

1 Parts of Speech أقسام الكلام

Type	Job	Examples
Noun	person, place, thing	<i>Cairo, team, information</i>
Pronoun	replaces a noun	<i>she, them, himself</i>
Verb	action or state	<i>write, decide, is</i>
Adjective	describes a noun	<i>careful, monthly, huge</i>
Adverb	describes a verb/adj.	<i>carefully, very, well</i>
Preposition	links to a noun	<i>on, during, despite</i>
Conjunction	joins clauses	<i>and, although, whereas</i>
Interjection	sudden feeling	<i>Well!, Oops!</i>

2 Nouns & Plurals الأسماء والجمع

Most nouns: + s: book → books

After -s, -x, -ch, -sh: + es: box → boxes, watch → watches

Consonant + y: → -ies: city → cities (day → days)

Ending -f / -fe: → -ves: leaf → leaves, knife → knives

Common irregulars: man → men, child → children, foot → feet, tooth → teeth, person → people, mouse → mice

Unchangeable: sheep → sheep, fish → fish, series → series

Uncountable nouns never take -s: information, advice, homework, news, furniture. Say “a piece of advice / some information”, not “advices”.

3 Pronouns & Agreement الضمائر والتوافق

Subject	Object	Possessive	Reflexive
I	me	my / mine	myself
you	you	your / yours	yourself
he / she / it	him / her / it	his / her / its	himself / herself / itself
we	us	our / ours	ourselves
they	them	their / theirs	themselves

Agreement: everyone · each · nobody · either take a singular verb — *Everyone is ready.* A relative clause takes its verb from the noun before it: *the students who study...* / *the student who studies...*

4 Articles — a / an / the أدوات التعريف

a	before a consonant SOUND — a book, a university (/ju:/), a one-way ticket
an	before a vowel SOUND — an apple, an hour (silent h), an honest man
the	specific, already-known or second mention — the exam, the Nile, the book I lent you
no article	general plurals (Cats are pets), languages (English), meals (lunch), most countries (Egypt), school subjects

5 The 5 Principal Verb Forms أشكال الفعل الخمسة

V1 base	V1-s (3rd person)	V2 past	V3 participle	V-ing
write	writes	wrote	written	writing
choose	chooses	chose	chosen	choosing
go	goes	went	gone	going
take	takes	took	taken	taking
make	makes	made	made	making
lie	lies	lay	lain	lying

6 Irregular Traps (Arab-student focus) الأفعال الشاذة الشائعة

Verb trio	Meaning	In use
lie / lay / lain	recline (no object)	<i>He lay on the bed all morning.</i>
lay / laid / laid	put something (needs object)	<i>She laid the papers on the desk.</i>
rise / rose / risen	go up by itself	<i>Prices have risen sharply.</i>
raise / raised / raised	lift something	<i>They raised the minimum wage.</i>
bear / bore / borne	carry, endure	<i>The cost is borne by parents.</i>
lead / led / led	guide (spelling trap: not 'leaded')	<i>He led the team to victory.</i>
fly / flew / flown	move through air	<i>She has flown to London twice.</i>

7 Auxiliary Formulas قواعد الأفعال المساعدة

Modal + V1 (bare infinitive)	can, could, may, might, must, shall, should, will, would	<i>She must arrive on time. (never: must to / musts)</i>
have / has / had + V3	perfect tenses	<i>They have chosen a topic. She had finished before noon.</i>
be + V-ing	continuous tenses	<i>He is writing the essay now.</i>
be + V3	passive voice	<i>The essay was written last week.</i>

8 The 12 Tenses at a Glance الأزمنة الاثنا عشر

Time	Simple	Continuous	Perfect	Perfect Continuous
Past	V2 <i>She wrote the report.</i>	was / were + V-ing <i>She was writing at 9 pm.</i>	had + V3 <i>She had written it before dinner.</i>	had been + V-ing <i>She had been writing for two hours.</i>
Present	V1 / V1-s <i>She writes every week.</i>	am / is / are + V-ing <i>She is writing now.</i>	have / has + V3 <i>She has written three drafts.</i>	have / has been + V-ing <i>She has been writing since 5 pm.</i>
Future	will + V1 <i>She will write it tonight.</i>	will be + V-ing <i>She will be writing at 9 pm.</i>	will have + V3 <i>She will have written it by Friday.</i>	will have been + V-ing <i>She will have been writing for hours.</i>

9 Modals — quick rules الأفعال الناقصة

must	strong obligation or logical certainty	<i>You must bring your ID. He must be tired.</i>
have to	external obligation	<i>I have to submit it today.</i>
should / ought to	advice	<i>You should revise section 3.</i>
can / could	ability; polite request; possibility	<i>She can speak fluently. Could you repeat that?</i>
may / might	possibility (might = less certain)	<i>It may rain. It might be late.</i>
needn't / don't have to	no necessity	<i>You needn't rewrite it.</i>

Modals never take -s and are followed by the bare infinitive (no “to”): She can swim — not “cans” or “can to swim”.

10 Adjectives — order & comparison الصفات

Order: opinion → size → age → shape → colour → origin → material → purpose (a beautiful little old round brown Italian wooden dining table → shorten in exams: a lovely old wooden table)		
Type	Rule	Example
Short (1 syllable)	-er / -est	<i>cheap → cheaper → the cheapest</i>
Ends in -y	-ier / -iest	<i>easy → easier → the easiest</i>
Long (2+ syllables)	more / most	<i>expensive → more expensive → the most expensive</i>
Irregular	memorise	<i>good → better → best · bad → worse → worst · far → farther → farthest</i>

11 Adverbs الظروف

Formation: quick → quickly; happy → happily. Irregular: fast → fast, hard → hard, good → well.

Position: before the verb or after the object — *He quickly finished / He finished the exam quickly.*

Watch out: hardly = almost not (He hardly studies); “hardly hard” does not mean “with effort”.

12 Prepositions حروف الجر

Time	
in	months, years, seasons, parts of the day — in May, in 2026, in the morning
on	days, dates, specific mornings — on Sunday, on 5 June, on Friday morning
at	clock times, night, weekends (BrE) — at 7 pm, at night, at the weekend

Place

in	enclosed spaces, cities, countries — in the room, in Cairo, in Egypt
on	surfaces, lines, transport — on the desk, on the wall, on the bus
at	points, events, addresses — at the door, at school, at the party

arrive IN a city / AT a place — We arrived in Alexandria at noon.

interested IN · good AT · depend ON · married TO · apologise FOR · consist OF

13 Conjunctions & Linking أدوات الربط

Coordinating (FANBOYS)	for · and · nor · but · or · yet · so	<i>equal clauses: The test was long, but it was fair.</i>
Subordinating	although · because · since · while · if · unless · whereas · when	<i>creates a dependent clause: Although it rained, we continued.</i>
Conjunctive adverbs	however · therefore · moreover · otherwise · consequently	<i>need a semicolon: It was late; however, we continued.</i>

Full list of academic transitions continues on the companion sheet: Academic Transitions, Strong Verbs & Vocabulary.

14 10 Golden Rules for Exams عشر قواعد ذهبية

- Third person singular + s: she writes, he goes (never in present with I / you / we / they).
- Everyone, each, nobody, either take a SINGULAR verb: Everyone is here.
- since + point in time · for + duration: since 2020, for two years.
- One past marker is enough: yesterday + past simple — not 'yesterday I have gone'.
- Adjectives never take a plural -s: two big books (not bigs).
- fewer + countable · less + uncountable: fewer mistakes, less time.
- its = possessive · it's = it is / it has.
- then = time · than = comparison: better than before; after that, then we left.
- After prepositions use the object form: between you and me (not I).
- Passive = be + V3 (+ by agent): The rules were changed by the board.

15 Tips to Remember نصائح سريعة

- Read the WHOLE sentence before choosing the tense — the time word decides the form.
- Match subject–verb number first; most grammar marks are lost there.
- In passive check the -ed / -en ending: written, chosen, taken.
- Keep tenses consistent inside one paragraph unless the meaning changes.
- In exams, rewrite the corrected word clearly — no ambiguous arrows.



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