

WAY TO THE TOP

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Final revision
Unit 8,9&10

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Unit 8

Part 1 Vocabulary

Words	Meaning	words	meaning
Limousine service	ثلاث نجوم	Key card	بطاقة الدخول
Feedback	تغذية راجعة	Tip	بقشيش
Trust	ثقة	Linen	كتان
Observe	يراقب	Housekeeping	خدمة الغرف
Dormitories	غرفة نوم ثلاثية	Complimentary	مناسب
Three-Stars	ثلاث نجوم	Wake-up call	تنبيه - مكالمة للإيقاظ
Porter	حمال - بواب	Valet	موظف ركن السيارات
Luggage trolley	عربية الامتعة	trolley	أداة لحمل الأغراض
Front desk	الاستقبال		
Lobby	صالة الفندق		
Preposition phrase			
at (the) risk (of)	معرض للخطر	by accident	بالصدفة
at a distance	بعيد	by air	السفر جوا
at a loss	خاسر - قليل تفهم	by chance	بالصدفة
at all costs	مهما حدث - مهما كلف	by credit card	ببطاقة الائتمان
at least	على الأقل	by mistake	بالخطأ
at once	في الحال - فوراً	by oneself	بمفرده
at present	في الحاضر	by surprise	فجأة
at work	في العمل	by taxi	بسيارة أجرة

Unit 9

Words	Meaning	words	meaning
Carve	نحت	Chimney	مدخنة
Delicacy	حساسية	Maze	متاهة
Gorge	خانق	Column	عمود
Erode	تآكل	Tower	برج
Shelter	مأوي	Terrace	فناء - تراس
well	بشكل جديد - جيد	frescoes	لوحة جدارية

Suffixes

-ity			-ence		
curious	curiosity	فضول - حب استطلاع	absent	absence	غياب
public	publicity	دعاية	patient	patience	صبر
real	reality	واقع - حقيقة	convenient	convenience	ملائم - مناسب
fatal	fatality	هلاك	innocent	innocence	براءة
similar	similarity	تشابه - شبه	existent	existence	حياة - بقاء
popular	popularity	شائع - منتشر	different	difference	فرق - اختلاف
secure	security	أمان - راحة			
-ance			-ness		
significant	significance	أهمية	sweet	sweetness	حلاوة - طيبة
relevant	relevance	ارتباط - صلة	conscious	consciousness	ادراك - وعي
tolerant	tolerance	تصالح - تسامح	serious	seriousness	وقار - احترام
ignorant	ignorance	جهل - عدم معرفة	careless	carelessness	إهمال - استهتار
distant	distance	بعد - مسافة	aware	awareness	معرفة - فهم
important	importance	قيمة - أهمية	lonely	loneliness	إحساس بالوحدة
			nervous	nervousness	عصبية - توتر

Word	Definition	Meaning
bustling	busy with people and activity	مكتظ، مزدحم
tranquil	calm and peaceful, without noise	هادئ، ساكن
residential area	having houses but not commercial areas or factories	منطقة سكنية
spacious	large with lots of room	واسع، فسيح
creepy	causing feelings of fear	مخيف، مرعب
iconic	famous; representing a place or idea	رمزي
picturesque	attractive in an old-fashioned way; scenic	جميل - فاتن
dull	boring, uninteresting	مُمِل
abandoned	sth people have left forever, permanently empty	مهجور
stunning	very impressive	فاتن - خلاب

Unit 10

Words	Meaning	words	meaning
Cheque	شيك	Note	عملة ورقية
Change	الباقى – باقى المبلغ	Deposit	إيداع -وديدة
Cash	نقدا	Instalment	دفعة - قسط
Receipt	وصل	Loan	قرض
Bill	فاتورة – حساب	Debt	دين
Fine	غرامة- يغرم	expense	مصاريف -نفقة
Fee	أجرة - أتعاب	Tip	بقشيش

Prepositions

phrase	meaning	phrase	meaning
borrow from	يقترض من	by credit card	يستخدم بطاقة ائتمانية
owe to	مدين	in cash	نقدا
I'm a little short of money	لا أملك المال الكافي	by cheque	بشيك
spend on	ينفق على	waste on	ينفق المال على
free of charge	مجاني – بدون مقابل	At an extra cost	بتكلفة اضافية
pay for	يسدد- يدفع	on a tight budget	ميزانية محدودة - تقشف
in debt	مديون	save up	يدخر- يوفر

idioms

phrase	definitions	Meaning
be rolling in money	to be extremely well-off	غني جدا
get paid peanuts	to have a very low salary	راتب إضافي
money doesn't grow on trees	money is not easily obtained so you shouldn't waste it	اعتني بالمال
on a shoestring	without spending much money	تقشف
cost an arm and a leg	to be very expensive	غالي جدا
go from rags to riches	to become wealthy after being poor	من الفقر الى الغني
throw money around	to spend money carelessly	الانفاق بيزخ
money is no object	money is not an important issue	المال لا يهم

Word formation

-er			-or		
trade	trader	يتاجر - تاجر	investigate	investigator	يُحَقِّق في - مُحَقِّق
manage	manager	يدير - مدير	invest	investor	يُستثمر - مُستثمر
cash	cashier	نقد - صرَّاف	financial advice	financial advisor	المشورة المالية - مستشار مالي
bank	banker	بنك - مَصْرِفٍ / مُدِير المَصْرِفِ	supervise	supervisor	يُشْرِف - مَشْرِف
loan office	loan officer	مكتب القروض	govern	governor	يَحْكُم - حَاكِم
-ian			-ist		
politics	Politician	سياسة - سياسي	economy	economist	اِقْتِصَاد - اِقْتِصَادِي
statistics	statistician	إحصائيات	science	scientist	عِلْم - عَالِم
mathematics	mathematician	رياضيات / حساب رياضي (مُتَخَصِّص في الرياضيات)	philanthropy	philanthropist	الإحسان - مُحسن
technology	technician	تقنية / تِكْنُولُوجِيَا فَنِي / تَقْنِي	reception	receptionist	استقبال - موظف استقبال
library	Librarian	مكتبة - أمين مكتبة	journal	journalist	مجلة - صحفي
Collocation		Meaning	Collocation		Meaning
window shopping		تسوق عبر النافذة	designer label		ماركة
fitting room		غرفة القياس	special offer		عرض خاص
shopping trolley		عربة التسوق	half price		بنصف السعر
car boot sale		بيع المستلزمات غير الضرورية	damaged goods		سلع تالفة
chain store		سلسلة متاجر	Bargain hunting		المساومة

Unit 8

Part 2 Grammar

Gerand & Infinitive

1. Full Infinitive "to + verb "

1- express purpose " to + v. " للغرض أو السبب

Ex. Hamad has **gone to buy** the football tickets.

2- after verbs " to + v. " بعد الأفعال

[agree – appear – decide – expect – hope – plan - promise – refuse – seem – remember "not forget" – try – learn – fail – ask – want – explain – find out – want to know – can't afford]

Ex. He **promised to do** his best.

3- after phrases بعد العبارات التالية

[would like – would prefer – would love + to + v.]

Ex. I **would love to go** to my favourite Indian restaurant tonight.

4- after adjectives " to + v. " بعد الصفات

[happy – sad – glad – eager – lucky – willing –reluctant – kind]

Ex. He was very **lucky to get** a job so quickly.

5- after بعد

too + adjective + to + verb فعل

Ex. The drink is **too hot to drink**.

6- after بعد

adjective + enough + to + verb فعل

Ex. The ceiling is high **enough to touch**.

7- after بعد

It + "is – was" + adjective / noun + to + verb فعل

Ex. It is **easy to write** an e-mail.

8- after بعد

be + first/second/next/last + noun + to + verb فعل

Ex. Ali is the first person to greet me at the meeting.

Bare Infinitive "verb without to"

1. after modal verbs بعد الأفعال الناقصة

[can – could – will – would – may – might – must – had to – have to – has to – shall – should]

Ex. You **should take** the medicine three times a day.

2. - after verbs بعد الأفعال

[make – see – hear – feel]

Ex. I **made him copy** out the sentence one hundred times.

3. - after

بعد

[had better – would rather]

Ex. We **had better call** ahead and reserve a table.Gerund “ v. + ing “

1- as a noun

يستخدم كاسم في بداية الجملة

Ex. **Baking** cakes relaxes me.

2- after the verbs;

يستخدم بعد الأفعال التالية

[admit – appreciate – avoid – confess – continue – deny – fancy – imagine – mind – miss – quit – save – suggest – practice – consider – prevent – like – love – enjoy – prefer – dislike – hate – go + activities – dread – mention – remember “recall”]

Ex. I **prefer reading** short stories in my free time.

3- after expressions

يستخدم بعد العبارات التالية

[be busy – it’s no use – it’s “no” good – it’s “no” worth – what’s the use of – can’t help – there’s no point in – can’t stand – have difficulty in – have trouble]

Ex. The boys are **busy watching** cartoons.

4- after

بعد الأفعال التالية اذا جاء بعدها كلمة تدل علي الوقت او المال

[spend / waste / lose + time / money]

Ex. He **wasted** a lot of time **staring** at the ceiling.

5- after “to” in some Cases

بعد حرف الجر to في بعض الحالات مثل

[look forward to – be used to – object to – in addition to]

Ex. I am used **to reading** short stories in my free time.

6- after

بعد الأفعال التالية لوصف حدث غير مكتمل

[hear – listen to – notice – see – watch feel] to describe an incomplete action

Ex. I **heard** you **speaking** to Miss Logan. [I heard a part of the conversation]

[hear – listen to – notice – see – watch feel + inf. Without to] to describe a complete action

Ex. I **heard** you **tell** the story. [I heard the whole story]

7- after adjectives + prepositions

بعد الصفات التي يليها حرف جر مثل

[fond of – good at – interested in – good for – clever at – worried about – certain of – afraid of – sorry for – sure of]

Ex. Ali is **good at writing** short stories.

8- after verbs + prepositions

بعد الأفعال التي يليها حرف جر مثل

[believe in – depend on – dream of – insist on – persist in – rely on – succeed in – accuse of apologize for]

Ex. He **succeeded in saving** a lot of money.

هناك بعض الأفعال يأتي بعدها الفعل في المصدر مرة ومرة أخرى يأتي بعدها الفعل مضاف اليه ing بدون تغيير في المعنى ومرة أخرى يتم التغيير في المعنى كما هو موضح في الجدول التالي :

Verbs with bare infinitive and Gerand no difference in meaning			
Help			I always help my mother clean / to clean the house
like, dislike, love, prefer, hate, start, begin, continue, intend,			It started to rain / raining a minute ago. I like to eat / eating healthy snacks.
see, watch, hear, feel	in the Active Voice is followed by the object		I saw him walking to school. (For actions which are incomplete or still in progress)
	either the <i>-ing</i> form or the bare infinitive.		I saw him walk into the classroom. (For completed actions)
Verbs with bare infinitive and Gerand with difference in meaning			
try	+ ing	do something to see what effect it will have	<i>If you have a sore throat, try drinking hot tea.</i>
	+ full infinitive	make an effort	<i>I'll try to come later, but it depends on work.</i>
remember	+ ing	remember something that has already happened	<i>Do you remember meeting Max last year?</i>
	+ full infinitive	Remember something before doing it	<i>Did you remember to lock the door today?</i>
forget	+ ing	forget something that has already happened	<i>I'll never forget visiting Istanbul.</i>
	+ infinitive	forget something you are supposed to do	<i>Steve forgot to say that he is leaving early.</i>
stop	+ ing	terminate an action and no longer do it after that time	<i>Stop making up excuses all the time!</i>
	+ infinitive	pause temporarily in order to do something else	<i>I was working, but I stopped to make tea</i>

Unit 9

Reported Speech (Statements)

❖ الكلام غير المباشر (reported speech) هو عبارة عن إعادة ما قاله المتحدث بطريقة أخرى وإعادته مرة أخرى بنفس المعنى .

❖ خطوات تحويل الجملة من direct speech الى reported speech :

1- تحويل الضمائر 2- تغيير الأزمنة إلى الماضي 3- حذف علامات الاقتباس 4- استخدام أدوات الربط

1- تحويل الضمائر من متكلم إلى مخاطب كما هو موضح في الجدول التالي:

متكلم أو مخاطب	غائب	متكلم أو مخاطب	غائب
I – you	he - she	my – your	his – her
we - you	they	our – your	their
me – you	him – her	mine – yours	his – hers
us – you	them	ours - yours	theirs

2- تحول الأزمنة من مضارع إلى ماضي ومن ماضي إلى ماضي تام كما هو موضح في الجدول التالي:

ماضي	مضارع	ماضي	مضارع
might	may	was	am – is
played	play	were	are
had played	has / have played	could	can
was/ were playing	is / are playing	would	will
played / had played	played	should	shall

3- تحويل الكلمات الدالة على الزمن حسب الجدول التالي:

now	then / immediately	these	those
tomorrow	the next day / the following day	this week	that week
yesterday	the day before / the previous day	last week	the week before / the previous week
tonight	that night	next week	the week after / the following week
today	that day	ago	before

this

that

here

there

الجملة الخبرية Reporting (statement)

Present simple مضارع بسيط		Past simple ماضي بسيط	
Subject +V1 + Object	Negative (don't-doesn't)	Subject +V2 + object	Negative (didn't)
Karen said, 'I want to buy a new car.' Karen said, 'I don't want to buy a new car.'		Karen said (that) she wanted to buy a new car. Karen said (that) she didn't want to buy a new car.	
Present progressive مضارع مستمر		Past progressive ماضي مستمر	
Subject + (am, is, are) + Object	Negative (am- is -are) not	Subject + (was- were) Object	Negative (wasn't -weren't)
Alan said, 'I'm having breakfast.'		Alan said he was having breakfast.	
Past simple ماضي بسيط		Past perfect ماضي تام	
Subject +V2 + Object	Negative (didn't)	Subject +had +V3 +Object	Negative (hadn't)
Salman said, 'I saw a bear in my village.'		Salman said he had seen a bear in his village.	
Present perfect مضارع تام		Past perfect ماضي تام	
Subject + have – has +V3 + Object	Negative (haven't- hasn't)	Subject +had +V3 + Object	Negative (hadn't)
Tim said, 'I've seen the Eiffel Tower.'		Tim said he had seen the Eiffel Tower.	
Present perfect progressive مضارع تام مستمر		Past perfect progressive ماضي تام مستمر	
S + (have- has) +been +V3	Negative (haven't- hasn't)	S + (had) +been +V3	Negative (hadn't)
Andy said, 'I've been waiting for an hour.'		Andy said he had been waiting for an hour.	
will		would	
Jassem said, 'I'll call you later.'		Jassem said he would call me later.	
Can		could	

Mina said, 'I can show you the way.'	Mina said she could show me the way.
May	might
Paula said, 'I may go to the market.'	Paula said she might go to the market.
Must	Had to
Jim said, 'You must work hard.'	Jim said I had to work hard.
Conditional sentences Type 1	Conditional sentences Type 2
Diane said, 'If we take a taxi, we'll get there quicker'.	Diane said if they took a taxi, they would get there quicker.
Special Introductory Verbs	
There are a number of special introductory verbs used in Reported Speech.	
Verb + full infinitive (agree, claim, demand, offer, promise, refuse, threaten, etc.)	
I'll babysit for you,' said Aisha.	Aisha offered to babysit for me.
verb + object + full infinitive (advise, allow, ask, beg, encourage, forbid, invite, order, permit, remind, warn, etc.)	
You should take better care of yourself, Ted,' said Gregg.	Gregg advised Ted to take better care of himself.
verb + -ing form (accuse sb of, apologies for, admit (to), complain to sb about, deny, insist on, suggest, etc.)	
George upset me,' said Brian.	Brian accused George of upsetting him.
verb + that-clause (add, admit, agree, announce, claim, complain, exclaim, explain, inform sb, promise, suggest, etc.)	
You didn't do a good job,' he said.	He complained that I hadn't done a good job.

Notice

These changes cannot be made when the sentence expresses a **general truth** or the reporting verb is in **the Present, Future or Present Perfect Simple.**

I enjoy cooking,' Simon said.

Simon said (that) he enjoys cooking.

'I will move to Doha next year,' Eric says.

Eric says he will move to Doha next year.

The **Past Perfect** and the verbs (**could, might, should, would and used to**) do not change in Reported Speech.

He said "I had done my homework".

He said that he had done his homework

Up-to-date reporting

Tenses either **change or remain the same** in reported speech

He said, 'I heard the news yesterday.'

He said he heard/had heard the news yesterday.

Out-of-date reporting

The introductory verb is in the **past simple** and the tenses change.

He said, 'I heard the news ages ago.'

He said he had heard the news ages ago.

The **Past Progressive** usually doesn't change but when it does, it changes **to Past Perfect Progressive.**

Alan said "I was having breakfast."

*Alan said he **was** having breakfast*

*Alan said he **had been** having breakfast*

Conditional Sentences Types 2 and 3 do not change in Reported Speech.

السؤال يعني (هل) yes/no questions

الاستفهام Reporting Questions

→ WORD ORDER: **reporting verb + if/whether + subject + verb**

"**Is she** ready?"

→question word order: **VERB + SUBJECT ...**

He asked me **if she was** ready. →statement word order: **SUBJECT + VERB ...**

→Questions with the auxiliary "**to do**"

a) "**Does she like** me?" (present simple)↓

He asked me **if she liked** him. (past simple)

b) "**Did Cindy see** me?"

(past simple)↓

He asked me **if Cindy had seen** him. (past perfect)

Note: since this is no longer a question, we don't need the auxiliary verb **TO DO!**

سؤال يبدأ بأدوات استفهام wh- questions

→ WORD ORDER: reporting verb + question-word + subject + verb

"When **is she coming**?"

→question word order: **VERB + SUBJECT ...**

He asked me **when she was coming**.

→statement word order: **SUBJECT + VERB ...**

الأمر و الطلب (Reporting (command and request)

We commonly use **(tell, beg, command, advise, warn or order)** when we report commands and ask when we report requests.

- The Imperative changes to (to + base form) or **الإثبات**
(not + to + base form.) **النفي**

'Sit down, Rex,' said Don. → **Don told Rex to sit down.**

'Don't tell anyone, please,' Laura said. → **Laura asked me not to tell anyone.**

Note

When the **request is in question** form, in Reported Speech it usually changes
(to + base form)

'Will you lend me that book, please?' Kate asked me.

Kate asked me if/whether I would lend her that book.

Kate asked me to lend her that book.

Unit 10

السؤال المذيل

QUESTION TAGS!

Question tags are short questions at the end of statements

We use them:

- when we are not sure about something and want to confirm it.
- when we want the other person to agree with us.

a negative statement + a positive question tag

- +
Her cousin **isn't** sick, **is** she?



a positive statement + a negative question tag

+ -
You **are** a police officer, **aren't** you?



Positive Statement

Negative Question Tag

I **am** happy, **aren't** I?
You **are** a doctor, **aren't** you?
He **was** tired, **weren't** he?
She **lived** in France, **didn't** she?
We **should** go now, **shouldn't** we?
It **eats** grass, **doesn't** it?
They **speak** English, **don't** they?

Negative Statement

Positive Question Tag

He **is** teacher, **isn't** he?
You **weren't** a doctor, **were** you?
She **doesn't** eat fruits, **does** she?
They **didn't** go out, **did** they?
We **shouldn't** study, **should** we?
You **don't** like football, **do** you?
They **haven't** seen her, **have** they?

form

Rules	Examples
We form question tags with the auxiliary or modal verb of the sentence and a personal pronoun in the same person as the subject.	<u>You couldn't</u> see her, <u>could you</u> ? Tom <u>believed</u> him, <u>didn't he</u> ?
When the statement is affirmative , we use a negative question tag. SUBJECT+ VERB (POSITIVE) (NEGATIVE) VERB+SUBJECT?	The boys <u>are</u> at school, <u>aren't</u> they?
When the statement is negative , we use a positive question tag. SUBJECT+ VERB (NEGATIVE) (POSITIVE) VERB+SUBJECT?	She <u>hasn't</u> seen the doctor yet, <u>has</u> she?
In statements that feature the verb to be , the question tag is formed using the verb itself , not an auxiliary.	<u>I am not</u> stubborn, <u>am I</u> ? <u>He is</u> very polite, <u>isn't he</u> ?
Note:	
When the statement is positive and in the first-person singular, the question tag is formed using the verb to be in the second person .	<u>I am</u> your best friend, <u>aren't I</u> ?
Also note the following exceptions:	<ul style="list-style-type: none"> • <u>Let's</u> do something together tonight, <u>shall we</u>? Imperative sentences <ul style="list-style-type: none"> • <u>Open</u> the window, <u>will / can / could you</u>? • <u>Don't</u> forget to call me, <u>will you</u>? • <u>Somebody</u> is at the door, <u>aren't they</u>? • <u>Nobody</u> is home, <u>are they</u>?