

بسم الله الرحمن الرحيم

The Council of the International Secondary Certificate  
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# English Language

English Language



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## تصدير :

يسر الأمانة العامة للشهادة الثانوية العالمية أن تصدر هذا الكتاب ضمن سلسلة كتب مفردات الشهادة الثانوية العالمية تسهيلاً للطلاب الذين سيجلسون للامتحان لدراسة هذه المقررات والتعرف على مفرداتها .

إن إصدار هذه السلسلة من الكتب تطلب مجهوداً كبيراً ، حيث عكفت مجموعة من الأساتذة المختصين على صياغة المقررات وفق البناء المنهجي الذي أقره مجلس الشهادة الثانوية في اجتماعه بالخرطوم بتاريخ ٢/١٠/٢٠٠١م ، وحيث إن هؤلاء الأساتذة لم يدخروا وسعاً في التأليف والمراجعة والتمحيص لمادة الكتاب ، فإننا نأمل أن تكون معيناً للطلاب في مزيد من التحصيل والمعرفة .

والأمانة العامة إذ تصدر هذه الكتب تعد بأن يستمر جهدها في التنقيح والتجويد والتجديد لمزيد من ترقية الأداء وتطويره حتى يكتمل مشروع انتشار هذه الشهادة التي تهدف إلى توسيع رقعة المعرفة وزيادة عدد العارفين .

نتقدم الأمانة العامة بجزيل شكرها للأخوة الأساتذة الذين سكبوا عصاره تجاربهم في مجال التعليم في هذه المؤلفات ونسأل الله أن يتقبل جهدهم وينفع به طلاب العلم ويعمر به رحاب الدنيا علماً وتقوى إنه ولي ذلك والقادر عليه .

د. كمال محمد عبيد

الأمين العام

لشهادة الثانوية العالمية

٣ يناير ٢٠٠٢م



## **Introduction:**

These notes are intended to provide students with the basic grammar they need to avoid grammatical mistakes which are commonly made by non-native students of English and to enable them to do well in examinations such as “International Secondary Certificate English Examination” .

The notes are written in such a way that they can easily be understood and used by students studying alone. Remember that grammar is learnt not only through grammar books but also through other books you read . It is generally agreed that well-read students make much less grammatical mistakes in speaking and writing than those who do not read .

Main reference books used in writing these notes are : “Guide to Patterns and Usage in English” by A S Horny , “English grammar for Proficiency ” by D.M Neuman ; “English to get on with” by Ann Baker ; Objective English Tests” by A.R.B. E therton .

Note: Students are free to use any other Grammar books tackling the same topics in case the above mentioned reference books are not available.

**M.Y. Mustafa**



# Unit (1)

## 1. Verbs and verb patterns:

Refer to “ Guide to Patterns and Usage in English” by AS Hornby (P1 – P77).  
Oxford University Press, Walton Street, Oxford

### Time and Tense

#### 2- Simple present Tense :

Here the actions happen every day, usually generally, sometimes or more than once. They are not happening now.

Example:

I get up at about six O'clock. I wash my face carefully.  
Clean my teeth and have a cup of tea. I leave my house to go to school about quarter to seven.

I sometimes meet a friend on my way to school and then we talk about all sorts of things until we reach the school.

Rewrite the passage above beginning” He ( Ali) gets up.....”

She ( Fatima) gets up .....

You get up .....

They ( Omar and Salih) get up.....

#### 3- Present Progressive Tense:

It is used to describe an action that is actually in progress at the moment of speaking e.g.

I am writing a letter now.

You are writing a letter now.

They are writing a letter now.

He is writing a letter now.

She is writing a letter now.

The goat is eating grass now.

#### **4-Simple Past Tense:**

To express past actions of which the time is known e.g

The Romans first came to Britain in 55B.C.

They first came to .....

#### **5- Past progressive Tense:**

To express an action which continued throughout a past period. It stresses the fact that the action was unbroken. e.g.

My father was working in his field throughout the year.

## Unit (2)

### 1- Future Tense :

Non-Progressive to express a future fact. It is formed with “shall” for the first persons(1,we) and “will” for other persons( you-they-he-she-it) e.g.

I shall visit my friend tomorrow.

He will visit his friend tomorrow.

### 2- Future Progressive:

It indicates that an action will be in progress at a future time.

e.g. At this time tomorrow you will be flying across the Atlantic.

### 3- Present Perfect Tense:

To express an action which started

in the past and is still continuing at the time of speaking

e.g. the film has just started so we will be able to follow the story if we go in now.

### 4- Present perfect progressive : To express an action which

Started in the past and is still continuing at the time of Speaking e.g.

I have been living at my present address since last month.

My uncle has been staying with us for over a month and shows no sign of leaving.

### 5- Past Perfect Tense:

i- To indicate that an action happened before a past -time or before another past action e.g.

The train had gone when I reached the station.

ii- Reported speech :

The present perfect and simple past are changed to past perfect in reported speech when the introducing verb is in the past.

E.g. Direct: I have written the composition”

Indirect: He said he had written the composition.

Direct: I wrote the composition last week”

Indirect: He said he had written the composition the previous week.

**6- Past Perfect Progressive:**

It is used when the duration of an action before a past time is given e.g.:

Ahmad had only been working for his company a few weeks when he was promoted.

**7- Future Perfect tense:**

It is used to indicate (show) that an action will take place before a future time or before another future action. e.g.

i- I must hurry or the examination will have started before I get to the hall.

ii- The general election will have been held by then.

**8- Future Perfect Progressive (continuous tense):**

It indicates that an action will be in progress at a future time.

E.g. At this time tomorrow you will be flying across the Atlantic.

## Unit (3)

- 1- **The Possessive adjectives are ‘my’, ‘our’, ‘your’, ‘his’, ‘her’, ‘its’, and ‘their’ :**  
Fatima has broken her left arm  
I have lost my book. Etc.
- 2- **The Possessive Pronouns are ‘mine’, ‘ours’, ‘yours’, ‘his’, ‘hers’, and ‘theirs’:**  
That story of yours doesn’t sound very likely.  
That book is mine, not yours.
- 3- **Reflexive Pronouns are ‘ myself’, ‘ourselves’, ‘yourself’, ‘himself’, ‘herself’, ‘themselves’:**  
He hurt himself.  
They hurt themselves etc.
- 4- **Some - any - no - none**
  - i- ‘Some’ is used in the positive and interrogative e.g.  
I have some exciting news to tell you.  
Would you like some potatoes?
  - ii- ‘Any’ is used in the interrogative or with a negative verb.e.g. Have you any news from your friend?  
No, I haven’t had any news from him.
  - iii- ‘No’ is negative but used with a positive verb. e.g. I have no vacant room at the moment.  
There should be no trouble about your getting a visa to England.
  - iv- ‘None’ means, ‘not one’ or ‘not any’. After ‘none of ’ the verb may be singular or plural  
E.g. None of my friends was/were there.  
None of these eggs is are bad.  
None of the farm land is fertile.
- 5- **One. Oneself:**  
The indefinite pronoun “ one” has the possessive form “ one’s” and the reflexive form “ oneself” e.g.  
One must take oneself seriously.

One is usually over-sensitive about One's own family.

6- **All – both:**

1- 'All' can be used before singular and plural nouns e.g.

i- After the accident I was so shocked that it took all my courage to drive again.(singular)

ii- The teacher's advice made all the students work hard.(plural).

2- 'All' may be placed before or after ' you', 'them' us.

i- Take any of these books you like. I'm afraid I've read all of them.

ii- or, I'm afraid I've read them all.

Note: Preposition obligatory if " all" comes before the pronoun.

3- 'Both' is used with countable nouns. It precedes possessive and other determiners. "of" is not obligatory with / the /this/that/these/those/ and the possessives. It is obligatory with personal pronouns e.g.

Both (of) the /these/those books are mine.

Both (of) Ali's sisters are tall

Both of them/us/you arrived late.

7- **Each - either - neither - every**

**Examples:**

The Prime Minister invited each member of the cabinet to state his views. He invited each of them to state his views. Either proposal/Either of these proposals will have my support. Neither sister/Neither of the two sisters/Neither of them was willing to nurse the sick child.

Every member of the family was present

8- **The Gerunds ( verbal nouns)**

" Gerunds" have the form of present participle but they function as " nouns" they are also called "verbal nouns".

Ex. Getting into the Rolls Royce gave me a delicious Sensation of luxury.

9- **Order of two or more adverbials :**

When two or more adverbials are to be used in a sentence, the order in which they are to be placed has to be decided.

i- when there are two adverbials of “ time”  
the adverbial indicating a point of time  
(e.g. three o'clock) the shorter period of  
time is usually placed first .e.g.

I saw the film on Tuesday last week.

I'll meet you at three o'clock tomorrow.

We arrived at five o'clock yesterday afternoon

ii- When there are two adverbials of place,  
the smaller unit is usually placed first.e.g.

He lives in a small village in Egypt

We spent the holiday in a cottage in the mountains.

iii- When the sentence includes both an  
adverbial of place and time, the adverbial  
of time usually comes last e.g.

We are going to Holland next month.

Meet me outside the office at five o'clock on  
Monday.

iv- Adverbials of frequency usual come  
after adverbial of place and before a  
adverbials of time. e.g.

I've been to London several times this year.

I walked round the park twice before supper.

I gave lectures at the college three days a week last  
term.

I saw him sitting outside the office twice on  
Monday last week.

**Note:**

For all the above units (1-2-3 ) refer to “ Guide to Patterns and usage in English” by AS Horn by (second Edition Oxford University Press) and “ English Grammar for Proficiency” D.M. Neuman
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## Unit (4)

### 1. Indirect questions:

In indirect speech the question must be changed into a statement form and the fact that the original was a question must be indicated by an introductory verb e.g. 'asked', 'enquired', 'wanted to know' followed by 'if' 'whether', or a question word (how, when, where, ) Obviously in the statement form, do/does/did/ must be omitted.

Ex. 'Direct': 'Did you enjoy your visit to Oxford?' asked my uncle.

**Indirect:** My uncle asked me if I had enjoyed my visit to Oxford.

**Direct:** "Which platform does the train to Paris go from?" enquired the passenger.

**Indirect:** The passenger enquired which platform the train to Paris went from.

### 2. Question Tags:

Where no special confirmation of a statement is required the construction used is:

- i- positive statement + negative question or  
negative statement + positive question

Ex. It's a lovely day today, isn't it?

You don't believe that story, do you?

Winter has come, hasn't it.

There is no need to hurry, is there?

- ii- Hardly, scarcely, barely, seldom, rarely, never.  
are all negative in sense so the question tag is positive.

Ex. The victim of the car crash could hardly walk, could he?

She seldom arrives home before midnight, does she?

iii- 'Somebody', 'someone', 'anybody',  
'everybody', 'everyone' 'nobody' 'noone', all  
become, 'they' in the question tag.

Ex. somebody has stolen my money, haven't they?

iv- 'can', 'could', 'must', 'may', 'might', 'need',  
'dare', 'will', 'would', 'shall', 'should', 'ought',  
'have', 'be', are repeated in the question tag.

Ex. The conversion of the garage into a flat needn't cost  
much, need it?

You must leave now, mustn't you?

There won't (will not) be any time for a meal before we  
leave, will there?

### 3. Inversion

Apart from questions, inverted forms (question forms) may  
be used.

i- When a sentence begins with (hardly, scarcely,  
barely, seldom, rarely, or any negative  
expression e.g. "at no time").

Ex. Scarcely had his head touched the pillow when he fell  
into a deep, dreamless sleep.

Seldom do I see such delicate embroidery as that.

Never have I been so exhausted as I was after moving  
into my new flat.

ii- When a sentence begins with ('few', 'such',  
'so', 'little', 'great') not immediately followed  
by a noun.

Ex. Little does she realize the danger she is in.

Such was her confidence in the bank manager's integrity  
that she entrusted all her savings to him.

So old was the document that it was barely decipherable.

iii- When ('so', 'neither', or 'nor', mean, 'also',  
and are placed after another statement).

Ex. John decided to resign from his post and so did Henry.

We didn't realize how serious George's accident was and neither did his wife.

iv- In conditional sentences formed without ('if', 'unless', 'supposing' etc.

Ex. Should he ask, she would marry him tomorrow.  
Were he to ask her, she would marry him tomorrow.  
Had you listened to my advice, you wouldn't have lost your job.

v- When a sentence begins with 'only' + adverb of time (e.g only now, only then.)

Ex. Only now is she able to walk again.  
Only then was he able to return to work.

#### **4. Capital Letters:**

As well as the beginning of a sentence capital letters are  
**Used for :**

- 1- The names and titles of people  
e.g. Captain Henry, Doctor Brown.
- 2- The names of places e.g. Khartoum
- 3- The names of month
- 4- The names of days.
- 5- The names of nationalities e.g. Sudanese.
- 6- The names of Languages. English , Arabic
- 7- The names of institutions . Shell Company.
- 8- Adjectives formed from the names of people or places e.g Victorian jewellery

#### **5. Articles: Indefinite = a/an**

- 1- A/an are only used before singular words, which represent countable objects e.g. a flat, a room, an hour.

Ex. He hasn't a flat of his own, he has only a single room in a friend's house.

- 2- A/an should not be used before substances e.g iron , bread etc. unless they are specifically limited in sense by a phrase following the noun.

Ex. I bought tea, coffee, sugar, butter and a cheese which I have seen advertised on television.

- 3- A/an should not be used before abstract nouns e.g love, hate, unless they are limited in sense as in 2. ex. It is said that love makes the world go round , but, my mother had a great love of old places.

## **6. Definite = the:**

- 1- The definite article is used to indicate a particular person, thing or a condition.

Ex. I will meet you at the shop on the corner.

- 2- Before adjectives used as nouns indicating groups of people. Ex. My grand mother loved to help the poor. More homes are needed for the aged. The poor are in need of homes and care.

- 3- Before the superlative form of adjectives, 'only' and 'ordinal' numbers(e.g. the best, the most intelligent, the fifth, the only)

Ex. This is the best place to live in.

- 4- Before a singular noun used in a general sense.

Ex. I like to spend my holiday by the sea.

The camel is sometimes called the ship of the desert.

- 5- Before the comparative form of adjectives and adverbs when one depends on the other.

Ex. The sooner I leave, the sooner I can return.

## **7. Pronouns:**

- 1- Subject Pronouns( I, he, she etc) are used:  
As the subject of a verb.

Ex. The representative of the insurance company is here; he wants you to renew your policy.

My mother is in bed because she has a very bad cold.

- 2- Object pronouns (me – him – her) are used:  
1- as the object of a verb

Ex. I met John last year and I haven't seen him since then.

I passed John in High Street but he didn't recognize me

Henry will address the meeting first and you will speak after him.

## **8. Every – each – other:**

- 1- Every can only be used in front of a singular noun except when nouns are preceded by a number.

Ex. Every flat in the new block has already been let.  
But, planes land here every two minutes.

- 2- Each can only be used in front of a singular noun.

Ex. Each person who benefits from our charity gets a minimum of fifty grammes of rice a day.

- 3- Other is an adjective, pronoun, and noun.

Ex. (a) In other circumstances we could discuss this matter without bitterness, but today it is bound to cause bitterness. (Adjective)

(b) I don't like this one, could you show me some others, (pronoun).

(c) Will you follow me with the others? ( noun)

## **9. Conditional Forms:**

- i- Type 1. To express expected actions or events.  
Ex. If he comes, I will tell him the news.
- ii- Type 2. To express a possible but unlikely present or future actions or events.  
Ex. I would give up work at once if I got that large amount of money.
- iii- Type 3. To express past actions which did not take place because the necessary conditions were not fulfilled.  
Ex. Ali would have passed his examination last year if he had worked hard.  
Had he worked hard, Ali would have passed his examination.

## 10. Modal verbs:

Can - could - be - able to - may- might – must- used to.

### 1- **Can.**

- i- To express ability . Ex. He can walk with a stick.
- ii- To express permission. ex. Can I use your telephone, please ?

### 2- **Could.** to express :

- i- Past ability. Ex. How old was your daughter when you realized that she could not hear.
- ii- Request. Ex. Could you give me a lift?

### 3- **be able to:**

To express ability, not permission.

Ex. I hope to be able to visit you next week.

### 4- **May :**

(a) To express permission. Ex.

Subscribers to the library may take out three books each.

(b) To express a likely occurrence. ex. He may come tomorrow morning.

5- **Might :**

(a) To express permission connected with the past.ex.  
When we first joined the library subscribers might take out three books each.

(b) To express an unlikely occurrence. ex. the child might get ill if he ate those plums

6- **Must : to express :**

(i) Logical certainty. ex.

He hasn't eaten anything since yesterday.

He must be hungry now.

Negative: He ate a big meal this morning. He can't be hungry now.

(ii) Obligation. Ex. every car must display a certificate showing that road tax has been paid.

(c) Command: ex. Do you understand you must be here at 8:30 a.m. tomorrow.

7- **Used to : to express :**

a past habit which has now ceased. Ex. I used to be very fond of chocolate, but now I never eat it.

## 11. (need) and (dare)

As modal auxiliaries (need) and (dare) can be formed in two ways:

1- Without (s) for third person singular and followed by an infinitive without (to) This is used in negative and interrogative (question) constructions. They do not take (do). Positive forms are regular.

Ex. He need not (needn't) go to the meeting.

Need he go to the meeting?

She dare not (daren't) go out alone.

Dare she disobey her father?

2- Regularly, i.e., with (s) for third person singular. In the past there are two negative forms of (need).

(i) Regular form:

Ex. He didn't need to go. (It wasn't necessary and therefore he didn't go)

(ii) Need + perfect infinitive ( without "to" ) :

Ex. He need not have gone. (He went, but it wasn't necessary)

Dare + direct object (usually a person) means (challenge). Negative and interrogative are rarely used.

ex. I dare you to try to mount that horse.

Note: The fixed expression (I dare say) which means, I suppose.

Ex. I dare say you didn't mean any harm, but your mother was very upset.

(Dare + verb) means "venture" or "risk".

The negative and interrogative forms are generally irregular as in the present of (need)

Ex. Despite the risk, the leader of the opposition party dares to give his true opinion. But, Dare the leader of the opposition party give his true opinion?

No, he dare not ( daren't) give ....

He dared to contradict the manager.

but, He dared not contradict the manager.

Dared he contradict the manager?

Other ex.

How dare that boy question my authority?

How dared the child contradict his father?

## 12. Passive forms:

### 1- Present simple:

Active: He reads a book every week.

Passive: A book is read every week

Active: He reads 3 books every month.

Passive: 3 books are read every month.

**2- Present Perfect :**

Active: He has already marked the composition.

Passive: The composition has already been marked.

Active: He has already marked four compositions.

Four compositions have already been marked

**3- Present continuous :**

Active: I am eating an apple now.

Passive: Apples are being eaten now.

Active: I am eating an apple now.

Passive: An apple is being eaten now.

**4- Past simple :**

Active: The child broke the glass.

Passive: The glass was broken.

Active: The child broke two glasses yesterday.

Passive: Two glasses were broken yesterday.

**5- Past perfect :**

Active: They had finished the work when the bus arrived.

Passive: The work had been finished when the boss arrived

**6- Past continuous :**

Active: He was driving the car at a high speed when he made the accident.

Passive: The car was being driven at a high speed when the accident was made.

**7- Future :**

Active: He will clean the house tomorrow.

Passive: The house will be cleaned tomorrow.

**13. Indirect Speech:**

1/ Direct Speech gives the actual words of the speaker and these may be written between inverted commas or in the form of a play: e.g. "This is a good book," said Mr. Janes.  
Mr. Janes : This is a good book .

Indirect Speech gives the words reported by another person;

Mr. Janes said that that was a good book.

If the reporting verb is in any present or future tense , the tenses in the direct speech are not changed in the indirect speech ;

“I am going to see my father”

He says that he is going to see his father.

**2/ Changes of person:**

First and second persons in direct speech usually change to third person in indirect speech;

“I am going home”, he said.

He said that he was going home.

Peter said, ‘ You do not give me a chance ‘ .

Peter said that he did not give him a chance.

The personal pronouns and adjectives usually change as follows;

	<b>DIRECT</b>	<b>INDIRECT</b>
Ist person singular:	I	he or she ,
	My , mine	his or her , his or hers
2nd person singular:	You	He or she , him or her
	You , yours	His or her , his or hers
	You (the person reporting the speech)	I , me
Ist person plural:	We	They
	Our , Ours	Their , Theirs
2nd person plural:	You	They
	Your , yours	Their , Theirs
	You (including the person reporting the speech)	We , Us

### 3/ Changes in the verb:

The tense of the verb usually moves one stage further into the past when the change is made into indirect speech “The headmaster is very strict,” said the boy.

The boy said that the headmaster was very strict.

My brother called out, “I have finished the job.”

My brother called out that he had finished the job.

The present simple tense changes into the past simple, the present perfect into the past perfect and the present continuous into the past continuous.

The past simple tense may change into the past perfect.

“I sent the goods on Monday”, “ said the grocer.

The grocer said that he had sent the goods on Monday.

The past continuous usually changes to the past perfect continuous;

“I was digging the garden when the doctor arrived,” replied Ali.

Ali said that he had been digging the garden when the doctor arrived.

The future “ shall, will ” changes into “should, would”.

“ I shall expect you at eight o’clock,” said his mother.

His mother said that she would expect us at eight o’clock.

- The past perfect tense dose not change in indirect speech.

As a rule adverbial expressions of time move into the past and those of place become more remote:

<b>Direct speech</b>	<b>Indirect speech</b>
Today	That day
Tomorrow	The next day
Yesterday	The pervious day
The day before yesterday	two days before
Now	Then
Here	There
This	That
These	Those
Ago	Previously

**Ex.**

“ You did not return your book yesterday said the librarian .  
The librarian said that he had not returned his book the previous  
day.

“I will put this key here” said the caretaker.

The caretaker said that he would put that key there.

(For Unit 4 , items (1-14) refer English Grammar for Proficiency D M Neuman or any other grammar book) .
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#### **14- Phrasal / Prepositional verbs:**

1. **Prepositional verbs :**

You get into the flat if you climb up a ladder.

2. **Phrasal verb :**

They broke off the engagement.

<b>Note:</b> For item 14 “English to get on with” by Ann Baker is recommended.
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## Unit (5)

### **Prepositions:**

For unit 5 refer “Objective English Tests Intermediate level” by A.R.B. E therton Longman or any other grammar book .

## Unite (6)

### 1. Comprehension:

Here you are required to read a passage carefully and answer questions at the end of it. Some of the questions are of the multiple-choice type. This means that you are given four possible answers ABCD and you have to select the right one.

### 2. Composition:

The purpose of composition writing is to find out how carefully and accurately you write English. Grammatical errors, faulty spelling and punctuation, and unplanned and untidy presentation should be avoided.

### 3. Summary writing:

Students are expected to know how to briefly summarize the information contained in a passage or a paragraph. The summary should be a continuous piece of writing and as far as possible in the student's own words, and not merely a copy of phrases from the passage or paragraph.

### 4. Letter writing:

For letter writing refer “Vikas Book of Complete letter writing” Tarang Paperback - Vikas Publishing House Put Ltd. . 576 , Masjed Road , Jangpura , New Delhi \_/ India / 110014 .

**Or**

“Letter writing for students of English “

By L . A. Hill .

London Oxford University Press

**Or**

any other book about letter writing .

In letter writing the importance of opening salutation paragraphing and the closing phrasing should be emphasized.