اللغة الانجليزية - المستوي الخامس

Word Usage (Prefixes & Suffixes)

- Prefixes are groups of letters placed before words or roots to create new words.
  - a-, ac-, ad-, af-, ag-, al-, ap-, as-, at- to, toward, near, in addition to Example1: a + side = aside (adverb): to or toward the side Example2: a +wake=awake (verb):stop sleeping Example3: ac+com+modate= accommodate(verb): provide lodging or room for somebody Example4: ac+com +pan+y = accompany(verb): walk or travel with somebody Example5: ad+dict= addict(noun): person who is unable to stop taking drugs, alcohol, etc
  - cat-, cata-, cath- down, with Example 1: cat + ch = catch (verb): stop and hold a moving object in the hands Example 2: cat+ ch + y = catchy (adjective): pleasant and easy to remember Example 3: cata + clysm = cataclysm (noun): sudden violent change or disaster Example 4: cata + logue = catalogue (noun): complete list of items Example 5: cath + ar+sis = catharsis(noun): release of strong feelings through the effect of art
  - dis- not, opposite of, exclude Example 1: dis + trust = distrust (verb): to have no confidence or trust Example 2: dis + like = dislike(verb): not like
  - ex- out, out of, from Example 1: ex+act= exact(verb): demand and enforce the payment Example 2: ex+alt= exalt(verb): make somebody higher in rank or greater in power
- Suffixes are endings that are added to root words. They can change adjectives into nouns They can change verbs into nouns
  - Kind kindness Fit fitness Wicked wickedness Willing willingness Childish childishness Foolish foolishness
  - Tidy tidiness Lovely loveliness Silly silliness The 'y' changes to an 'I' before we add –ness.
  - Move movement Manage management But look what happens with this one! Argue argument

Writing an essay

- Paragraph 1- Introduction which includes a "hook statement", and sentence which tells what the essay will tell them about, and the thesis statement. Paragraphs 2, 3, and 4- support your topic with detail paragraphs. Paragraph 5- the conclusion statement that restates your thesis statement.
- Here are four ways of writing an "attention grabber
  - 1. Surprise the reader2. Ask a question3. Use a quotation4. Use descriptive words
  - This very important sentence includes three things: Subject Claim 3 points of support Dogs are the ideal house pet because they are wonderful companions, are easy to care for, and can be trained.

What is Reported Speech?

- Reported Speech is a way how we report what someone has said by changing some of the words said, but retaining the same meaning.
- Direct and Indirect Speech
  - 1. Change of pronouns Direct Speech John said, "I am coming." Indirect Speech John said that he was coming.
  - 2. Change of tenses Direct Speech John said, "I am coming." Indirect Speech John said that he was coming.
  - 3. Change of situations Direct Speech John said, "I did this exercise last night." Indirect Speech John said that he had done that exercise the previous night. 'this' becomes 'that' 'last night' becomes 'the previous night'
  - 5. Actions : promises, orders, requests, advice etc. Direct Speech John ordered Bill, "Clean my boots." Indirect Speech John ordered Bill to clean his boots. (object + to + infinitive)
  - 6. Report using present and future tenses Direct Speech John said,'The sun rises from the east.' Indirect Speech John said that the sun rises from the east. if the original speaker's present and future is still present and future in other words, the tense is unchanged
  - 7. Modals verbs Direct Speech John said,'I must do my homework now.' Indirect Speech John said that he must do his homework then. would , should, could, might, ought to and must are unchanged
- Questions and answers
  - Direct Speech 1 John asked her, "Are you coming?" (yes/no question) 2 John asked, "Where is Mary?" (wh-question)
  - Indirect Speech 1 John asked if / whether she was coming. 2 John asked where Mary was. yes/no questions - use if/whether wh-questions - use the wh-word
  - 8. Wh- Questions Direct Speech My friend asked,"Where is Venus?" Indirect Speech My friend asked where Venus was.
- TRANSFORMATION PROCESS:
  - 1) Put the subject before the verb.2) Change the pronoun: you to I3) Join the clauses using the how,who, whom, where, when, why 4) Adjust the 2nd verb to the time frame of the 1st verb.
- CHANGE OF TENSES:
  - DIRECT SPEECH REPORTED SPEECH
  - present past
  - present perfect past perfect
  - past past perfect
  - future past future
- CHANGE OF ADVERBS OF TIME & PLACE
  - DIRECT SPEECH REPORTED SPEECH yesterday the day before
  - tomorrow the next/following day next day/week the following day/week
  - today that day here there
- CHANGE OF QUESTIONS
  - WH-questions: WH-word stays as conjunction
  - YES-NO-questions: we introduce conjunction if or whether
  - Important: Word order changes into that of a statement.

Reported requests, offers

- Reporting verb + to-infinitive
- The reporting verbs that we can use in this structure include: Offer, promise, agree, refuse
- The reporting verbs that we can use in this structure include: tell, ask, order, warn, remind, advise, invite
- In negative orders, promises, requests,etc, we use the structure: not + to-infinitive
- In reported speech, we usually need to change the pronouns (e.g. I, you, me, this, these, etc) and possessive adjectives (e.g. my, your, etc).
- When the introductory verb (say, tell, inform, state, claim...) is in the present, present perfect or future tense, no change in tense or adverbs of time and place is necessary Direct speech: He says: "I don't understand this question". Reported speech: He says that he doesn't understand this question.

Email Etiquette

- The rules which indicate the "correct" way to behave in a certain time and place. Email etiquette is especially important in the work place
- 1: Always include a subject and use the recipient's name in the greeting
  - The need for this will be made clear during out Email Safety Day. Why is a subject important? It informs recipient what the email is about.
- 2: Do not write in ALL CAPITALS
  - Writing in all capitals can convey that you are shouting in your message, and nobody likes to be yelled at. Consider other ways to get your message across while conveying its importance
- 3: Do not use email to discuss confidential information
- 4: Take care with abbreviations and emoticons
  - Save abbreviations like LOL (laugh out loud) or IDK (I don't know) for text messages among friends. Some may not understand your abbreviations Not professional
- 5: THINK before you send
- 6: Do not Forward unnecessary/unrelated Emails
- Think carefully about if what you are forwarding will be of value, appreciated or humorous to the person on the other side. If an email tells you to "Forward to everyone you know/love/all of your family" do NOT forward

What is Pronoun-Antecedent Agreement

- Pronouns substitute nouns. Many pronouns have antecedents, nouns or pronouns to which they refer. A pronoun must always agree with its antecedent in number, whether singular or plural. Medical students must study hard if they want to succeed. (antecedent) (pronoun) Possessive pronouns used before nouns function as adjectives
- Possessive (used before a noun)
  - my - your - his -her-its-our-your-thier
- Possessive Pronoun
  - mine-yours-his-hers-its-ours-yours-thiers

Indefinite Singular Pronouns

- For indefinite singular pronouns, use "he or she" or "his or her" to avoid sexist language or change the antecedent to plural
- Joined by "And", "Neither-Nor," "Either-Or
  - Compound subjects (more than one subject) joined by and always use plural pronouns Debra and Rafi chose their teammates
  - Compound subjects joined by neither – nor and either-or agree with the antecedent closest to the pronoun
  - Neither Debra nor Rafi did his or her homework. Neither the pilot nor the employees gave their opinions.
  - Either Pedro or Sam will do his homework. Either Pedro or the girls will do their homework.

Pronoun-Antecedent Suggestions

- All pronouns have antecedents, which refer to person(s) or object(s) that are previously mentioned in the text. Singular antecedents use singular pronouns. Plural antecedents use plural pronouns
- Avoid sexist language; instead, use gender-neutral & plural antecedents (persons, individuals, students, people, human beings, postal workers, coordinators). The gender of a pronoun must match its antecedent: Diana waited for her husband.
- Most indefinite pronouns are singular. Generic nouns (doctor, student, writer, member, person) represent both males and females. --A college student has his or her own point of view. Change generic nouns to plural to fix agreement problems.
- Collective nouns are usually singular unless the people in the collective group act as individuals. If you're not sure, look it up!

Passive Voice

- Active vs. Passive Voice
  - The subject of the sentence performs the action. The person/thing performing the action is named before the verb. EXAMPLE: My grandfather took me to my first horse show. NOT: I was taken to my first horse show by my grandfather.
- When you write in the active voice, sentences are typically shorter and clearer. They sound more conversational. If each word costs you a nickel, you want to write concisely and in the active voice!
- Structure of Passive Verbs
  - PASSIVE:: verb ---------- be + p.p. - eats : is eaten
  - Note: "be" is changed according to the tense of the sentence the number (singular/plural) of the subject of the sentence.
- A project is finished in eight hours. - Three projects are finished in eight hours - A project was finished in eight hours

Simple Sentences

- A sentence is the basic unit of written communication. A sentence must have 3 elements:
  - A subject A main verb A complete thought
- A simple sentence expresses one complete thought. I went to class. She studied for two hours.
- A subject is the person, place, or thing that a sentence is about. A subject is a noun or pronoun. Some sentences may contain a compound subject

Simple Subject vs. Complete Subject

- In a sentence, the simple subject is the noun or pronoun that the sentence is about. Three popular bands will perform at the concert.
- The complete subject is the noun plus the words that describe the noun. Three popular bands will perform at the concert.
- Preposition—connects a noun, pronoun, or verb with some other info about it Prepositional phrase —descriptive word group that begins with a preposition

Identifying the Subject

- Usually, the subject is located before the verb in a sentence. The dog chased the cat. Although I was tired, I went to class.
- Occasionally, the subject will be found after or within the verb. In some questions When did she leave for school? In inverted sentences that begin with Here or There. Here is your textbook.
- Also, the subject of the sentence may be unstated. In a command, the unstated subject is you. Get out of here
- Correctly identifying the subject
  - The squirrel ran up the tree to get away from the dog. One of my friends takes classes at A&M. Each of the students wants to pass the course.

What is the Main Verb?

- A main verb tells what the subject does or links the subject to another word that describes it. There are three types of verbs. Action Verb Linking Verb Helping Verb
  - Action Verb—tells action subject performs. The student strolled down the hall. The teacher lectured for two hours.
  - Linking Verb—connects subject to another word or words that describe it. My math teacher is tall. The college campus looks big
  - Helping Verb—a helping verb joins the action verb to form the complete verb. I should have studied more. The teacher is lecturing.
- Interrupting Words :may appear between verbs, but they are not part of the verb. We did not go to the concert. I have often observed students sleeping in the hallways
- Correctly identifying the verb
  - Ann teaches Philosophy. (action verb) Ann is a teacher. (linking verb) Ann is teaching this summer. (helping verb)

Phrasal Verbs

- A phrasal verb = a verb + a particle For example: put off Put = verb off = particle
  - I put off my trip. = I postponed my trip. The verb and the particle have a special meaning.
- put + off = to postpone put + on = to cover your body with clothes put + back = to return something to its original place put + away = to put something in its original place
- Some phrasal verbs have more than one meaning: keep on = to continue keep on = not to remove something take off = remove take off = leave
- Transitive Phrasal Verbs
  - These verbs have objects. Are you writing down these notes? I haven't called Mr. Wilson back.
- Intransitive Phrasal Verbs
  - These verbs do not have objects. Tony's car broke down. Jane grew up in a small town.
- Separable Phrasal Verbs
  - Most phrasal verbs are separable. The verb and the particle can be separated. When the object is a noun, you can: Put the noun after the particle. Jimmy put on his coat.
  - Put the noun between the verb and the particle. Jimmy put his coat on. When the object is a pronoun, you must put it between the verb and the particle. Jimmy put it on
- Inseparable Phrasal Verbs
  - The verb and the particle can't be separated. With these verbs, you cannot put the object between the verb and the particle, even when the object is a pronoun. Yesterday, I ran into Alan. Yesterday, I ran into him
  - Phrasal verbs that must be separated
    - There is a small number of these verbs. With these verbs, you must put the object between the verb and the particle. Tina kept her jacket on

Build your Lexicon

- Synonyms and Antonyms
  - Synonyms Are words that mean the same
  - Antonyms Are words that mean the opposite
- happy
  - Synonyms content pleased joyful glad cheerful
  - Antonyms sad miserable gloomy unhappy depressed
- big
  - SYNONYMS: large huge gigantic immense
  - ANTONYMS : tiny small little puny

Writing a Paragraph

- The First Detail (Lettuce)
  - Needs to follow directly after the topic sentence. Needs to be full of good "lettucy" details
- The Second Detail (Tomato)
  - Still should not be the most important detail. Needs to follow directly after the lettuce sentence. Needs to be full of good "juicy" details
- The Third Detail (Cheese)
  - Still not be the most important detail. Needs to start differently than other sentences. Needs to be full of good "cheesy" details
- The Last Detail (Meat)
  - Finally!! The most important detail. Should start differently than most of the other sentences. Needs to be full of good "meaty" details
- The Closing Sentence (Bottom Bun)
  - Should look a lot like the topic sentence. Needs to summarize the topic. Needs to be an obvious end to the sentence.
- The Topic Sentence (Top Bun)
  - Very first sentence of your paragraph. Always needs to be indented. Tells what your paragraph is going to be about.

Things Make a Good Paragraph:

- Unity
  - When a paragraph has unity, all the sentences relate directly to the main idea.
  - If there is a sentence off topic at all, this begins to create confusion for your reader. - Use only the most important details
- Coherence
  - A coherent paragraph is one in which all of the sentences logically fit together.
  - When a paragraph has coherence, your reader can easily see how all of the details are connected
  - How can we create coherence?
    - Order details in a way that makes sense. - Show a connection by using transitional words.
- Elaboration
  - Elaboration means: to add more detail, so your reader can get a clear picture of what you mean
  - Here are are Nine Ways to Elaborate
    - Use Highly Descriptive Words: vivid adj.'s & adv.'s, precise V's & N's. 2. Give a detailed Definition of the subject or detail. 3. Provide an Example that shows your point.
    - 4. Use Comparison: Similes and/or Metaphors. 5. Use Contrast to show how your idea is different from something else.
    - 6. Include a Fact to support your main idea. 7. Use a Statistic (a fact in numerical form) to support your main idea. 8. Use Sensory Details that appeals to one or more of the 5 senses. 9. Use Cause & Effect to explain how 1 thing causes another.