Mind Maps for MS 4

(I) The Past Simple:

The Past Simple

- **Regular Verbs + ed**
  Example: (play → played)
- **Irregular Verbs** (the 2nd column in the list of irregular verbs)
  Example: (write → **wrote**)

(II) The Present Simple:

The Present Simple

- **To Be**
  - **am** (I)
  - **are** (You, We, They)
  - **is** (He, She, It)
- **To Have**
  - **have** (I, You, We, They)
  - **has** (He, She, It)
- **Other Verb**
  - **Stem + …** (I, You, We, They)
  - **Stem + S** (He, She, It)

Notes:

1. Verbs ending in (ch, sh, ss, o, x, s) add (+ es). example: (go → He goes)
2. Verbs ending in (y) with vowel before it add (+ s). example: (play → She plays)
3. Verbs ending in (y) with **No** vowel before it, drop the (y) and add (+ ies)
   example: (study → He studies)

(III) The Future Simple:

The future Simple

- **will + Stem** (I, You, We, They, He, She, It)
  Example: They will **travel** to Algiers.
- **Shall + Stem** (I, We)
  Example: We shall **visit** the Casbah.

Time Markers	**The Past Simple**	Yesterday/ Last…/ …ago./ in 1950.
	The Present Simple	Every day/ Every…/ sometimes/ always/ often/ usually/ seldom/ never/ First,…/ then,…
	The Future Simple	Tomorrow/ tonight/ soon/ next…/ in a…/ in 2050.

(IV) The Adjective:

Adjectives

- **Short** (one syllable) examples: **old – happy – late – big**
- **Long** (+ one syllable) examples: **dangerous – expensive – active**
- **Irregular** (good – bad – "little/ few" – "many/ much" – old – far)

1 – The Comparative of Equality and Inferiority: (Between 2 people, animals or things)

The Equality (=): → as + adjective (short, long, irregular) + as

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The Inferiority (≠): ⟶ **not as + adjective** (short, long, irregular) **+ as**

2 – The Comparative:

Adjective	Comparative (Between 2 people, animals or things)	
Short Adjective	adjective + er + than	
Long Adjective	more + adjective + than	
Irregular Adjective	good	better than
	bad	worse than
	little / few	less than
	many / much	more than
	old	older than elder than (age)
	far	farther than further than

3 – The Superlative:

Adjective	Superlative (More than 2 people, animals or things)	
Short Adjective	the + adjective + est	
Long Adjective	the + most + adjective	
Irregular Adjective	good	the best
	bad	the worst
	little / few	the least
	many / much	the most
	old	the oldest the eldest (age)
	far	the farthest the furthest

(V) The Active and the Passive Forms/ Voice:

Subject	Verb in the Past Simple (Active Form/ Voice)	Object

Object	To Be in Past + The Past Participle (Passive Form/ Voice)		Subject

To Be in the Past → **was** (I, He, She, It) / **were** (You, We, They)

The Past Participle → **Regular Verb + ed** / **Irregular Verb** (3rd Column in the list of Irregular Verbs)

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Notes:

When you change a sentence from the active to the passive you have to go through this four (**04**) important stages which are:

1- Put **the subject** in the place of **the object** and vice versa.

2- Verify whether **the object** is **singular** or **plural**. If **the object** is **singular**, we put after it **was**, and if it is **plural**, we put after it **were**.

3- Conjugation **the verb** in **the past participle**.

4- We put **by** between **the verb** (in past participle) and **the subject**.

- **The Subject Pronouns** change to **Object Pronouns** like this.

Subject Pronouns	I	You	We	They	He	She	It
Object Pronouns	Me	You	Us	Them	Him	Her	It

(VI) The Past Simple and Past Continuous Tenses in a Narrative With the Connectors (While / When):

The Past Continuous → **To Be in the Past + Stem + ing**

The Connectors (While / When):

While → **While + Past Continuous + , + Past Simple**

While → **Past Simple + while + Past Continuous**

When → **When + Past Simple + , + Past Continuous**

When → **Past Continuous + when + Past Simple**

Note: If the sentence started with **a connector**, we must put **comma** (,) between the two tenses.

Time Markers	The Past Continuous	While/ when/ as/ at the morning/ evening...

(VII) The Present Perfect Tense With the Time Markers (Ever/ Never/ Just):

The Present Perfect → Subject + To Have in the Present + Past Participle of the Verb

The Time Markers (Ever/ Never/ Just):

Ever	Never	Just
Interrogative – Affirmative	**Negative**	**Affirmative** (recent time)

Note: We use "**Just**" in **affirmative sentences** to refer to a **very recent moment**.

Time Markers	The Present perfect	Before/ after/ already/ just/ for/ since/ till/ until/ when/ by/ by the time/ never.

(VIII) Expressing Similarities and Differences With (Like/ Unlike/ Whereas):

Express Similarities → **Like** (= in the same way as …)

Note: We can use (**Like/ Unlike**) at **the beginning** or in **the middle** of the sentence.

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Express Differences ⟷ **Unlike** (= in contrast to …)

Whereas (= in contrast/ comparison with the fact that …/ but/ while)

Note: We use (**Whereas**) in **the middle** of the sentence.

(IX) Forming Negative Adjectives (Antonyms) Using the Prefixes (Dis/ Il/ Im/ In/ Ir/ Un):

Dis	**Dis**agree – **Dis**approve – **Dis**believe – **Dis**connect – **Dis**content – **Dis**courage – **Dis**guise – **Dis**integrate – **Dis**join – **Dis**like – **Dis**obey – **Dis**own – **Dis**pel – **Dis**place – **Dis**prove – **Dis**regard – **Dis**respect – **Dis**rupt – **Dis**satisfy – **Dis**trust
Il	**Il**legal – **Il**legible – **Il**literate – **Il**logical
Im	**Im**mature – **Im**measurable – **Im**modest – **Im**moral – **Im**partial – **Im**patient – **Im**penetrable – **Im**perfect – **Im**personal – **Im**polite – **Im**possible – **Im**potent – **Im**practical – **Im**precise – **Im**prison – **Im**proper – **Im**pure سلطان
In	**In**accurate – **In**active – **In**adequate – **In**appropriate – **In**attentive – **In**capable – **In**correct – **In**decisive – **In**distinct – **In**efficient – **In**eligible – **In**exact – **In**experienced – **In**ferior – **In**frequent – **In**harmonious – **In**nocent – **In**significant سلطان
Ir	**Ir**radiate – **Ir**rational – **Ir**reconcilable – **Ir**regular – **Ir**relevant – **Ir**reparable – **Ir**replaceable – **Ir**resistible – **Ir**responsible
Un	**Un**clear – **Un**fair – **Un**fit – **Un**happy – **Un**just – **Un**likely – **Un**lucky – **Un**pleasant – **Un**reasonable – **Un**reliable – **Un**safe – **Un**satisfied – **Un**skilled – **Un**successful – **Un**suitable – **Un**used – **Un**willing – **Un**worthy

Notes:

- Words that take "**Il**" – as a negative prefix always begin with the letter "**l**".
- Words that take "**Im**" – as a negative prefix always begin with the letter "**m, p**".
- Words that take "**Ir**" – as a negative prefix always begin with the letter "**r**".

(X) Forming Adjectives Using the Suffixes (Ful/ Less):

Full (= full of …) + **Noun**

Less (= without …) + **Adjective**

Ful	**Care**ful – **Faith**ful – **Fear**ful – **Grace**ful – **Harm**ful – **Help**ful – **Hope**ful – **Joy**ful – **Meaning**ful – **Merci**ful – **Pain**ful – **Power**ful – **Rest**ful – **Shame**ful – **Tact**ful – **Taste**ful – **Thank**ful – **Thought**ful – **Use**ful
Less	**Aim**less – **Breath**less – **Care**less – **Effort**less – **Faith**less – **Fear**less – **Grace**less – **Harm**less – **Heart**less – **Help**less – **Hope**less – **Joy**less – **Life**less – **Meaning**less – **Merci**less – **Motion**less – **Pain**less – **Power**less – **Rest**less – **Sense**less – **Shame**less – **Sleep**less – **Tact**less – **Taste**less – **Thank**less – **Thought**less – **Use**less – **Weight**less – **Worth**less
Full Only	**Beauti**ful – **Bliss**ful – **Cheer**ful – **Delight**ful – **Disgrace**ful – **Dread**ful – **Duti**ful – **Fate**ful – **Force**ful – **Hate**ful – **Peace**ful – **Play**ful – **Respect**ful – **Sin**ful – **Skil**ful – **Success**ful – **Truth**ful – **Wonder**ful – **Youth**ful سلطان
Less Only	**Age**less – **Back**less – **Bone**less – **Bottom**less – **Child**less – **Collar**less – **Cord**less – **Direction**less – **Face**less – **Father**less – **Flaw**less – **Home**less – **Job**less – **Limit**less – **Mother**less – **Name**less – **Regard**less – **Self**less – **Sense**less – **Sleeve**less – **Speech**less – **Stain**less – **Word**less سلطان

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Note: If the word ends in "**y**" and is preceded by a consonant, change it to "**i**" before adding the suffix "**ful**" examples: (beauty → beautiful – mercy → merciful – duty → dutiful)

(XI) The Imperative: (Verb Stem without ~~you~~)

The Imperative

- **Recommendation**
  Example: **Respect** old people!
- **Giving Advice**
  Example: **Don't be** late!
- **Giving Instruction**
  Example: **Add** sugar and milk, then **mix** for 5 minutes.
- **Showing the Way**
  Example: **Turn** left/ right.

Notes:

1- To form the negative, I use "**Do not/ Don't + Verb (Stem)**"
Example: **Don't** / (**Do not**) **make** so much noise, please.

2- Use the **exclamation mark** (**!**) only with the **Stem** when you want to make an **exclamation**. Examples: **Stop!** , **Help!** , **Jump!** , **Push!**

3- We can use "**Let's**" in the imperative.
Example: **Let's go!**

4- The imperative verbs often come at the beginning of a sentence, but that's not always the case.
Examples: **1.** Please, **make** the bed.
2. Don't forget your lunch!
3. On your way home, **pick up** your sister.

(XII) The First Conditional (Conditional Type 1):

The Conditional Type 1

- **If + Condition (Present Simple) + , + Result (Future Simple)**
- **Result (Future Simple) + if + Condition (Present Simple)**

Note: If the sentence started with "**If**", we must put **comma** (,) between the two tenses.

(XIII) Sequencing Steps in Recipes and Arguments in an Argumentative Text:

Sequencing Steps

- **Cooking Recipe** (**First, Then, Next, After that, Later, Finally**)
- **Argumentative Text** (**First/ Firstly, Second/ Secondly,** etc.)

Notes:

- (**Firstly/ Secondly/ Thirdly**, etc.) are more formal than (**First/ Second/ Third**, etc.)
- I can also use: **the first, the second, the third point/ argument** is …

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(XIV) Expressing Likes/ Dislikes With the Verbs (Like/ Dislike, Love/ Hate, Enjoy, Prefer):

- **Express Likes** ⟶ **(Like, Love, Enjoy, Prefer) + Stem + ing**
- **Express Dislikes** ⟶ **(Dislike, Hate) + Stem + ing**

Note: There are other verbs to express Likes and Dislikes.

- **Express Likes:** (I'm keen on – I'm fond of – I adore – I'm crazy about – I'm mad about – I'm really into – … is my cup of tea – … is my thing – I live for)
- **Express Dislikes:** (I detest – I abhor – I loathe – I can't stand – I can't bear – I don't really care for – I'm not into – … isn't my cup of tea – I'm not a huge fan of)

(XV) Sounds (/aɪ/ and /eɪ/):

Sound	Usual spelling in	Examples
/aɪ/	i	I – Hi – nine – five – life – time – white – lie – nice – idea – kind – ride
	y	cry – dry – fry – try – by – my – sky – style – type – buy – bye – eye – July
/eɪ/	a	rate – late – race – base – place – same – name – take – ache – lake – age – wage – save – cave – wave
	ai	rain – main – aim – brain – drain – train – stain – remain – explain – complain – fail – mail – sail – rail – raise – raid – afraid – wait – straight – faint – paint
	ay	ray – play – lay – day – may – say – way – pray – stay – stray – delay – May
	ea	break – great – steak
	ei	weight – weigh – eight – vein – neighbour
	ey	hey – prey – they – convey – obey

(XVI) Final (s) and final (ed):

(A) The final (s):

The pronunciation of (s) at the end of **plural nouns**, verbs in **third person** and as a part of **possessive case** it pronounced in three different ways: / ɪz /, / s / or / z /.

/ s / Like the sound of snake (sssss) سلطان		/ z / Like the sound of bee (zzzzz)	/ ɪz / Like the verb to be in the present (is)	
/ p /	stops	All the rest of sounds we put it here. سلطان	/ s /	prices
/ t /	hats		/ z /	freezes
/ k /	looks		/ dʒ / "dg"	bags
/ θ / "th"	months		/ ʃ / "sh"	washes
/ f /	laughs سلطان		/ tʃ / "tch"	watches

Note: The letter (s) must be a suffix to the word, not original letter.

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(B) The final (ed):

The pronunciation of (ed) at the end of **past simple** and **past participle** of **regular verbs**. It pronounced in three different ways: / ɪd /, / t / or / d /.

/ t / سلطان		/ d /	/ ɪd /	
/ f /	laughed	**All the rest of sounds we put it here.** سلطان	/ d /	ended
/ k /	cooked		/ t /	wanted
/ p /	hoped			
/ s /	faxed			
/ ʃ / "sh"	washed			
/ tʃ / "tch"	watched			

Note: The letter (ed) must be a suffix to the word, not the original letter.

(XVII) Silent Letters (b̶ – k̶ – l̶ – n̶ – w̶):

➡ **Silent (b̶):** The (b) is usually silent when it is in **final position** and preceded by: "m". Examples: (bomb̶ – climb̶ – comb̶ – crumb̶ – dumb̶ – lamb̶ – limb̶ – numb̶ – succumb̶ – thumb̶ – thumb̶ – tomb̶). Sometimes, it is also silent in **mid-position**:
Examples: (bomb̶er - plumb̶er) or before "t". Examples: (deb̶t – doub̶t – sub̶tle).

➡ **Silent (k̶):**The (k) is usually silent when it is **initial** (the first letter in the word) and followed by (n). Examples: (k̶nack – k̶nave – k̶nead – k̶nee – k̶neel – k̶nell – k̶nelt – k̶new – k̶nife – k̶night – k̶nit – k̶nob – k̶nock – k̶noll – k̶not – k̶now – k̶nowledge – k̶nuckle).

➡ **Silent (l̶):** The (l) is usually silent if the word ends in: (oul̶d) Examples: (coul̶d – shoul̶d – woul̶d); and in: (al̶f). Examples: (behal̶f – cal̶f – hal̶f); and in: (al̶k) or (ol̶k) Examples: (bal̶k – chal̶k –stal̶k – tal̶k – wal̶k –fol̶k – yol̶k); and in: (al̶m). Examples: (al̶mond – bal̶m – cal̶m – pal̶m – psal̶m – sal̶mon); and in: (al̶v). Examples: (cal̶ve – hal̶ve – sal̶ve).

➡ **Silent (n̶):** The (n) is usually silent when it is **final position** and preceded by (m). Examples: (autumn̶ – column̶ – condemn̶ – damn̶ – hymn̶ – limn̶ – solemn̶).

➡ **Silent (w̶):** The (w) is usually silent when it is **initial** and followed by (r).

Examples: (w̶rack – w̶rangle – w̶rap – w̶rapper – w̶rath – w̶reath – w̶reck – w̶reckage – w̶ren – w̶rench – w̶restle – w̶retched – w̶right – w̶riggle – w̶ring – w̶rinkle – w̶rist – w̶rite – w̶rong – w̶rote – w̶rung). It can also be silent in other words: Examples: (answ̶er – aw̶ry – playw̶right – sw̶ord – tw̶o – w̶ho – w̶hoever – w̶hole – w̶holesale – w̶holesome – w̶hom – w̶hose)

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(XVIII) How to Form the Negative:

(not + Verb)

- **Past Simple**
  - **To Be**
    - **was not** (I, He, She, It)
    - **were not** + **Stem** (You, We, They
  - **Other Verb**
    - **did not** + **Stem** (I, You, We, They, He, She, It)
- **Present Simple**
  - **To Have**
    - **have not** (I, You, We, They)
    - **has not** (He, She, It)
  - **To Be**
    - **am not** (I)
    - **are not** (You, We, They)
    - **is not** (He, She, It)
  - **Other Verb**
    - **do not** + **Stem** (I, You, We, They)
    - **does not** + **Stem** (He, She, It)
- **Future Simple**
  - **will not** + **Stem** (I, You, We, They, He, She, It)
  - **shall not** + **Stem** (I, We)

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(XIX) WH Questions (Question Words):

Questions Words	Function	Examples
What	Asking for information about something.	- **What** is your name?
	Asking for repetition or confirmation.	- **What**? I can't hear you. - You did **what**?
What...for	Asking for a reason, asking why.	- **What** did you do that **for**?
When	Asking about time.	- **When** did he leave?
Where	Asking in or at what place or position.	- **Where** do they live?
Which	Asking about choice.	- **Which** colour do you want?
Who	Asking what or which person or people (subject).	- **Who** opened the door?
Whom	Asking what or which person or people (object)	- **Whom** did you see?
Whose	Asking about ownership.	- **Whose** are these keys? - **Whose** turn is it?
Why	Asking for reason, asking what...for.	- **Why** do you say that?
Why don't	Making a suggestion.	- **Why don't** I help you?
How	Asking about manner.	- **How** does this work?
	Asking about condition or quality.	- **How** was your exam?
How + Adjective/ Adverb	Asking about extent or degree.	***See examples below***
How far	Asking about distance.	- **How far** is El-Oued from Algiers?
How long	Asking about length (time or space).	- **How long** will it take?
How many	Asking about quantity (countable).	- **How many** cars are there?
How much	Asking about quantity (uncountable).	- **How much** money do you have?
How old	Asking about age.	- **How old** are you?
How come (informal)	Asking for reason, asking why.	- **How come** I can't see him?

(XX) How to Answer Questions in English:

(A) Yes, No Questions:

If the question starts with an "**Auxiliary**" like: (**Am**, **Are**, **Is**, **Have**, **Has**, **Do**, **Does**, **Was**, **Were**, **Did**, **Will**, **Shall**, **Can**, **Must**, **May**, **Might**, **Could**, **Would**, **Should**), it means that this question needs either a "**Yes,**" or a "**No,**" answer are called "**Yes,/ No, Questions**". First we must know that all of these "**Auxiliary**" have the same meaning which is "**Does**". After reading the question and understanding it well, we return to the text. If the answer is "**Yes,**", we write "**Yes,** + the second word + the first word" from the question. Either if the answer is "**No,**" we write "**No,** + the second word + the first word" from the sentence of the question and add (+) "**not**" to it.

Example: **Is** he a famous artist? … **Yes,** he **is**./ **No,** he **is** not.

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(B) WH Question Words:

If the question starts with a **"WH Question"** like: (**Who, Whose, Whom, What, When, Where, Which, Why, How**), it means that this question asks for information and we do not expect a **"Yes,"** or **"No,"** answer to a **"WH Question"**. We expect an answer which gives information. We focus on the verb in the question and try to search for it in the text. Usually the answer is the whole sentence in which the verb exists, where we take the sentence from the beginning to the point.

Example: Where is he from? … He is from **London**.

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