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Ministère de la Formation et de l'Enseignement Professionnels

Centre National de l'Enseignement Professionnel à Distance (CNEPD)

المركز الوطني للتعليم المهني عن بعد (م.و.ت.م.ب)

COURS D'ANGLAIS

SERIE N°03

THE PLAN:

I- PRESENT PERFECT TENSE

II- FUTURE SIMPLE TENSE

III- CONDITIONAL TYPE 0/1

IV- REPORTED SPEECH

V- PASSIVE FORM

I- PRESENT PERFECT TENSE:

I have just a letter from my brother, Tim. He is in Australia. He has been there for six months .Tim is an engineer. He is working for a big firm and he has already visited a great number of different places in Australia. He has just bought an Australian car and has gone to Alice Springs, a small town in the centre of Australia. He will soon visit Darwin. From there, he will fly to Perth. My brother has never been abroad before, so he is finding this trip very exciting.

1-What has the writer just received from his brother, Tim?

2-Is Tim an engineer, or is he a doctor?

3-How long has he been in Australia?

4- Has he visited many places or not?

5-Has Tim ever been abroad before or not?

Form: The present perfect is written with:

To have + the past participle of the verb

Affirmative form	Negative form	Interrogative form
I / You } Have + past participle of the verb	I / You } Have not + past participle of the verb	Have { I / You } + past participle of the verb
He / She / It } Has+past participle of the verb	He / She / It } Has not + past participle of the verb	Has { He / She / It } + past participle of the verb
We / They } Have + past participle of the verb	We / They } Have not + past participle of the verb	Have { We / They } + past participle of the verb

Note:

To make the past participle of **regular** verb, add" **ed**" and learn **the past participle** form of **irregular** verbs.

Example:

To work ⟶ he has work**ed** **(to work is regular verb)**
To bring ⟶ they have **brought (to bring is irregular verb)**

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- **The uses of the present perfect tense**:

The present perfect refers to an action which:

- Began in the past and continuous in the present:

  Example: I have been living here since May

- Stopped recently:

  Example: He has repaired his car.

- Is finished but has a consequence on the present:

  Example: he has killed his friend.

- Happened in the past when the time is not mentioned. (if the time is mentioned : **last week, yesterday….**you must use the simple past as they describe a finished period of time)

  Example: They have decided to organize a party.

  They decided this yesterday.

- **The present perfect can be used with:**

- So far, (until now), recently, not yet……

Example: I have met your parents recently

- For + period of time/ sine +precise time:

Example: I haven't spoken English for years.
She hasn't been here since last year.

- These time indicators: observe (there uses):

Already	• I have already seen the film (in the affirmative sentence)
Ever and never	• Has he ever been to Britain? (in questions) • I have never read a cartoon. (in negative sentences)
Just	• He has just left. (short time ago)
Yet	• I haven't finished yet. (in question and negative sentences)

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EXERCISES:

1- Complete with has, have, hasn't and haven't:

- They …….worked hard for hours.
- He ……..repaired my car so far.
- She …….lived in Mexico since she married.
- They …….invited her friends to the party recently.

2- Put the verbs in brackets into the present perfect tense:

- He (to be)……..a member of the National Liberation Army for 5 years during the 50's.
- We (to see/ not)……..her since her birthday party.

3- Reorder the following words to make coherent sentences.

- Of/ dramatically/ greenhouse/ in/ has risen/ the/ since/ gases/ the/ industrial/ the/ concentration/ atmosphere/revolution.

4- Complete with for, since, so far, recently:

- I haven't revised my lessons…… But next week, I certainly will.
- The Kasbah of Algiers has been part of the World. Heritage……1992.
- I've met Jenny…….
- She's painted her room…….two hours.
- He has waited here……..the whole day.

CORRECTION OF THE EXERCISES:

1- Complete with has, have hasn't haven't:

- They **have worked**, hard for hours.
- He **has repaired** my car so far.
- She **has lived**, in Mexico since she married.
- They **have invited** her friends to the party recently.

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2- Put the verbs in brackets into the present perfect tense:

- He **has been** a member of the National Liberation Army for 5 years during the 50's.
- We haven't **seen** her since her birthday party.

3- Reorder the following words to make coherent sentences:

The concentration of greenhouse gases in the atmosphere has risen dramatically since the industrial revolution

4- Complete with for, since, so far, recently:

- I haven't revised my lessons **yet** but next week, I certainly will.
- The Kasbah of Algiers has been part of the World Heritage **since** 1992
- I've met Jenny **recently**
- She's painted her room **for** two hours.
- He has waited here **for** the whole day.

II- FUTURE SIMPLE TENSE:

GRADUATE OPPORTUNITIES

Are you looking for a career with a dynamic oil field company?

That will challenge your skills?

If so, may be the person for us:

You will be given a thorough technical training in all aspects of the company's operation. The ability to converse in French or English will be a considerable advantage. A comprehensive package, including excellent salary, housing, transportation and annual leave air ticket will be provided.

If you think you can measure up to our standards, then please write, enclosing detailed C.V.

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- As you see this advertising, can you notice how many verbs are there in the future? Find them.
- In which tense are they?

The future is expressed with the modal auxiliary 'will'. It's written:

Affirmative form	I **will/ shall go** shopping. you She/he /it } **will go** shopping. They We **shall** go shopping
Negative form	I **will not go/ shall not** shopping. You She/he/it } **will not go** shopping. they We**s hall not go**s hopping.
Interrogative form	**Will / shall** I **go** shopping? **Will** { You, she/he/it, They } **go** shopping? **Shall** we **go** shopping ?

Notice:

- ❖ Shall is used with I and we.
- ❖ 'Will' is used to refer to spontaneous decisions, future actions that we can't change, promises or prediction.

Example:

- I think I will go to the party.
- I will be eighteen in January.
- It will rain this afternoon.

Other ways to express the future:

The present simple	It is used to refer to a schedule/ timetable. **Example:** the plane takes off at 11:00 am
to be about :	(actions which will happen soon) **Example:** He is about to leave.
The present continuous	Expresses an actions or a future activity, already decided. **Example:** I am coming in two hours. (This is possible with to play, to give, to stay, and with verbs of movement (to go, to arrive, to leave…..)
Be + going to	Expresses planned events or intentions. These events or intentions are decided before the moments of speaking. **Example:** Frank is going to study medicine. Where are you going to spend your holidays?

Common future expressions include:

Next (week, year, month ...) tomorrow, in X's time, (amount of time= two week's time) , in + year, time clauses(when, as soon as, before, after) +simple present(example : I 'll telephone as soon as I arrive) soon, later.

EXERCISE:

Put the verbs between brackets in the future simple tense.

1- I 'm hungry. Oh, I (make) you a sandwich.
2- He (study) Law at UCLA next year.
3- Oh darling I love you so much (you/marry) me?
4- The flight (leave) at 8 p.m.
5- Look at those clouds. It (rain) any minute.
6- Jack (meet) Tom tomorrow afternoon.
7- I think he (be) very successful.
8- Who do you think (win) the next national election?
9- Class (not/ begin) at 9, it (begin) at 10.
10- As soon as she arrives in New York she (give) you a call.

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CORRECTION OF THE EXERCISE:

1- I ‘m hungry. Oh, I‘ll **make** you a sandwich.
2- He **is going to study** Law at UCLA next year.
3- Oh darling I love you so much **will you marry** me?
4- The flight **leaves** at 8 p.m.
5- Look at those clouds. It **is going to rain** any minute.
6- Jack **is going to meet** Tom tomorrow afternoon.
7- I think he **will be** very successful.
8- Who do you think **will win** the next national election?
9- Class **doesn’t begin** at 9, it, **begins** at 10.
10- As soon as she arrives in New York she **will give** you a call.

III- CONDITIONAL TYPE 0/1:

Study these examples:

- If you freeze water, it becomes a solid.
- If I have time, I'll finish that letter.
- Peter will buy a new car if he gets his raise.
- If I'm late, my brother takes me to school.

In these examples, we notice that we have started the sentences with 'if'; also we have verbs in present and others in future.

It means that:

–If we do an action, something happens.

– If we do an action, something will happen.

} Here we have used the condition 0/1

The conditional is used as following:

Type 0: (cause effect)	- If you **turn on** the button, it **starts** working.
Type 1: Planning Possibility Probability	- If you **have** problems, **let** me know. - If anything **should happen**, please **call** me **up.** - If it **rain**, I **won't go out.**

Observe the tenses used in the two clauses:

	If clause	Main clause
Type 0	**- Present simple**	**-Present simple**
Type 1	**- Present simple** **- Conditional**	**- Imperative** **- Future simple** **- Modal**

EXERCISES:

1- What notion is expressed by the following conditional sentences?

Fill in the grid as shown in the example:

a) If he knows that you are ill, he will come and see you.
b) If water boils, it evaporates.
c) If you heat ice, it melts
d) If you don't revise seriously, you may fail at your exam.
e) If you drop the grass, it will break.
f) If it's sunny, we'll go to the park.

1- Description of cause and effect.	
2-This will probably happen.	
3- Possibility.	
4- Planning	

2- Match halves of sentences in A with those in B to build up correct sentences.

A	B
1-If I meet her,	**a-** It boils
2- If she has money,	**b-** If you expose it to the sun.
3-If I heat water	**c-** She'll buy a new dress.
4- Cactus die	**d-** I'll give her the letter.

CORRECTION OF THE EXERCISES:

1-

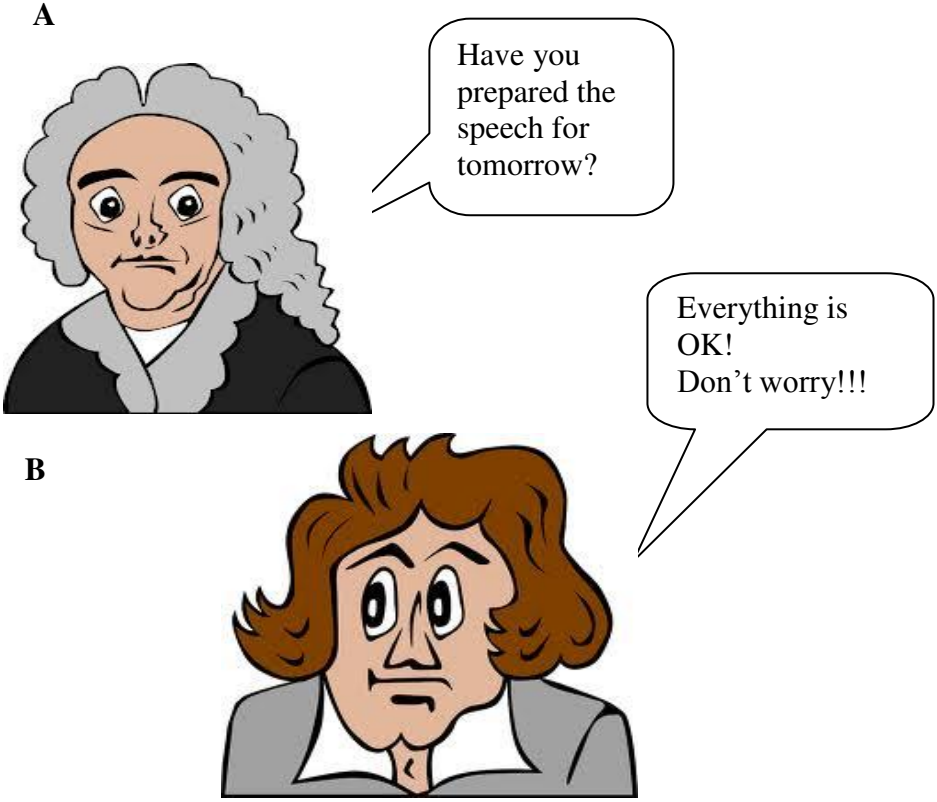
1- Description of cause and effect.	C, b, e
2- This will probably happen.	A
3- Possibility.	D
4- Planning	f

2-

- 1……d, 3……..a,
- 2…….c 4……..…….b,

IV-REPORTED SPEECH:

A



B

Observe the illustration and rewrite what the characters say into the reported speech:

A: Said (that) everything was ok. A ordered not to worry.
B: Said if he had prepared the speech for the day after.

- When we write a conversation in reported speech we use:
  - **Introductory sentences** such as:
    - Said that…….
    - Told somebody that……

- Other introductory verbs: - explained that/ added that/ argued that/ suggested that……..

- That is sometimes omitted:
  - She told me (that) she didn't have time.

  - **Many other changes occur:**

Time markers:	**Determiners adverbs:**
Now ➔then Today ➔that day Yesterday ➔the day before 2 weeks ago ➔2 weeks before Tomorrow ➔the day after Next year ➔the year after	Here ➔there This ➔that These ➔those
Pronouns subjects:	**Pronouns complement:**
I ➔he/ she You ➔he/she/they We ➔they	Me ➔him/ her You➔him/ her/ them Us ➔them
Possessive adjectives:	**Modals :**
My ➔her/ his Your ➔her / his/ their Our ➔their	Can ➔could May ➔might Must ➔had to

- **Tenses also changes :**

Direct speech	**Reported speech**
Present simple	**Past** simple
Present continuous	**Past** continuous
Past simple	**Past** perfect
Past continuous	**Past perfect** continuous
Present perfect	**Past perfect**
Will	**Would**

Notice:

a- If the introductory verb is in the present tenses don't change:

Example: Jane says, "I am ready". **(Direct speech)**

→Jane said she is ready. **(Reported speech)**

b- Some introductory verbs in reported commands/ requests are followed by the infinitive: to forbid, inviting, to order….

Example: Mary: Tom, don't open the window!

→ Mary forbid Tom to open the window.

→ Mary ordered Tom not to open the window.

- **Questions :** in reported speech

The introductory verb in a question can be 'to ask, to inquire, to wonder, to want to know……..'

a- A question beginning with **why- word** (the question word is repeated and the verb form is affirmative)

Example: Mary: where does Jim live, Tom?

→ Mary asked Tom where Jim **lived.**

- Notice the conversation with who:

Example: Marry: Who opened the door?

→ Mary asked who opened the door.

b- A beginning with a verb / auxiliary (we introduce 'whether or **if**)

Example: Mary: Does Jim live in this house?

→Mary asked Tom if Jim lived in that house.

Observe these :

- He suggested that we **(should)** go to the seaside.
- He suggested goi**ng** to the cinema

EXERCISE:

Turn these sentences into reported speech:

1-"I have a toothache."

2-"I will open the window."

3-"She has gone on holiday."

4-"Go away!", he said to me

5-"Where is my hat?"

6-"We're going to the cinema.

7-"You have to do your best", he said to us.

8-"Who will you tell?", he asked me.

9-''They should go to the police".

10-"I don't know."

CORRECTION OF THE EXERCISE:

1-He said that **he had a toothache.**

2-He said that **he would open the window.**

3-He said that **she had gone on holiday**

4-He **told me to go away.**

5-He **asked me where his hat was.**

6-He said that **they were going to the cinema.**

7-He said that **we had to do our best.**

8-He **asked me who I would tell**

9-He said that **they should go to the police.**

10-He said that **he didn't know**.

V- PASSIVE FORM:

Use:

We only use the passive when we are interested in the object or when we do not know who caused the action.

Example: Appointments are required in such cases.

We can only form a passive sentence from an active sentence when there is an object in the active sentence.

Form:

To be + past participle

How to form a passive sentence when an active sentence is given:

- Object of the "active" sentence becomes subject in the "passive" sentence;
- Subject of the "active" sentence becomes "object" in the "passive" sentence" (or is left out).

Active:	**Peter**	**builds**	**a house.**
Passive:	**A house**	**is built**	**by Peter.**

Examples:

Active	Peter	**builds**	a house.	Simple Présent
Passive:	A house	**Is** built	by Peter.	

Active:	Peter	**built**	a house.	Simple Past
Passive:	A house	**was**built	by Peter.	

Active:	Peter	**has built**	a house.	Present Perfect
Passive:	A house	**has been**built	by Peter.	

Active:	Peter	**Will build**	a house.	will-future
Passive:	A house	**Will be** built	by Peter.	

Active:	Peter	**Can build**	a house.	Modals
Passive:	A house	**Can be** built	by Peter.	

- Here you will find some examples of how to form the passive depending on the tense.

Tense	**Active**	**passive**
Simple present	Peter **builds** a house	A house **is built** by Peter.
Simple past	Peter **built** a house.	A house **was built** by Peter
Present perfect	Peter **has built** a house.	A house **has been built** by Peter.
Past perfect	Peter**had built** a house.	A house **had been built** by Peter.
Will future	Peter **will build** a house.	A house **will be built** by Peter.
Going to-future	Peter **is going to build** a house in summer.	A house **is going to be built** in summer by Peter.

Passive sentences with by:

We are normally not interested in the "doer" of an action in a passive sentence. When we want to mention the "doer", we use the preposition **by**. The whole phrase is called **by-agent** in English.

Active sentence	**Passive sentence**
Mr Brown **built** the house	The house **was built** by Mr Brown**.**

When we do not know, **who** was the "doer" of the action, we use **someone** or **some body** in the active sentence. We leave out these words in the passive sentence.

Active sentence	**Passive sentence**
Some one **stole** my bike.	My bike **was stolen**.

EXERCISES:

I- Rewrite the sentences in Passive voice.

1- The teacher closes the window.
2- The mechanic repairs cars
3- Our dog did not bite the cat.
4- The students wrote letters

II- Rewrite the sentences in Active voice

1- Football is played by the children.
2- Coffee is sold by Marie.
3- The telephone was invented by Alexander Graham Bell.

III- Are the sentences written in Active or Passive voice?

1- They often read e-mails.
a-Active **b-** passive
2- Bingo is played in Britain.
a-Active **b-** passive
3- Steven likes to play baseball.
a-Active **b-** passive

IV- Make corrects passive forms. Mind the tenses in brackets

1- The car - to produce (Simple Present).
2- English - to speak (Simple Present).
3- Stories - to tell (Simple Present).
4- Computer games - to buy (Simple Present).

CORRECTION OF THE EXERCISES:

I- Rewrite the sentences in Passive voice.

1-The window is closed.
2-Cars are repaired by the mechanic.
3-The cat was not bitten.
4-Letters were written by the students.

II- Rewrite the sentences in Active voice.

1-Children play football.
2-Marie sells coffee.
3-Alexander Graham Bell invented the telephone.

III-Are the sentences written in Active or Passive voice?

1- Active voice.
2- Passive voice.
3- Active voice.

IV-Make corrects passive forms. Mind the tenses in brackets.

1-The car is produced.
2-English is spoken.
3-Stories are told.
4-Computer games are bought.