

The alphabet حروف الهجاء

There are **twenty six** letters in English alphabet.

بالأبجدية الإنجليزية ستة وعشرون حرفاً.

There are two ways to write these letters (**capital and small**).

يوجد طريقتان لكتابة هذه الحروف هما: الحروف الكبيرة والحروف الصغيرة.

| Capital | Small | Capital | Small | Capital | Small |
|---------|-------|---------|-------|---------|-------|
| A | a | B | b | C | c |
| D | d | E | e | F | f |
| G | g | H | h | I | i |
| J | j | K | k | L | l |
| M | m | N | n | O | o |
| P | p | Q | q | R | r |
| S | s | T | t | U | u |
| V | v | W | w | X | x |
| Y | y | Z | z | | |

Use of capital letters

استخدام الحروف الكبيرة

1. Names of people

أسماء العلم (الأشخاص)

Adel - Ahmed - Elham - Eman - Ali - Alaa - Jana - Mariam

2. Names of continents, countries, capitals, cities, towns and regions

أسماء القارات والبلدان والعواصم والمدن والأقاليم

Africa - Asia - Egypt - Iraq - Algeria - Cairo - Alexandria - Luxor - Aswan

3. Names of seas, oceans, lakes, rivers, mountains and cliffs

أسماء البحار والمحيطات والبحيرات والأنهار والجبال والهضاب

The Mediterranean Sea - The Red Sea - The Dead Sea - The Atlantic Ocean -
The Pacific Ocean - Lake Nasser - The River Nile - The Alps - The Himalayas

4. Adjectives formed from proper names (Nationalities)

الصفات المكونة من الأسماء المميزة (الجنسيات)

Egyptian - English - French - Syrian - British - German - Indian - Spanish

5. The first letter of the first word of every new sentence

الحرف الأول من الكلمة الأولى في كل جملة جديدة

Ahmed and Alaa go to school. They go at six o'clock every day.

6. The first letter of the first word of a quotation

الحرف الأول من الكلمة الأولى في الاقتباس

She said; "Please open the door."

7. The names of days, months and festivals

أيام الأسبوع وشهور السنة والأعياد

Saturday - Tuesday - January - February - April - May - Christmas

8. The pronoun (I) is always capital

الضمير I بمعنى (أنا) دائما يكتب بحرف كبير

Hatem and I visited our uncle yesterday.

9. Titles of offices

الألقاب الرسمية

President Sadat - King Hussien - Prince William - Princess Diana

10. For abbreviation

للاختصارات

Mr - Mrs - Ms - Dr - St - USA - UK - A.U.E - A.R.E.

11. Forms of addresses in letter

أشكال العناوين في الخطابات

Dear Sir - Dear Miss - Dear Friend

12. Titles of books, newspapers, magazines, films, plays and series

عناوين الكتب والصحف والمجلات والأفلام والمسرحيات والمسلسلات

El-Ayam - Al-Ahram - The Times - The Egyptian Gazette - Titanic

13. Titles of heavenly books

أسماء الكتب السماوية

The Quran - The Old Testament (The Bible) التوراة - The New Testament الإنجيل.

14. The word "God" and the pronoun that stands for it.

كلمة God بمعنى إله والضمير الذي يرمز إليها

We pray to God and please Him so that He may help us.

Punctuation Marks

علامات الترقيم

Use of commas (,)

استخدام علامة الفاصلة

1. To separate items

لفصل المفردات

I go to the market to buy potatoes, tomatoes, oranges and mangoes.

2. To separate clauses or phrases from the rest of the sentences.

لفصل الجمل الوصفية والعبارات عن الجزء الرئيسي من الجمل

Our teacher, Mr Ali, is always helpful.

I met my friends, Hatem and Omar, on my way home.

3. Before quotations

قبل الاقتباسات

I said to Mona, "I went to Alexandria yesterday."

4. To show a pause in a long sentence

ليبين وقفة قصيرة في جملة طويلة

Nady, who I told you about, will be coming.

5. When you want to add extra information.

عندما تريد إضافة معلومات أكثر

Miss Azza, who teaches us English this year, is a very kind teacher.

6. Before the question tag.

قبل السؤال المزيل

Ahmed visits his uncle once a week, doesn't he?

Use of full stop (.)

استخدام النقطة

1. At the end of a statement

في نهاية الجملة الخبرية

I travelled to Europe last year.

2. Sometimes after the abbreviations.

أحيانا بعد الاختصارات

Dr. Ahmed - Mrs. Samy - Dr. Ali - Ramses St.

Use of the question mark (?)

استخدام علامة الاستفهام

1. At the end of a question

في نهاية الجلة الاستفهامية

Where did you go last Friday?

She plays tennis every day, doesn't she?

2. To show doubt

لتبيين الشك

Nader was the thief?

You can't do it?

Use of the exclamation mark (!)

استخدام علامة التعجب

At the end of a sentence to express a strong feeling, surprise or shock.

في نهاية الجلة لتعبير عن شعور قوي أو دهشة أو صدمة

Hurrah! Our team has won.

Fantastic! You got a high mark.

What a surprise!

Use of the quotation marks (" ")

استخدام علامتي التنصيص

1. To show that words are spoken.

لتبيين أن هذه الكلمات هي المتحدث بها

I said to Ali, "I will travel to London next week".

The teacher asked me, "What would you like to be?".

2. To enclose titles of books, newspapers, magazines, films, plays and series.

لخصر أسماء الكتب والصحف والمجلات والأفلام والمسرحيات والمسلسلات

"Al Akhbar" is a great newspaper.

I have read "Macbeth".

Use of apostrophe (')

استخدام علامة الفاصلة العليا

1. For the missing letters

للحروف الناقصة

It's hot today.

2. For possessives

للملكيات

It is Omar's book.

They are Heba's shoes.

Use of colon (:)

استخدام النقطتان المترابطتان

To introduce a list or quotation in a sentence.

لتقديم قائمة أو اقتباس في الجملة

He needs the following: paints, brushes, some water and a piece of cloth.

Use of semi-colon (;)

استخدام الفاصلة المنقوطة

To separate two parts of a sentence.

لفصل جزئي الجملة

I spoke to Omar last night; he won't come to school tomorrow.

Use of hyphen (-)

استخدام الشرطة

To join two words together.

لربط كلمتين معا

I'm looking for a web-pal.

We took a two-hour break.

I'm writing a letter to my pen-friend.

Use of dash (-)

استخدام الشرطة القاطعة

To separate parts of sentences

لفصل أجزاء من الجملة

The car-the one with the broken window-was parked outside our house.

The old man-the person with dark glasses-asked me for some money.

Ex. (1)

Punctuate the following sentences:

1. captain fawzy is flying to london after Ramadan

2. did ahmed play tennis

3. i started to learn german in march

4. he said i m happy

5. it only costs six pounds he said would you like one

6. john comes from europe

7. my uncle ali wants to visit luxor in may

8. he is an english teacher

9. is this your new car ahmed

10. how old are you alaa

11. never he said i shall never agree to that

12. my name is amir

13. can you help me eman

14. el-ayam was written by dr taha hussein

15. dina said i like watching tv

16. dr alaa lives in aswan

17. this is hend s car

18. he played basketball didn t he

19. can you swim in the red sea

20. mr amr is our english teacher

21. mary asked the teacher twenty questions about usa

22. we don t go to school on fridays or saturdays

23. i went to the market last thursday

24. i bought some books notebooks pens and pencils

25. ashraf said i don t like heba