



قواعد الوحدة الأولى 2009



الأستاذ
عمر ملكاوي



Present Tenses

1. The Simple Present (المضارع البسيط)

Form	Usage	Structure
Affirmative	Positive statement	- Singular → V1 + (s/es) - Plural → V1 (base)
Negative	Negative statement	- Singular → doesn't + base form - Plural → don't + base form
Interrogative	Questions	- Wh + do/does + subject + base form? - Do/Does + subject + base form?

Functions – الوظائف اللغوية

Function	Example
Habits and routines	Ahmad drinks a cup of coffee every morning.
Permanent situations around the present time	He now shares a flat with a friend.
Scheduled events	The plane takes off at 9 am.
facts and things that are generally true	Water boils at 100 C.

Key Notes – ملاحظات مهمة

- Use with state verbs: love, like, believe, know, etc.
- Some state verbs can take continuous form with different meaning: see, think, have

Key Words

الكلمات المفتاحية

every so often, from time to time, once in a while, nowadays, once + time, usually, always, often, sometimes, rarely, never, every + time



2. The Present Continuous (المضارع المستمر)

Form	Usage	Structure
Affirmative	Positive statement	<ul style="list-style-type: none"> - I → am + V(ing) - He/She/It → is + V(ing) - We/They/You → are + V(ing)
Negative	Negative statement	<ul style="list-style-type: none"> - I → am not + V(ing) - He/She/It → isn't + V(ing) - We/They/You → aren't + V(ing)
Interrogative	Questions	<ul style="list-style-type: none"> - Wh + am/is/are + subject + V(ing)? - Am/Is/Are + subject + V(ing)?

الوظائف اللغوية – Functions

Function	Example
actions in progress at the time of speaking	I am studying .
temporary actions in progress around now	He's thinking of getting a new phone.
Changes and developments	The news is spreading quickly.
Future arrangements	I am meeting the manager tomorrow.

Key Notes – ملاحظات مهمة: → Avoid using with state verbs

Key Words	now, at the moment, currently, these days, right
الكلمات المفتاحية	now, always, constantly, forever



3. The Present Perfect (المضارع التام)

Form	Usage	Structure
Affirmative	Positive statement	- Singular → has + V3 - Plural → have + V3
Negative	Negative statement	- Singular → hasn't + V3 - Plural → haven't + V3
Interrogative	Questions	- Wh + has/have + subject + V3? - Has/Have + subject + V3?

الوظائف اللغوية – Functions

Function	Example
the duration of states that began in the past and continue up to now	He's been stuck here for five years.
completed past actions with a present relevance/result	He's changed dramatically.
experiences during a present period of time	I have visited Petra three times.

Key Words الكلمات المفتاحية	for, since, just, yet, already, ever, never, recently, so far, up to now, today, ever since, since then, since the dawn of time, in recent years, lately
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4. The Present Perfect Continuous (المضارع التام المستمر)

Form	Usage	Structure
Affirmative	Positive statement	<ul style="list-style-type: none"> - Singular → has been + V(ing) - Plural → have been + V(ing)
Negative	Negative statement	<ul style="list-style-type: none"> - Singular → hasn't been + V(ing) - Plural → haven't been + V(ing)
Interrogative	Questions	<ul style="list-style-type: none"> - Wh + has/have + subject + been + V(ing)? - Has/Have + subject + been + V(ing)?

Functions – الوظائف اللغوية

Function	Example
the duration of actions that began in the past and continue up to the present	I have been studying for 8 years.
past processes with a present relevance / result	Her eyes are red. She has been crying .

Key Words الكلمات المفتاحية	for, since, ever, all + time, for very long
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أسئلة مقترحة – Suggested questions

1. Don't shout here! Students ----- their English final exam. (take)
a) are taking b) were taking c) is taking d) was taking
2. Nuha ----- in England since 1999. (be, study)
a) have been studying b) has been studying c) have studied d) are studying
3. Our neighbor sometimes ----- his house and goes to the country. (leave)
a) leaves b) leave c) left d) leaving
4. Water ----- at zero degree centigrade. (freeze)
a) froze b) freezes c) freeze d) are freezing
5. Look! The young boy ----- the lion. (feed)
a) have been feeding b) is feeding c) was feeding d) are feeding
6. Watch out! A tree ----- down. (fall)
a) is falling b) was falling c) were falling d) are falling
7. That man ----- for an hour to get a taxi. (wait)
a) have waited b) has waited c) waits d) waiting
8. The mother ----- her children's meals daily. (prepare)
a) prepares b) prepare c) preparing d) are preparing
9. The students ----- their exercise now. (do)
a) has been doing b) was doing c) is doing d) are doing
10. I ----- him since June. (not, see)
a) haven't seen b) hasn't seen c) doesn't see d) isn't seeing
11. I have ----- reading an interesting book for three hours. (be)
a) been b) are c) am d) was



12. How long have you been ----- Hotel Management? (learn)
 a) learns b) learning c) learn d) learnt
13. A number of car accidents ----- taken place in Jordan recently. (have)
 a) have b) has c) was d) is
14. The committee members ----- out since seven o'clock. (be)
 a) has been b) have been c) are d) is
15. Writing short sentences ----- interesting. (be)
 a) is b) are c) have been d) were
16. You look a bit tired. What have you ----- doing? (be)
 a) been b) are c) am d) was

الاجابات النموذجية

1		4		7		10		13	
2		5		8		11		14	
3		6		9		12		15	
								16	



Past Tenses

5. The Simple Past (الماضي البسيط)

Form	Structure
Affirmative	V2 (Second form of the verb)
	<ul style="list-style-type: none"> - Regular verbs: add -ed - Irregular verbs: unique past form
Negative	- didn't + base form
Interrogative	<ul style="list-style-type: none"> - Wh + did + subject + base form? - Did + subject + base form? (Yes/No questions)

Functions – الوظائف اللغوية

Used to talk about actions or events completed at a specific time in the past

Examples – أمثلة

1. I **made** a party last week
2. Neil Papworth **sent** the first text message in 1992
3. Khalid **bought** a new house two weeks ago
4. The Second World War **took place** in 1939

Key Words

الكلمات المفتاحية

at the time, earlier today, the day before yesterday, in ancient times, thousands of years ago, at the turn of the 20th century, in 1956, two years later, soon after, when, yesterday, ago, at that time, last + time



6. The Past Continuous (الماضي المستمر)

Form	Structure
Affirmative	- I/he/she/it → was + verb-ing - We/you/they → were + verb-ing
Negative	- I/he/she/it → wasn't + verb-ing - We/you/they → weren't + verb-ing
Interrogative	- Wh + was/were + subject + verb (ing)? - Was/were + subject + verb (ing)?

Functions – الوظائف اللغوية

1. To talk about actions in progress at a specific time in the past (this often provides background to other past events)
2. Action interrupted by another a shorter past action

Examples – أمثلة

1. While Mark **was waiting** for us, his mum was texting.
2. She **was studying** when suddenly somebody tossed a brick through the window.

Common Patterns – أنماط شائعة

When + subject + **simple past**, subject + **past continuous**

While + subject + **past continuous**, subject + **simple past**

Key Words

الكلمات المفتاحية

When, while, as, at the time, earlier today, the day before yesterday, in ancient times, thousands of years ago, at the turn of the 20th century, in 1956, two years later, soon after, back then, always, constantly, forever



7. The Past Perfect (الماضي التام)

Form	Structure
Affirmative	Subject + had + (V3)
Negative	Subject + hadn't + (V3)
Interrogative	- Wh + had + subject + past participle? - Had + subject + past participle?

Functions – الوظائف اللغوية

We use the Past Perfect to show the relationship between a situation in the past and an earlier state or action.

Examples – أمثلة

After Abdullah **had finished** his work, he **went** home

Before I **slept**, I **had studied** my lessons

By the time we **arrived**, it **had been** dark

Ibrahim **had got** the job in the bank by 2010

Common Patterns – أنماط شائعة

After + past perfect, simple past

Before + simple past, past perfect

Key Words

الكلمات المفتاحية

After / before / because / as / when / by the time / by + V2 / at the time / and then / so / already / just



أسئلة مقترحة – Suggested questions

1. I was writing a letter when the bell ----- . (ring)
a) rang b) rings c) rung d) ring
2. After she ----- the report, she posted it. (write)
a) has written b) have written c) had written d) wrote
3. While the teacher ----- the lesson, someone knocked at the door. (explain)
a) was explained b) was explaining c) were explaining d) were explained
4. I once ----- the minister. (meet)
a) meets b) meet c) has met d) met
5. Bayan ----- from the university last summer. (graduate)
a) graduates b) have graduated c) graduated d) had graduated
6. After the guests -----, we arrived. (leave)
a) has left b) have left c) had left d) left
7. By the end of 2011, my younger sister ----- from the university. (graduate)
a) has graduated b) have graduated c) had graduated d) graduated
8. The film ----- a few minutes ago. (start)
a) started b) have started c) has started d) starts
9. After he ----- the letter, he posted it. (write)
a) has written b) have written c) had written d) wrote
10. I was writing a letter when the bell ----- . (ring)
a) has rung b) rings c) had rung d) rang
11. While the boys ----- to school, it began to rain heavily. (go)
a) was going b) were going c) went d) were gone
12. I ----- to music when the police opened the door. (listen)
a) was listening b) am listening c) was listened d) has been listening



Question tags and echo questions

الأسئلة الذيلية و أسئلة الصدى

What is a Question Tag?

Description – الوصف

A short question added to the end of a sentence to confirm or check information.

General Rule

Case - الحالة	Use - الاستخدام
Present/Past Simple	Use do/does/did
Other Tenses	Use correct auxiliary verb + pronoun

Types of Question Tags

Type	When to Use	Examples
Positive Tag	When the main sentence is negative	<ul style="list-style-type: none"> - You don't like coffee, do you? - They haven't been to London yet, have they? - Nothing has happened, has it?
Negative Tag	When the main sentence is positive	<ul style="list-style-type: none"> - She is a doctor, isn't she? - They went to school, didn't they? - This is an amazing house, isn't it?



Rules for Using Question Tags

Rule	Explanation	Example
Use correct auxiliary verb	Match tense and subject	He has finished, hasn't he?
Match polarity	Positive sentence → Negative tag Negative sentence → Positive tag	They didn't go, did they?
Special case: "I am"	Use aren't I	I'm still employed, aren't I?

Common Exceptions

Sentence	Tag
Let's go to the cinema	shall we?
Someone has bumped into your car	haven't they?
Nobody came to the presentation	did they?
I'm still employed	aren't I?

Uses of Question Tags

Use	Example
Request	- Buy me the newspaper, could you? - You'll cook, won't you?
Invitation	Come visit us, won't you?
Command	- Write it down, will you? - Don't make a mess, will you?



Echo Questions (Reply Tags)

Situation	Example
Affirmative Statement	A: I used to live in Moscow. B: Did you?
Future Plan	A: I am going to Turkey. B: Are you?

أسئلة مقترحة – Suggested questions

- This is silly, -----?
A) isn't it B) isn't this C) is it D) is this
- Nothing ever changes, -----?
A) do it B) does it C) did it D) doesn't it
- Come and look at this, -----?
A) won't you B) will you C) don't you D) shall you
- Everyone was there, -----?
A) weren't they B) wasn't they C) wasn't it D) were they
- Don't be late, -----?
A) are you B) won't you C) will you D) don't you
- No one likes him, -----?
A) do they B) does they C) doesn't he D) does he
- a good question, isn't it?
A) That's B) This is C) It is D) What's
- are lovely beaches in this country, aren't there?
A) They B) There C) Those D) These
- It can be too hot here, -----?
A) isn't it B) can't it C) doesn't it D) can't it be
- Actually, I used to live in France. ----- you?
A) Were B) Didn't C) Have D) Did

