الجمهورية الجزائرية الديمقراطية الشعبية
REPUBLIQUE ALGERIENNE DEMOCRATIQUE ET POPULAIRE
وزارة التكوين والتعليم المهنيين
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)

ANGLAIS

SERIE 01

PLAN DU COURS

INTRODUCTION:

- **Grammar**

1) The auxiliaries « to be » and « to have »
2) « be » and « have » in the interrogative form
3) « be » and « have » in the interro-negative form
4) The construction of the different tenses in English
5) Irregular verbs
6) The passive form
7) Questions

- Exercise + correction
- Annex (irregular verb)

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Introduction :

As you may know, tourism plays an important role in the economic development of a country especially if this latter possesses the natural means. Algeria though having innumerable tourism regions, (mountains, Sahara, forests, 1200 km shore etc…) its tourism still remains underdeveloped, inadequate and marginalized. As a result, Algeria is wasting large sums of foreign exchange which could improve our economic and social situation and could lessen the impacts of the economic crisis-so we must fulfill a highly adequate tourism policy.

Mastering English equals a better communication with the tourists, a better understanding and a better advertisement for our country in the field of holiday making. For this purpose, you should learn English which represents the most common language used by the majority of the tourist we may receive from different parts of the world regardless their origins.

So be ready and steady to study English with us and prepare you to receive foreign tourists who will certainly enjoy themselves and return if cared for correctly.

1- The auxiliaries "to be" and "to have"

A- To be

"be" has the following forms

Table 01 :

			PRESENT	PAST	FUTURE
I			AM	WAS	WILL BE
HE	SHE	IT	IS	WAS	WILL BE
WE	YOU	THEY	ARE	WERE	WILL BE

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Table 02 :

TENSE	NON-NEGATIVE	UNCONTRACTED NEGATIVE	CONTRACTED NEGATIVE
PRESENT	AM IS ARE	AM NOT IS NOT ARE NOT	AM NOT (most common) ISN'T ARENT'
PAST	WAS (singular) WERE (plural)	WAS NOT WERE NOT	WASN'T WEREN'T
FUTURE	WILL BE	WILL NOT BE	WON'T BE

B- To have :

"Have" has the following forms

Table 01 :

			PRESENT	PAST	FUTURE
I			HAVE	HAD	WILL HAVE
HE	SHE	IT	HAS	HAD	WILL HAVE
WE	YOU	THEY	HAVE	HAD	WILL HAVE

Table 02 :

TENSE	NON-NEGATIVE	UNCONTRACTED NEGATIVE	CONTRACTED NEGATIVE
PRESENT	HAVE HAS	HAVE NOT HAS NOT	HAVEN'T HASN'T
PAST	HAD	HAD NOT	HADN'T
FUTURE	WILL HAVE	WILL NOT HAVE	WON'T HAVE

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2- <u>"Be " and " have" in the interrogative form</u> :

"Be" and "have" are used in the construction of different tenses in English. In the interrogative form, they precede the subject.

<u>Example</u>:

He is travelling——— <u>is he</u> travelling ?
He <u>has</u> travelled to Spain ——— <u>Has he</u> travelled to Spain?

"Be" when used alone , the procedure is the same

<u>Example</u>:

He is abroad ———is he abroad ?

"Have " in question normally needs a " do" construction

<u>Example</u>:

You have a passport _____ do you have a passport

3- <u>"Be" "have" in the interro-negative form</u>:

In the interro-negative form, "be" and" have" "have the same construction as what we have previously seem.

<u>Example</u>:

They haven't arrived _____ Haven't they arrived ?
They aren't here _____ Are they here ?

4- <u>The construction of the different tenses in English</u>:

- In English the tenses are constructed as follows

A- The present simple - stem – (verb in the infinitive)
B- The present continuous - be (am; is, are) + stem +ing)
C- The past perfect simple - have (have, has) + past participle

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D- The past simple - preterit (stem + ed)
E- The past continuous - be (was, were) + stem + ing
F- The paste perfect simple - have (had) + past participle
G- The future simple - will + stem
H- The future continuous - will be + stem + ing
I - The future perfect - will have + past participle
J - The present perfect continuous - have (have, has) + been + stem +ing
K- The past perfect continuous - have (had) + been + stem + ing

Examples :

A- He swims/ I swim (note that we add an "s" for the 3 rd person singular)

B- He is sight seeing

C- I have prepared my suitcase

D- I travelled by plane (regular verb) / I flew to London (irregular verb)

E- I was talking to a policeman

F- They had received their visa

G- Well will wait for the bus

H- They will be travelling by night because of the heat

I- We will have returned

J- I have been swimming for the whole night

K- She had been waiting for the waiter to bring her some water

Note:

* You notice from the previous list of tenses that:

A- Continuous tenses are constructed as follows:

Be + stem + ing

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B- Perfect tenses are constructed as follows

Have + past participle

* Of course the auxiliaries "b"" and "have" are conjugated in the tenses you want to form:

Example:

A) be
- am / is/ are
- was/ were + travelling
- Will be

B) have
- have / has
- Had + travelled
- Will have

5- Irregular verbs:

In English there are verbs we call regular and others we call irregular. Regular verbs are verbs which "stem" does not change in the past forms (to cross-crossed-crossed), whereas irregular verbs are those which root completely changes in the past forms (to go – went-gone). Here is the list of most of the irregular verbs (annex).

Note:

- The preterit is the past form of the verb (2nd column), it is used to construct the past simple.

- The past participle (3rd column) is used to construct perfect tenses and the passive form.

Example:

To go – went – gone

- I went to Brighton (past simple)
- I have gone to Brighton (present perfect)

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- I had gone to Brighton (past perfect)
- I will have gone to Brighton (future perfect)

6- <u>The passive form</u>:

The passive form is used as follows :
Be- Past participle

- Be is conjugated in the tense we want to form (depending on the tense of our sentence/ action).

<u>Example:</u>

am / is / are (present)
was / were (past) + past participle
Will be (future)

- The shops <u>are shut</u> on Friday
- The shops <u>were shut</u> on Friday
- The shops <u>will be shut</u> on Friday

<u>Note</u> :

The passive form is used when we are not interested to know "who" or "what" makes the action. It is used, we are interested in the action itself (what happens).

<u>Example:</u>

My passport is vises

* Here we don't know who vises the passport. If we want to know "who" vises it, we add an agent – by x-

<u>Example:</u>

My passport is vises by the officials

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- So all we need to construct the different tenses, for the passive, is to use the auxiliary "be" into the different tenses. The past participle is being the same for all the forms.

7- Question:

Now, that we have seen how the tenses are constructed in English, we may move to the way we ask questions in the different tenses.

We can classify the tenses in English into two categories:

1st type:	present simple	- I read books
	Past simple	- I arrived at 10 p.m
2nd type:	Present continuous	- I am buying souvenirs
	Present perfect	- I have left my hotel
	Past continuous	- I was having a bath
	Past perfect	- I had received my passport
	Future	- I will move to a mother hotel

As you may have noticed the verbs of the first type are formed with one element whereas the verbs of the second category are formed of two elements.

When there are two elements, the procedure to turn the sentence into the interrogative form is easy ; we just need to use the first element of the verb before the subject.

Example :

- They are travelling by car – are they travelling…..?
- But when there is only one element, we must use "do" and "did" in questions.

Example :

- I moved to another hotel (past) / did I move to another hotel ?
- I book a room in the nearest hotel / do I book a room in the nearest hotel ?

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Note 1 :

For the third person singular we use “does” (in the present simple)

Example:

She leaves at noon - Does she leave at noon ?

Note 2:

In the interrogative form the verb is used in its infinitives form.

- To ask questions about the different elements of a sentence you need to know the following interrogative pronouns and their aim.

- Who (subject – person)
- Which (animal – thing)
- What (verb - object)
- Where (place)
- When (time)
- why (reason and purpose)
- How (manner – way)
- How often (frequency)
- How many (number)
- How much (quantity)

- When we want to ask a question about the subject, we use who instead of the subject without changing the order of the other elements of the sentence.

Example :

- I bought a ticket for the play.
- Who bought a ticket for the play ?
- When we ask a question about the other elements of the sentence, we add to the interrogative sentence we have seen in “questions” an interrogative pronoun at the beginning of the sentence without repeating what we want to know.

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Example:

I have travelled by car

- What have I done? (have travelled)
- How have I travelled ? (by car)

He flew yesterday

- What did he do yesterday ? (flew)
- When did he fly ? (yesterday)

They will book a room in a hotel

- What will they do ? (will book a room)
- What will they book ? (a room)
- Where will they book a room ? (in a hotel)

Exercises:

Now do these exercises and then refer to correction on the following page.

Exercise 01 :

Turn the following sentences into the passive.
One example is given.
He prepared a suitcase.
A suitcase was prepared (by him)

- He will buy an air ticket
- She will book a room
- They buy souvenirs
- I had rented a car
- He writes letters to his friends

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Exercise 02 :

Turn the following sentences into the negative form

- You have a very nice suit
- They will receive their visa
- He is enjoying himself
- She has a red car
- You are a foreigner

Exercise 03 :

Ask questions about the underlined words

- They have moved into a new flat
- They travelled to Spain by plane
- They will receive their visa next year

Exercise 04 :

Put the verbs between brackets into the correct form

- Yesterday, he (to fly) to Italy
- Last year, he (to buy) a new car
- In 1980, he (to move) into a new fat
- Years ago, she (be) an air hostess
- A long time ago, Christopher Columbus discovers America).

Exercise 05 :

Turn the following sentences into the interrogative form

- She went to the sea
- She has a red car
- We speak English
- I will send him a postcard
- He is enjoying himself

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“ Here are the corrections “ :

Key to exercise 1:

- An air ticket will be bought (by him)
- A room will be booked (by her)
- Souvenirs are bought (by them)
- A car had been rented (by them)
- Letters are written (by him) to his friends

Key to exercise 2:

- You don’t have a very nice suit
- They will not receive their visa
- He is not enjoying himself
- She doesn’t have a red car
- You are not a foreigner

Key to exercise 3:

1
- Who have moved into a new flat ?
- What have they done ?

2
- What did they do?
- Where did they travel by plane ?
- How did they travel to Spain ?

3
- What will they do?
- What will they receive next year ?
- When will they receive their visa ?

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Key to exercise 4:

1. Flew
2. Bought
3. Moved
4. Was
5. Discovered

Key to exercise 5:

1. Did she go to the sea?
2. Does she have a red car?
3. Do we speak English?
4. Will I send him postcard?
5. Is he enjoying himself?

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LISTE OF IRREGULAR VERBS

Verb	Past simple	Past participle	
To arise	I arose	Arisen	(se lever)
To awake	I awoke	Awoke	(s'éveiller)
To be	I was	Been	(être)
To bear	I bore	Born	(porter)
To become	I become	Become	(devenir)
To beat	I beat	Beaten	(battre)
To begin	I began	Begun	(commencer)
To bet	I bet	Bet	(parier)
To bed	I bed	Bidden	(commander)
To bind	I bound	Bound	(lier)
To blow	I blew	Blown	(souffler)
To bring	I Brought	Brought	(porter)
To build	I built	Built	(bâtir)
To burn	I burnt	Burnt	(bruler)
To buy	I Brought	Brought	((acheter)
To catch	I caught	Caught	(attraper)
To choose	I chose	Chosen	(choisir)
To com	I came	Come	(venir)
To cost	I cost	Cost	(coûter)
To cut	I Cut	Cut	(couper)
To do	I did	Done	(faire)
To draw	I drew	Drawn	(dessiner)
To dream	I dreamt	Dreamt	(réver)
To drink	I drank	Drunk	(boir)
To drive	I drove	Driven	(conduire)
To dwell	I dwelt	dwelt	(habiter)
To eat	I ate	Eaten	(manger)
To fall	I felt	Fallen	(tomber)
To find	I found	Found	(trouver)
To feed	I fed	Fed	(mourrir)
To Feel	I Felt	Felt	(ressentir)

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To fly	I flew	Flown	(voler-oiseau)
To forget	I forgot	Forgotten	(oublier)
To get	I got	Got	(obtenir)
To give	I gave	Given	(donner)
To go	I went	Gone	(aller)
To have	I had	Had	(avoir)
To keep	I kept	Kept	(garder)
To lay	I laid	Laid	(poser)
To learn	I learnt	Learnt	(apprendre)
To lie	I lay	Lain	(étre couché)
To light	I lit	Lit	(allumer)
To lose	I lost	Lost	(perdre)
To make	I made	Made	(faire-fabriquer)
To run	I ran	Run	(courir)
To see	I saw	Seen	(voir)
To sell	I sold	Sold	(vendre)
To sit	I sat	Sat	(s'asseoir)
To speak	I spoke	Spoken	(parler)
To smell	I smelt	Smelt	(sentir)
To spend	I spent	Spent	(dépenser)
To steal	I stole	Stolen	(voler)
To sweep	I swept	Swept	(baloyer)
To swin	I swam	Swum	(nager)
To tear	I tear	Torn	(déchirer)
To tell	I told	Told	(dire)
To throw	I threw	Thrown	(jeter)
To understand	I understood	understood	(comprendre)
To wake	I woke	Waked	(reveiller)
To wear	I wore	Worn	(porter)
To win	I won	won	(gagner)
To withdraw	I withdrew	Withdrawn	(retirer)
To wring	I wrong	Wrung	(tordre)
To write	I wrote	Written	(écrire)

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