

English  
International Language

First Edition

# EFFICACIOUS GRAMMAR



[Ketabton.com](http://Ketabton.com)

Hashmatullah Nezami

# CONTENTS

## Contents

<b>PARTS OF SPEECH .....</b>	<b>7</b>
<b>Article.....</b>	<b>11</b>
<b>Rules of THE .....</b>	<b>12</b>
<b>Simple present tense .....</b>	<b>14</b>
<b>The Present Progressive tense. ....</b>	<b>16</b>
<b>Simple past tense .....</b>	<b>19</b>
<b>Simple past vs Present perfect .....</b>	<b>21</b>
<b>Past Continuous / Progressive Tense .....</b>	<b>24</b>
<b>When and While .....</b>	<b>26</b>
<b>Used to .....</b>	<b>27</b>
<b>At, In and On .....</b>	<b>29</b>
<b>Present Perfect tense.....</b>	<b>30</b>
<b>Future plan .....</b>	<b>31</b>
<b>Simple Future Tense .....</b>	<b>31</b>
<b>Will is used for) .....</b>	<b>33</b>
<b>Uses of Shall .....</b>	<b>35</b>
<b>Be Going to .....</b>	<b>36</b>

<b>Parallel verbs .....</b>	<b>36</b>
<b>Be About to .....</b>	<b>39</b>
<b>NOUN .....</b>	<b>40</b>
<b>Cases of Noun.....</b>	<b>45</b>
<b>NOUN + NOUN.....</b>	<b>46</b>
<b>Personal pronouns.....</b>	<b>47</b>
<b>Possessive Noun .....</b>	<b>48</b>
<b>Reflexive Pronouns.....</b>	<b>50</b>
<b>Another, other, the other .....</b>	<b>51</b>
<b>Modals .....</b>	<b>54</b>
<b>Had better .....</b>	<b>59</b>
<b>Dare and need .....</b>	<b>60</b>
<b>Need.....</b>	<b>60</b>
<b>Prefer, like....better and would rather.....</b>	<b>61</b>
<b>Used to .....</b>	<b>61</b>
<b>Imperative .....</b>	<b>62</b>
<b>Let's/ why don't .....</b>	<b>63</b>
<b>Past perfect tense.....</b>	<b>63</b>
<b>Yes/ no questions: .....</b>	<b>64</b>
<b>WH or information questions .....</b>	<b>64</b>

<b>How often .....</b>	<b>65</b>
<b>Future continuous tense .....</b>	<b>65</b>
<b>Too+ verb .....</b>	<b>66</b>
<b>Although/Even though/ Though .....</b>	<b>66</b>
<b>So that/ in order that.....</b>	<b>67</b>
<b>Because .....</b>	<b>67</b>
<b>Phrasal Verb .....</b>	<b>67</b>
<b>Phrasal Verb .....</b>	<b>68</b>
<b>Gerund .....</b>	<b>70</b>
<b>What kind of/ What sort of.....</b>	<b>72</b>
<b>Which .....</b>	<b>72</b>
<b>Whose .....</b>	<b>72</b>
<b>How.....</b>	<b>73</b>
<b>HOW ABOUT AND WHAT ABOUT .....</b>	<b>75</b>
<b>It+ Take.....</b>	<b>75</b>
<b>Tag Question .....</b>	<b>76</b>
<b>Countable/ Uncountable noun .....</b>	<b>79</b>
<b>Some &amp; Any.....</b>	<b>81</b>
<b>Conjunction .....</b>	<b>84</b>
<b>Voice .....</b>	<b>88</b>

<b>Changing Tenses into passive:.....</b>	<b>91</b>
<b>Imperative passive.....</b>	<b>94</b>
<b>Participle .....</b>	<b>96</b>
<b>Get + present Participle .....</b>	<b>98</b>
<b>Get + Past Participle.....</b>	<b>99</b>
<b>Degrees of Adjective.....</b>	<b>99</b>
<b>Repeating comparatives .....</b>	<b>102</b>
<b>Double comparatives.....</b>	<b>102</b>
<b>As...as .....</b>	<b>103</b>
<b>SPEECH .....</b>	<b>104</b>
<b>What is Sentence .....</b>	<b>112</b>
<b>CLAUSES AND SENTENCES.....</b>	<b>113</b>
<b>Kinds of sentences .....</b>	<b>115</b>

# Acknowledgment

First of all, thank you to Almighty Allah, the one who gives and takes everything that deserved me to be a great personality among people. As we see a great number of people contributed to the development of English language, particularly in grammar part. So I expected to be one of them and would like to offer a good source of education for learners, from different standard resources. Furthermore, I wish to express my great appreciation to my brothers and friends that supported me by their great ideas. Besides, I am really thankful to my parents, that convinced me to write such book [Efficacious Grammar] as I cannot thank them, but want to say\_ Thanks Mom and Dad.

Thank you very much.

I hope you will find this book useful.

## PARTS OF SPEECH

### اجزای کلام

a classification of words according to their functions in sentence or in context is called parts of speech.

طبقه بندی کلمات به اساس وظایف آنها در یک جمله یا در یک متن بنام اجزای کلام یاد میشوند.

They are.

1	Noun	5	Adjective
2	Pronoun	6	Preposition
3	verb	7	Conjunction
4	Adverb	8	Interjection

### 1. Noun: اسم

Noun is the name of Allah's all creatures and imaginary things.

اسم تمام مخلوقات الله و چیز های خیالی یا فکری هستند.

Ex: Ahmad, table, Kabul, logic, Allah.

## 2. Pronoun: ضمیر

Pronoun is a word which is used instead of a noun and avoid/prevent from its repetition in the sentence.

ضمیر: کلمیست که استعمال میشود بجای اسم و از تکرار آن در جمله جلوگیری می کند.

EX: Ahmad is a boy.

EX: He is a student.

It has taken from a Latin word (pronome).

Pronome

Prevent

Of

Noun

## 3. Verb: فعل

Verb generally shows action, state, being or ownership

فعل عموماً عمل، حالت، موجودیت یا مالکیت را نشان میدهد. و خود فعل به معنی عمل است.

Ex: drink; wash; cook; Fire; drive.....etc.



## There are two kinds of verbs

- Main verb: wash, speak. فعل اصلی
- Helping verb: is, am, are. فعل کمکی

Verb is divided into three more parts

1: To do verb فعل انجام دادن

Do/does

2: To be verb فعل بودن

is/ am /are.

Past form of "is, am" —————→ was

Past form of "are" is —————→ were

3: To have verb فعل داشتن

Have/has

Past form

Had



#### 4. Adverb: قید

Is word which is used to modify a verb an adjective or another adverb. Or is a word which gives you more information about time, place and the manner of an action.

قید: کلمیست که استعمال میشود و تغییر می دهد حالت فعل، صفت یا قید دیگر را. یا به عبارت دیگر، کلمه است که معلومات بیشتر میدهد در باره وقت، مکان و روش یک عمل.

EX: She is running. This is an open sentence.

EX: She is running slowly.

Ex: she is a very fast runner.

Ex: she is working so slowly.

#### 5. Adjective: صفت

used to describe a noun or pronoun.

صفت : استعمال می شود که تشریح کند حالت اسم یا ضمیر را.

Ex: Ahmad is a good boy.

#### 6. Preposition: حرف اضافه

Is a word which shows connection between two parts of sentence or between words.

حرف اضافه: کلمیست که استعمال میشود و رابطه را نشان میدهد بین دو بخش جمله یا بین کلمات.

**Some of prepositions: In, on, at, under, from, of...etc.**

**Ex: Cat is under the table.**

## **7. Conjunction: حرف ربط**

**Is used to connect words, parts of sentences, phrases, or clauses**

حرف ربط: استعمال میشود که ارتباط دهد کلمات، بخش های جملات، عبارات، یا قضیه های را.

**Some of conjunctions: when, and, or, Are . . .**

**Ex: Ahmad and Mahmoud are friends.**

## **8. Interjection: حرف ندایه**

**Is used to show surprise or strong feeling.**

استعمال میشود که نشان دهد احساس قوی یا تعجب را.

**Ex: Oh! Yeah! Wow! Ouch! etc...**

**Ex: Oh! what a dive.**

## **Article: حرف تعریف**

**Is used to determine noun.**

استعمال میشود که مشخص سازد اسم را.

Article is divided into two parts. حرف تعریف به دو بخش تقسیم شده.

- Definite article “the” حرف تعریف معین
- Indefinite article “a/an” حرف تعریف نامعین

**EX: She has (the) book. So (the) is definite article. Means this book has specified between two persons or more that which book is this.**

**Ex: He has (a) book. (A) Is indefinite article. Means book is not specific, he has a book which book?**

**Ex: she has a book. (A) Is indefinite article.**

## Rules of THE

**1: (The) when it comes before vowel, we pronounce it (de).**

**Ex: The other** کلمه ذکر شده وقتی قبل از صدادار ها بیاید۔ دی — تلفظ میشود.

**2: (The) when it comes before consonant, we pronounce it (da)** کلمه ذکر شده وقتی قبل از بی صدادار ها بیاید — ده — تلفظ میشود.

**Ex: The book**

**3: (The) it used before singular count noun and plural**

## count nouns and also non-count nouns.

کلمه ذکر شده استعمال میشود قبل از اسم های قابل شمارش مفرد و اسم های قابل شمارش جمع و همچنان اسم های غیر قابل شمارش.

**Ex: The book, the books**

**Ex: The fruit**

**4: (The) is used to talk about the person, thing or place that is known to listener and speaker.**

کلمه ذکر شده استعمال میشود که صحبت کند در باره شخص، چیز یا مکان که معلوم باشد به شنونده و گوینده.

**Ex: the book you gave to me was interesting.**

**5: (The) is used before the name of famous person, thing or place. It pronounced (de)**

کلمه ذکر شده استعمال میشود قبل از اسم شخص مشهور، چیز یا مکان مشهور. و  
- دی - تلفظ میشود.

**Ex: I am one of the Obama's guard, oh the Obama?**

**Ex: I like the iphone's company.**

## Simple present tense

زمان حال ساده

### Structure

Sub +verb +com/obj. For I, YOU, WE, THEY

Sub +verb +s/es +com/obj. For HE, SHE, IT

There are two helping verbs in present tense.

### Do & Does

**1: Is used to show daily activities.**

استعمال میشود که نشان دهد فعالیت های روزمره را.

Ex: They come to the institute every day.

**2: Shows regular activities.**

نشان میدهد فعالیت های منظم را.

Ex: I go to school at 8:00 clock.

**3: shows habitual actions.**

نشان میدهد اعمال عادت را.

Ex: He smokes every day.

**4: shows general fact.**

حقیقت عامیانه را نشان میدهد.

**Ex: Allah is one.**

**5: Talks about past events in newspaper headlines.**

گپ میزند در باره واقعیات گذشته در سر خط اخبار ها.

**Ex: President Obama meets the afghan president.**

**6: states future timetabled events.**

واقعات تقسیم اوقات شده در حالت آینده نشان میدهد.

**Ex: The plane takes off at 15:00 tomorrow afternoon.**

**7: used in time and conditional clauses instead of simple future tense.**

استعمال میشود در وقت ودر قضیه های شرطی بجای زمان حال آینده.

**Ex: if you study hard, you will get the first position.**

**8: substitutes present continuous tense for non-progressive verbs.**

جایگیر زمان حال جاری است برای افعال غیر قابل جریان.

**Ex: she wants to live in Canada {not she is wanting to live**

in Canada}

**Ex:** The teacher remembers my name (not the teacher remembering my name).

**Note:** Verbs which end in ss, sh, ch, z, x, o, take es when used with third person singular

### The Present Progressive tense.

زمان حال جاری.

**1:** shows an action which is happening right now or at the moment of speaking.

نشان میدهد عملی را که در حالت جریان است و یا در لحظه گفتن است.

**Ex:** we are walking towards our office right now.

**2:** is used for temporary actions.

استعمال میشود برای اعمال موقتی .

**Ex:** The government is working on a new project.

**3:** is used with future time expression to talk about future.

استعمال میشود همراه به اصطلاح وقت آینده که صحبت کند در باره آینده.

**Ex:** He is leaving Afghanistan next week.



**4: Is used with adverbs such always, constantly, continually repeatedly to imply a complaint.**

با چنین قید های ذکر شده بالا استعمال میشود که اشاره کند به شکایت یا برای شکایت رساندن.

**E.g. A sister who always polishes her brother's shoes and is tired of this action might say:**

**Ex: I am always polishing my brother's shoes.**

**Ex: They are repeatedly asking for a raise in salary.**

**Spelling rules:**

**1: we can add( ING )to most verbs without changing the spelling of the base forms.**

را میتوانیم به بسیاری از افعال علاوه کنیم بدون تغییر شکل اصلی فعل. (Ing)

**Ex: catching**

- Walking
- Reading
- Going

**2: if a verb ends in e, delete e before adding ING.**

اگر یک فعل با (E) ختم شده باشد (E) را حذف کرده پیش از علاوه کردن (ING) .

**Ex: come= coming**

**Write = writing**

**Smile = smiling**

**3: if a verb ends in double (EE), the final is not deleted.**

اگر فعل با دبل (EE) ختم شود حذف نمیشود.

**Ex: see= seeing      agree=agreeing**

**4: if a verb ends in a consonant preceded by a single vowel, the last consonant is doubled before adding ING.**

اگر یک فعل ختم شود با یک کانسوننت گذشته از یک واویل مفرد، کانسوننت آخری را دبل ساخته قبل از علاوه کردن (ing).

**Ex: stop=stopping**

**Run=running**

**5. For words that end with w, x and y do not double the last consonant; just add ING:**

کلماتی که با w,x,y خاتمه میابد کانسوننت آخری را دبل نسازید فقط ing علاوه کنید.

**Ex: Fix=fixing.      Bow=bowing      Enjoy=enjoying**

**6: The final consonant is not doubled if it is preceded by two vowels.**

کانسوننت آخری را دبل نمی سازیم اگر گذشته از دو واویل باشد.

**Ex: mean = meaning**

**Read = reading**

**7: IC at the end of the verb becomes ICK before adding ING.**

**IC در اخير فعل تبديل به ICK ميشود قبل از علاوه کردن .ING**

**Ex: picnic= picnicking**

**Panic = panicking**

**8: If a verb ends in IE. Change IE to Y before adding ING.**

**اگر يك فعل خاتمه می IE .IE را تغيير ميدهيم به Y قبل از علاوه کردن .ING يابد به**

• **Lie= lying**

• **Tie= tying**

• **Die= dying**

## **Simple past tense**

**زمان گذشته ساده**

**shows an action which is started and ended at specific time in the past.**

نشان میدهد عملی را که در گذشته آغاز و ختم شده در یک وقت معین.

**Structure: sub+2<sup>nd</sup> form of verb+com/obj**

**Ex: He went to Jalalabad yesterday.**

**Question form: Did +sub +base form of the Verb +Com.**

**Ex: Did you go to Jalalabad yesterday?**

**Negative form: Sub +did not +base form of the verb+com/obj**

**Ex: He did not go to Jalalabad yesterday.**

- **The simple past tense is also used to talk about habitual or repeated actions that took place in the past.**

زمان گذشته همچنان استعمال میشود که صحبت کند در باره اعمال عادتی یا تکراری که در گذشته واقع شده باشد.

- **For example:**
- **"When I was a child I always went to the park."**
  - **When we narrate story.**

**Once upon time there was a king who had three daughters and five sons.**

- **Is used to describe something that happened a very short time ago.**

استعمال میشود که تشریح کند یک چیزی که در گذشته نزدیک واقع شده باشد.

**Ex: He just made an example.**

- Is used to indicate both recent and distant past.

اشاره میکند به هر دو، گذشته نزدیک و دور.

**Ex: He just entered the class.**

- Is used to indicate existence.

استعمال میشود که موجودیت را نشان دهد.

**Ex: They were inside the class.**

- Is used for polite inquiries in present time.

استعمال میشود برای بازجویی با آدب در زمان حاضر.

**Ex: I wanted to know about the rule.**

**Ex: I thought you might go with me.**

## Simple past vs Present perfect

زمان ساده گذشته بر خلاف زمان حال کامل

- Present perfect tense. زمان حال کامل
- Expresses past action with unspecific time.

بیان میکند عمل گذشته را با وقت نامعین.

•She has broken the window.

• Expresses past action with the present result.

بیان میکند عمل گذشته را با نتیجه حال.

•It has rained.

•Simple past tense.                      زمان ساده گذشته.

• Expresses past action with specific time.

بیان میکند عمل گذشته را با وقت معین.

• She broke the window yesterday.

• Expresses past action with no present result.

بیان میکند عمل گذشته را بدون نتیجه حال.

•Yesterday it rained a lot.

• Has link with the present and future.                      رابطه دارد با حال و آینده.

•I have taught English since 2000.

• Expresses past repeated action with unspecific time.

بیان میکند عمل تکراری گذشته را بدون وقت معین.

•I have been there many times.

• Doesn't have link with                      زمان گذشته رابطه ندارد با حال و آینده.

- Present and future.
- He taught English for two years.
- Expresses past repeated action with specific time.

بیان میکند عمل تکراری گذشته را با وقت معین.

• I visited that place three times.

Is used with unfinished adverbs of time. (Today, this morning...)

زمان حال کامل استفاده میشود با قیود نا تکمیل شده وقت. ( امروز، امروز صبح).

**Ex: She has completed the project this morning.**

is used with both finished and unfinished adverbs of time.

زمان گذشته ساده با هر دو قیود تکمیل شده و نا تکمیل شده وقت استفاده میشود.

**Ex: They lost it yesterday.**

the adverb ago can be used in this tense it's so rare, most grammarians agree that it's incorrect to use, better not to use.

قید Ago میتواند استعمال شود در زمان حال کامل ولی بسیار کم،

گرامر دانها توافق دارند که غلط است استفاده این قید در این زمان بهتر است استفاده نشود.

**Ex: We have eaten our lunch few minutes ago. (incorrect)**

The adverb ago is used in this tense. در گذشته ساده استفاده میشود.

**Ex: we ate our lunch few minutes ago.**

□ **With the word just both tenses almost give the same meaning.**

با کلمه **Just** هر دو زمان تقریباً یک معنی میدهد.

**Ex: He has just called me.**

**Ex: He just called me.**

## **Past Continuous / Progressive Tense**

زمان گذشته جاری

**It is used to indicate the continuation of an action in the past.**

استعمال میشود که اشاره کند به جریان یک عمل در گذشته.

**Structures: Affirmative statement:**

• **Sub + was / were + verb-ing + obj / com.**

**Ex: She was following him yesterday at 8:00.**

**Negative statement: Sub + was/were + not + verb-ing + obj/ comp**  
**Ex: They were not leading them in a proper way.**

• **Question: • Was/were + sub + verb-ing + obj/com + ?**

**Ex: Were they watching the game?**

**Negative interrogative ( informal )**



**Wasn't / Weren't + sub + Verb-ing + obj/ com+ ?**

**Wasn't she trying to help you?**

**Negative interrogative ( formal)**

**Was/ were + sub + not + verb-ing... (formal)**

**Ex: Was he not solving the problem?**

- 1. Expresses an action which was in progress at specific point of time in the past.**

بیان میکند عمل را که در وقت معین در گذشته در جریان بوده.

**Ex: She was living with her sister last year.**

- 2. Is used with always, continually... for persistent habits in the past.**

استعمال میشود همراه با (همیشه، دائماً... برای عادات ماندگار یا مداوم) در گذشته.

**Ex: He was always grumbling.**

- 3. Is used to express an action which was going on when the second action happened and interrupted the first action.**

بیان میکند عملی را که در جریان بوده، وقتی عملی دومی واقع شد و قطع کرد عمل اولی را.

**Ex: I was explaining the lesson when someone knocked the door.**

**Ex: when her father called, she was cleaning the kitchen.**

4. **Is used to express two actions or activities which were in progress at the same time.**

بیان میکند دو عملی را که در جریان بوده در یک وقت.

**Ex: While I was listening to the music, my brother was writing his homework.**

**Ex: While the preacher was preaching, we were listening.**

5. **Is used instead of the present continuous tense in reported Speech.**

استعمال میشود بجای زمان حال جاری در کلام غیر مستقیم.

**Ex: She said, "I am studying at ken Thomson university."**

**Ex: She said that she was studying at ken Thomson university.**

### **When and While**

**They are subordinating conjunctions of time. When means at that time. While means during the time that.**

اینها حروف ربط وابسته اند که **when** به معنی آن وقت یا وقتیکه و

**while** به معنی در جریان آن وقتیکه.

## When + Simple Past While + Past Continuous

**Note:** When they are used at the beginning of a sentence, a comma is added in the middle. If they are used in the middle, we needn't use a comma.

نوت: وقتی این کلمات در آغاز جمله استعمال شوند ما باید کامه علاوه کنیم در میان جمله و یا اگر در میان جمله استعمال شوند کامه استعمال نمیشود.

### Examples:

**Ex:** They were fishing when the flood came.

**Ex:** When the flood came, they were fishing.

**Ex:** While we were celebrating his birthday, he got an emergency call.

**Ex:** He got an emergency call while we were celebrating his birthday

- Used with the infinitive (to) is used to talk about past habits which are now finished.

Used to استعمال میشود که صحبت کند در باره عادت گذشته که حالا خاتمه یافته.

**Used to** is always used in simple past tense. It does not have a present form. We do not normally use **Used to** with a specific point of time.

**Used to** همیشه استعمال میشود با زمان گذشته ساده، شکل حال ندارد و

بطور عادی استعمال نمیشود با وقت دقیق.

- **Negative form:**

- **She used to smoke. She used not to smoke. (British & formal)**
- **She did not use to smoke. (Common)**

- **Interrogative form:**

- **Used she to smoke? (British & formal)** In informal style we can use **did** as auxiliary verb to help the sentence change to negative and interrogative forms.

- **Examples:**

- **Positive form: We used to live in a peaceful country. Negative form: We did not use to live in a peaceful country. • Interrogative form: Did we use to live in a peaceful country? • Response: Yes, we did. Or Yes, we used to.**

- **2. Used to can be used to describe past state.**

**Used to** بیان میکند حالت گذشته را.

- **E.g. I used to be a teacher.**

- **3. Used to can be used to describe past possession.**

**Used to** همچنان ملکیت گذشته را بیان میکند.

- **E.g. they used to have a nice house in the USA.**

- Interrogative form: Did we use to live in a peaceful country. Response: Yes, we did or Yes, we used to.

### At, In and On

#### • At is used with:

- A. Exact time on the clock. At six o'clock •
- B. Meal times. At lunch, at dinner time.
- C. Other points of time. At noon, at midnight, at night,
- D. • Festivals. At Eid, at Christmas, at Nawroz, At Aashura, etc..

- At with what time is most of the time deleted and as well as in short answers to what time.

At بیشتر وقت حذف میشود از What time و همچنان در جواب ها به این.

We say: what time do you wake up?

Instead of: At what time do you wake up?

Five o'clock instead of at five o'clock

#### • On is used with:

- A. Days of the week. On Monday, on Friday.
- B. Parts of the day: on Sunday morning, on Saturday evening. • C. Date: on August 1st.
- D. Anniversaries: • On your birthday, on her engagement day.

- **In is used with:**
- **A. months:** in January, in July.
- **B. years:** in 1999, in 2015, in 2020.
- **C. Parts of the day.** In the morning, in the afternoon,
- **D. seasons:** in winter, in spring, in summer.
- **E. Centuries:** in the 16th century.

## Present Perfect tense

### زمان حال کامل

It shows an action which is started and ended at unspecified time in the past.

استعمال میشود که نشان دهد عملی را که در گذشته آغاز و ختم شده در یک وقت نامعین.

**Structure:** sub + have/has + 3<sup>rd</sup> form of verb + com/obj.

**Ex:** I have seen my father.

**Question form:** have I seen my father?

**Negative form:** I have not/haven't seen my father.

**1 usage:** is used to show repetition of an action.

استعمال میشود که نشان دهد تکرار بودن عمل را.

**Ex:** I have watched this film many times.

**Q.F:** Have I watched this film many times?

**N.F:** I have not watched this film many times.

**2usage:** is used to show an action which is started in the past continue to the present might or may not go to future.

استعمال میشود که نشان دهد عملی را که در گذشته آغاز شده و تا به حال جریان دارد امکان دارد به آینده برود یا نرود.

**Ex:** Ashraf Ghani has been the president of Afghanistan since 2014.

**SINCE:** Shows the beginning of an action.

آغاز عمل را نشان میدهد.

**FOR:** Shows the duration of an action.

مدت عمل را نشان میدهد.

**Future plan**      پلان آینده

**Will weak plan & be going to strong plan**

**Simple Future Tense**

زمان آینده ساده

• It shows an action that will happen in the future at some specific time.

عملی را نشان میدهد که در آینده واقع می شود در یک وقت معین یا معلوم.

## یا Or

- It is used to show future plans that will happen in the future.

استعمال می شود که نشان دهد پلان های آینده را که واقع می شود در آینده.

- Simple future tense is used with the modal auxiliary verbs (will, shall) and with the semi modal auxiliary verb or expression (be going to).

زمان ساده آینده استعمال میشود همراه با افعال کمکی (will,shall) یا اصطلاح be going to .

### The Difference between Will and Be Going To.

- Subject+ will +base form of the verb= weak plan or intention.

این فورمول پلان ضعیف یا پلان خیالی را نشان میدهد.

Ex: Sonum will go to Canada next week.

- Sub+ be going to+ simple form of the verb= (strong plan or intention).

این فورمول پلان قوی یا خیال قوی را نشان می دهد.

Ex: We are going to start a new conversation class.

### Question Form Examples:



**Bahar will study math.**

**Changing.**

**Will Bahar study math?**

**They are going to meet us tomorrow morning. Changing.**

**Are they going to meet us tomorrow morning?**

**Negative Form:**

**They are not going to meet us tomorrow morning.**

**Leena will buy a car next month.**

**Changing: Leena will not/ won't buy a car next month.**

**Note: Going to can also be pronounced /gəʊnə / in spoken English.**

**(Will is used for)**

**1: Plans and decisions which are made right now.**

پلان ها و تصمیم که همین حالا در نظر گرفته شده.

**Ex: I will see you next Friday.**

**Ex: You will finish the office work tonight.**

**2: Predictions about future. پیشگوی در باره آینده**

**Ex: It will snow tomorrow. Ex :You will die the next day.**

### 3: Promise. وعده

Ex: I will get you a nice car.

### 4. Warnings. اخطاریه

Ex: I will see you.

Ex: I will get the police if you don't get out of here.

### 5: A scheduled action in very formal style officially.

یک عملی تقسیم اوقات شده در روش رسمی.

Ex: The conference will take place in Kabul University at 5:00.

### 6: Possibility توانایی

Ex: This man will carry 200 kg.

## <<Shall>>

Shall is used to introduce future tense with some restrictions which are going to be discussed here.

استعمال میشود که معرفی کند زمان آینده را همراه به قید شرط ها که در اینجا بالای آن بحث می کنیم.

Examples: I shall meet you tomorrow

**We shall compromise in order to create a win-win situation.**

**I shall not (shan't) meet you tomorrow**

**Shall I (not) meet you tomorrow?**

## **Uses of Shall**

**It is used to indicate:**

**shall** استعمال میشود که اشاره کند به .

**1: A plan or decision made at the moment of speaking with (I and we).**

یک پلان یا تصمیم که ترتیب شده در لحظه گفتن همراه با (I, we)

**Ex: We shall/will move from here coming Tuesday.**

**7. Offer /suggestion with (I and we).**

پیشنهاد همراه با (I, we)

**Ex: Shall I do it?**

**Ex: Shall I repeat my words?**

**Ex: Shall I bring you coffee?**

**8: A preplanned action which will take place in the future.**

عمل طرح ریزی شده که واقع می شود در آینده.

**Ex: They are going to kill you.**

**He is going to drop university.**

## **Be Going to**

**It means be intended to and be predicted to. It is a similar expression/semi-auxiliary verb.**

**Be going to** به معنی قصد کردن یا پیش بینی کردن مانند یک اصطلاح یا فعل کمکی است.

### **1. A preplanned action which will take place in the future.**

یک عمل طرح ریزی شده را که در آینده واقع خواهد شد بیان میکند.

**Ex: They are going to kill you.**

**Ex: He is going to drop university.**

### **2. Prediction about future. پیش بینی در باره آینده**

**Ex: You are going to encounter lots tribulations in the future.**

**Ex: It is going to snow tomorrow.**

**Ex: Ahmad is going to fly to Spain coming Friday.**

## **Parallel verbs افعال موازی یا برابر**

- **Two verbs connected by the conjunction (and) are called parallel verbs.**

دو فعل که توسط حرف ربط **and** با هم وصل شده باشند بنام افعال موازی یاد میشوند.

**Ex: Nancy cooks and eats lunch.**

• **We are fishing and (are) boating in the ocean.**

• **Note: The repetition of helping verbs is optional but not necessary to be used when two verbs are **connected by and.****

**نُوت:** تکرار کردن افعال کمکی اختیاری است ولی ضروری نیست که استعمال شود وقتیکه دو افعال توسط حرف ربط ( and ) وصل شده باشند.

• **Present progressive tense can be used to talk about future events when the time and place have been fixed.**

زمان حال جاری: میتواند که در باره واقعیات آینده که وقت و جای آن معین شده باشد صحبت کند.

• **Ex: They are going to the USA next week.**

• **Instead of: they are going to go to the USA next week.**

• **Verbs of movement such as (come, go, take, arrive, leave, carry) are mostly used with present progressive tense to talk about future events instead of be going to.**

افعال حرکت مانند ( آمدن، رفتن، بردن، رسیدن، ماندن، انتقال دادن) بیشتر با زمان حال جاری استعمال میشوند که صحبت کند در باره واقعیات آینده بجای **.Be going to**

- **We say: We are going to Kabul tomorrow**
- **Instead of: We are going to go to Kabul tomorrow**
  
- **But present progressive tense is generally not used to talk about events which are outside human's control.**

ولی زمان حال جاری در عموم به چیزهاییکه خارج از کنترل انسان باشد استعمال نمیشود.

**Instead we use be going to or will.**

- **Ex: It's going to rain soon.**
  - **Instead of: it's raining soon.**
  
  - **Simple present tense can be used to talk about future timetabled events with verbs like open, close, arrive, take off, leave, start, begin, finish, end, and be.**
- زمان حال ساده میتواند که صحبت کند در باره واقعیات تقسیم اوقات شده همراه با افعال مانند (باز کردن، بسته کردن، رسیدن، پرواز کردن، ماندن، شروع کردن، آغاز کردن، خلاص کردن، آخر، بودن).
- **Ex: The flight from Moscow arrives at 15:00 tomorrow afternoon.**
  - **Instead of: The flight from Moscow is going to/ will arrive**

at 15:00 tomorrow afternoon.

- We use the verbs wish, hope, have the ambition to, plan, intend, in present tenses to show present ideas about future.

استعمال می کنیم افعال (آرزو کردن، توقع کردن، و آرزو داشتن، پلان، قصد داشتن) در زمان های حال که نشان دهد مفکوره های حال را در باره آینده.

- Do not say: She is going to wish to become a lawyer in the future. (Untrue)
- Say: She wishes to become a lawyer in the future. (True)

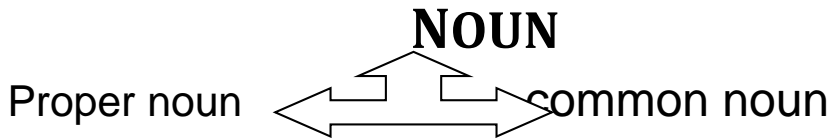
### Be About to

- The expression be about to indicates that something will happen in the near future. Most grammarians agree that the maximum time limit is five minutes.

اصطلاح **Be about to** اشاره میکند به چیزی که در آینده نزدیک واقع میشود،

بیشتر متخصص های دستور زبان به این توافق هستند که حد اکثر وقت محدود پنج دقیقه است.

- Ex: Afghan students are about to leave for the USA.
- Ex: We are about to end the class.



**Proper Noun:** is a noun which is used for a particular person, thing and place which thought to be unique.

اسم خاص: اسم است که استعمال میشود برای شخص، چیزی یا مکان معین که مطلب بودن یگانگی آن است.

**Ex:** Nancy, Diana, Thomas (person)

**Ex:** Afghanistan, United States (place)

**Common Noun:** is a noun which is not used for a particular person, place and thing.

اسم عام: اسم است که برای شخص، چیزی یا مکان خاص استعمال نمی شود.

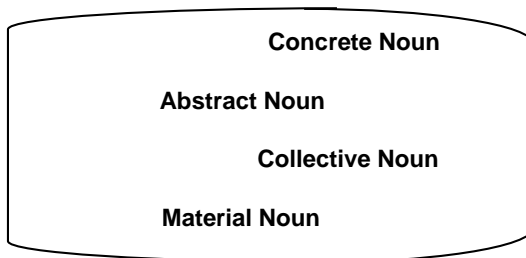
**Ex:** Teacher, boy, girl, student (person)

**Ex:** park, university, school (place)

**Common Noun can further be classified into following categories.**

اسم عام: میتواند که بیشتر طبقه بندی شود به کتهگوری/یا انواع ذیل.





**Concrete Noun:** A Noun which refers to a real, physical object and can be seen and touched is called concreted noun.

اسم محسوس: اسم است که بازگشت کند به یک مفعول فزیکي واقعی که دیده و لمس کرده بتوانیم بنام اسم حس شده یا محسوس یاد میشود.

**Ex:** computer, chair, phone, etc....

**Abstract Noun:** a noun that refers to an idea Or a general quality, not to a physical object Can't be seen or touched but felt is called abstract noun.

اسم خیالی: اسم است که بازگشت کرده به یک نظریه یا کیفیت عمومی نه به یک مفعول فزیکي که نه دیده شود و نه لمس شود ولی احساس شود بنام اسم خیالی یاد میشود.

**Ex:** intelligence, logic, ability.

**Collective noun:** are nouns for groups of people or things or animals. The collective nouns are a body made up of individual people, things or animals.

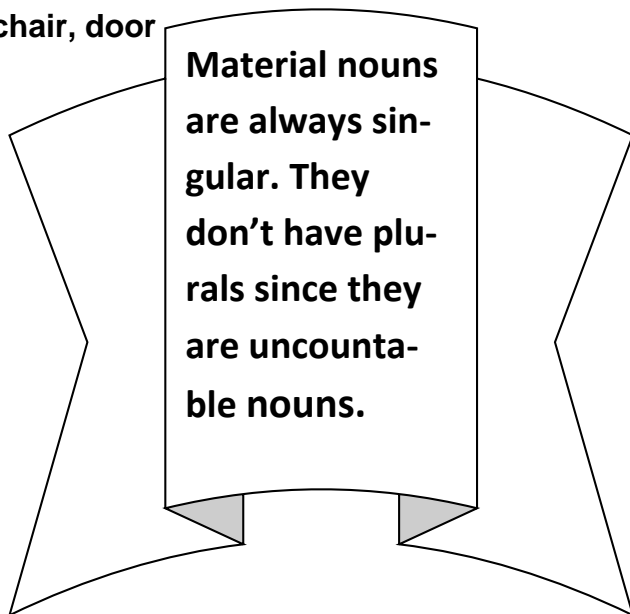
اسم جمعی: اسم های هستند برای گروه از مردم اشیا یا حیوانات، اسم های جمعی جسم ساخته شده فرد فرد مردم، اشیا یا حیوانات است.

**Ex: the air force, a club, a community, a gang, a firm, a crew, the staff, a team.**

**Material noun: nouns from which another noun made is called material noun.**

اسم ماده: اسم های هستند که از آن ها یک اسم دیگر ساخته میشود.

**Ex: wood = chair, door**



**Steel = door, chair, knife**

**Iron = nails, hammers**

**Gold = ring, locket**

**Plastic=plates, chair**

**Fabric= pants, shirts**

**Most nouns make their plural forms by adding (S/es).**

بیشتر از اسم ها شکل جمع خود را میسازند توسط اضافه کردن **s/es** .

**Ex: Heater = Heaters**

**Pen = pens**

**Hat = Hats**

**Nouns ending in, o, x, sh, ch, zz, ss, make their plurals by adding es.**

اسم های که با حروف ذکر شده بالا اخر می شوند شکل جمع خود را می سازند توسط علاوه کردن **es** .

**Ex: potato=potatoes**

**Dish = dishes**

**Buzz= buzzes**

**Some nouns make their plural forms irregularly. A change occurs in spelling.**

بعضی اسم ها شکل جمع خود را می سازند به طور بی قاعده، و تفاوت واقع می شود در سیل یا در نوشتن ان.

**Ex: tooth =teeth**

**Man = men**

**Woman=women**

**Mouse = Mice**

**Goose = geese**

**Ox = oxen**

**Nouns ending with f/fe can make their plural forms by changing f/fe to V and adding es.**

اسم های که اخر میشوند با حروف بالا میتواند که شکل جمع خود را بسازند توسط  
تغییر دادن f/fe به V و علاوه کردن .es

**Ex: loaf = loaves**

**Wife=wives**

**Knife=knives**

**Shelf=shelves**

**The nouns dwarf, hoof, scarf, can take either s or ves.**

اسم های ذکر شده میتواند s یا Ves بگیرد.

**Dwarf=dwarfs, dwarves**

**Hoof=hoofs, hooves, scarf=scarfs, scarves.**

**With the following nouns we add "s" although ended with f, chief, gulf, proof, safe, cliff, handkerchief,**

با اسم های ذکر شده بالا ما s علاوه میکنیم اگر چه با F خاتمه یافته اند.

**Ex: chiefs, gulfs, proofs, safes, cliffs.**

## Cases of Noun قضیه های اسم

- ❖ As a subject
- ❖ As an object of verb
- ❖ As an object of preposition

### AS a subject

When a noun is used before verb and does the duty of subject of the sentence, it functions as a subject.

وقتی یک اسم استعمال میشود قبل از فعل و وظیفه فاعل را انجام میدهد در جمله مانند فاعل عمل می کند.

Ex: students study.

### As an object.

When a noun used after verb, it functions as the object of the same verb.

وقتی که اسم بعد از فعل استعمال شود در فعل یکسان مانند مفعول عمل می کند

Ex: Ahmad is driving car.

### As the object of preposition.

**A noun can function as an object of preposition when it comes after preposition if the noun precedes a preposition.**

یک اسم میتواند که عمل کند به حیث مفعول از حرف اضافه، وقتیکه بعد از حرف اضافه بیاید اگر اسم عبور کرده باشد از یک حرف اضافه.

**Ex: we are going to meet at the park.**

## **NOUN + NOUN**

**Noun plus noun is called compound noun.**

**The first noun functions as an adjective and it is always singular.**

اسم + اسم: را بنام اسم ترکیبی یاد می کند. اسم اول به حیث یک صفت عمل می کند و همیشه مفرد می باشد.

**Ex: Ahmad is a university teacher.**

**An adjective can be used in.**

**Attributive case**

**Predicative case**

**Attributive case: when an adjective used before nouns.  
It is said to be in attributive case.**

قضیه صفتی: وقتی یک صفت قبل از اسم استعمال شود، بیان شده که قضیه صفتی است.

Ex: They are intelligent students.

**Predicative case**: when adjective is used with verbs such as is, am, are, seem, look, sound, it is said to be in predicative case.

قضیه خبری: وقتی صفت استعمال شده باشد با افعال مانند (است، هستم، هستند، به نظر رسیدن، دیدن/به نظر رسیدن به نظر آمدن یا رسیدن) بنام قضیه خبری یاد میشود.

Ex: she seems unhappy.

## **Personal pronouns**

**Personal pronoun** • Subject pronouns: He, she, it, I, we, you, they

- **Object pronouns**: Him, her, it, me, us, you, them
- Pronouns which are connected by (and) can either be as subject pronoun or object pronoun.

ضمایر که توسط and ربط داده شده، میتواند ضمیر فاعلی یا ضمیر مفعولی باشد.

- If the pronoun is used as part of the subject, use a subject pronoun.

اگر ضمیر استعمال شده باشد بحیث بخش از فاعل، سپس استعمال کنید ضمیر فاعلی را

Ex: You and I are good friends.

- They came here to meet Thomas and me at the university.

### Possessive Noun

A noun which shows possession is called possessive noun.

اسم ملکی: اسمی که ملکیت را نشان دهد بنام اسم ملکی یاد میشود.

**Singular possessive ('s).**

**Plural possessive (s').**

**Singular possessive**: we use apostrophe plus (s) to show the possession of singular noun or relation.

's را استفاده میکنیم که ملکیت یا رابطه اسم مفرد را نشان دهد.

**Ex: Ahmad's phone is nice.**

**Plural possessive**: we use (s) plus apostrophe to show the possession of plural noun or relation.

ملکی جمع: ما استعمال می کنیم (s) پلس آپاسترافی را که نشان دهد ملکیت یا رابطه اسم جمع را.

**Ex: The Logans' house is on prince road. Girls' class is on left.**



**Note:** irregular nouns make their possessive forms by adding apostrophe plus (s) ('s).

نوت<< اسم های بی قاعده شکل ملکی خود را می گیرند توسط علاوه کردن اباسترافی پلس(s).

('s)

**Ex:** Men's clothes, women's dresses, children's class.

**Nouns ending in (s) or (z) can take two possible forms.**

اسم های که با Z /s خاتمه می یابد دو شکل امکان پذیر را گرفته میتواند.

**A:** add an apostrophe and s = Socrates's idea. Socrates' idea.

**B:** add an apostrophe only = Aziz's book.

**Aziz' book**

Both possessive adjectives and pronouns show possessions or relation—• Possessive Adjective                      Possessive Pronoun

**My**

**Mine**

**Our**

**ours**

**your**

**yours**

<b>Their</b>	<b>theirs</b>
<b>His</b>	<b>his</b>
<b>Her</b>	<b>hers</b>
<b>its</b>	

## **Reflexive Pronouns**

- **Reflexive pronouns refer back to the subject.**

ضمایر منعکس یا انعکاسی بازگشت میکند به فاعل.

**Ex: She saw herself in the mirror.**

**We use by plus reflexive pronoun to mean alone or without help.**

**Ex: We live by ourselves. (Alone)**

- **They painted the wall themselves.**
- **Reflexive pronouns are: myself, yourself, yourselves, ourselves, themselves, oneself, himself, herself, itself.**
- **Common verbs and phrases followed by reflexive pronouns are:**
  - **Be proud of yourself. Cut yourself. Blame yourself. Introduce yourself. Take care of yourself. Teach yourself. Work for yourself.**
  - **Hurt yourself. Pinch yourself. Help yourself. Believe in yourself. Kill yourself. Enjoy yourself. Talk to yourself. Wish yourself (happy life)**

- E.g. • we should always believe in ourselves that we can do even the hardest tasks in the world.
- Verbs which are nearly always used with reflexive pronouns in other languages are:

افعال که تقریباً همیشه با ضمائر منعکس استعمال میشوند در زبان های دیگر عبارتند از.

- Wash, shave, undress, behave, adapt, hide, and move.

Ex: My little nephew always hides himself behind the door. or

He always hides himself behind the door.

### Another, other, the other

- Another means an additional, extra or one more out of a group of similar items. It is used with singular countable nouns.

Another به معنی یکی اضافه یا یکی دیگر از گروه اشیا یکسان، این کلمه استعمال میشود همراه با اسم های قابل شمارش مفرد

- As an adjective: • it is used before a noun.

بحیث صفت قبل از اسم استعمال میشود.

- She ate one apple and after five minutes she asked for another apple.

- As a pronoun: • when it is used alone without a noun or with the word one, it functions as a pronoun.

وقتی تنها استعمال شود بدون اسم و یا با کلمه one بحیث ضمیر عمل میکند.

**Ex: Send me another letter. Adjective**

**Ex: Send me another (one).Pronoun**

• **The other means the last one in a specific group, the only one that remains from a given number of similar items.**

**The other** به معنی چیزی اخری در یک گروپ معین، آن یکی که مانده از تعداد یکسان دیگر اشیا.

**Ex: I finished reading this book.**

**Give me the other book. Adjective**

• **Give me the other (one). Pronoun**

**The others is the plural form of the other. It means the last ones in a specific group, the remaining from a given number of similar items. The others is a plural pronoun.**











**The other** شکل جمع **The others** است.

• **E.g. • There are four heaters in the room. Nancy will take one of them. Sheldon will take the others.**

**The verbs can, could, may, might, will, would, should, must, ought to, dare, and need are called modal verbs or modals. Each of them has special meanings.**

افعال ذکر شده بالا را بنام مادل ها یاد میکنند که هر یک این ها معنی خاص دارد.

**Such as:**

-  **Can** shows present ability and possibility.
-  **Could** shows past ability and present possibility.
-  **May** shows possibility.
  
-  **Might** also shows possibility.
-  **Will** is used to form simple future tense.
  
-  **Would** can be used as the second form of will as well as used to make a polite request.
-  **Shall** is used to form future simple tense.  
Mostly used with subject pronouns I and we.
-  **Must** is used to show strong obligation. It is stronger than have to.
-  **Ought to** is used to give advice.
-  **Should** is used to give advice and make a recommendation.

**Note:** modals don't have s in third person singular; they have no(ING) (e d) forms.

مادل ها هیچ شکل را بخود نمیگیرند نه حال نه گذشته.

**Modals** are always followed by simple form of a verb.

مادل ها توسط شکل ساده فعل دنبال میشود.

## **Modals are never followed by to:**

**To** با مادل ها استعمال نمیشود.

**I can to speak English (incorrect)**

**I can speak English (correct)**

**Have to, have got to and ought to are followed by to plus simple form of a verb.**

با این کلمات میتوان **to** استعمال کرد.

**Examples:**

- ✓ **We have to study for exam.**
- ✓ **We have got to study for exam.**
- ✓ **We ought to study for exam.**

## **توانستن Can**

**1: Can expresses ability and capacity.**

قابلیت و ظرفیت را نشان میدهد.

**Ex: Ahmad can read chines.**

**2: can asks for permission.**

برای اجازه گرفتن درخواست می کند.

**Ex: can I use your pen?**

**3: can shows possibility.**

امکانات را نشان می دهد.

**Ex: Ahmad is not in the class today. He can be sick.**

## توانستن Could

**1: Could is the past form of can. It expresses past ability or capacity .**

شکل گذشته (Can) است که قابلیت یا ظرفیت گذشته را بیان می کند.

**Ex: we could stand in the rain yesterday.**

**2: could expresses present possibility.**

امکانات حال را بیان می کند.

**Ex: it could rain today.**

**3: could asks for permission. It is more polite than can.**

بخاطر اجازه گرفتن استعمال می شود از (Can) بیشتر معذبانه است.

**Ex: could I use your phone?**

## شاید May

**1: May shows present and future possibilities.**

امکانات آینده و حال را نشان میدهد.

**Ex: we may leave for London in a few hours.**

**2: May asks for permission.**

بخاطر اجازه گرفتن درخواست می کند.

**Ex: May I come in?**

**3: May is used to make prayers and curses.**

استعمال می شود بخاطر دعا کردن و لعنت گفتن.

**Ex: May Allah bring peace in Afghanistan!!!**

**Note: As permission auxiliary. May is more formal and less common than can.**

مانند فعل کمکی اجازه (may) بیشتر رسمی ولی کمتر رایج از (Can) است

## **Might** شاید

**1: Might expresses present and future possibilities.**

**Might:** امکانات آینده و حال را بیان می کند.

**Ex: Afghans might unite.**

**3: Might asks for permission. It is less common than May.**

**Might** درخواست اجازه میکند کمتر رایج است نسبت به **May**.



**Ex: Might I use your pen? Less common**

## **Should باید**

**1: should expresses advice.**

نصیحت یا نظریه را بیان می کند.

**Ex: you should study as hard as possible.**

**2: should: makes a recommendation.**

یک پیشنهاد/نظریه را می سازد.

**Ex: They should leave, or else the rain will start.**

**3: should: expresses mild obligation.**

مجبوریت سست/نیمه را نشان میدهد.

**Ex: Ahmad should be polite in front of the seniors.**

## **Must باید**

**1: Must: expresses obligation.**

مجبوریت را بیان می کند.

**Ex: The students must come to class on time.**

**2: Must: expresses necessity.**

ضرورت یا نیازمندی را بیان می کند.

**Ex: you must bring some flowers to form a present.**

**3: Must: expresses logical certainty and conclusion.**

اطمینان منطقی و انجام یا خاتمه را بیان می کند.

**Ex: living in such as dangerous condition must be Difficult.**

## **Ought to** باید

**1: ought to: expresses obligation, Most of the time the obligation is moral.**

مجبوریت را بیان میکند.

**Ex: we ought to love our Motherland.**

**2: ought to express probability and desirability.**

بیان می کند احتمالات و درجه تمایل را.

**Ex: prices ought to come down.**

## **Would**

**1: would is the past form of will.**

حالت گذشته (Will) است.

**2: would express past habit.**

عادت گذشته را بیان می کند

**Ex: I would run for fifty miles every morning when I was young.**

**3: would expresses polite requests and offers.**

درخواست های معذبانه یا پیشکش ها را بیان میکند.

**Ex: would you fetch me a glass of water, please?**

**4: would is used in indirect speech instead of will.**

بجای (Will) استعمال میشود در کلام غیر مستقیم.

**Ex: They said (that) they would come to New York.**

**5: would is used in unreal conditional clauses.**

استعمال میشود در قضیه های شرطی تصویری یا غیر واقعی.

**Ex: if we studied, we would pass.**

**Note: in spoken language, we mostly use( 'd) instead of full form of (would).**

## **Had better**

**1. Had better expresses warning.**

اخطاریه را بیان میکند.

**E.g. you had better be polite.**

**2. Had better gives strong advice, or tell people what to do.**

کلمه ذکر شده نظریه قوی میدهد یا به مردم میگوید که چه را انجام دهد.

**E.g. you had better drive slowly before you hit somebody.**

**3. Had better is more urgent than should.**

**Had better** بیشتر اسرار کننده است نسبت به **Should**.

**E.g. Afghans had better obtain education.**

**Note: had is dropped in a very informal speech.**

**E.g. I better leave Afghanistan.**

## **Dare and need**

**Dare and need can be used as a main or modal verbs.**

میتواند که استعمال شود مانند افعال اصلی و افعال کمکی.

**1: dare means be brave enough. It can be used as a modal or ordinary verb.**

**(Dare):** به معنای به اندازه کافی شجاع بودن

**As a modal: she dares run away.**

**As an ordinary: she dares to run.**

## **Need**

**Need expresses obligation and necessity.**

مجبوریت و ضرورت را بیان می کند.

**Ex: we need work as hard as possible.**

**As an ordinary: we need to work as hard as possible.**

**When we want to change them to negative or question**

form by simply bringing them at the beginning of the sentence.

وقتی ما بخواهیم که آنها را تبدیل کنیم به شکل منفی یا سوالیه به ساده گی میتوانیم که آنها را در سر جمله قرار دهیم.

## **Prefer, like....better and would rather**

**We can use prefer, like...better and would rather to talk about preferences and choices.**

با استفاده از این کلمات میتوانیم در باره برتری دادن چیزی یا انتخاب ها صحبت کنیم.

**E.g. I prefer English to French.**

**I like English better than French I would rather learn English than learn French.**

**The verb used after would rather is always in its base form.**

## **Used to**

**1. Used to expresses past habits which are no longer existed.**

**Used to** بیان میکند عادات گذشته را که دوامدار نبوده باشد.

**E.g. Kelly used to follow his lessons carefully when he was ten.**

**E.g. I used to smoke cigarette when I was in Chicago.**

**2: Used to expresses discontinued habit.**

عادت غیر مداوم را هم بیان میکنند.

**Note: Used to is pronounced ( u:st to) not (u:zd to). In formal style used to...can have the forms of a modal verb. (questions and negatives without do) especially in British English.**

**E.g. she used to be a heavy smoker. She used not to be a heavy smoker or she used to not be a heavy smoker?**

**Used he to be a heavy smoker? In informal style, it is more common to use ordinary question and negative forms with auxiliary verb (did).**

**E.g. Bowrack Obama used to be a minister.**

**Bowrack Obama didn't use to be a minister.**

**Did Barrack Obama use to be a minister?**

## **Imperative**

- **Imperative is used to:**
- **Command someone to do something**  
امر کردن بالای کسی بخاطر انجام دادن یک عمل.
- **Give instruction/direction**  
دادن معلومات یا رهنمایی  
کردن
- **Make a request.**  
ترکیب درخواست.

**Note: The difference between command and request lies in the speaker's tone or voice and the use of please.**

نوت: فرق بین امر و درخواست نظر به طرز گفتن گوینده است و استفاده کلمه اطفأ.

## Examples

- Open your books. (Command)
- Open your books, please. (Request)
- Go straight and turn right. (Direction)
- Open your books at page 67. (Instruction)

## Let's/ why don't •

let's is the short and informal form of Let us.

- Let's and why don't make suggestions. Why don't is more friendly than let's.

اینها برای پیشنهاد کردن استفاده میشود Why don't بیشتر دوستانه است.

E.g. let's cook fish for lunch. Why don't we go on a picnic to.?

## Past perfect tense

زمان گذشته کامل

Is used to show an action that was completed before another action in the past.

استعمال میشود که نشان دهد عملی را که قبل از یک عمل دیگر تکمیل شده باشد در گذشته.

Structure: sub+had+3<sup>rd</sup> form of verb+com/obj.

**Ex: I had eaten, when he came .**

**Yes/ no questions:** are those questions which are answered by yes or no.

سوال های بلی و نخیر ان سوال های هستند که توسط بلی یا نخیر جواب داده میشود.

**Yes no question nearly always begins with**



سوال های بلی و نخیر تقریباً همیشه آغاز می شود با

❖ **Do, does, did, is, am, are, have, has, was, were and as well as with modal auxiliary verbs**

❖ **Are you a teacher?**

❖ **Yes, I am. No, I am not.**

**.WH or information questions** are those questions which are ask for information.

(WH): یا سوال های معلوماتی انهای هستند که بخاطری معلومات گرفتن سوال می کنند.

▪ **Information questions begin with WH words or expression such as:**

سوال های معلوماتی آغاز می شود همرا با کلمه (WH) یا اصطلاح مانند.



- What, when, where, why, how, what time, how often, etc.

Ex: what's that? That's a chair

### چند بار How often

How often is a WH or information question expression? It means how many times.

How often: سرخط بالا سوال یا اصطلاح معلوماتی است به معنی چند بار.

Ex: How often do Muslims pray a day?

They do pray five times a day.

### Future continuous tense

زمان آینده جاری

Is used to show an action which will be happening at a certain time in the future.

استعمال میشود که نشان دهد عملی را که در جریان واقع شدن خواهد باشد در یک وقت معین در آینده.

Structure: SUB+WILL+BE+VERB+ING+COM

**Ex: I will be sleeping at ten pm.**

### **Too+ verb**

**Is use to apply negative meaning.**

استعمال می شود که معنی منفی را بدهد.

**Ex: The weather is too cold.**

### **Although/Even though/ Though**

هر چند/با وجودی اینکه/اگر چه

- **They are subordinating conjunctions.**
- **We use all these words to express that the result of something was unexpected.**

حروف ربط وابسته اند، ما این کلمات را استعمال می کنیم که نتیجه چیزی را که قابل توقع نبوده بیان کند.

- **Even though is stronger than although/though**
  - **E.g. I enjoyed the party; even though/although/though I didn't like the party.**
- :So (that) and in order that are used to talk about purpose. We usually use them with modal auxiliary verbs (can, will, may-more formal)**
- **so that is more common than in order that.**

## So that/ in order that

استعمال می شود که صحبت کند در باره هدف و ما معمولاً این ها را با افعال کمکی استعمال می کنیم.

- We come to the university so that we can learn English.
- We come to the university in order that we can learn English.

## Because

بخاطر

- We use because to give reasons. It usually answers the question with why.

ما Because را استعمال میکنیم بخاطر علت گفتن، معمولاً سوال های که با کلمه why آغاز میشود جواب میدهد.

- E.g. they had an accident because they were driving fast.

## Phrasal Verb

فعل عبارتی

- Verb plus preposition or adverb particle having a special meaning and functioning as a single verb is called phrasal verb.

فعل با حرف اضافه یا قید کوچک که معنی خاص دهد و عمل کند بحیث یک فعل مفرد بنام فعل عبارتی یاد میشود.

- E.g. let's turn on/off the lights.

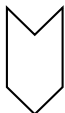
- I asked her to sit down.
- It is our responsibility to look after our parents.

## Phrasal Verb

- A phrasal verb is made up of two or more parts that function as a single verb. We can also call them two/three-word verbs as they are usually made up of a verb plus a second or third word.

فعل عبارتی ساخته شده دو یا چندین بخش است که بحیث فعل مفرد عمل میکند و ما میتوانیم آنرا بنام فعل دو یا سه کلمه بی یاد کنیم، قسمیکه معمولاً ساخته شده فعل با کلمه دوم و سوم میباشد.

## Phrasal Verb



**Separable**



**Non- Separable**

## Separable Phrasal Verb    فعل عبارتی جدا شدنی.

The particle/preposition can be separated from the verb if it is a separable phrasal verb.

حرف یا حرف اضافه میتواند جدا شود از فعل اگر فعل جدا شدنی عبارتی باشد.

- Example: • They turned off the lights.
- They turned the lights off.
- They turned them off.

## Non-Separable Phrasal Verb    فعل عبارتی جدا ناشدنی.

• The particle/preposition cannot be separated from the verb if it functions as non-separable phrasal verb

حرف یا حرف اضافه نمیتواند جدا شود از فعل اگر فعل، فعل عبارتی جدا ناشدنی باشد.

. Examples: She ran into an old friend a couple of days ago.

- She ran an old friend a couple of days ago into. ❌

(Untrue) • Run into is a non-separable phrasal verb.

Thus, we cannot separate the verb from the particle.

## مصدر Gerund

- Gerund: Verb plus Ing functioning as noun is called Gerund

فعل با Ing عمل میکند بحیث اسم، بنام مصدر یاد میشود.

- E.g. talking, walking, smiling, doing

### • Cases of Gerund: قضیه های مصدر

- As a subject: Gerund used at the beginning of a sentence is in subjective case.

بحیث فاعل: در آغاز جمله استفاده میشود.

- Studying English is interesting

### As object of preposition بحیث مفعول از حرف اضافه

- Almost after all prepositions we use ing form not an infinitive.
- When gerund is used after certain prepositions it is said

**to be the object to the same preposition.**

وقتی مصدر استفاده شود بعد از حروف اضافه معین، مفعول از حرف اضافه یکسان میباید.

### **Gerund as complement    مصدر بحیث تکمیل کننده**

• Gerund used to complete the meaning of a sentence is said to be the complement of the same sentence.

مصدر استعمال میشود که تکمیل سازد معنی از جمله را در شکل جاری، بنام مصدر بحیث تکمیل کننده یاد میشود.

• His loving sport is motoring.

### **Go + gerund**

• Go plus gerund is used to talk about entertaining activities.

Go با مصدر استعمال میشود که در باره فعالیت های تفریحی صحبت کند.

• Verbs followed by go (gerund) are:

- Go fishing, go hunting, go mountain climbing, go dancing, go boating, go canoeing, go camping, go bowling, go hiking, go running, go sailing, go shopping, go skiing, go sledding, go window shopping, go tobogganing,

### What kind of/ What sort of

What kind of asks for information about a specific sort or type.

این کلمه های سوال میکنند برای معلومات گرفتن در باره نوع معین.

- What kind of fruit do you like?
- What sort of/type of car does she drive?

### Which is a WH or information question word.

It is used to ask about choice. It is used both with singular and plural nouns.

**which** کلمه سوال معلوماتی است، سوال میکند در باره انتخاب و با اسم های مفرد و جمع استعمال میشود.

- E.g. Which color do you like?
- I like black color.
- Which books do you usually study?

### Whose is a Wh or information question word.



- It asks about ownership.it can be used both with singular and plural nouns •

**Whose** کلمه سوال معلوماتی است، سوال میکند در باره ملکیت و با اسم های مفرد و جمع استعمال میشود.

**E.g. whose notebook is this?**

- This is my notebook.
- Whose books are these?
- These are my books

### How is WH or information question word.

**How** استعمال میشود که سوال کند در باره .....

- Manner, or the way an action takes place روش واقع شدن عمل
- Means of transportation. معنی حمل نقل
- State of health. بیان کردن صحت
- The spelling of a word املا یا هجی کردن یک کلمه
- The pronunciation of a word. طرز تلفظ یک کلمه
- The meaning of a word معنی یک کلمه

### Examples

**How does she walk? She walks slowly**

- **How do you go to university?**
- **By car, by bus, by taxi.**
- **How are you?**
- **How do you spell television?**
- **How do you say/pronounce these words?**
- **How do you translate this sentence?**

**How can be used with adjectives too.**

- **How old.....**
- **How tall.....?**
- **How deep.....?**
- **How big.....?**
- **How narrow.....?**
- **How wide.....?**
- **How long.....?**
- **How scared.....?**
- **How short.....?**
- **How thirsty.....?**
- **How hungry.....?**
- **E.g. How deep is the Kabul river?**

## The question expression how do you do?

Is used while greeting with someone. The question and response are the same. Usually people use it when meet someone new.

این اصطلاح برای احوال پرسی استعمال میشود به معنی {چطور هستید} است سوال و جواب این اصطلاح یکسان است معمولاً استفاده میشود وقتی یک شخص جدید را ملاقات کنیم.

• Speaker 1: How do you do, Leonard?

• Speaker 2: How do you do, Thomas?

## HOW ABOUT AND WHAT ABOUT

They are used to make suggestions. They can be followed by (pro)noun or the ing form of a verb.

اینها برای پیشنهاد کردن استعمال میشوند میتوانند توسط ضمیر، اسم یا شکل جاری فعل دنبال شوند.

Ex: I am hungry. How about you?

Ex: we need one more player?

How about (what about) john? Let us ask him

## It+ Take

• It plus take is used to talk about length of time.

It + take استعمال میشود که صحبت کند در باره طول وقت.

We use it with how long to ask about the length of time.

ما این کلمات را با **How long** استعمال میکنیم که سوال کند در باره طول وقت.

- **E.g. it takes one year to finish DEL.**
- **It took us six hours to reach Chicago.**
- **How long does it take you to reach Kabul?**

### Tag Question سوال ضمیمه

- **Tag question is a special construction in English. It is a statement followed by a mini question. The whole sentence is a tag question and the mini-question at the end is called question tag.**

این یک اختصار خاص در انگلیسی است، این یک بیانیه است که در دنبال آن یک سوال کوچک است. تمام جمله سوال ضمیمه است و سوال کوچک که در اخیر است بنام سوال ضمیمه یاد میشود.

**We use tag question at the end of statements to ask for confirmation.**

سوال ضمیمه را در اخیر جمله استعمال میکنیم که در خواست کند برای تایید.

- **The main purpose of Tag question is:** اهداف اساسی سوال ضمیمه
- **1. To ask for information** سوال کردن برای معلومات گرفتن.
- **2. To seek agreement** طلب کردن توافق.

### Tag Question Basic Structure

<b>+ Positive statement</b>	<b>_ Negative tag?</b>
It is a great day,	isn't it?
<b>- Negative statement</b>	<b>+positive tag?</b>
You don't know her,	do you?

E.g.

She did not come yesterday, did she?

- It's a beautiful car, isn't it?

### Questions Tags with imperatives سوال های ضمیمه با امریه

- Sometimes we use question tags with imperatives (invitations, orders),

بعضی اوقات ما استفاده میکنیم سوال های ضمیمه را با امریه (دعوت، امر)

but the sentence remains an imperative and does not require a direct answer.

ولی جمله در حالت امریه است و ضرورت به جواب مستقیم ندارد.

We use won't for invitations. We use can, can't, will, would for orders.

ما استفاده میکنیم برای دعوت کردن و **won't** را استفاده میکنیم برای امر.

• **Examples:**

- **Invitation: Come to the party tomorrow, won't you?**

**Polite**

- **Order: close the door, would you? Quite polite**
- **Order: do your homework, will you? Less polite.**
- **Order: don't forget it, will you? With negative imperative only will is possible.**
- **Order: Bring me a glass of water, can you? Quite friendly.**
- **Order: Complete the exercises, can't you? Less friendly.**
- **Question tag for let's is shall we?**
- **Let's eat lunch at a restaurant, shall we?**

• **Tag questions are also possible with There:**

- **There is a desk in the room, isn't there?**
- **There isn't a desk in the room, is there?**

• **Tags for indefinite pronouns:**

- **Everyone's at the library, aren't they?**
- **Nobody can come here, can they?**
- **Nothing is interesting, is it?**

- **Everything is all right, isn't it?**

**Tag for this/that is it and for these and those is they.**

- **E.g. this is a nice view, isn't it?**
- **That isn't a good view, is it?**
- **These are intelligent students, aren't they?**
- **Those aren't computers, are they?**

**Countable/ Uncountable noun** اسم های قابل شمارش و غیر قابل شمارش

- **Nouns which can be counted are called countable nouns.**

اسم های که قابل شمارش هستند بنام اسم های قابل شمارش یاد میشوند.

**We can use a/an before countable nouns.**

**a/an** را استفاده میکنیم قبل از اسم های قابل شمارش.

- **Ex: a car, two cars, an orange, six oranges**

**Uncountable nouns** اسم های غیر قابل شمارش

- **An uncountable noun is a noun which cannot be counted.**

یک اسم غیر قابل شمارش اسم است که شمرده نشود یعنی غیر قابل شمارش باشد.

**We cannot use a/an before an uncountable noun.**

و ما نمیتوانیم که استفاده کنیم **a/an** را قبل از اسم غیر قابل شمارش.

**Uncountable nouns are the names of materials, liquids, gas, abstract qualities.**

اسم های غیر قابل شمارش اسم ماده ها، مایع، گاز، یا کیفیت های خیالی استند.

- **Ex: rice, water, gas, beauty, cloth.....**

**Nouns which are treated as uncountable in English but countable in some other languages.**

اسم های که مورد بحث قرار گرفته در زبان انگلیسی بحیث اسم های غیر قابل شمارش، ولی اسم های قابل شمارش بوده در بعضی زبان های دیگر.

- **Advice= a piece of advice**
- **Bread= a loaf of bread/ a piece of bread**
- **Grass=a blade of grass**
- **Information = a piece of information**
- **Knowledge= a fact**
- **Luck= a stroke/bit of luck**
- **Money= a coin, a note, a bill**
- **News= a piece of/ five items of news**
- **Work = a job, a piece of work**

**Names of illnesses are usually uncountable including**



those ending in s • She had the measles for five months. • Some minor ailments such as a cold, a headache, sore throat are countable. The names toothache, earache, stomach-ache and backache are more often non-countable in British English. However, in American English these nouns are generally countable when referring to particular pain.

E.g.

• She has been suffering from toothache since last night.

(GB)

• She has been suffering from a toothache since last night  
(AmE)

### Some & Any کمی از یا بعضی / کدام

• Some and any are the two indefinite quantifiers which discuss vague or unclear number or amount.

دو کمیت سنج نامعین هستند که بحث میکند در باره چیزی مبهم یا مقدار نامعلوم.

They can be used both with countable and uncountable nouns.

با هر دو اسم های قابل شمارش و غیر قابل شمارش استفاده میشود.

• Some is usually used in positive sentences. But it is possible to use some with interrogative sentences while making requests.

Some معمولاً استفاده میشود در جملات مثبت ولی امکان دارد که استفاده شود در

جملات سوالیه در وقت درخواست کردن.

- **Examples: They are going to buy some English books.**
- **Would you please give me some milk?**
- **Kristine needs some water.**

**Any on the other hand is usually used in negative and interrogative sentences. It is also possible to use any in positive sentences when it means (It does not matter which).**

**Any** به عبارت دیگر معمولاً استفاده میشود در جملات منفی و سوالیه و امکان دارد که استفاده شود در جملات مثبت وقتی به معنی این باشد (موضوع نیست کدام) مانند که در مثال ذکر شده یعنی گپی نیست هر نوع فساد باشد مقصد فساد نمیخواهیم.

- **E.g. we do not want any corruptions.**
- **Do you want any sugar?**

**The following are some expressions of quantity used to describe number or amount of nouns. They can function both as adjective or pronoun.**

پایین بعضی اصطلاحات مقدار هستند که استفاده میشوند تشریح کنند مقدار از اسم ها، یا شماره را و میتواند بحیث صفت و ضمیر عمل کند.

- **As adjective they are used directly before noun.**

**E.g. Thomas would like to buy some oranges.**

- **As pronouns they are used without the noun following them. We use these expressions of quantity when the noun is clear( both the speaker and listener know which noun is meant)**

بحیث ضمائر استفاده میشود بدون اسمی که در تعقیب آن است. ما استفاده میکنیم این اصطلاحات مقداری را وقتی اسم واضح باشد هر دو گوینده و شنونده بفهمند که کدام اسم منظور است.

- **I have many computers. Do you have any?**
- **Instead of: Do you have any computers?**

**Much is used before non- count nouns to show a high quantity.**

**Much** استفاده میشود قبل از اسم های غیر قابل شمارش که مقدار زیاد را نشان دهد.

- **Many is used before count nouns to show a big number.**
- **Many** قبل از اسم های قابل شمارش استفاده میشود که مقدار زیاد را نشان دهد.
- **A few a few is the opposite form of many.**

**A few** شکل مخالف **Many** است.

- **A little is the opposite form of much.**

**A little** شکل مخالف **Much** است.

- **A couple means two or more. We use it with (of) before**

**noun to show a small number.**

**A couple** به معنی دو یا بیشتر و همراه **of** استعمال میشود که مقدار کوچک یا کم را نشان دهد.

- **Some**
- **Any**

### **Conjunction:**

**Coordinating Conjunction**

**Subordinating Conjunction**

**Correlative Conjunction**

**Conjunctive adverbs Transitions**

**A coordinating conjunction joins words or groups of words that have equal grammatical weight in a sentence.**

حرف ربط همپایه: ربط میدهد کلمات یا گروهی از کلمات را که وزن گرامری داشته باشد.

- **Coordinating conjunctions are:**

- And, but, or, so, nor, for, yet.
- E.g. we didn't ask the direction, nor did we consult a map.

**A subordinating conjunction** joins two words or thoughts in such a way to make one dependent on the other.

حرف ربط وابسته: ربط میدهد کلمات یا اندیشه ها را که یکی وابسته به دیگر باشد.

- E.g. When I come to the class, I usually study math.

**Common subordinating conjunctions are:**

When	Because	So long as	Until
After	Before	As far as	Whenever
Although	Provided that	As long as	Since

**Examples:**

- After she finishes lunch, she usually goes on a long walk.
- So long as you work here, you will make some money.

**Correlative conjunction** حرف ربط لازم و ملزوم / وابسته بهم

- Correlative conjunction works in pairs to join words and

**groups of words of equal grammatical weight in a sentence.**

حرف ربط وابسته باهم کار میکنند که یکجا سازد کلمات را یا گروپ از کلمات را که وزن گرامری یکسان داشته باشد.

**Some common correlative conjunctions are:**

<b>Both.....and</b>	<b>Neither...nor</b>
<b>Either....or</b>	<b>Not only....but also</b>
<b>Just as....so</b>	<b>Whether...or</b>

**Examples:**

- **Neither teachers nor students are happy.**
- **Neither book nor notebooks are yellow**
- **To determine whether to use singular or plural verb with neither...nor, not only...but also, either...or depends on the subject which is closer to it.**
- **Neither Diana nor her sisters work hard.**
- **Neither her sisters nor Diana works hard**

**Conjunctive adverbs/ Transitions**      قید های ربط دهنده/ انتقالی

- **A conjunctive adverb is used to clarify the relationship**

between clauses of equal grammatical weight in a sentence.

قید ربط دهنده استعمال میشود که واضع سازد رابطه را بین قضیه ها که وزن یکسان گرامری داشته باشند در جمله.

• **Conjunctive adverbs are more formal than coordinating conjunctions.** قید ها ربط دهنده بیشتر رسمی اند نظر به حرف ربط همپایه.

**We can use some conjunctive adverbs in place of some coordinating conjunctions.**

میتوان بعضی قید ها انتقالی را بجای بعضی حروف ربط همپایه استعمال کرد.

- **To replace But** however, nevertheless, still = مگر/لکن
- **To replace And** also, besides, furthermore, moreover. = و
- **To replace Result** consequently, accordingly, then, therefore, thus. = سپس
- **To replace Equality** equally, likewise, similarly = مانند

**Examples:**

- We want peace, but some do not want peace.
- We want peace; however, some do not want peace.

• **Note:**

• We use a comma before some coordinating conjunctions, but use a semi colon or period before a conjunctive adverbs and comma after it as above.

کامه را استعمال میکنیم قبل از بعضی حروف ربط همپایه ولی سیمی کولن ( ; ) یا نقطه را قبل از قید ربط دهنده یا انتقالی استعمال میکنیم به مانند مثال بالا.

## Voice •

Voice in English grammar is the form a transitive verb takes to show whether the subject does an action or receives the action.

شکل فعل: در گرامر انگلیسی شکلی است که یک فعل انتقالی میگیرد و نشان میدهد که آیا فاعل عمل را انجام میدهد یا اخذ میکند عمل را.

- E.g. they paint the wall. The subject They performs the action.
- There are two types of voice:
  - 1. Active معلوم
  - 2. Passive مجهول
- Active: Thomas studies math.
- Passive: Math is studied by Thomas

### Active Voice شکل فعل معلوم

• Active voice indicates that the subject of the verb performs an action.

شکل فعل معلوم اشاره میکند که فاعل از فعل عمل را انجام میدهد.

- E.g. We are taking a test.



- Kristine and Diana cook lunch.

### Passive Voice شکل فعل مجهول

- In a passive voice sentence, the subject and object get interchanged.

در یک جمله شکل فعل مجهول فاعل و مفعول جایگزین یکدیگر میشوند.

- E.g. The subject becomes the receiver of the action.

فاعل گیرنده عمل میشود.

- To convert active into passive we should:

برای تبدیل کردن شکل فعل معلوم به مجهول ما باید.....

- 1. Move the active sentence object into the position of subject. مفعول را به جای فاعل انتقال

دهید.

- E.g. My friend sends a letter.

- A letter is sent by my friend.

- 2. Place the subject of active sentence into a phrase beginning with the preposition by.

جایگزین سازید فاعل از جمله معلوم را به یک عبارت، که شروع آن با حرف اضافه by باشد.

- E.g. Active: She played football.

- Passive: football was played by her.

- The general formula for passive is

## Be+Past Participle (am,is,are,was,were,been,being)

- We always use the past participle (3rd ) form of a verb.

ما همیشه حالت سوم فعل را استفاده میکنیم.

- E.g. • Forgotten, done, completed.
- Uses of the passive voice. استعمال شکل فعل مجهول
- When it is not necessary to mention the doer of the action as it is clear.

وقتی مهم یا ضروری نباشد که ذکر شود انجام دهنده عمل قسمیکه واضح است.

- E.g. The window has been broken.
- A man was murdered.
- To become polite.
- E.g. The room should be left.
- When we don't know exactly, or have forgotten who did the action.. وقتی دقیق نفهمید یا فراموش کرده باشید که کی عمل را انجام داده
- E.g. The lawyer was killed
- In newspaper articles, books and printing stations.

در سرخط اخبارها، کتاب ها، ایستگاه های چاپ یا مطبعه.

- E.g. Written by: Thomas Edison
- Lectured by: Michael Swan
- Prepared by: Nelson Mandela

- **Printed by: Afghan Press**
- **The passive occurs only with verbs used transitively (verbs followed by object).**

شکل فعل معلوم تنها با افعال که انتقالی باشند و توسط مفعول دنبال شده باشند استفاده میشود.

- **E.g. Active: She passed the test.**
- **Passive: The test was passed.**

- **By phrase in passive voice is used to show the doer or performer of the action.**

عبارت **By** در شکل فعل مجهول استفاده میشود که نشان دهد انجام دهنده عمل را.

- **The computer is damaged by Nancy.**
- **When passive voice is used to talk about the instrument used by the performer of the action.**

استعمال شکل فعل معلوم به وسیله که انجام دهنده آن را استعمال کرده، به انجام عمل.

- **The computer is damaged by Nancy with a hammer.**

- **Changing Tenses into passive:**

تبدیل زمان های فعل به شکل مجهول

## **The Simple Present •**

**is/am/are + Past Participle**

- **Active:** They complete the work.
- **Passive:** the work is completed by them

**the Simple Past Tense**

**Was/were + past participle**

- **Active:** The film fascinated me.
- **Passive:** I was fascinated by the film.

**The simple future tense**

- **will be/ is/am/are + going to + be+ past participle**
- **E.g. We will wash the car.**
- **The car will be washed by us.**

**The present progressive**

**Is/am/are + being + past participle**

- **Active:** Shelly is helping the old man.

- **Passive: The old man is being helped by Shelly**

### **The Past Progressive Tense**

**Was/were + being + past participle**

- **E.g. Sarah was cleaning the window.**
- **The window was being cleaned by Sarah.**

### **The Present Perfect Tense**

**have/has been + past participle**

- **E.g. He has brushed his teeth.**
- **His teeth have been brushed by him.**

### **The Past Perfect Tense**

**had been + past participle**

- **E.g. They had finished their work.**
- **Their work had been finished by them/**

### **The Future Perfect Tense**

**Will have been + past participle**

- E.g. The afghan president will have governed Afghani-  
stan.
- Afghanistan will have been governed by the Afghan  
president.

### Present/Future Modal Verbs

#### Modal verb + be + past participle

- E.g. We can rebuild our country by working day and  
night.
- Our country can be rebuilt by us by working day and  
night.

Interrogative structure in passive ساختمان سوالیه از شکل مجهول

- Does he play cricket on Fridays?
- Is cricket played by him on Fridays?
- Did you paint the wall orange?
- Was the wall painted orange by you?
- What does he learn in English class?
- What is learnt in English class by him?

Imperative passive شکل مجهول امریه

- Affirmative imperative passive structure:

امریه مثبت در شکل مجهول.

- **Let object noun/pronoun + be +past participle**
- **E.g. Open the door.**

### **Affirmative Imperative**

- **Let the door be opened.**

### **Affirmative imperative passive**

- **Let it be opened.**

- **We can also use You plus be plus advised, asked, commanded, ordered , requested, required or told + to + verb to state affirmative commands or requests in passive voice and also can use them in negative structure as advised, asked, commanded, ordered, requested, required, or told + not + to + verb to state negative commands or requests..**

**You +** را با کلمات که در بالا ذکر شده استعمال میکنیم که بیان کند امر یا درخواست مثبت را در شکل مجهول و همچنان در ساختمان منفی استعمال میشوند.

- **E.g. Talk to the people in your area.**
- **You are requested to talk to the people in your area.**
- **Negative imperative passive Structure:**
- **Let + object + noun/pronoun + not + be+P.P .**

- E.g. • Don't use Sheldon's toothpaste. Negative
- Let Sheldon's toothpaste not be used.
- Don't close your books.
- Let your books not be closed.
- Let them not be closed.
- E.g. Don't talk before you think.
- You are advised not to talk before you think.
- Don't come late.
- You are requested not to come late.

## Participle وجه وصفی

- A participle is a verbal that is used as an adjective and ends in ing/ed.

فعلی تحت لفظی است که استعمال میشود بحیث یک صفت و خاتمه می یابد با  
. ing/ed

- Types of participle انواع وجه وصفی
- 1. Present participle وجه وصفی حال
- 2. Past participle وجه وصفی گذشته
- 1. Present participle Adjective: صفت وجه وصفی حال
- When the ing form of a verb is used to modify a noun, it



## said to be present participle adjective.

وقتی ing شکل یک فعل استعمال شود که تغییر وارد کند در حالت یک اسم بنام صفت وجه وصفی حال یاد میشود.

- We need some drinking water.
- They are boring people.
- Some common present participle adjectives are:

Shocking	Frightening	Surprising	Embarrassing
Satisfying	Amazing	Moving	Entertaining
Irritating	Amusing	Depressing	Exciting
Interesting	Annoying	Disgusting	Horrifying .

- What an inspiring poem.
- Your words are really astonishing.

- The past participle adjective: صفت وجه وصفی گذشته
- When the past participle form of a verb is used to modify a noun, it is said to be past participle adjective. The past participle is used to say how people feel.

وقتی شکل گذشته یک فعل استعمال شود که تغییر دهد حالت یک اسم را بنام صفت وجه وصفی گذشته یاد میکند.

- E.g. We are all interested in learning grammar as it plays a core role in learning a language.

- Some common past participle adjectives are:

Shocked	Frightened	Surprised	Embarrassing
Satisfied	Amazed	moved	Entertaining
Irritated	Amused	Depressed	Excited
Interested	Annoyed	Disgusted	Horrorified

- E.g. We were all shocked.

- The children are entertained.

- Thomas and his wife were excited when they announced Thomas as the first Nobel Prize winner.

وجه وصفی حال + get      Get + present Participle.

**Get plus adjective ( Become) Get can be followed adjective to give the idea of change or becoming.**

به معنی (شدن) بوده میتواند با صفت استعمال شود که معنی تغییر کردن یا شدن را ارایه کند.

e.g. Kristine gets sick in cold weather.

The united nations food council is getting better.

**Get + Past Participle** گیت + وجه وصفی گذشته

Get plus past participle can be used instead of be plus past participle sometimes with no difference in meaning or with little difference in meaning.

**Get +** حالت گذشته میتواند استعمال شود بجای **be +** حالت گذشته بعضی اوقات بدون کدام تغییر در معنی یا با تغییر کوچک در معنی.

e.g. The man was killed.

The man got killed

### Degrees of Adjective: درجه های از صفت

**Simple or positive** = درجه ساده یا مثبت

**Comparative** = درجه مقایسه‌ای

**Superlative** = درجه عالی

❖ **Simple degree of an adjective shows simple quality of a noun or a pronoun.**

درجه ساده از صفت، کیفیت ساده از اسم یا ضمیر را نشان میدهد.

**Ex: Maneezha is a beautiful girl.**

**This class is hot.**

❖ **Comparative degree of an adjective compares two persons, two places, two things, two animals and two ideas.**

درجه مقایسه ای از صفت: مقایسه میکند دو شخص، دو مکان، دو چیز، دو حیوان و دو نظریه را.

**1: We add r/er to one syllable adjective in order to be changed to comparative degree.**

علاوه r/er را به صفت یک هجا که به شکل مقایسه ای تبدیل شود. میکنیم.

**Examples:**

**Small=smaller      nice=nicer**

**2: If a one syllable adjective ends in a consonant and before the consonant there's a vowel, the last consonant is doubled in both comparative and superlative degrees.**

اگر صفت یک هجا خاتمه می یابد به یک کانسوننت و قبل از کانسوننت واو یل باشد کانسوننت اخیری را دبل ساخته در هر دو درجه مقایسه ای و عالی.

**Big = bigger the biggest.**

**3: We add more before two or more syllable adjectives while changing them to comparative degree and the most before superlative degree.**

ما علاوه میکنیم کلمه **More** را قبل از صفات دو هجاییه یا بیشتر هنگامیکه آنها را به درجه مقایسوی تبدیل میکنیم و کلمه **Most** را قبل از درجه عالی صفت استعمال میکنیم.

**Beautiful= more beautiful = the most beautiful**

**intelligent= more intelligent the most intelligent**

**4: If a two syllable adjective ends in y, change y to i and add er in comparative and est in superlative degree.**

اگر صفت دو هجاییه خاتمه می یابد با **y** تغییر دهید **y** را به **i** و سپس علاوه کنید **er** را در درجه مقایسه ای و **est** را در درجه عالی صفت.

**Pretty= prettier= the prettiest.**

**Superlative Degree: درجه عالی صفت**

**Superlative degree of an adjective shows the highest quality of someone or something / somewhere.**

درجه عالی صفت نشان میدهد کیفیت عالی شخص، چیز یا از مکان

را.

**Ex: Nancy is the laziest person.**

<b>Good</b>	<b>better</b>	<b>the best</b>
<b>Far</b>	<b>farther</b>	<b>the farthest</b>
<b>Little</b>	<b>less</b>	<b>the least</b>
<b>few</b>	<b>less</b>	<b>the least</b>
<b>Bad</b>	<b>worse</b>	<b>the worst</b>
<b>Much/many</b>	<b>more</b>	<b>the most</b>

**Simple**

**Diana is a simple person.**

**Diana is more simple than shahnaz.**

**Diana is simpler than Shahnaz.**

### مقایسه ای تکراری Repeating comparatives

**It shows gradual increase or decrease of something or someone.**

**مقایسه ای تکراری: افزایش یا کاهش تدریجی چیزی یا شخص را نشان میدهد.**

**Ex: The situation gets worse and worse.**

### مقایسه دوتا یا دپل Double comparatives:

**In double comparatives the second comparative shows the result of the first one.**

در مقایسه ای دبل، مقایسه دوم نتیجه اولی را نشان میدهد.

**We start each comparative sentence with the definite article The.**

ما هر جمله مقایسه ای را با حرف تعریف **The** آغاز میکنیم.

**The more you smile, the more beautiful you become.**

**As...as :**

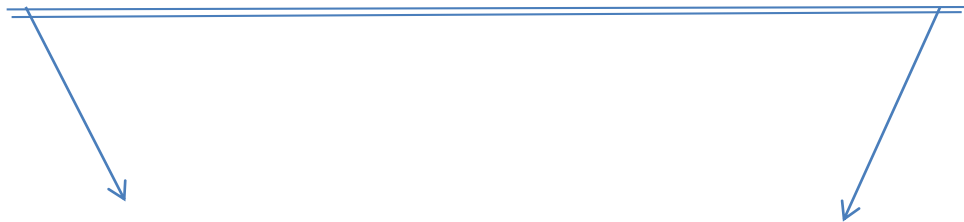
**We use this structure to talk about equal qualities of people, things, animals and places.**

این ساختمان را استعمال میکنیم که بیان کند کیفیت های مساوی از مردم، اشیا، حیوانات و مکان ها را.

**Ex: Kabul is as cold as Nangarhar.**

**Ex: Kabul is not as cold as Nangarhar.**

## SPEECH



- **Direct Speech**  
(Quoted speech)
- **Indirect**  
(Reported speech)

- **Direct speech:** کلام مستقیم  
we may quote the exact words of the speaker with no change.  
ما انتقال می‌دهیم کلمات دقیق گوینده را بدون تغییر.

- **Example:**
- **Nancy says to Diana: I am sick.**
- **Nancy said, "I am sick".**

- **If I want to take these actual words to a different place and in a different time, I shall use reported speech.**

اگر من قصد کنم که این کلمات دقیق را به مکان مختلف در وقت مختلف برسانم من خواهد استفاده کردم کلام غیر مستقیم را.

### Reported speech کلام غیر مستقیم

- **Reported Speech:**



- In reported speech, we may not use/say the exact words of speaker and may say the main idea instead.

در کلام غیر مستقیم مفهوم را بجای کپ های دقیق ارایه میکنیم.

- **Example:**
- **Direct speech:** She said, "I am sick."
- **Indirect speech:** She said that she was sick.

## Changing Direct Speech to Indirect Speech

تغییر کلام مستقیم به غیر مستقیم

- **T**hey said , **“** **W**e love Afghanistan **.”**
- The first letter of the quotation must be capitalized.
- He said, "I want to kill you."
- My father said, "Always do good. Behave well."
- "Always do good." my father said. "Behave well."
- We are tired, "they said, "of asking you for help again and again.
- In Reported speech:

- The pronoun I changes to he/she.
  - The conjunction that is added.
  - Time and place adverbs get changed.
  - The commonest reporting verbs in both direct and indirect speech are say, tell and ask.
- 
- Say can be used alone or followed by an optional to, but tell must be followed by an object (tell him, her, someone)

**Say** میتواند تنها استعمال شود یا بطور اختیاری ب **to** لکن **Tell** باید همراه مفعول استعمال شود.

- After request we can use an object
- He asked, “Are you blind?”
- Now becomes then
- Here becomes there
- Ago becomes before
- Thus becomes so
- Today becomes that day
- Tomorrow becomes the next day
- The day after tomorrow becomes in two days’ time.
- Next week/month/ year becomes the following week/a week later
- Yesterday becomes the day before

- Last week/month/year becomes the previous week/month/year.
- Last night becomes the night before
- This becomes that
- These becomes those

• Tense changes in the Reported Speech:

تغییر زمان در کلام غیر مستقیم

- The simple present to the simple past
- He said, "I am a student." Direct Speech
- He said that he was a student.

- The Simple Past to the Past perfect
- She told me, "I liked to stand in the rain."
- She told me that she had liked to stand in the rain.

- The Past Perfect to the Past Perfect
- He said, "I had lost the money."
- He said that he had lost the money.

- Present Progressive to Past Progressive .
- They said, "We are working now." Direct Speech

- They said that they were working then.

### **The Simple Present Perfect to the Past Perfect**

- They said, “We have loved to eat cheese pizza.”
- They said that they had loved to eat pizza.

### **Present Perfect Progressive to the past Perfect Progressive**

- They said, “We have been working for eight hours.”
- They said that they had been working for eight hours.

### **Simple future tense to would**

- He said, “I will buy a new car next week.”
- He said that he would buy a car the following week.

**• Future progressive to would be plus verb  
ing**

- They said, “We will be having a great time.”
- They said that they would be having a great time.

**Can to Could**

- She said, “I can lift 1000 kg.”
- She said that she could lift 1000 kg.
- May to Might

- They told us, “We may protest against the minister.”
- They told us that they might protest against the minister.

• **Might to Might**

- They said, “We might have a meeting next month.”
- They said that they might have a meeting the following week.

### Should/Ought to remains the same

- She said, “You should leave me alone.”
- She said that I should leave her alone.
- I said, “He ought to abide by the rules.”
- I said that he ought to abide by the rules.
- Used to remains the same and does not change
- He said, “I used to go to gym.”
- He said that he used to go to gym.

### Could to Could

- They said, “We could live here.”
- They said that they could live there.
  
- In reporting questions, the indirect speech is introduced by verbs such as asked, inquired investigated and wanted to know...
- The subject comes before the verb
- The auxiliary verbs, do, does, and did are deleted.
- The auxiliary verb do is not deleted in negative questions.

- **Question mark changes to period (Full stop).**
  - **Yes/No questions are reported with if/whether.**
  - **She said to me, where do you live?**
  - **She asked (me) where I lived.**
  - **“Do you have computer?” She asked.**
  - **She asked if I had a computer.**
- 
- **Changing commands, requests, promises and advice to reported speech.**
  - **Direct speech relevant to command, request, promise and advice is reported in the structure of infinitive or object plus infinitive.**
  - **She said, “I will buy you a car.”**
  - **She promised to buy me a car**
- 
- **Common verbs followed by object plus infinitive are:**  
**Encourage someone to Expect someone to**  
**Permit someone to Convince someone to**  
**Warn someone to Order someone to**  
**Invite someone to Motivate someone to**  
**Tell someone to Challenge someone to**

- **Examples:**
  - **My father said, “Be honest.”**
  - **My father advised me to be honest.**
  - **She said, “I thought you would always care about me.”**
  - **She expected to always care about her.**

### **جمله چیست؟ What is Sentence?**

- **is a group of related words which has a subject, verb, object/complement and all the time gives complete meaning.**

گروپ از کلمات وابسته است که شامل انجام دهنده، فعل، مفعول یا تکمیل کننده بوده و همیشه معنی مکمل میدهد.
- **Clause: is a group of related words which has a subject, verb, object/complement and sometimes gives complete meaning.**

قضیه: گروپ از کلمات وابسته است که شامل انجام دهنده فعل، مفعول یا تکمیل کننده بوده و بعضی اوقات معنی مکمل میدهد.



## Difference between sentence and clause!

### فرق بین جمله و قضیه

- **CLAUSES AND SENTENCES** قضیه ها و جملات

- **A simple sentence can be a clause, but a clause can't be a sentence.**

یک جمله ساده میتواند یک قضیه باشد مگر یک قضیه نمیتواند یک جمله باشد.

- **A sentence always has complete meaning**

یک جمله همیشه معنی مکمل دارد.

- **A clause may or may not have complete meaning**

یک قضیه شاید معنی تکمیل ارایه کند یا نکند.

- **A sentence can include more than one clause**

یک جمله میتواند شامل یک قضیه یا بیشتر از یک قضیه باشد.

- **Examples:**

- **I performed the morning prayers.**

(A sentence and also a clause)

- **When I saw,**

(just a clause, not a sentence)

- **If I were you, I would kill myself.**

## (Two Clauses OR One Sentence)

**Components of a sentence** ترکیب دهنده یک جمله

- **The components of a sentence are:**

**1. Subject            2. Predicate**

**subject: is who or what the sentence is about, that usually performs an action.**

فاعل: کسی یا چیزیکه جمله در باره آن است که معمولاً عمل را انجام میدهد.

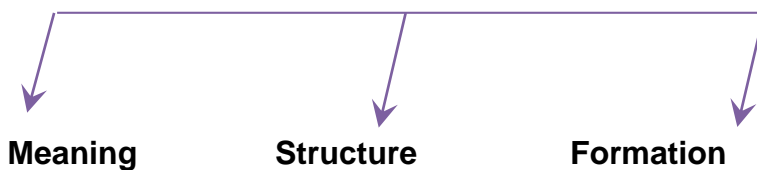
- **The subject is the noun or pronoun:**
- **Example: John moved the chair.**
- **He moved the chair.**

**Predicate: the part that tells you something about the subject is a predicate.**

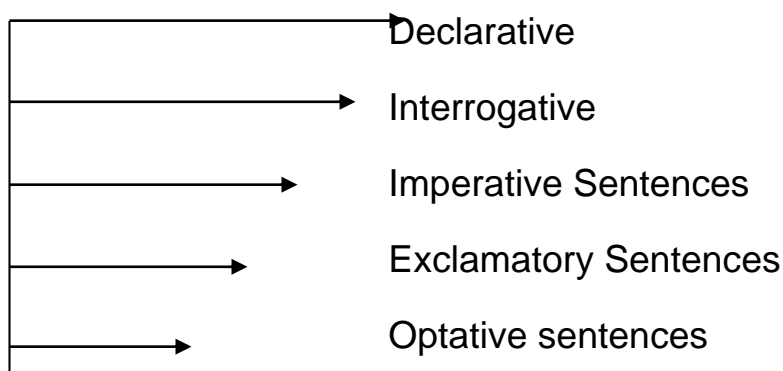
مسند: بخش که به شما میگوید در باره فاعل بنام مسند یاد میشود.

- **Example: John moved the chair.**

## Kinds of sentences



According to Meaning: نظر به معنی



**Declarative Sentence:** جمله اظهاری

**It is used to state or assert something officially.**

استعمال میشود که چیزی را بطور رسمی بیان کند.

**Ex: Washington is the capital of America.**

**Interrogative Sentence:** جمله سوالیه

**It is used to ask question.**

استعمال میشود برای پرسش سوال.

**Ex: What do you want to be in the future?**

**Imperative sentences:** جملات امریه

**Imperative Sentence is a sentence which expresses command, request, suggestion or direction.**

جمله امریه جمله است که بیان میکند امر، درخواست، پیشنهاد یا راهنمایی را.

**Examples:**

- Sit down.
- Shut the door.
- Do it.
- Would you get me a chair?
- What if you come early to the class?
- Let's get something to eat.
- Read the passage through.

**Exclamatory sentence:** جمله تعجبی

- **Exclamatory sentence is used to show strong or**

**sudden feeling and it ends with exclamation mark.**

جمله تعجبی استعمال میشود که نشان دهد احساس قوی یا تصادفی را و خاتمه آن با علامت ندایی میباشد.

- **How lovely!**
- **No!**
- **Wow!**
- **Ouch!**
- **What a shot!**

**Optative Sentence:** جمله آرزویی

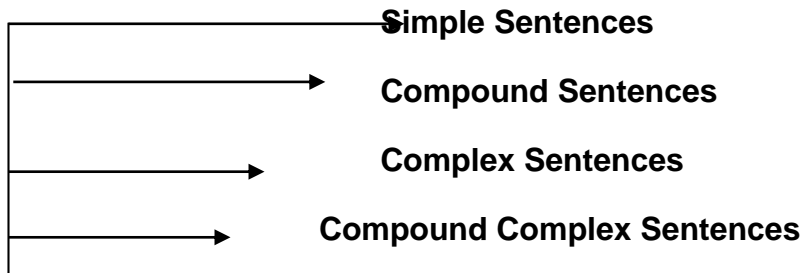
- **A sentence that express wish/ prayers is called Optative Sentence.**

جمله است که بیان میکند آرزو یا دعا را.

**Examples:**

- **I wish I had wings to fly.**
- **May Allah grant you a beautiful home.**

**According to Structure:** نظر به ساختمان



**Simple sentence:** جمله ساده

**A simple sentence is a sentence that contains one independent clause and no dependent clauses.**

جمله ساده: جمله است که شامل یک قضیه غیر وابسته بوده، و قضیه وابسته ندارد.

**Examples:**

- I understand English.
- He and I understand English.

**Compound Sentence:** جمله ترکیبی

- In English language, a compound sentence is composed of at least two independent clauses.

در زبان انگلیسی یک جمله ترکیبی حد اقل تشکیل شده دو قضیه غیر وابسته میباشد.

- It does not require a dependent clause.

و ضرورت به قضیه وابسته ندارد.

- The clauses are joined by coordinating conjunctions (FANBOYS) plus comma or only semicolon that functions as a conjunction.

قضیه ها توسط حرف ربط وابسته یکجا میشود فن بویس + علامت ویرگول یا تنها سیمی کولن که بحیث حرف ربط عمل میکند.

- Look at the structure:
- Main Clause+ , + Cor. Conj+ Main Clause.

Example:

- My friend invited me to a party, but I do not want to go.
- (FANBOYS)

**F** = for = because

**A** = and = also

**N** = nor = not

**B** = but = however

**O** = or = otherwise

**Y** = yet = despite that

**S** = so = thus, consequently

**Complex sentence:** جمله مختلط

**A complex sentence is a sentence which is made of**

**one independent clause and one or more dependent clauses (subordinating clause).**

جمله مختلط ترکیب شده یک قضیه غیر وابسته و یک یا بیشتر از یک قضیه وابسته بوده.

• **Example:**

**When I was a child, I went to school every day.**

**Compound Complex Sentence: جمله ترکیبی مختلط**

• **This type of sentence contains two independent and one or more dependent clauses.**

این نوع جمله شامل دو قضیه غیر وابسته و یک یا بیشتر از یک قضیه وابسته میباشد.

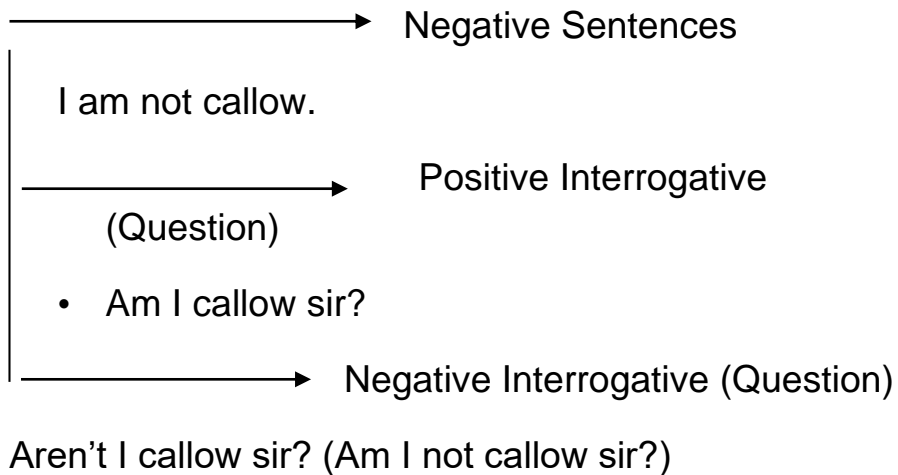
**Ex: I was sick, so I went to the doctor because it was very important.**

**According to Formation: نظر به شکل**

→ **Positive (Affirmative) Sentences**



- **I am callow.**



**Get more e-books from [www.ketabton.com](http://www.ketabton.com)  
Ketabton.com: The Digital Library**