Had better” للتعبير عن النصيحة أو التحذير

Modal	Affirmative (+)	Negative (-)	Question (?)
Should	Subject + should + V (stem)	Should + not + stem Shouldn't + stem	Should + Subject + Stem
Ought to	Subject + ought to + V (stem)	ought not to + Verb (stem)	-----
Had better	Subject + had better + V (stem)	Subject + had better + not + V (stem)	-----

“Ought to / Had better” don't have The Interrogative Form (Question Form)

- “Ought to / Had Better” لا نستعملهما في طرح السؤال.

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1) Your grades are too weak. You **should study** hard.

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2) You **ought not to watch** TV for too much time.

- عليك ألا تشاهد التلفاز لوقت أطول. = نصيحة / ابداء رأي

1) You **had better drive** the car slowly.

2) You **had better not waste** your time playing video games.

❖ We use had better to give **advice**. If one does not follow this advice there will be a **problem / a danger**.

- نستعمل “Had better” لإعطاء نصيحة، لكن في حالة عدم اتباع هذه النصيحة يتسبب في **مشكل أو خطر للشخص**.

ملاحظة: دائما نضع الفعل المصدر (Verb Stem) بعد “Had better, ought to, should” أي الفعل يكون غير مصرف.

Activity One: Choose "a, b, or c" to complete the following sentences.

- 1) You should right now. It is too early.
a) going b) go c) went
- 2) I had better I am not feeling well.
a) not go out b) don't going out c) go out not
- 3) You ought to a new car.
a) to buy b) buying c) buy
- 4) What I do now? I am lost!
a) ought to b) had better c) should
- 5) She had better this medicine now. It will help her relief.
a) taking b) take c) took

Activity Two: Find the mistakes in these sentences. Rewrite the sentences correctly.

- 1) He ought take him to the hospital.
.....
- 2) You should to help people.
.....
- 3) He has better do his homework daily.
.....
- 4) He is ill. He ought to not go out this evening.
.....
- 5) I had not better put hot water on the burn.
.....

Activity Three: Complete the following sentences using the appropriate expression from the list.

go to the doctor – leave now - not do that again – go to another the restaurant – take a sandwich with me
--

- 1) I have to be at school in ten minutes.
I
- 2) You don't look very well.
You
- 3) The restaurant is often crowded.
We
- 4) I will not have time to go out for lunch.
I
- 5) I was very angry with you.
You

“ It is time / It is about time / It is high time ”

- 1) It is time you **revised** your lessons.
- 2) It is about time you **revised** your lessons.
- 3) It is high time you **revised** your lessons.

“It is time / It is about time / It is high time” are expressions used to express dissatisfaction.

- نستعمل “It is time / It is about time / It is high time” للتعبير عن حالة الاستياء / أو لنقد وضعية معينة ، و تكون الجملة كالتالي:

It is time + Subject + Verb (In the Past Simple tense)

ملاحظة: أهم شيء هو زمن الفعل بعد “It is time / It is about time / It is high time” ودائما يكون في الماضي البسيط “The Past Simple”

Activity One: Choose the correct verb to complete the following sentences.

- 1) It is time you to bed. It is 11:30 pm.
 a) go b) going c) went
- 2) It is high time people giving bribery.
 a) Stopped b) stop c) stopping
- 3) It is about time rich people the taxes.
 a) Pay b) paid c) paying
- 4) It is time governments tax evasion.
 a) Fighting b) fight c) fought

Activity Two: Re-order the following words to get coherent sentences.

1) / It / high time / it is / to bed / 11 pm / . / is / went / you / . /

2) / you / It / about / . / studying / is / started / time /

3) / governments / It / high / is / . / corruption / fought / time /

4) / to / for a new / It is / time / apply / job / . / high / for me /

5) / is / . / It / we / had / high / dinner / time / . / is / It / 9 pm /

Activity Two: Complete the following sentences using the right verb from the list.

start / eat / finish / stop / do / speak / buy / clean

1) It's high time we to home. It is too dirty.

2) It's about time to to study harder.

3) It's time you to your parents about the problem.

4) It's about time to smoking.

5) It's time you your homework.

6) It's high time my father a new car. His car is very old.

7) It's high time he less food. He is very overweight!

8) It's about time we the project on time.